



### 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       Drilling for Points

Submit the following documents that are applicable from the list below, through the chain of command to G-1 HSB RPAM for processing 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 1994)
- 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://corpweb1.dfas.mil/askDFAS/custCategories.action?pgModId=5242>)
- DA 1379 (for Soldiers drilling for points only)
- Any source documents not already in iPERMs will be placed in iPERMs before forwarding to HSB RPAM

Ensure the following information is inputted in the PAR description Field:

Workflow: GA HR Services RPAM

PAR Description: Choose either RPAM Correction, RPAM Request, Reduced Retirement or IST Request

Example: RPAM Correction, AVN TC

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