# MANAGING AND UPDATING RETIREMENT POINTS

*NOTE: Most of these links require CAC login.*

## Resources for HR Pros & Members

1. **IPPS-A Resources**: The below resources are recommended for HR Pros and Members to assist in managing and submitting requests to update Retirement Points. Users can access these from the IPPS-A Resources Page:

    a. **Self-Service Guide:** The sections listed below are available in Chapter 3, Member Services.
    - My Personnel Action Requests (PARs)
    - My Retirement Points
    - DOD Compensation Calculator

    b. **User Manual (UM):** These chapters provide Retirement Points information. The UM is updated quarterly.
    - Chapter 4, Authoritative Data Sources (ADS)
    - Chapter 16, Retirement Points

    c. **IPPS-A Job Aids (JA):** JAs provide a quick reference to walk users through specific transactions. Users can also access these from the IPPS-A Website Training page or S1NET Job Aids folder.

    d. **User Productivity Kit (UPK):** The UPK is a repository of training demonstrations that allow users to view and perform actions. From the Resources page, type one of the titles below in the search box (top, left):
    - Create an Admin Records Corrections PAR for Retirement Points
    - View the Status of a PAR

    **Note**: Member will not have visibility of PARs that a HR Pro submitted on their behalf
    - Correct Active Duty Points
    - Correct Inactive Duty Points
    - Correct Membership Points
    - Add Prior Service Data to update Retirement Points
    - View a 15/20 Year Notification of Eligibility (NOE Letter)
    - View/Re-Generate the Retirement Points Annual Statement

    e. **Enterprise Learning Management (ELM) User Guide:** The ELM user guide provides information on how to enroll, access, and complete distance learning (DL) training. Below are recommended courses:
    - **Self Service:**
        - R3 Self Service Orientation
        - R3 Self Case Management
    - **HR Pros:**
        - R3 HR Professional (**Required**)
        - R3 HR System Admin
        - R3 HR Supervisor

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2. **Operational Training Environment (OTE):** OTE (click here) is a learning portal that allows users to practice an IPPS-A transaction, without impacting real data or a Member's record.

3. **IPPS-A FAQs:** The list below is some of the frequently asked questions related to Managing and Updating Retirement Points. Users can view the answers in the IPPS-A FAQ portal.

   - How do I update and what are acceptable documents to update retirement points?
   - How do I request a copy of my Retirement Points Statement?
   - How do I correct my Retirement Points Statement?

4. **Personnel Actions Guide (PAG):** The PAG contains administrative procedures to establish uniformity for processing USAR personnel actions. All standardized formats and requirements, including checklists, samples, forms, and memorandums, are contained within this site: USAR-G1-PAG - PAG Homepage.

5. **IPPS-A Social Media and Websites:**
   - Public Website: IPPS-A Homepage
   - MilSuite: S1NET (IPPS-A)
   - Facebook: IPPS-A FB
   - Facebook Group: IPPS-A FB Group
   - Instagram: IPPS-A Instagram
   - X: IPPS-A (X - Twitter)
   - LinkedIn: IPPS-A (LinkedIn)
   - Reddit: IPPS-A – Reddit

6. **Glossary and Acronyms** (User Manual, Appendices A & B): Below are retirement points terms and acronyms.
   - **Approval Authority:** Entity with regulatory permission to approve changes to a Member's record
   - **AYE:** Anniversary Year End
   - **DIEMS:** Date Initially Entered Military Service
   - **DJMS:** Defense Joint Military Pay System
   - **Effective Date:** Method of dating info in IPPS-A (e.g., DOR, Appointment, Transfer, or Transaction)
   - **Member:** Soldiers are referred to as "Members" in IPPS-A
   - **MMPA:** Master Military Pay Account
   - **PEBD:** Pay Entry Basic Date
   - **REFRAD:** Release from Active Duty
   - **RR:** Retired Reserve
   - **SEP:** Separation

One Soldier ★ One Record ★ One Army

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