



RPAM Corrections Request Checklist

Soldier's Name: _____ Last Four _____

MSC/ UNIT _____

Type of Request(s): (Check all that apply)

- Missing ADT time Missing IDT Time Reduced Retirement Age
- IST Request (State : _____) Missing Prior Service Other _____

Submit the following documents that are applicable from the list below, through the chain of command to NGGA G-1 RPAM Section via IPPS-A

- Current RPAM (required) highlight time period in question
- DD 214 (if applicable)
- MMPA (requested through your unit pay clerk) (only if requesting a correction after 1993)
- RPAM from other military service component (if applicable must be placed in iPERMs)
- Leaves and Earnings Statements (Soldier can request LESs from 1993 and prior via link <https://www.dfas.mil/customerservice/lesrequest/>)
- DA 1379 and signed memorandum by the commander (for Soldiers drilling for points only)
- Any source documents not already in iPERMs will be placed in iPERMs before submitting CRM to NGGA G-1 RPAM SECTION

Ensure the following information is inputted in the CRM Case Details Tab:

Provider Group: NGGA G-1 RPAM SECTION

Type: Update

Detail: Retirement Point Update

Problem Summary/Description Example: Missing IDT/ADT, Missing Prior Service, Reduced Retirement, Rank, or UPC Update.

Ensure supporting documents are uploaded in Notes Tab

*Packet must be reviewed and validated at all levels prior to routing the request to G-1