My Reserve Points Statement

Introduction
This guide provides the procedures for the member to view and print their Reserve Points Statement in Direct Access.

Information
The Reserve Points Statement is one of the most important documents for a Reservist. Reservist’s should review the statement regularly and report any discrepancies immediately to their command.

Corrections
If any discrepancy is discovered on the statement, submit a request for correction with supporting documents via the chain of command to the SPO. In cases where the SPO cannot resolve, the SPO shall provide meaningful endorsement with any additional supporting documents available and forward the request to PPC Customer Care. Complete information for requesting corrections can be found at https://www.dcms.uscg.mil/ppc/adv/points/.

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select <strong>My Reserve Points Statement</strong> under View in the Employee pagelet.</td>
</tr>
</tbody>
</table>

*Continued on next page*
Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 2    | The Reserve Points page will display with the following information:  
      • **Total Qualifying Service Years** - total number of qualified years accumulated towards retirement  
      • **Career-To-Date Points** - total number of points earned towards retirement  
      • **Employee’s Anniversary Year** - identifies the number of drills and number of paid drills accumulated during the member’s anniversary year  
      • **Fiscal Year** - identifies the number of drills and the number of paid drills accumulated during each fiscal year  
      • **Prior Service** - identifies the retirement points credited for all military service prior to entering the Coast Guard |

Click View All (if necessary) to see all the years available under each category.

```
continued on next page
```
Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>To print the statement, right click on the page and select the <strong>Print</strong> option.</td>
</tr>
</tbody>
</table>