

GAARNG G-1 SOP

Human Resources Service Branch

**Retirement Points  
Accounting  
Management  
(RPAM)**

Joint Force Headquarters  
Georgia Army National Guard  
Marietta, GA  
15 October 2020

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

**SOP**

**Retirement Points Accounting Management (RPAM)**

**Revision dated 15 October 2020**

- o Minor grammatical corrections with no substantive change.

## **Contents**

### **Chapter 1 Overview**

- 1-1 Purpose
- 1-2 References

### **Chapter 2 RPAM Supporting Documents**

- 2-1 RPAM review
- 2-2 Obtaining documents

### **Chapter 3 Steps for Requesting RPAM Correction**

- 3-1 RPAM checklist

### **Chapter 4 Reduced Retirement Age**

- 4-1 Reduced retirement age eligibility
- 4-2 Supporting documents

### **Chapter 5 Miscellaneous**

- 5-1 IST exports
- 5-2 Soldiers drilling for points

### **Chapter 6 IPPS-A Process Steps**

- 6-1 Workflow save as Preferences
- 6-2 HR PAR MISC Admin Records Corrections process steps

### **Appendix A References**

### **Appendix B Figure List**

### **Glossary**

## **Chapter 1 Overview**

### **1-1. Purpose**

To provide procedural guidance for units/Soldiers to update and/or correct their Retirement Points History Statement (NGB Form 23).

### **1-2. References**

See Appendix A.

## Chapter 2 RPAM Supporting Documents

### 2-1. RPAM review

Units will conduct an annual birth month review with each Soldier. During the review, Soldiers identify any missing or incorrect time on the NGB Form 23 downloaded from RCAS. See figure 2-1 for how to read an RPAM.

Note: A minimum of 50 points must be obtained in each full anniversary year to have that year creditable for qualifying service toward non-regular retirement. Retirement Points Accounting Management (RPAM) and reporting codes are referenced in National Guard Regulation 680-2.

### 2-2. Obtaining documents

Soldiers may provide the documents below to assist the unit in updating the NGB Form 23. Note: W-2's, orders, bank statements, photos, handwritten correspondence, and tax forms are not acceptable source documents.

- a. Master Military Pay Account reports (MMPAs) can be retrieved from USPFO.
- b. Soldiers may provide DD 214s or NGB 22s but these must still be verified via MMPAs.
- c. Leave and Earnings Statements (LESs) for previous 12 months: Soldier can log on to MyPay, <https://mypay.dfas.mil>

(1) LESs 1994 to present: Units may request MMPAs through their pay clerk via SIBx Hub to USPFO and expect a 3-5 business day turnaround.

- (a) Description: MSC - Last Name, First Name, last four SSN
- (b) Action: USPFO RC PAY or USPFO AC PAY
- (c) Sub Action: MMPA REQUESTS
- (d) Comment: indicate years required and Soldier's full SSN

(2) LESs prior to 1993: DFAS requires the request come from the Soldier, request is made via: <https://corpweb1.dfas.mil/askDFAS/custCategories.action?pgModId=5242>

- d. Other components retirements points

(3) United States Army Reserves (USAR):

(a) DA Form 5016: SM can send email to [usarmy.knox.hrc.mbx.epmd-pab-irr-ima-ret@mail.mil](mailto:usarmy.knox.hrc.mbx.epmd-pab-irr-ima-ret@mail.mil)

(b) Or ARPC Form 249-E: SM can obtain thru HRC portal <https://www.hrcapps.army.mil/portal/default.aspx>

(4) AF Form 526 (Air Force Reserve Points Statement) <https://www.afpc.af.mil> or <https://www.my.af.mil/gcss-af/USAF/ep/home.do>

(5) Naval/Marines Corps Reserve: SM can send email to [ccl-mc-record-services@dfas.mil](mailto:ccl-mc-record-services@dfas.mil) or <https://mol.tfs.usmc.mil/mol>

(6) Coast Guard: SM can send email to <http://www.dcms.uscg.mil/ppc/adv/points/>

ARMY NATIONAL GUARD CURRENT ANNUAL STATEMENT

SGT BUCKEYE BRUTUS  
000-00-0000  
HHC 612 EN BN  
28846 TRACY RD  
WALBRIDGE, OH 43465-9768

Date Prepared: 2000/07/31  
AYE: 02/27  
BASD:  
Output Reason: Inquiry

Anniversary  
Year Ending  
Date (Formerly  
Retirement Year  
End)

Basic Active  
Service Date  
(Only for soldiers  
in an Active  
Duty Status)

Notice of Eligibility: NO  
Highest Grade Held: E06

Indicates whether a soldier  
has received a 20 year letter

Highest grade held providing the  
reduction in grade was not for  
disciplinary reasons.

Total of the points in  
IDT, MEM, ACCP,  
AD columns

Total  
years/months/days  
of creditable  
service for retired  
pay for each period

Begin/End Date of  
retirement year

See below\*

Membership points. Points  
earned by being a member  
of a Reserve Component.  
Maximum of 15 per year.

Begin Date (yyyymmdd)	End Date (yyyymmdd)	MMSI	IDT	MEM	ACCP Misc Pts	AD Pts	VS	Total Career Points	Total Pts For Ret Pay	Creditable Svc For Ret Pay
1987/04/02	1988/04/02	F1	0	15	0	162	V	177	177	01/00/00
1987/04/02	1988/04/02	C1	15	15	0	15	V	45	45	00/00/00
1987/04/02	1988/04/02	C1	47	15	0	16	V	78	76	01/00/00
1987/04/02	1988/04/02	C1	28	-	0	23	V	-	-	
1987/04/02	1988/04/02	A1	0	14	0	30	V	95	95	
1987/04/02	1988/04/02	A1	0	0	0	365	V	365	365	
1987/04/02	1988/04/02	A1	0	0	0	366	V	366	366	
1987/04/02	1988/04/02	A1	0	-	0	129	V	-	-	
1987/04/02	1988/04/02	D4	0	10	0	0	V	139	139	
1987/04/02	1988/04/02	D4	0	0	0	0	V	15	15	
1987/04/02	1988/04/02	H3	0	0	0	0	V	0	0	
1987/04/02	1988/04/02	B1	0	0	0	77	V	77	77	
1987/04/02	1988/04/02	B1	0	0	0	59	V	59	59	
1987/04/02	1988/04/02	B1	0	0	0	79	V	79	79	
1987/04/02	1988/04/02	B1	0	0	0	97	V	97	90	
1999/02/28	2000/02/27	B1	52	15	15	15	V			
<b>GRAND TOTALS</b>								<b>1166</b>	<b>1592</b>	<b>1583</b>

GRAND TOTALS

1166

1592

1583

10/00/00

\*MMSI

MILITARY MEMBERSHIP STATUS IDENTIFIERS

- F1 - United States Air Force Reserve
- C1 - Air National Guard Unit Member
- A1 - United States Army Regular Service
- D4 - United States Army Reserve Control Group (Reinforcement)
- H3 - Non-Military, Civilian Break
- B1 - Army National Guard Unit Member

- DISTRIBUTION:
- 1 - Soldier
  - 1 - Requestor
  - 1 - State Use

Verification Status. "V" indicates valid documents have been presented and are on file to verify service & points. "B" indicates that no document is on file to verify the service/points. NOTE: Points and service will not be credited in last two columns if verification status is "B".

Total years, months & days of service for retired pay

References: AR 135-180 - Qualifying Service for Retired Pay Nonregular Service, 1 Jul 87  
NGR 680-2 - Automated Retirement Points Accounting System, 1 Mar 89

NGB Form 23B  
20 July 1998

Figure 2-1. How to read an RPAM

**Chapter 3**  
**Steps for Requesting RPAM Correction**

**3-1. RPAM checklist:**

- a. Unit will complete the RPAM Checklist. Go to <https://ga.ng.mil/Portals/49/G1/index.html>, then click on G1 SOPs > Retirement Points Accounting Management (RPAM). The checklist is embedded in the RPAM SOP as an attachment. See figure 3-1.
- b. The unit will create an Administrative Record Corrections PAR and route through command channels to GA HR Services RPAM. Use the following naming convention in the PAR description: "RPAM Correction Request, MSC name". (See chapter 6 for process steps). HR personnel will attach all supporting documentation with packet via IPPS-A through command channels to MSC S1. Incomplete or incorrect packets will be returned without action and returned to the requesting MSC with comments.
- c. Once requests are completed, the PAR will be approved with notes and an updated RPAM will be placed in the Soldier's iPERMS.

The image shows a screenshot of a web-based checklist form for the Georgia Army National Guard. The form is titled "RPAM Corrections Request Checklist" and includes fields for "Soldier's Name" and "Last Four", and "MSC/ UNIT". It features a section for "Type of Request(s)" with six checkboxes: "Missing ADT time", "Missing IDT Time", "Reduced Retirement Age", "IST Request (State : \_\_\_\_\_)", "Missing Prior Service", and "Drilling for Points". Below this is a box containing instructions to submit documents applicable from the list below through the chain of command to G-1 HSB RPAM. The list includes checkboxes for "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)", and "Any source documents not already in iPERMs will be placed in iPERMs before forwarding to HSB RPAM". At the bottom, there are instructions on how to input information in the PAR description field, including workflow, description, and an example. A final note states that packets must be reviewed and validated at all levels prior to routing the request to G-1.

**Figure 3-1 RPAM corrections request checklist**

## **Chapter 4**

### **Reduced Retirement Age**

#### **4-1. Reduced retirement age eligibility**

a. The standard age for eligibility for receipt of retired pay for non-regular service is 60 years old, IAW AR 135-180.

b. Reduced Eligibility Age authorizes reduced eligibility age for Soldiers of the Ready Reserve who, after 28 January 2008, serve on active duty in support of contingency operations under 10 USC 688, 10 USC 12301(a) and (d), 10 USC 12302, 10 USC 12304, 10 USC 12305, 10 USC 12406, 10 USC chapter 15, or active service authorized by the President or the Secretary of Defense under 32 USC 502(f) for purposes of responding to a national emergency declared by the President or supported by Federal funds. The eligibility age for reduced retirement age for receipt of retired pay for non-regular service may not be reduced below age 50.

c. Qualifying periods will be calculated as follows:

(1) Periods of service after 29 January 2008 but before 1 October 2014 will be credited in 90-day increments, only when they occur in the same fiscal year.

(2) Periods of service beginning 1 October 2014 and thereafter will be credited in 90 day increments in one or more consecutive fiscal years.

(3) Requests should be made after completion of a qualifying event or during annual birth month review.

#### **4-2. Supporting documents**

a. The unit will create an Administrative Record Correction PAR and route through command channels to GA HR Services RPAM. Use the following naming convention in the PAR description: "Reduced Retirement, MSC name". (See chapter 6 for process steps). Requests should be made after completion of a qualifying event or during annual birth month review. The following documentation must be provided with request:

(1) DD Form 214.

(2) DD Form 220 (if issued).

(3) Active duty orders to verify eligible TDC.



## **Chapter 5 Miscellaneous**

### **5-1. IST exports**

When a unit is requesting an interstate transfer (IST), please indicate which state the request is needed for. Units will need to allow the RPAM section 10-14 business days to receive requests back from outside states.

### **5-2. Soldiers drilling for points**

Note: This is a manual process. HR automated systems do not currently receive a transmission of data reflecting when a Soldier drills for retirement points (i.e., without receiving pay). Units must submit documentation for each member drilling for points within 5 business days following the unit training assembly. Documentation will be routed through proper channels to the G-1 as an admin correction PAR in IPPS-A.

a. The unit will submit the applicable supporting documents for the correction based on the checklist for the Soldier. The unit will create an Administrative Record Correction PAR and route through command channels to GA HR Services RPAM. Use the following naming convention in the PAR description: "Drilling for Points, MSC name". (See chapter 6 for process steps).

d. Once RPAM receives request, the NGB form 23 will be verified and updated. Once approved, an updated copy will be available via RCAS. Incomplete packets will be returned without action and returned to the requesting MSC with comments.

## **Chapter 6 IPPS-A Process Steps**

### **6-1. Workflow Save as Preference Steps**

Every HR Professional must save a copy of the G-1 workflows prior to initiating MISC Admin Correction (ADMINCRCTN) action from the HR Personnel Action tile. The following steps details how to save the workflows:

- a. From the HR Professional Homepage type "workflow save as" in the global search engine.
- b. Select "Workflow Save As Preference".
- c. Select "Shared Templates"
- d. Type "MARPLE" in the created by field and click search.
- e. Select the any operator ID options.
- f. Select the details next to each description box. This will open up on another tab.
- g. Select Import Template. Select Ok. Close the tab.
- h. Repeat steps f and g for each template until you have all workflow template saved.

### **6-2. Creating an Administrative Record Corrections PAR**

Every HR Professional must save a copy of the G-1 workflows prior to initiating MISC Admin Correction (ADMINCRCTN) action from the HR Personnel Action tile. The following steps details how to create a MISC ADMINCRCTN PAR:

- a. From the HR Professional Homepage type "HR Personnel Action Requests" in the global search engine.
- b. Select the HR Personnel Action Request Tile.
- c. Click the search option on the EMPLID and select the Search Criteria to search for the Soldier the intended action is for.
- d. From the Category Field select the "MISC" option.
- e. From the PAR Type Field select "ADMINCRCTN" and click "Create New PAR"
- f. You must type in the required information in the description field applicable to the PAR Action outlined within the SOP.
- g. Effective date will be the date the PAR is being submitted.
- h. Supporting documents are mandatory and must be one PDF document. Exceptions are made for DA 4187s.
- i. Click save. And Submit.
- j. The MSC S1 will insert the appropriate workflow template that have been saved from para 6-1 as the approver, and route it to G-1 for processing. This action can be completed by clicking on the pending icon on the opened PAR.
- k. G-1 will download the packet to review for processing. A copy of the updated RPAM will be placed in the Soldier's iPERMS and returned as approved to the PAR requestor. G-1 will also complete the appropriate IPPS-A action request for the Soldier. Disapproved packets will be returned without action.

## **Appendix A**

### **References**

#### **Section I Publications**

##### **AR 135-180**

Retirement for Non-Regular Service, dated 28 April 2015

##### **AR 140-185**

Training and Retirement Points Credits and Unit-Level Strength Accounting Records, dated 3 August 2018

##### **AR 600-8-7**

Retirement Services Program, dated 18 January 2017

##### **DODI 1215.07**

Service Credit for Non-Regular Retirement, dated 24 January 2013

##### **NGR 680-2**

Automated Retirement Points Accounting Management, dated 19 August 2011

##### **NGB-Policy Memorandum**

Full-Time National Guard Duty Qualifying for a Reduced Eligibility Age for Receipt of Retired Pay for Non-Regular Service, dated 18 September 2015

##### **NGB Policy Memorandum**

Implementation Guidance for Reduced Retirement Age for Army National Guard Soldiers, dated 22 June 2009

#### **Section II Forms**

##### **DA Form 1379**

US Army Reserve Component Unit Record of Reserve Training

## **Appendix B**

### **Figure List**

#### **Figure 2-1**

How to read an RPAM

#### **Figure 3-1**

RPAM corrections request checklist

## **Glossary**

### **Section I Abbreviations**

#### **AMHRR**

Army Military Human Resource Record

#### **GKO**

Guard Knowledge Online

#### **HSB**

G-1 HR Services Branch

#### **LES**

Leave and earnings statement

#### **MMPA**

Master military pay account

#### **RPAM**

Retirement Points Accounting Management

#### **SOP**

Standard operating procedure (formerly standing operating procedure, changed by JP 3-31 and JP 1-02)

### **Section II Terms**

#### **G1**

Deputy Chief of Staff, Personnel (DCSPER); the senior military personnel officer (MILPO) at division and above.

#### **G-1**

The office and staff of the G1.

#### **HR automated systems**

Computer programs and websites utilized by HR professionals to manage or update personnel records. These include, but are not limited to: SIDPERS (soon to be replaced by IPPS-A), iPERMS, GIMS, and RCAS.

#### **HR work center**

Typically the battalion/squadron S-1 shop, this is the primary location for accomplishing human resources activities, such as input to HR automated systems and AMHRR management. It is the lowest organizational level containing human resources specialist duty positions (other than SRC-12 units).

#### **IPPS-A**

IPPS-A is a Web-based HR system that provides integrated personnel and pay capabilities and a comprehensive HR record for all Soldiers in each Component. Once IPPS-A is fully deployed, the system will enable HR transactions to automatically trigger Soldier pay. In addition, Soldiers will have CAC access to their own personal information 24 hours a day via the IPPS-A Self-Service Web Portal.

#### **SRC-12**

A standard requirements code 12 unit, a reference to an Army unit type whose established mission is entirely HR-focused and whose personnel requirements are managed by the AG proponent, such as HR companies and postal platoons.

**Unit**

The lowest level of military organization authorized a unit identification code (UIC), such as a company, troop, battery, flight, or detachment.