

# Army Reserve Retirement Points Information Guide



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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 96, 60 point rule in effect
- (2) On or after 23 Sep 96, 75 point rule in effect
- (3) On or after 30 Oct 00, 90 point rule in effect
- (4) On or after 30 Oct 07, 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. For example, a Soldier who joins the Army Reserve on 2 July would have an anniversary year beginning date of July 2 and an AYE of July 1, one year later.

a. 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 midshipman at Service or in a Reserve Officers' Training Corps program, the date for the start of a Soldier's initial anniversary year will be 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:

**Table 2-1 USAR Assignment status and administrative jurisdiction**

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, HR Command
Con Gp (Reinf)	X	X	X		yes	CG, HR Command
Con Gp (IMA)	X	X	X		yes	Appropriate proponent agency of assignment and CG, HR Command
Con GP (AGR)	X	X	X		yes	Appropriate command to which attached and CG, HR Command
Con Gp (OADO)	X				no	CG, HR Command
Con Gp (Dual Comp)	X	X			no	CG, HR Command
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, HR Command
Inactive Status List	X	X	X		no	CG, HR Command
Retired Reserve	X	X	X		no	CG, HR Command

**USAR assignment status and administrative jurisdiction**

Notes:

\* ROTC cadets participating in the Simultaneous Membership Program (SMP). On commissioning, retirement points are not creditable. 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 Inactive Duty Training (IDT) period (DoDI 1215.07, paragraph 4.b.) while performing: Unit Training Assemblies (UTA), 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 6.4.2.3.

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 year (See paragraph 1-7 for Partial Years of Service).

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

**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 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.

b. Other services and components retirement points are not electronically fed into RPAS. Retirement points from other services and components must be entered into RPAS manually. Records of individuals coming from other services must be checked during in-processing to update RPAS with their prior service retirement points and update of Official Military Personnel File (OMPF) via Interactive Personnel Electronic Records Management System (iPERMS) with documents for future reference. See appendix C-3 for a graphic overview on how retirement points are reported to RPAS.

## **Chapter 2 Regional Level Accounting Software (RLAS)**

### **2-1 Regional Level Accounting Software (RLAS) Input**

a. If you have not already taken action now to lock the input of the retirement point ending dates (month/day) in the RLAS retirement point module in accordance with the instructions provided in paragraph 1-4 above. Once Anniversary Year Ending (AYE) dates are put into RLAS, they are locked and should only be changed by HRC. Users in other Commands who may have RLAS access cannot submit retirement points earned in the current AYE in RLAS. If the AYE needs adjustment or the points are within the current AYE, see paragraph 3-1 for manually submitting retirement point update to HRC.

b. Verify the AYE from the current Department of Army (DA) Form 5016 prior to adjusting retirement points. Review the DA Form 5016 to ensure the beginning and ending dates are correct. Verify whether or not there is duplication of correct years already listed on the DA Form 5016 or within the Retirement Point Detail. If the Soldier has prior Service (i.e. Active Component, NG, Sister Services, ROTC, or USMA) or DA Form 5016 is VOID or BLANK, go to paragraph 3-1 for manual update instructions.

### **2-2 Common Errors When Submitting RLAS Retirement Points Corrections**

a. Changing the Soldier's Anniversary Year Ending (AYE) date. Anniversary Year Ending dates can only be changed by HRC.

b. Not verifying the AYE via DA Form 5016 or checking the Retirement Point Detail prior to adjusting points. Pull a copy of the Soldier's current DA Form 5016 to verify the AYE dates and prior service before making corrections.

c. Attempting to update points using the wrong AYE date in RLAS. Use the AYE dates posted in RLAS. If the AYE is not correct go to paragraph 3-1 for instructions.

d. Individual record is not in RLAS. Check to see if the individual was arrived/reported in the unit.

e. Retirement points are submitted by days, weeks, or months. Enter retirement points by year only, one complete year per line.

f. Not accounting for ALL service in the year when updating points. Remember to add to what already existed and enter correctly ALL the retirement points for that year (one line) to properly correct retirement points for a year.

- g. Do not attempt to correct a BLANK or VOID DA Form 5016 in RLAS refer to paragraph 3-1 for instructions.
- h. Failure to scan and email the supporting document to the appropriate PAB (See Appendix B-3 for the correct email addresses). Ensure the document is uploaded into iPERMS in accordance with AR 600-8-104 in case the HRC Analyst does not receive the supporting documentation.
- i. Using the incorrect Military Personnel Classification (MPC). Ensure you enter the correct MPC (E-Enlisted, O – Officer, W – Warrant Officer).
- j. Submitting points within the current Anniversary Year. If the retirement point update is within the Soldier’s current Anniversary Year do not use RLAS, see paragraph 3-1 for instructions.

**2-3 RLAS Checklist Input**

a. Before submitting any retirement updates within RLAS, the supporting document must be available (See Appendix B-1 for a list of supporting documentation). If the Soldier does not have the supporting documentation, check their Official Military Personnel File (OMPF). If the document is not within the OMPF, explain to the Soldier that no adjustments can be made until the supporting document is available to support the transaction. Ensure the following:

- \_\_\_\_\_The individual’s record is within the RLAS database.
- \_\_\_\_\_The begin date and end date are the same as the DA FORM 5016.
- \_\_\_\_\_Submitted only one year per line. Do not submit lines by days, weeks, or months.
- \_\_\_\_\_Accounted for ALL PREVIOUS points earned on the line to include the new adjustments made.
- \_\_\_\_\_Added to what already existed and enter ALL the retirement points for the year on one line to properly correct retirement points for that year.
- \_\_\_\_\_Ensured document is iPERM in accordance with AR 600-8-104.
- \_\_\_\_\_Supporting documents were submitted via email to the appropriate Personnel Action Branch (PAB) in accordance with appendix B-3 and contact information included (name, telephone) on the email.

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)

## **2-4 Sister Services POC's for Retirement Points**

### **1. Air Force Total Force Center:**

(800) 525-0102

Option 3 – Air Force Reserve

Option 4 – Air National Guard

Forms: PCARS (Point Credit Accounting and Reporting System which is a printout via email) or AF Form 526 (last used in 2004)

Other Contact Information: HRA's may contact Nanina Baldwin, Nanina.baldwin@us.af.mil directly.

### **2. Coast Guard:**

(785) 339-3430

### **3. Marines:**

Marine Active: (703) 783-5645/3588

Marine Reserve: (703) 784-9306/9307 Michelle Kline

Marine Reserve: 1 (800) 255-5082 (Only IRR Marine Reserves)

Form: Career Retirement Credit Record (CRCR)

Must forward source document(s) to prove Soldier is in the USAR Component, such as the DD Form 4 and submit request [smb.manpower.mmsr5@usmc.mil](mailto:smb.manpower.mmsr5@usmc.mil) with information in regards to Soldier and Service Time. Please submit encrypted.

\* Only Prior Marine record separated after 1998 are maintained at Quantico. Do not order from NARA. Order from the (800) 268-3710 for Marines separated after 1998

### **4. National Guard:**

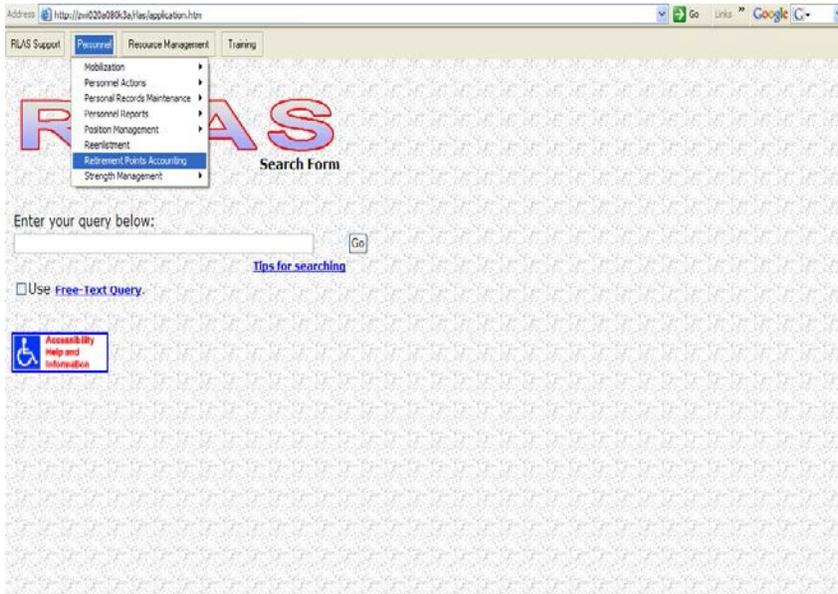
See National Guard Folder for RPAM representative per state for NGB Form 23A Closeout.

### **5. Navy:**

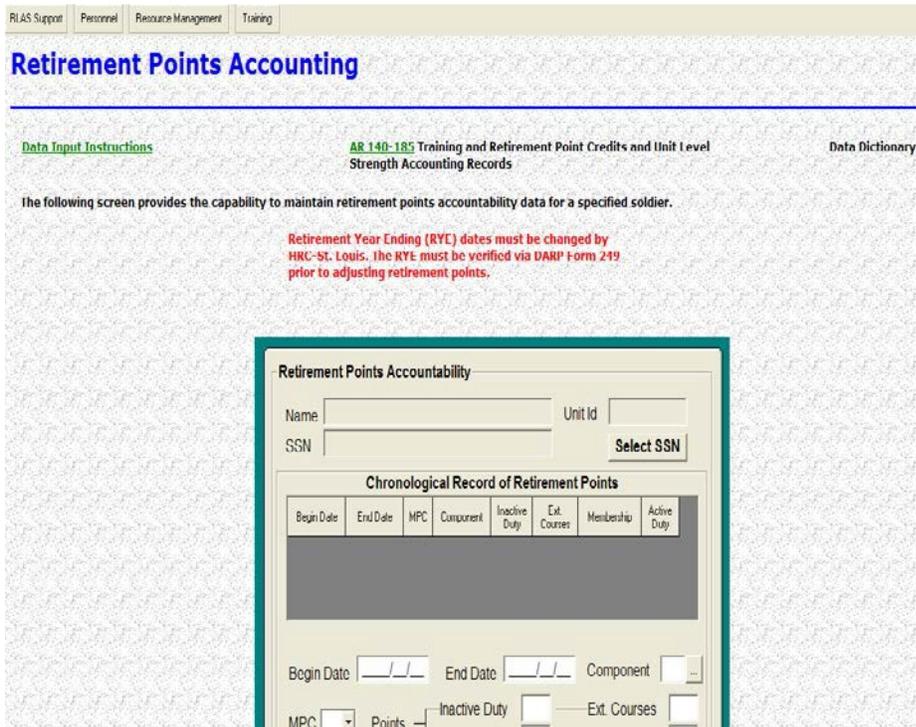
(866) 827-5672 or (901) 874-4668

a. If retirement point transactions are submitted correctly, not within the current Anniversary Year, and accepted by HRC, RPAS will produce a revised point statement within 45-60 days. The RPSC or UA must monitor the action 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 they can go to My Record Portal <https://www.hrcapps.army.mil/portal/> to get an updated copy. The RPSC or UA can contact the appropriate PAB to check on the status of the action. Do not close-out the action until the points are updated or explained to the Soldier why the retirement point adjustment was rejected.

## 2-5 Correct Retirement Point Account Using RLAS



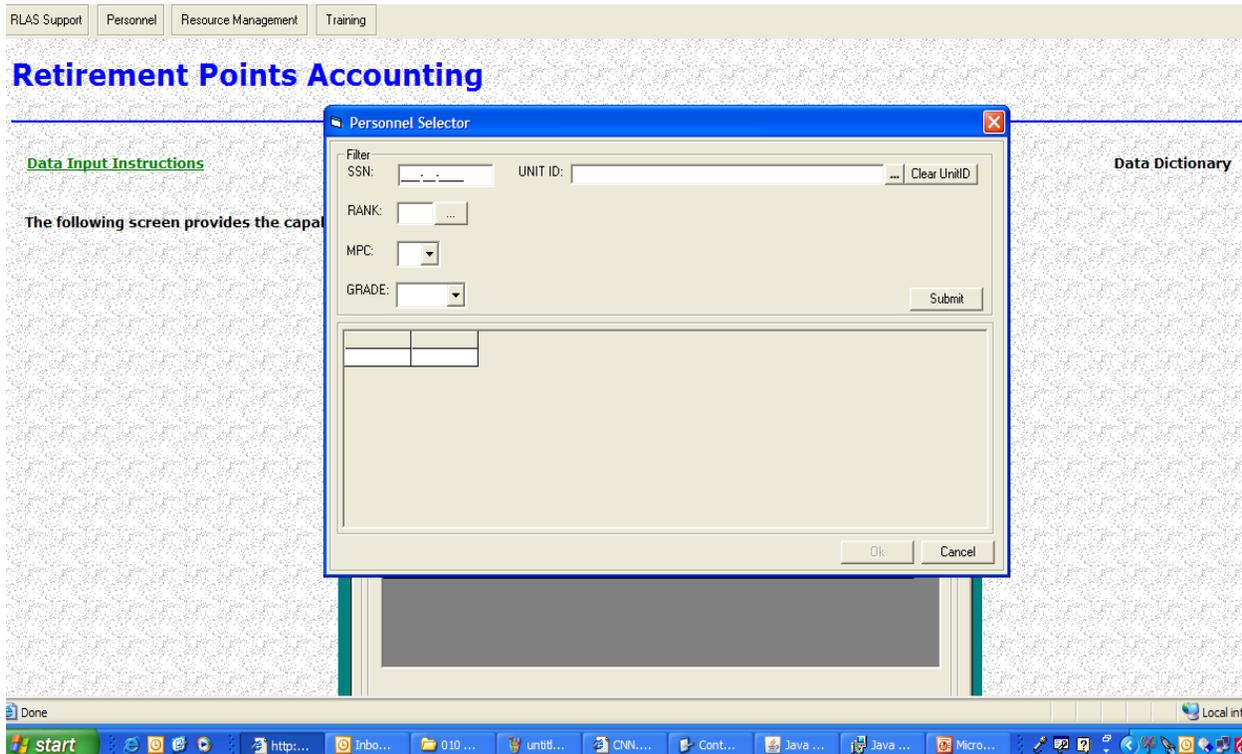
Click on the Personnel Module: Place the cursor on Retirement Point Accounting. A menu will appear to the right of the tab. Click on Retirement Points Accountability.



The next screen that appears is the Retirement Points Accountability Input screen.

Note: The AYE cannot be changed through RLAS. Use the Begin Date and End Date from the DA Form 5016. Remember to report all points, the points that were there and the points you are adding. Remember

only one line per year. Use AR 140-185 and DoDI 1215.07 for rules when awarding points for IDT. If the AYE date changed, do not use RLAS, go to paragraph 3-1 for instructions.



Once this screen is displayed, the Personnel Selector will appear. Place your cursor inside the pop-up box. A menu option appears prompting the selection of either Personnel or Unit Selector. Select Personnel Selector.

Address <http://zwo020a080k3a/has/application.htm> Go Links » Google

RLAS Support Personnel Resource Management Training

## Retirement Points Accounting

[Data Input Instructions](#)

The following screen provides the capital

**Personnel Selector**

Filter  
 SSN:  UNIT ID: WZNRAA

RANK:

MPC:

GRADE:

OrgId	Organization Description
WZKYAA	1933 MC TM NEUROSURGERY
WZKZAA	1452 MC TM MED TM (INF DJ)
WZLD99	91 DIV AUG HHD 28DE (TS)
WZLDAA	91 IN DIV HHD 28DE (TS)
WZNRAA	371 QM BN HQ HQ DET PETRL
WZNSAA	418 QM BN HQ HQ DET PETRL

Ok Cancel

Data Dictionary

The next screen allows you to choose the parameters for a database search. Use the Unit ID search. Highlight the UIC: WZNRAA. Click submit.

# Retirement Points Accounting

[Data Input Instructions](#)

The following screen provides the cap...

Data Dictionary

**Personnel Selector**

Filter: SSN:  UNIT ID:

RANK:

MPC:

GRADE:

OrgId	Organization Description
WZKYAA	1933 MC TM NEUROSURGERY
WZKZAA	1452 MC TM MED TM (INF DI)
WZLD99	91 DIV AUG HHD 28DE (TS)
WZLDA4	91 IN DIV HHD 28DE (TS)
WZNR4A	371 QM BN HQ HQ DET PETRL
WZNSAA	418 QM BN HQ HQ DET PETRL

SSN	Name	UnitID	Rank	Grade	DutyMOS
012-34-6746	BELL MARJORIE KAY	WZNR4A	SSG	E6	92Y30
019-97-9797	BELL VALLEY KELLY	WZNR4A	SGT	E5	42A30
022-34-6746	MOORE MARJORIE KAY	WZNR4A	SSG	E6	92Y30
029-97-9797	MOORE VALLEY KELLY	WZNR4A	SGT	E5	42A30
032-34-6746	ANDERSON MARJORIE KAY	WZNR4A	SSG	E6	92Y30
039-97-9797	ANDERSON VALLEY KELLY	WZNR4A	SGT	E5	42A30
042-34-6746	ALMEIDA MAJORIE KAY	WZNR4A	SSG	E6	92Y30
049-97-9797	ALMEIDA VALLEY KELLY	WZNR4A	SGT	E5	42A30
052-34-6746	MILLER MARJORIE KAY	WZNR4A	SSG	E6	92Y30
059-97-9797	MILLER VALLEY KELLY	WZNR4A	SGT	E5	42A30

Highlight the Soldier's last name, Bell Valley Kelly. Double click on this selection, then click OK.

Address <http://zwi020a080k3a/rilas/application.htm> Go Links » Google

[RILAS Support](#)
[Personnel](#)
[Resource Management](#)
[Training](#)

## Retirement Points Accounting

[Data Input Instructions](#)

The following screen provides the capital

[Data Dictionary](#)

**Personnel Selector**

Filter

SSN:  UNIT ID:

RANK:

MPC:

GRADE:

OrgId	Organization Description
WZKYAA	1933 MC TM NEUROSURGERY
WZKZAA	1452 MC TM MED TM (INF DI)
WZLD99	91 DIV AUG HHD 2BDE (TS)
WZLDAA	91 IN DIV HHD 2BDE (TS)
WZNRAA	371 QM BN HQ HQ DET PETRL
WZNSAA	418 QM BN HQ HQ DET PETRL

SSN	Name	UnitID	Rank	Grade	DutyMOS
999-04-2042	FMYYC KYPAY MYDYA	WR7TU1	SPC	E4	75B10
999-04-6722	FMYY BDYDMAY PQEYDQ	WAZ299	CPT	O3	31A00
979-97-9797	FORGE VALLEY KELLY	WZNRAA	SGT	E5	42A30
999-11-0214	FYADACQYCY JYMA ACYQEA	w885Y2	CW3	w3	920A0
999-15-1567	FYADACQYCY MAYMYCY VADDYDAD	wTY9AA	SFC	E7	75H40
999-13-8840	FYADAMMY DYVYD YCQHACY	WR3JU6	SPC	E4	11C1
999-07-1786	FYADDA GYMBADQ	wVUK9A	SFC	E7	25W40
999-10-8251	FYADDAQADDAP YMDA	wSCFY4	SSG	E6	42L30
999-11-8313	FYAED MACYB FYHMY	w7VFAA	SPC	E4	31B10
999-08-8556	FYAM DYVYD YMFADAD	WR7DAA	SGT	E5	63B20

Next screen choose Forge Valley Kelly and select OK.

RLAS Support Personnel Resource Management Training

The following screen provides the capability to maintain retirement points accountability data for a specified soldier.

**Retirement Year Ending (RYE) dates must be changed by AR-PERSCOM. The RYE must be verified via DARP Form 249 prior to adjusting retirement points.**

**Retirement Points Accountability**

Name  Unit Id   
 SSN

Chronological Record of Retirement Points							
Begin Date	End Date	MPC	Component	Inactive Duty	Ext. Courses	Membership	Active Duty

Begin Date  End Date  Component

MPC  Points { Inactive Duty  Ext. Courses   
 { Membership  Active Duty

**Procedures:**

The selected Soldier's Name, SSN and UIC appear in the respective blocks.

**TO ADD A NEW RECORD – Refer to Manual Updates paragraph 3-1**

RLAS Support Personnel Resource Management Training

The following screen provides the capability to maintain retirement points accountability data for a specified soldier.

**Retirement Year Ending (RYE) dates must be changed by AR-PERSCOM. The RYE must be verified via DARP Form 249 prior to adjusting retirement points.**

**Retirement Points Accountability**

Name: FORGE VALLEY KELLY Unit Id: WZNRAA  
 SSN: 979-97-9797

**Chronological Record of Retirement Points**

Begin Date	End Date	MPC	Component	Inactive Duty	Ext. Courses	Membership	Active Duty
1997/02/10	1998/02/09	E	01	24	0	15	132

Begin Date: 1997/02/10 End Date: 1998/02/09 Component: 01  
 MPC: E Points: Inactive Duty: 24 Ext. Courses: 0  
 Membership: 15 Active Duty: 132

New Update Refresh

**Procedures:**

### TO UPDATE A RECORD

1. Double-click the record.
2. The record information will display in the boxes at the bottom of the screen.
3. Make necessary changes to the points block only. **You must add to what already exists and enter ALL the retirement points for that year to properly correct retirement points. Refer back to the DA Form 5016.**
4. Click Update to update the information on the RLAS database.
5. Click Refresh to delete the changes and redisplay the original information.

6. Unit RLAS retirement transactions submitted into the RPAS takes approximately 45 to 60 days, if the transaction hand no errors, electronic problems, and not rejected by the HRC.

7. To correct an error made for a previously input year input year by double clicking on the year you want to correct. This year will become highlighted and you can correct everything except the Begin Date. From this point identify the Point data element. Refer back to the DA Form 5016 to reinforce where the information comes from.

The following screen provides the capability to maintain retirement points accountability data for a specified soldier.

**Retirement Year Ending (RYE) dates must be changed by AR-PERSCOM. The RYE must be verified via DARP Form 249 prior to adjusting retirement points.**

**Retirement Points Accountability**

Name: FORGE VALLEY KELLY      Unit Id: WZNRRA  
 SSN: 979-97-9797

Begin Date	End Date	MPC	Component	Inactive Duty	Ext. Courses	Membership	Active Duty
1997/02/10	1998/02/09	E	01	24	0	15	132

Begin Date: 1997/02/10      End Date: 1998/02/09      Component: 01

MPC: E      Points: — Inactive Duty: 24      — Ext. Courses: 0  
 — Membership: 15      — Active Duty: 136

Buttons: New, Update, Refresh

**Procedures:**

When input is completed, click on Update.

RLAS Support Personnel Resource Management Training

Data Input Instructions AR 140-185 Training and Retirement Point Credits and Unit Level Strength Accounting Records Data Dictionary

The following screen provides the capability to maintain retirement points accountability data for a specified soldier.

**Retirement Year Ending (RYE) dates must be changed by AR-PERSCOM. The RYE must be verified via DARP Form 249 prior to adjusting retirement points.**

**Retirement Points Accountability**

Name: FORGE VALLEY KELLY Unit Id: WZNRAA  
 SSN: 979-97-9797

**Chronological Record of Retirement Points**

Begin Date	End Date	MPC	Component	Inactive Duty	Ext. Courses	Membership	Active Duty
1997/02/10	1998/02/09	E	01	24	0	15	136

PerRetirementPoints Update Successful OK

Begin Date: / / End Date: / / Component:

MPC:  Points: Inactive Duty  Ext. Courses   
 Membership  Active Duty

New Update Refresh

1. A menu will appear stating Update Successful.
2. Click the OK button.

RLAS Support   Personnel   Resource Management   Training

Retirement Year Ending (RYE) dates must be changed by AR-PERSCOM. The RYE must be verified via DARP Form 249 prior to adjusting retirement points.

**Retirement Points Accountability**

Name    Unit Id   
 SSN

**Chronological Record of Retirement Points**

Begin Date	End Date	MPC	Component	Inactive Duty	Ext. Courses	Membership	Active Duty
1997/02/10	1998/02/09	E	01	24	0	15	136

Begin Date    End Date    Component

MPC    Points — Inactive Duty    — Ext. Courses   
 — Membership    — Active Duty

**Procedures:**

1. The data reflected in the window “Chronological Record of Retirement Points” is now correct.
2. To add another record, click new.
3. Enter the data for the next Anniversary Year to correct.

RLAS Support   Personnel   Resource Management   Training

The following screen provides the capability to maintain retirement points accountability data for a specified soldier.

**Retirement Year Ending (RYE) dates must be changed by AR-PERSCOM. The RYE must be verified via DARP Form 249 prior to adjusting retirement points.**

**Retirement Points Accountability**

Name:    Unit Id:   
 SSN:

**Chronological Record of Retirement Points**

Begin Date	End Date	MPC	Component	Inactive Duty	Ext. Courses	Membership	Active Duty
1997/02/10	1998/02/09	E	01	24	0	15	136

Begin Date:    End Date:    Component:

MPC:    Points:
 

Inactive Duty	<input type="text" value="48"/>	Ext. Courses	<input type="text" value="50"/>
Membership	<input type="text" value="15"/>	Active Duty	<input type="text" value="15"/>

Click on Update to save data.

Internet Explorer has blocked this site from using an ActiveX control in an unsafe manner. As a result, this page may not display correctly.

[RLAS Support](#)
[Personnel](#)
[Resource Management](#)
[Training](#)

## Retirement Points Accountability

[Data Input Instructions](#)
[AR 140-185 Training and Retirement Point Credits and Unit Level Strength Accounting Records](#)

The following screen provides the capability to maintain retirement points accountability data for a specified soldier.

Retirement Year Ending (RYE) dates must be changed by HRC-St. Louis. The RYE must be verified via DARP Form 249 prior to adjusting retirement points.

**Retirement Points Accountability**

Name:  Unit Id:   
 SSN:

Chronological Record of Retirement Points							
Begin Date	End Date	MPC	Component	Inactive Duty	Ext. Courses	Membership	Active Duty
1997/02/10	1998/02/09	E	01	24	0	15	136
2001/02/10	2002/02/09	E	01	48	50	15	15
2004/02/10	2005/02/09	E	01	52	18	15	174

Begin Date:  /  / 
 End Date:  /  / 
 Component:

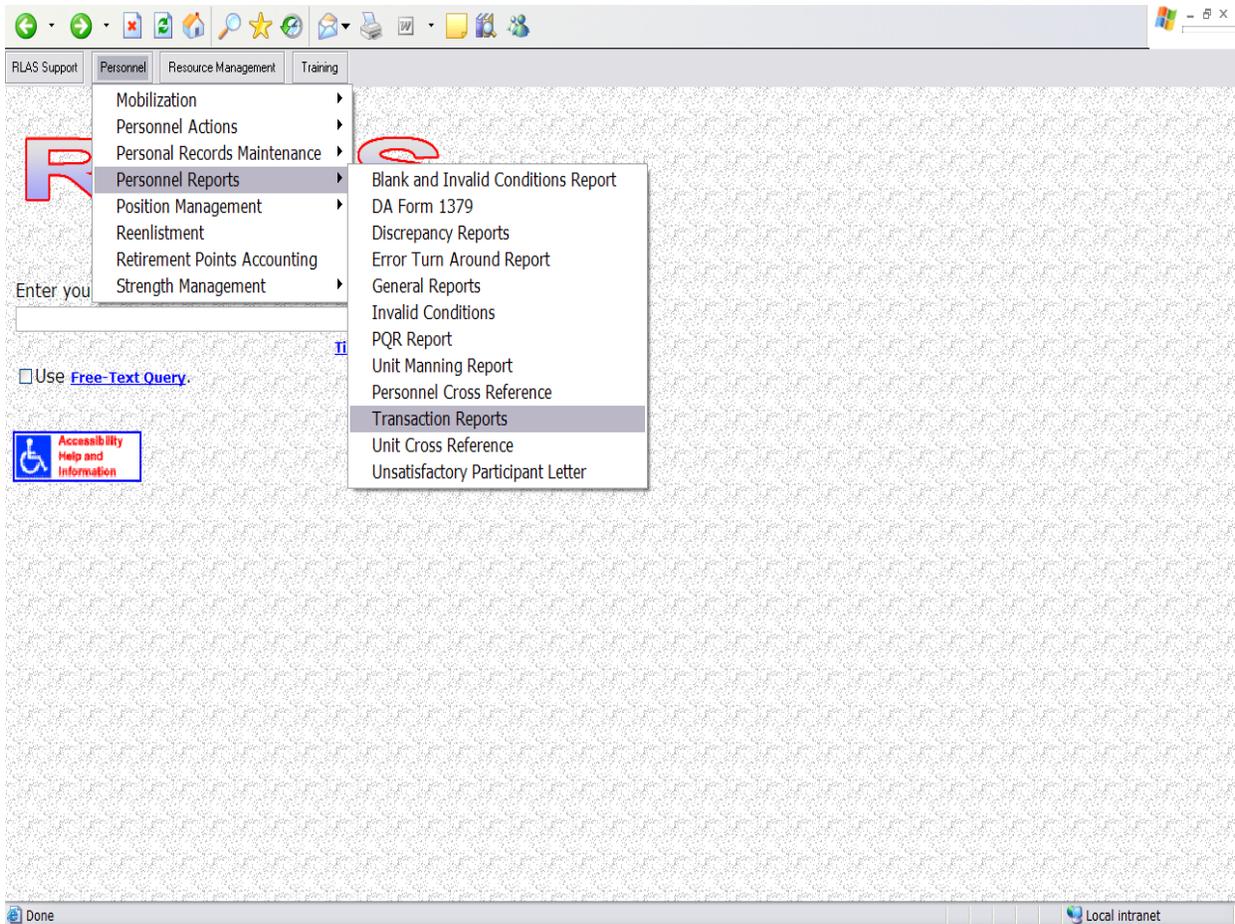
MPC: 
 Points:
 Inactive Duty: 
Ext. Courses:   
Membership: 
Active Duty:

**Procedures:**

Done

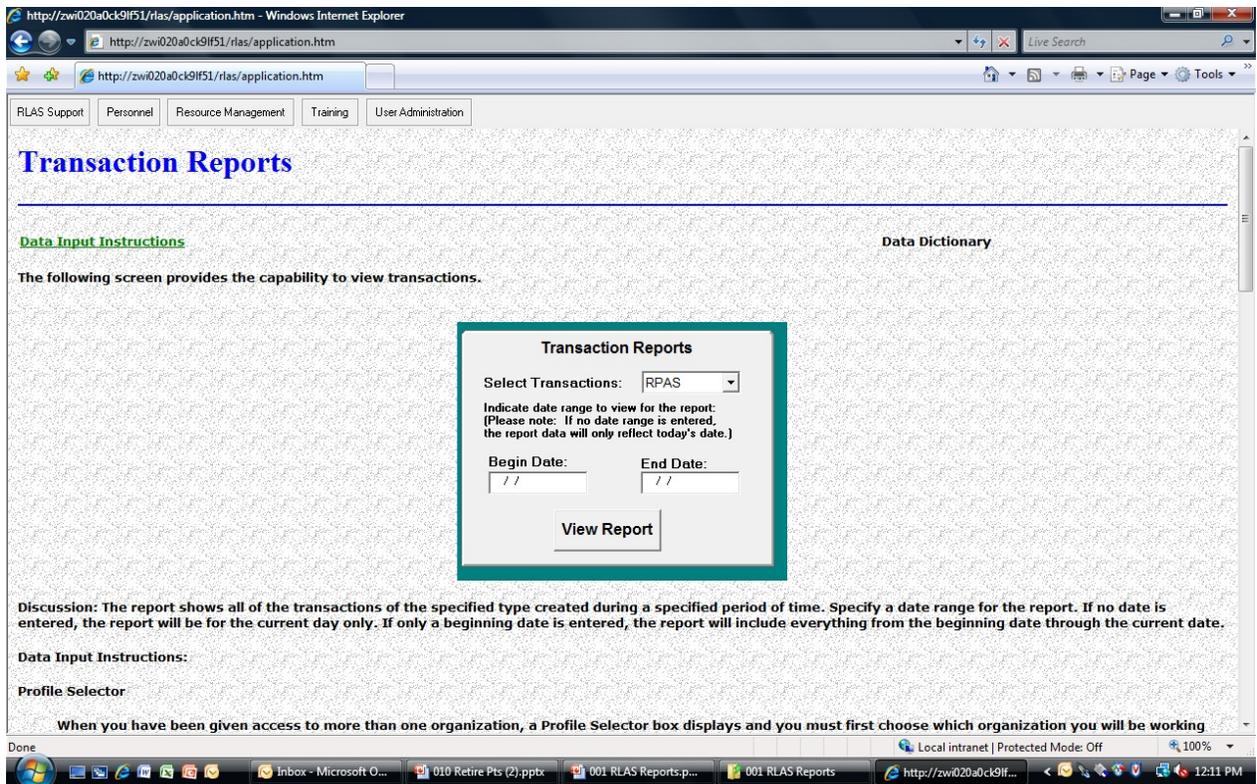
start Retirement Points Microsoft PowerPoint ... RLAS HMenu Frames... Personnel Selector

1. The data now appears in the “Chronological Record of Retirement Points” correctly.
2. Notice one again, ALL retirement points for each year are reflected here.
3. Do not just enter the difference between the correct and incorrect retirement points for that year. You must enter the ENTIRE year correctly.
4. **Think of the concept of copying over the previous incorrect data for that year with the old plus the correct data and pasting into RLAS.**



## PERSONNEL/PERSONNEL REPORTS/TRANSACTION REPORTS

Transaction Reports – This report reflects all transactions of a specified type created during a specified period of time. Specify a date range for your report. If no date is entered, the report will reflect the current day only. If only a beginning date is entered, the report will include everything from the beginning date through the current date.



1. Pull the RPAS report.
2. Click View Report

RPAS Transactions  
As Of: 2010/05/12

Page: 1 Of 3

Status	Type	Timestamp	Orig Code	Name Prefix	SSN	Beginning Date	Ending Date	MPC	Component	Inactive Duty Points	Extension Courses Points	Active Duty Points	UIC
0	0	2010/05/10 - 04:08PM	URUJ1	POVEA	149-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:08PM	URUJ1	BASS	159-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:08PM	URUJ1	SANTI	029-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:08PM	URUJ1	SARIN	059-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:07PM	URUJ1	RICHA	219-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:07PM	URUJ1	MYERS	069-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:07PM	URUJ1	GILMO	259-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:07PM	URUJ1	DEVLJ	019-97-9797	2004/08/20	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:07PM	URUJ1	BASS	159-97-9797	2001/02/10	2002/02/09	E	01	48	50	15	WZNRRA
0	0	2010/05/10 - 04:07PM	URUJ1	SANTI	029-97-9797	2002/02/10	2002/02/09	E	01	48	50	15	WZNRRA
0	0	2010/05/10 - 04:07PM	URUJ1	TALLE	089-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:07PM	URUJ1	JONES	239-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	DINKE	209-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	RICHA	219-97-9797	1997/02/10	1998/02/09	E	01	24	0	136	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	FRANK	079-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	RICHA	219-97-9797	2001/02/10	2002/02/09	E	01	48	50	15	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	BRUTO	139-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	PAYNE	129-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	ROHMA	119-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	ESTRA	039-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	COOK	049-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	MLECZ	189-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	CLARK	109-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	MYERS	069-97-9797	2001/02/10	2002/02/09	E	01	48	50	15	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	SANTI	029-97-9797	2010/02/10	2002/02/09	E	01	48	50	15	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	KODES	199-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	TOLBE	099-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:06PM	URUJ1	GOUVE	179-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:05PM	URUJ1	DEVLJ	242-34-6746	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:05PM	URUJ1	BARKS	229-97-9797	2004/02/10	2005/02/09	E	01	52	18	174	WZNRRA
0	0	2010/05/10 - 04:05PM	URUJ1	JONES	239-97-9797	2001/02/10	2002/02/09	E	01	48	50	15	WZNRRA

The data now appears in the “Chronological Record of Retirement Points” correctly. Notice one again, ALL retirement points for each year are reflected here. The user does NOT input the difference between the correct and incorrect retirement points for the year. The ENTIRE year is input correctly.

USARC RLAS Rejection will be sent to the OFTS commands monthly for reconciliation. Please contact your OFTS command G1s, if you are not receiving this report.

### Chapter 3 Manual Input

#### 3-1 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.

#### 3-2 To Update Retirement Points Manually:

- a. Get a copy of the supporting documentation to justify the change (See Appendix B-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.

### **3-3 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 Numbers 15, 16, or 17). 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.

### **3-4 Maintain Retirement Points Business Rules**

- a. The responsibility to monitor retirement points is contingent upon the person conducting annual Personnel Records Review (PRR). A portion of the responsibility also lies with 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 Discharges.
  - (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.

## **Chapter 4**

### **Nonresident Courses**

#### **4-1 Army Correspondence Courses – 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 21).
- 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,

## **Chapter 5**

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

#### **5-1 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 retirement points were not updated via the data feed between DFAS and RPAS, check first with USARC G-1, Service and Support Division to be sure there is no system failure. 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 a "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 appendix C-1 for a sample copy of a DA Form 1380 for retirement points.

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).

## **5-2 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.

## **Chapter 6**

### **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/>

## SUPPORTING DOCUMENTS

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

### 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.



# Army Human Resource Command

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

## Enlisted Personnel Management Directorate

### AGR PAB, AHRC-EPR-P Enlisted AGR Soldiers

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 / Retired Reserve PAB, AHRC-EPR-J E1 - E9 Soldiers

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

### Officer Personnel Action Branch:

Retirement Points/DD214/D215:

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:

Email: [usarmy.knox.hrc.mbx.opmd-ldd-pabr@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-ldd-pabr@mail.mil)

Phone: (502) 613-6999

Special Actions Branch:

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

Phone: (502) 613-6999

### 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

## Health Services Officer Personnel:

ACTIONS excluding APFT score card update:

Email: [usarmy.knox.hrc.mbx.opmd-hsd-psb@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-hsd-psb@mail.mil)

Room 3-2-15

Phone: Team (502) 613-6846

TO **UPDATE HEALTH SERVICES APFT SCORE CARD WITHIN SMS:**

EMAIL: [usarmy.knox.hrc.mbx.opmd-ldd-pabt@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-ldd-pabt@mail.mil)

Team number: 502 613-6727

## Health Services Officer Career Management Personnel:

IMA Coordinators will utilize the Branch team boxes and numbers listed below:

MC - [usarmy.knox.hrc.mbx.opmd-medical-corps@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-medical-corps@mail.mil); 502-613-6838

DC - [usarmy.knox.hrc.mbx.opmd-dental-corps@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-dental-corps@mail.mil); 502-613-6844 VC

- [usarmy.knox.hrc.mbx.opmd-veterinary-corps@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-veterinary-corps@mail.mil); 502-613-6842

MS - [usarmy.knox.hrc.mbx.opmd-medical-services-corps@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-medical-services-corps@mail.mil); 502-613-6840

AN - [usarmy.knox.hrc.mbx.opmd-nurse-corps@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-nurse-corps@mail.mil); 502-613-6841

SP - [usarmy.knox.hrc.mbx.opmd-medical-specialist-corps@mail.mil](mailto:usarmy.knox.hrc.mbx.opmd-medical-specialist-corps@mail.mil); 502-613-6843

# CHRONOLOGICAL STATEMENT OF RETIREMENT POINTS

For use of this form, see AR 135-180; the proponent agency is DCS, G-1

DATE

05APR2016

## DATA REQUIRED BY THE PRIVACY ACT OF 1974

**AUTHORITY:** AR 135-180.

**PRINCIPAL PURPOSE:** To provide members of the Reserve Components a detailed listing of retirement points earned in the previous completed anniversary years. To assist units and Soldiers in verifying retirement points earned during the annual review. The purpose of soliciting the DOB is for positive identification. Identify the individual and his/her service record. Determine creditable service for retirement and other benefits.

**ROUTINE USE(S):** The DoD Blanket Routine Uses may apply to this collection.

**DISCLOSURE:** Voluntary. However, failure to furnish information may result in denial of retirement.

NAME		ADDRESS				DOB	CURRENT GRADE	FEED			
		640 THOMAS J EGAN RD DENTON TX 76207-3730				19591228					
BEGINNING DATE YR MO DAY (1)	ENDING DATE YR MO DAY (2)	MILITARY PERSONNEL CLASS (3)	STATUS OR COMPONENT (4)	INACTIVE DUTY POINTS (5)	EXTENSION COURSE POINTS (6)	MEMBERSHIP POINTS (7)	ACTIVE DUTY POINTS (8)	QUALIFYING FOR RETIREMENT YRS MO DAYS (9)		TOTAL POINTS CREDITABLE (10)	
<b>TOTAL</b>				0	0	0	0	00	00	00	0000

ARMY RESERVE RECORD OF INDIVIDUAL PERFORMANCE OF RESERVE DUTY TRAINING <small>For use of this form see AR 140-185; the proponent agency is DCS, G-1.</small>					1. DATE
2. FROM: (Reporting Agency) (Include ZIP Code)				3. ANNIVERSARY YEAR ENDING DATE	
4. TO: (Records Manager AMHRR) (Include ZIP Code) <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <span>[</span> <span>]</span> </div>					
5. LAST NAME - FIRST NAME - MIDDLE INITIAL			6. GRADE	7. BRANCH	
8. INDIVIDUAL'S ASSIGNED ORGANIZATION (If different from office of addressee)					
9. THE ABOVE NAMED SOLDIER PERFORMED <input type="checkbox"/> EQUIVALENT <input type="checkbox"/> APPROPRIATE <input type="checkbox"/> SUITABLE <input type="checkbox"/> ATA <input type="checkbox"/> ATADL <input type="checkbox"/> OTHER <small>(Check applicable box) DUTIES, TRAINING OR INSTRUCTION ON THE DATES AND FOR THE HOURS INDICATED AS AUTHORIZED BY (Cite authorization):</small>					
a. DATE			b. HOURS	c. RETIREMENT POINTS	d. LOCATION OF DUTIES, NATURE OF DUTIES, TRAINING OR INSTRUCTION
DAY	MONTH	YEAR			
10. TYPED NAME, GRADE AND POSITION OF OFFICER HAVING KNOWLEDGE OF DUTIES PERFORMED				11. SIGNATURE OF OFFICER	
12. FOR RECORDS MANAGER OF INDIVIDUAL SOLDIER'S RECORDS					
<input type="checkbox"/> SUBMITTED TO IPERMS			<input type="checkbox"/> PAY DATA		<input type="checkbox"/> SUBMITTED <input type="checkbox"/> NOT APPLICABLE

## INSTRUCTIONS

### 1. WHEN PREPARED. Prepare DA Form 1380 by the last day of each month, to cover the following:

- a. Nonunit Reserve training, other than Army Extension Courses
- b. Equivalent duty or other appropriate duty performed by reservists assigned to USAR units, other than such training performed with the unit of assignment.

### 2. BY WHOM PREPARED.

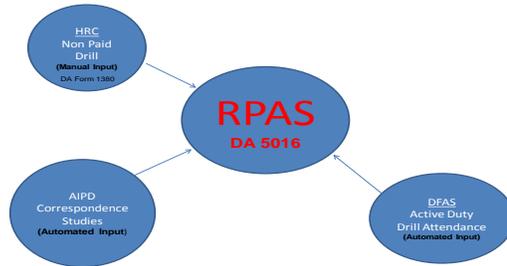
- a. For training projects - by the chief of the proponent agency for the project.
- b. For attendance at professional or trade convention meetings - by the designated military representative at the meeting.
- c. For training in an attached status - by the commanding officer of the unit of attachment.
- d. For training attachments with another service - the reservist will complete all items except the signature and then obtain the signature of the duly authorized official of the unit attachment
- e. For all other Reserve training - as directed by the area commander.

### 3. INSTRUCTIONS FOR COMPLETION

- a. Items 1 through 3, 5 through 8, and 11 through 12, self-explanatory.
- b. Item 4 (TO:). Enter the complete designation and address of the office maintaining the reservist's records.
- c. Item 9. Check the appropriate block to indicate type of duty performed. Cite the documentary authority for the training reported. When the form covers more than one period of duty or training of variable types, leave blank the entry pertaining to type of duties and enter the information in Column "d" following the description of the duties, training or instruction performed.
  - (1) Column a. Enter day, month, and year on which duty, training, or instruction was performed. Omit when work on an assigned training project covers more than one month.
  - (2) Column b. Enter the total number of hours covered by the form. For assigned training projects, see AR 140-1.
  - (3) Column c. Enter the number of retirement point credits earned. One point will be credited for each period of at least 2 hours of authorized training or instruction performed during one day. For assigned training projects, see AR 140-1.
  - (4) Column d. Enter a brief description of the duties, training, or instruction performed. If duty involved work on an assigned project over an extended period, also enter the inclusive dates of the period.
- d. Item 11. The responsible officer will sign copies forwarded to the custodian of the reservist's field 201 file.

**4. DISPOSITION.** For nonunit members forward original and duplicate to CDR, RCPAC, ATTN: AGUZ-TAD. Retain one copy for file. For unit members forward original and duplicate to unit of assignment. Retain one copy for file.

### 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.