

RSV Points Correction Checklist for Member: _____ **EMPLID:** _____

Print checklist. Initial the attached box to ensure each required document has been reviewed for accuracy and attached to RSV Points Correction request as appropriate. Sign and Date the checklist. Scan the signed checklist and attach to the RSV Points Correction request to PPC. File the RSV Points Correction checklist in section 1 of the PDR.

For all RSV Points Correction requests, an E-6 or above in the member's SPO/PSI must contact PPC Customer Care via an online trouble ticket or send an email to PPC-DG-CustomerCare@uscg.mil.

****By signing this document, you, as the PAO, are certifying that all information provided to support the RSV Points Correction request is true beyond a reasonable suspicion of doubt. ****

If the SPO cannot satisfactorily answer the member's concerns, then the SPO/PSI should initiate action by contacting PPC Customer Care.

<u>Information and Required Documents</u>	<u>Attached (mark N/A if it does not apply to MBR)</u>	<u>Additional Information</u>
Printed Reserve Member Balance page from DA with notations on discrepancies		
Is the discrepancy with IDT drills?	Yes/No	If Yes, see Guide for Correcting IDT Drills
Are points for RSV AD missing?	Yes/No	Ensure orders have been Finished under the FSMS orders and Reserve Orders pagelets in Direct Access
Is member's Anniversary Year correct?	Yes/No	If needs a change in AY that is prior to 13MAY2013, the member must give written consent.
Does member have a break in service?	Yes/No	
Does member have prior service discrepancy?	Yes/No	If Yes, provide all applicable contracts, all discharge documents including DD 214s and NGB 22 and 23's for National Guard Members.
Is there a Correspondence Course Point discrepancy?	Yes/No	IAW ALCOAST 556-09, SPOs are responsible for entering Correspondence Course points into DA. If the course needs approval, the member needs to contact COMDT (CG-1331). If the course was entered into DA and no credit was awarded, the SPO needs to ensure the member was not on any form of AD, including ADT, before submitting a ticket.

28 September 2022

Prior to ticket submission, refer to COMDTINST M1001.28D, Figure 8-1: Computing Credited Retirement Points for Accuracy		
Location of member's record:		
<i>Print Name and Sign:</i>	<i>Date:</i>	

Note:

A qualifying year is a full AY (365/366 days) in which a member is credited with a minimum of 50 retirement points. 20 qualifying years is one requirement to qualify for non-regular retired pay. A member with a break in service during an AY shall be credited with a qualifying partial year if the member meets the minimum pro-rated point requirements. Concurrent partial years of qualifying service may be combined and credited toward total qualifying service. However, if the point requirement is not met for a specific partial year, that particular partial year is non-qualifying and cannot be used toward the member's total qualifying years of service.

Definition of Terms on Reserve Points Statement/Reserve Member Balance Page

Total Qualifying Service Years – A count of qualifying Anniversary Years that are a full 365/366 days. If the AY row isn't a full year, even though there are enough points for a good year, it will not be counted in the Total Qualifying Service Years. Direct Access programming is looking for full years, so in most cases this amount will be incorrect and should be used as a guide, not an exact when reviewing your Points Statement.

The *Qualifying Year Check mark* denotes if 50 plus points were earned during the timeframe listed. That timeframe does not have to be a full year. This is why a member might have 40 checkmarks, but only 39 years listed for Total Qualifying Service Years. This field is checked/unchecked automatically and is not editable.