

# Army Reserve Retirement Points Information Guide



August 08, 2017

Compiled by United States Army Reserve Command, G1, Retirement Services

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## **Chapter 1**

### **General**

#### **1-1 Overview**

This information guide provides an overview and standard operating procedures for the Reserve Component Retirement Points Accounting System (RPAS); when, where, and how to contact Human Resources Command (HRC) for assistance and input; when, where, and how to review Soldier retirement point records; business rules on cases unit personnel should complete and those that require assistance from HRC; documentation required and how to acquire it to support retirement points transactions and corrections.

The information guide also includes information on crediting and awarding of retirement points, establishment of the Anniversary Year End (AYE) date, proof of performance documents, eligibility for retirement points, and retirement points for non-paid training.

Unit personnel with challenging cases should contact their Regional Personnel Action Center (RPAC), US Army Reserve Command G-1, Service and Support Division or Human Resources Command (HRC), Personnel Action Branch (PAB). Additional information and guidance pertaining to retirement points is available on the Army Reserve Command G-1 website at <https://arg1web.usar.army.mil/> and the HRC web site at: <https://www.hrc.army.mil/TAGD/Retirement%20Points%20Accounting%20System%20RPAS>.

#### **1-2 Retirement Points History**

a. When awarding retirement points a member is only entitled to a defined maximum of Individual Duty Training (IDT), Extension Course and Membership points per year. However, RPAS will allow entrance of more points and display them but it will not count in the total points. Here are some dates to remember when doing retirement points:

- (1) Prior to 23 Sep 1996: 60 point rule in effect
- (2) On or after 23 Sep 1996: 75 point rule in effect
- (3) On or after 30 Oct 2000: 90 point rule in effect
- (4) On or after 30 Oct 2007: 130 point rule in effect

b. All active duty training is credited. However, a Soldier can only receive credit for a maximum of 365 (366 in a leap year) retirement points in a year.

#### **1-3 Qualifying Years of Satisfactory Service**

A qualifying year of service for non-regular retired pay is when a Regular or Reserve Soldier is credited with a minimum of 50 retirement points.

#### **1-4 Anniversary Year End (AYE) Date**

AYE date determines the last day a retirement point may be updated annually for a Soldier, so it is important to understand how it is established. The AYE date can only be changed by HRC.

#### **1-5 Establishment and Adjustment to AYE**

The date to determine the AYE date is established by the date the Soldier entered into active service or into active status in a Reserve component. The date the Soldier enter the Active Reserve is their anniversary year beginning date. As long as the Soldier has no break-in-service, the Anniversary Year Ending date (AYE) will be one year later.

- a. For example, a Soldier who joins the Army Reserves on 2 July would have an anniversary year beginning date of 2 July and an AYE of 1 July, one year later.
- b. A break-in-service occurs only when a Soldier transfers to an inactive status list, the inactive National Guard, a temporary disability retired list, the Retired Reserve or is discharged to civilian life for longer than 24 hours. There will be no break-in-service if the Soldier transfers directly to another Regular or Reserve Component. When a Soldier with a break-in-service returns to an active Reserve status or to active service, the revised AYE start date shall be the date of return or reentry.

### **1-6 Exceptions to Calculating AYE dates**

- a. In the case of Officers with Reserve service as a cadet or midshipmen at Service or in a Reserve Officers' Training Corps program, the AYE start date is established by the date the Soldier entered into active service or active status, minus any service as a cadet or midshipman.
- b. In the case of enlisted Soldier (who served as a cadet or midshipman but who did not later receive or who do not hold a commission as an officer), service as a cadet or midshipman at a service academy shall be included and counted as active duty. You should be able to find this information on the individual's contract.

### **1-7 Credit for Partial Years of Service**

a. A Soldier who has a break-in-service that occurs during an AYE shall be credited with a partial year of qualifying service for non-regular retirement. When, as a result of a break-in-service, a partial year occurs, the Soldier must meet the minimum retirement point requirements for the Soldier's service to be credited as a partial year towards a qualifying year. A partial qualifying year is any period less than 12 full months in which the retirement points credited to a Soldier, when computed proportionally, are equal to or greater than 50 points. Calculation of credit for a partial year shall be made according the Soldier's IDT points for that year per DODI 1215.07. Partial years of qualifying service may be combined and credited towards total qualifying service.

b. Membership points for any partial year shall be credited based upon DODI 1215.07. On completion of a partial year, points for attendance at drills or equivalent instruction, prorated membership points, and points credited as a result of satisfactory participation in the DoD Health Professions Scholarship and Financial Assistance Program or other service creditable for non-regular retired pay purposes shall be credited. Such points credited for a partial year may not exceed rules in paragraph 1-2. The Retirement Point Accounting system (RPAS) figures membership points on partial years. Contact HRC Personnel Action Branch at Appendix B-3 of the Soldier and complete as a manual retirement point case if necessary.

### **1-8 Eligibility for Retirement Point Credit for Non-Regular Retirement**

- a. Soldiers in the following categories are eligible for retirement point credit:
  - (1) Soldiers of a Regular or Reserve component in active service.
  - (2) Soldiers of a Reserve component in an active status as defined in 10 USC 10141.This includes service in a Delayed Entry Program established by 10 USC 513. This service is credited toward non-regular retirement since it is service in an active status as a Soldier of the Ready Reserve.

(3) Soldiers who have retired from active service, or members transferred to the Retired Reserve under the conditions described in 10 USC 12741, who are ordered to perform active duty, may be credited with active or inactive duty service (Retiree Recall).

b. Soldiers in the following categories are not eligible for retirement point credit:

(1) Members of a Reserve component in a retired status.

(2) Members of a Reserve component in an inactive status (to include TDRL, Inactive Standby, Inactive NG, Incapacitation. Pay, Inactive status of any service, AWOL) under 10 USC 12734(a). Individuals who have completed the service requirement for retired pay and are not 60 years old may be transferred to an inactive status, but may not receive retirement point credit in that status.

c. See the table below for responsibilities for organizing, maintaining, and awarding retirement points for USAR control groups from AR 140-1, paragraph 2-17:

Assignment status	OFF	WO	ENL	CDT	Ret points	Under the administrative jurisdiction of
TPU	X	X	X	*	yes	Appropriate area commander
IRR						
Con Gp (AT)	X	X	X		yes	CG, HRC
Con Gp (Reinf)	X	X	X		yes	CG, HRC
Con Gp (IMA)	X	X	X		yes	Appropriate proponent agency of assignment and CG, HRC
Con GP (AGR)	X	X	X		yes	Appropriate command to which attached and CG, HRC
Con Gp (OADO)	X				no	CG, HRC
Con Gp (Dual Comp)	X	X			no	CG, HRC
Con Gp (ROTC)				X	no	CDR, ROTC Cadet Command
Con Gp (DEP)			X		no	CG, USAREC
Standby Reserve						
Active Status List	X	X	X		yes	CG, HRC
Inactive Status List	X	X	X		no	CG, HRC
Retired Reserve	X	X	X		no	CG, HRC

## USAR assignment status and administrative jurisdiction

Notes:

\* ROTC cadets participating in the Simultaneous Membership Program (SMP) are credited retirement points. All other cadets, upon commissioning, will not be credit retirement points. In computing length of service for any purpose, an officer appointed through the ROTC program may not be credited with enlisted service for the period covered by his or her advanced training (10 USC 2106(c) and 10 USC 2107(g)).

### 1-9 Retirement Point Credit by Activity

a. **Active Duty** – 1 point per day while on: Annual Training (AT), Active Duty Training (ADT), Initial Active Duty Training (IADT), Active Duty Operational Support-Reserve Component (ADOS-RC), Active Component (AC), Active Guard Reserve (AGR), National Guard, and Sister Services.

b. **Inactive Duty** – 1 point per every four hours for Inactive Duty Training (IDT) period (DoDI 1215.07, paragraph 4.b.) while performing: Battle Assemblies (BA), Rescheduled Training (RST), Equivalent Training (ET), Additional Training (ATA), Readiness

Management Assembly (RMA) (No more than 1 RMA can be performed by an individual Soldier in one calendar day), Additional Flight Training Periods (AFTP), Funeral Honors (2 hour rule in DoDI 1215.07 - 1 retirement point per day). See AR 140-1 for policy guidance on missions, organizations, and training of the US Army Reserve.

1) Do not award points under the 2 hour rule unless for Funeral Honor Duty in accordance with DoDI 1215.07, paragraph 4.2.c.

2) Soldiers authorized incapacitation pay under 37 USC 204(g) (tier 1) will not be allowed to acquire retirement points for drills. However, they may earn retirement points in order to satisfy the requirements for a qualifying year of service by completing correspondence courses prior to April 14, 2016.

c. **Membership** - 15 points per AYE (See paragraph 1-7 for Partial Years of Service).

d. **Correspondence** - 1 point for every 3 hours courses prior to April 14, 2016. See Chapter Four.

### **1-10 Reporting Points to Retirement Point Accounting System (RPAS)**

a. It is important to understand how retirement points are reported to RPAS. Retirement points may enter into RPAS by one of the following ways:

(1) Electronically via a data feed from Defense Finance and Accounting Service (DFAS).

(2) Electronically via a data feed from Army Institute for Professional Development (AIPD) for correspondence courses.

(3) Manually by an HRC Analyst.

## **Chapter 2 Manual Input**

### **2-1 Manually Update Retirement Points**

a. You will need to manually update the individual's retirement points if the following exist.

(1) The Soldier's AYE date change due to a break in service. See paragraph 1-5 for business rules to establish or adjust the AYE.

(2) The retirement point date is within the current Anniversary Year.

(3) The DA Form 5016 is VOID or BLANK.

(4) The Soldier is mobilized.

(5) To enter all Prior Service.

b. Ensure supporting documentation is provided to HRC to support changes and iPerms to Soldier's record.

### **2-2 To Update Retirement Points Manually:**

a. Get a copy of the supporting documentation to justify the change (See Appendix C-1 for supporting documents).

b. Complete the retirement point worksheet (See Appendix B-2). The retirement point worksheet is used in lieu of the RLAS retirement point sheet to assist the HRC Analyst in making the correct changes.

c. Prepare an encrypted email for submission to the appropriate HRC PAB. (See Appendix B-3 for PAB address). Always include your contact information on the email in case the Analyst has questions.

d. Establish a 45-day suspense to monitor the request until the DA Form 5016 is updated. Provide the Soldier a copy of the new DA Form 5016 or notify the Soldier that the correction was made and that they can go to My Record Portal <https://www.hrcapps.army.mil/portal/> to

get an updated copy.

**2-3 A VOID or BLANK DA Form 5016**

- a. You may encounter a situation where the DA Form 5016 is VOID or BLANK. See Appendix B-4. This is because RPAS does not have an AYE date to begin posting points. Before you can correct the Soldier’s points, you will need to get HRC to establish an AYE date within RPAS. You will have to handle this situation manually.
- b. First, get the individual’s supporting document(s) (See Appendix B-1 Supporting Documents- Item). These documents are normally required to establish an individual’s AYE date but there may be others. Include supporting documents for all points missing.
- c. While you are establishing an AYE date, check to see if the individual had any prior service. If the individual had prior service, include the prior service with the request and attach all of the supporting documents. Also check to see if the supporting document should be in iPERMS in accordance with AR 600-8-104 at the time.
- d. Prepare an email for submission to the appropriate HRC PAB (See Appendix B-3 for correct PAB addresses).
- e. Establish a 45-day suspense to monitor the request until the DA Form 5016 is updated and provide the Soldier a copy of the new DA Form 5016 or notify the Soldier that the correction was made and that they can go to My Record Portal <https://www.hrcapps.army.mil/portal/> to get an updated copy.

**2-4 Maintain Retirement Points Business Rules**

- a. The responsibility to monitor retirement points is contingent upon the person conducting annual Personnel Records Review (PRR). There is also a shared responsibility between the Soldier and unit.
- b. Unit Commanders and administrative personnel must setup procedures in accordance with USAR Personnel Action Guide (PAG) to ensure the following:
  - (1) Unit administrative personnel review retirement points for verification of crediting points for prior service and establishment of the AYE date during unit in-processing.
  - (2) Retirement point reviews are included in their PRR.
  - (3) Soldiers review their DA Form 5016 prior to requesting transfers to the Retired Reserves or Discharge.
  - (4) Unit personnel are familiar with procedures for retirement point corrections/updates during mobilization.
- c. To facilitate maintaining retirement points, unit personnel must inform Soldiers to go to My Record Portal <https://www.hrcapps.army.mil/portal/> to get a copy of their DA Form 5016 for their review prior to their Personnel Records Review or request for transfer to the Retired Reserves or Discharge. Unit personnel will update retirement points manually and monitor to ensure corrections are made. Unit personnel should contact their RPAC, Army Reserve G-1 or Human Resources Command for assistance with challenging cases.

**Table 2-1**

Retirement Point Update	RLAS Yes/NO	HRC Manual Yes/NO	Source Document	IPERM Yes/No
Establish AYE	NO	Yes	Soldier’s Initial Contract/Oath	Yes
Inactive Duty Service	Yes	No	LES/MMPA	No

Active Duty > 90 days	Yes	No	DD214/215	Yes
Active Duty < 90 days	Yes	No	LES/MMPA/DD220	Yes/No LES/MMPA
Active Component Prior Service	No	Yes	DD214	Yes
National Guard Service	No	Yes	NGB 23A Closeout	Yes
Sister Services RC Service	No	Yes	***See Notes Below***	Yes
Correspondence Courses Prior to 15 April 2016	No	Yes	Unofficial ATTRS transcript and DA 87	Yes
War College/SGM Academy	No	Yes	Official Memo from Registrar's Office	Yes
Points only Non Pay	No	Yes	DA 1380	Yes

Notes:

1. AF Form 526 (proof of Air Force or Air Force Reserve duty)
2. NAVPERS Form 1070-611 (proof of Naval Reserve duty)
3. NAVMC Form 798 (proof of Marine Corps Reserve duty)
4. CG HQ Form 4973 (proof of Coast Guard Reserve duty)

### Chapter 3 Nonresident Courses

#### 3-1 Army Correspondence Courses (this section applies to Correspondence Courses prior to April 14, 2016) – Effective April 15, 2016 Retirement points are no longer awarded.

- a. In accordance with AR 140-1, paragraph 3-28, Army Reserve Soldiers who cannot take part in Reserve duty training or wish to augment their training when authorized may enroll in Army correspondence courses. Correspondence courses, when used by a unit as part of an IDT training schedule will not be credited to the Soldier for retirement point credit.
- b. Do not use a DA Form 1380 to request update of correspondence courses.
- c. Normally, retirement points update for correspondence courses are submitted electronically through an automated interface from AIPD and RPAS. However, there was no interface between AIPD and RPAS prior to 16 May 1997; therefore, unit personnel must use manual submission to update points with supporting documentation (see Appendix B-1, Item 14) provided prior to May 16, 1997.
- d. Army War College, Command and General Staff College, Sergeants Major Academy, Academy of Health Sciences, Special Warfare and Tactics and other services' schools do not submit credit hours electronically (see Appendix B-1, Item 25).
- e. When retirement points for correspondence courses are not correct, unit personnel must submit the correction manually with the supporting document (see Appendix B-1, Item 14) to HRC via email. A copy of the supporting document should also be uploaded into iPERMS in accordance with AR 600-8- 104.
- f. Retirement points for Army correspondence courses are credited at the rate of 1 point for each 3- credit hours (Ratio 3:1) of nonresident instruction successfully completed in accordance with AR 140- 185, table 2-1, rule 4. For example, 5 credit hours would receive 1 retirement point or 6 credit hours receive 2 retirement points. The interface between RPAS

and AIPD does not cumulate points from other completed correspondence courses.

g. There is no correspondence course retirement point credit while on active duty. Points also cannot be carried from year to year in order to claim a qualifying year.

h. Soldiers authorized incapacitation pay under 37 USC 204(g) (tier 1) may earn retirement points in order to satisfy the requirement for a qualifying year of service by completing correspondence courses.

### **3-2 Electronic Based Distributed Learning**

a. Approved electronic based distributed learning (EBDL) Courses will be awarded to members of SELRES (TPU). Subject to available funding, and as pre-approved, Soldiers may earn one retirement point and be paid for one IDT for every 8 hours of distance learning completed.

b. Points may not be awarded for more than one type of training per any single calendar day.

## **Chapter 4 Points for Non-Paid Training**

### **4-1 Retirement Points Non-Paid Training DA Form 1380 (Record of Individual Performance of Reserve Duty Training)**

a. The DA Form 1380 is used to record approved inactive duty training for pay and retirement points. However, do not submit DA Forms 1380 directly to HRC for pay. When the DA Form 1380 is used for pay, retirement points are updated via an electronic data feed from DFAS to RPAS. DFAS verifies and certifies the paid duty and distributes a Leave and Earning Statement (LES) which validates retirement points. If there is no system failure, treat the situation like a manual update using the Soldier's LES as supporting documentation.

b. DA Forms 1380 for retirement points should be submitted to HRC by the assigned unit or authorized agency not later than 3 days after the end of each month in which the duty is performed (Do Not Report multiple months on one DA 1380). Requests received late should be authenticated by the Soldier's unit and processed at HRC as soon as possible. If original copies are not available unit personnel should check their files or the Soldier's OMPF for copies of the original DA Forms 1380. If copies are still not available explain to the Soldiers that they will need to get the officer having knowledge of the duty resign the DA Forms 1380 or provide copies of the original from their files. Unit personnel should check their unit training files or schedules for supporting documentation to help the Soldiers validate their claims. For late cases the Soldiers' Commander may provide a memorandum to explain why the requests are late. Remember retirement points are money so in essence you are authorizing pay. For assistance with these cases contact the RPSC, USARC G-1, Service and Support Division or HRC.

c. When a DA Form 1380 for retirement points is received at a minimum ensure it is completed in accordance with the instructions on the back of the form. Do not leave any of the blocks blank. Check block 3 (Anniversary Year Ending Date) against the Soldier's records to ensure it is correct. Ensure block 7 (Branch) is correct and block 9 has the authorization for the training or duty entered to include approving Headquarters and date of approval (See appendix C-2 for instructions). DA Forms 1380 submitted without proper authorization should be returned to the reporting agency. The authorization to perform the training or duty is normally approved by the appropriate approving authority prior to performing the duty or training. For non-paid duty/training in column 9b (Hours) enter "4" or "8" (4 hours =1 point, 8 hours = 2

points), column 9c (Retirement Points) enter an “N” and “1” or “2” to indicate “1” retirement point or “2” retirement points. Inactive duty service will be credited in accordance with DoDI 1215.07, paragraph 4.b. See Tables 4-1 and 4-2.

d. Ensure block 10 is completed and block 11 signed. In accordance with USAR Pam 37-1, paragraph 1-12a (4), any officer with knowledge of duty performance may sign block 11 of the DA Form 1380. Any NCO or civilian with knowledge of duty performance may sign block 11 of the DA Form 1380 if they have authorized signature authority in accordance with AR 25-50. Provide a copy of the delegation of authority memorandum with the request. Soldiers may not certify or validate their own training or duty.

e. Only authorized RPSCs or unit personnel can scan and email a copy of the DA Forms 1380 with signature authority memorandum (if applicable) to HRC PABs for retirement points. Place the original DA Form 1380 in the Soldier’s Military Personnel Record Jacket (MPRJ) pending action in accordance with AR 600-8-104, table 6-5 and establish a 45 day suspense for follow-up. Upon update of the DA Form 5016, remove the original, upload into iPERMS in accordance with AR 600-8-104, table 2-1, notify the Soldier, and provide the original DA Form 1380 to the Soldier for future reference. It is up to the unit whether to file the DA Forms 1380 in the Soldier’s training files (MARKS File 350-37a).

#### **4-2 Common errors with the DA Forms 1380**

a. The number one problem with most DA Forms 1380 for retirement points is the duty or training was not approved by the proper authority prior to performance by the Soldier.

b. The DA Form 1380 is not forward by the individual having knowledge of duties performed to the Soldier’s unit for processing, updating, and filing.

c. The DA Form 1380 is forwarded directly to HRC by the Soldier.

d. The DA Form 1380 is signed by the Soldier.

e. The DA Form 1380 was never entered into the retirement point system and recreated by someone other than the individual having knowledge of duties or training performed.

f. Item 3, Anniversary Year Ending Date is missing or incorrect.

g. Item 7, Branch is incorrect (USAR, NG, AC are not branches).

h. Item 9, missing authorization to perform duty or training.

i. Item 9c, Retirement Points are incorrect (For crediting IDT points see DoDI 1215.07, paragraph 4.b.). Do not use P-1 or P-2. This is for pay and retirement points once put into pay will update via a DFAS feed to RPAS.

j. Retirement points cannot be earned from a Soldier’s home residence while that Soldier is doing staff administrative duties, i.e. Conference Call. A commander may, however, designate a local Reserve or National Guard center by Memorandum for Record.

Table 4-1



FOR RETIREMENT POINTS ONLY on or before 14 APR 2016



1. NAME (Last, First, Middle Initial) A TO (Always change address unless DP Code)		2. DATE ASSIGNMENT YEAR ASSIGNMENT DATE
3. LAST NAME FIRST NAME MIDDLE INITIAL		4. BRANCH
5. THE BRANCH CODES FOLLOWING PERFORMED: <input type="checkbox"/> ASSAULT <input type="checkbox"/> AIRBORNE <input type="checkbox"/> AIRFIELD <input type="checkbox"/> ARTY <input type="checkbox"/> AVN <input type="checkbox"/> OTHER Check appropriate box(es) indicating the category of your service assignment as performed by you. Put in here, "IAW AR 140-185, Table 2-1, Rule (put the appropriate rule)"		
6. DAY	7. MONTH	8. YEAR
9. LOCATION ADDRESS (cannot be your home address). Description should match the appropriate rule		10. SIGNATURE OF OFFICER

If date is not within 3 days into the next month the duty was performed, will require a letter of lateness

This date is found on your DA Form 5016 (Chronological Statement of Retirement Points)

This address is your unit

This is Branch NOT Compo – Do not put USAR

Check "OTHER"

Only dates from the same month, i.e., dates that are all in July

Description should match the appropriate rule

Do NOT put your SSN (only DA Form 1380 submitted for pay will need the SSN)

Must be signed by an officer who witnessed the duty, if not an officer, must accompany a signature authority. If you are an officer you can NOT sign your own DA Form 1380.

Table 4-2



FOR RETIREMENT POINTS ONLY on or after 15 APR 2016



1. NAME (Last, First, Middle Initial) A TO (Always change address unless DP Code)		2. DATE ASSIGNMENT YEAR ASSIGNMENT DATE
3. LAST NAME FIRST NAME MIDDLE INITIAL		4. BRANCH
5. THE BRANCH CODES FOLLOWING PERFORMED: <input type="checkbox"/> ASSAULT <input type="checkbox"/> AIRBORNE <input type="checkbox"/> AIRFIELD <input type="checkbox"/> ARTY <input type="checkbox"/> AVN <input type="checkbox"/> OTHER Check appropriate box(es) indicating the category of your service assignment as performed by you. Put in here, "IAW AR 140-185, Table 2-3, Rule (put the appropriate rule)"		
6. DAY	7. MONTH	8. YEAR
9. LOCATION ADDRESS (cannot be your home address). Description should match the appropriate rule		10. SIGNATURE OF OFFICER

If date is not within 3 days into the next month the duty was performed, will require a letter of lateness

This date is found on your DA Form 5016 (Chronological Statement of Retirement Points)

This address is your unit

This is Branch NOT Compo – Do not put USAR

Check "OTHER"

Only dates from the same month, i.e., dates that are all in July

Location address (cannot be your home address). Description should match the appropriate rule

Do NOT put your SSN (only DA Form 1380 submitted for pay will need the SSN)

Must be signed by an officer who witnessed the duty, if not an officer, must accompany a signature authority. If you are an officer you can NOT sign your own DA Form 1380.

## **Chapter 5**

### **Mobilization/Demobilization**

a. The Army continues to maintain separate personnel management systems for the Active and Reserve components. This situation sometimes fosters confusion because Service members of one component may not know, understand, or acknowledge the other component's personnel policies and procedures. RLAS is the system used by the Army Reserve for Soldier personnel actions. It may not be available when mobilized.

b. When Reserve Soldiers are mobilized their retirement points are electronically updated via an automated interface between DFAS and RPAS; therefore, no action is required. However, if a Reserve Soldier on active duty discovers an error in their retirement points, the unit personnel should follow the manual procedures in paragraph 3-1 and submit supporting documents (see Appendix B-1, Item 5) to HRC.

# A-1

## REFERENCES

- AR 25-50, Preparing and Managing Correspondence, 17 May 2013
- AR 37-104-4, Military Pay and Allowances Policy, 8 June 2005
- AR 135-180, Retirement for Non-Regular Service, 28 April 2015
- AR 140-1, Mission, Organization, and Training, 20 January 2004
- AR 140-10, Assignments, Attachments, Details and Transfers, 15 August 2005
- AR 140-30 AD in Support of the USAR and AGR Management Program, 1 September 1994
- AR 140-185, Training and Retirement Point Credits and Unit Level Strength Accounting Records, 15 March 2016
- AR 350-1, Army Training and Leader Development, 19 August 2014
- AR 351-3, Professional Education and Training Program of the Army Medical Department, 15 October 2007
- AR 600-8-7, Retirement Services Program, 28 April 2015
- AR 600-8-104, Army Military Human Resources Records Management, 7 April 2014
- AR 635-200, Active Duty Enlisted Administrative Separations, Chapter 12 AGR, 6 June 2005
- USAR Pamphlet 37-1, Defense Joint Military Pay system – Reserve component (DJMS-RC) Procedures Manual, 1 August 2011
- USAR Pamphlet 600-5, Personnel Actions Guide for Army Reserve Units, 1 February 2010
- Title 10 USC, Chapter 1223 Retired Pay for Non-Regular Service
- DoDI 1215.07, Service Credit for Non-Regular Retirement, Change 1, 23 September 2013
- DoDI 1215.06, Uniform Reserve, Training, and Retirement Categories for Reserve Components, Change 1, 19 May 2015
- Army Reserve G-1, Retirement Services Program <https://arg1web.usar.army.mil/>
- US Army Human Resources Command Reserve Retirement Services  
<https://www.hrc.army.mil/TAGD/Reserve%20Component%20Retirements>
- US Army Human Resources Command, My Record Portal Login <https://www.hrcapps.army.mil/portal/>

## **B-1**

### **SUPPORTING DOCUMENTS**

1. Pay Vouchers or Leave Earning Statement (LES) (proof of Active or Army Reserve duty)
2. DA Form 1380 (proof of Army Reserve duty)
3. Copies of DA Form 1379 (proof of Army Reserve duty)
4. DA 5016, ARPC Form 249-E (proof of Army Reserve duty)
5. DD Form 214 (proof of Active duty service)
6. DA Form 1383 (proof of Army Reserve duty)
7. AGUZ Form 115 (proof of Army Reserve duty)
8. NGB Form 23 (proof of National Guard duty)
9. AF Form 526 (proof of Air Force or Air Force Reserve duty)
10. NAVPERS Form 1070-611 (proof of Naval Reserve duty)
11. NAVMC Form 798 (proof of Marine Corps Reserve duty)
12. CG HQ Form 4973 (proof of Coast Guard Reserve duty)
13. Subcourse/course certificate of completion or ATTRS/Transcript History Report with hours and dates (proof of correspondence or extension courses) **Prior to April 15, 2016**
14. Appointment or Enlistment Documents (proof of membership or to correct a AYE date)
15. Appointment/Enlistment Contract for sister service must accompany the documents for proof of reserve/active duty with sister service.
16. Appointment contracts (proof of Reserve Officers Corps/Simultaneous Membership Program (ROTC/SMP) from 1 Aug 79)
17. Enlistment Documents (proof of Delayed Entry Program (DEP) except for the period 1 Jan 85 – 28 Nov 89.
18. Orders with OER/NCOER within performance dates (proof of Active or Army Reserve duty)
19. Orders with a Commander's Certification of Attendance (proof of Active or Army Reserve duty)
20. War College/Sergeants Major Academy Memorandum (Completed prior to 15 April 2016)
21. DD Form 4
22. DA 71

#### NOTES:

1. Orders alone do not certify duty was performed, since they can be revoked or amended. They must be accompanied by the cited documentation to be considered for credit for period(s) claim.
2. Some components have gone to automated statements for retirement points. The form numbers may not be on the statement.
3. Contact the Army Reserve G-1 Service and Support Division, Retirement Services Program Manager for a current listing of the National Guard State Retirement Points Contact for requesting NGB Forms 23.

**B-2**  
**Army Human Resources Command**  
**(Effective 14 Dec 2016)**

Personnel Actions Branches process retirement points and personnel actions as follows:

**Enlisted Personnel Management Directorate**

**AGR PAB, AHRC-EPR-P (All PMOS'):**

Email: [usarmy.knox.hrc.mbx.epmd-pab-agr@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-pab-agr@mail.mil) Phone: (502) 613-5964

**IRR/IMA/TPU PAB, AHRC-EPR-J (All PMOS'):**

Email: [usarmy.knox.hrc.mbx.epmd-pab-irr-ima-ret@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-pab-irr-ima-ret@mail.mil)

Phone: (502) 613-5977

**Officer Personnel Management Directorate Personnel Action Branch's**

**Routine Actions (Retirement Points/DD214/D215/Transfer from Retired Reserve):**

Email: [usarmy.knox.hrc.mbx.opmd-ldd-pabt@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-ldd-pabt@mail.mil) Phone: (502) 613-6727

**AGR Actions: (AGR Retirements/REFRADs)** Email: [usarmy.knox.hrc.mbx.opmd-ldd-pabr@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-ldd-pabr@mail.mil) Phone: (502) 613-5938

**Special Actions Branch: (Separations/Show Cause/MSO/Non-Pars/2xPOs/Maximum Service & Age/Flags, etc.)**

Email: [usarmy.knox.hrc.mbx.opmd-ldd-pabs@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-ldd-pabs@mail.mil) Phone: (502) 613-6999

**Sanctuary Actions:**

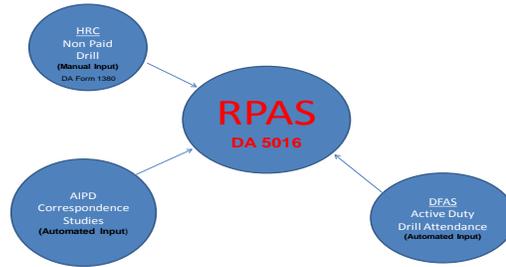
Email: [usarmy.knox.hrc.mbx.opmd-ldd-rc-tours@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-ldd-rc-tours@mail.mil) Phone: (502) 613-6856

**Officer Health Services Personnel Support Branch (previously AMEDD):**

Email: [usarmy.knox.hrc.mbx.opmd-hs-psb@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-hs-psb@mail.mil) Phone: (502) 613-6846

## C-1

### Reporting Points to RPAS



Other services and components retirement points are not automatically fed into RPAS. Army War College, Command and General Staff College, Sergeants Major Academy, Academy of Health Sciences, Special Warfare and Tactics and other services' schools do not submit nonresident credit hours electronically. Only AIPD weekly transmits completed correspondence credit hours electronically to RPAS.