

## How to print out your Reserve Retirement points detail and ARPC FORM 249

1. Go to the following website:

<https://www.hrcapps.army.mil/portal>

2. At the login page, select either “Use your CAC” or login via your AKO. (refer to page 1)

3. Once you are logged in, click on “Reserve/Retiree/Veteran Record” (refer to page 2)

4. The next page will display your information.

On the left-hand side of the page is where you can locate the tab for, “ARPC Form 249” and “Points Detail,” choose which one and hit enter (refer to page 3)

5. The next page will display your information.

detail history. You must right click on the mouse and highlight from the first line (2014/12/16) all the way till you get to the end of the detail history (refer to page 4). Depending on how long you have been in the military, this could be

anywhere from one to ten pages long. Once you have highlighted the detail history, you will need to open a blank page and paste your detail history onto the document. Refer to the example at the end of this handout.

6. Be sure to include your detail points in your packet or bring with you on your scheduled appointment with Transitions.

WWW.HRC.ARMY.MIL  
U.S. ARMY HUMAN RESOURCES COMMAND

MY RECORD PORTAL LOGIN

My Record Portal Login

AKO Login:

Password:

**Use your CAC**

[Get your AKO account](#)  
[Security & Privacy Notice](#)

Many Soldiers received notification of their removal from the FY15 AC MSG Promotion Board. Please note that this message was sent in error and if you are in fact eligible, you have not been removed from consideration. For those erroneously affected your MyBoardFile is currently available to you to review and certify. Please check your MyBoardFile for accuracy and take appropriate action to update. Those erroneously affected will receive a MyBoardFile generated message stating that you are eligible for consideration. We apologize for the inconvenience.

My Record is HRC's self-service portal for Active and Reserve Soldiers.

To view and retrieve your records, you must log in. There are two ways to do this. You can use your Common Access Card (CAC), or you can manually type in your Army Knowledge Online (AKO) user name and password.

If you don't have an AKO account, go to [www.us.army.mil](http://www.us.army.mil) and sign up for one, then return to My Record Portal.

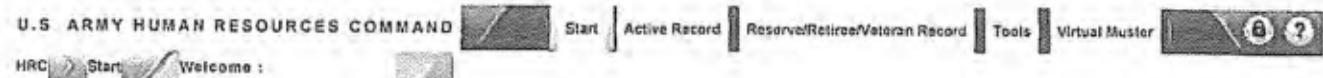
If you have problems logging in, directly contact the AKO Help Desk at 866-335-2769 or [help@us.army.mil](mailto:help@us.army.mil).

If you can successfully log into AKO, but have technical difficulties signing into My Record Portal follow the procedures below.

Send an email to the HRC Help Desk at [HRC.ITHelpdesk@conus.army.mil](mailto:HRC.ITHelpdesk@conus.army.mil) to request customer support. HRC Help Desk will create a trouble ticket using the information you provide in the email message. You need to include the following information:

- User's Name
- Location
- Phone Number
- Email Address
- State clearly the problem you are having related to web. If you are getting an error message, be sure to provide the exact error message.

After you have logged in, click on the icon that identifies your service record. You will see your information. On the left side of the web page, under the heading "Navigation," you can click on the word "Documents" to view the documents in your record. To print, click on the document of your choosing. Once it's open, click on the printer icon,



<b>Active Record</b> Click Here To Access Your Combined Army Record on ITAPDB 	<b>Reserve/Retiree/Veteran Record</b> Click Here To Access Your Army Record 	<b>Tools</b> Click here for Tools, Self-Service Applications and Favorite Links 	<b>Virtual Muster</b> For those assigned to the Individual Ready Reserve (IRR) or Individual Mobilization Augmentation (IMA), click here to access the Virtual Muster. 
---	---	--	--

U.S. ARMY HUMAN RESOURCES COMMAND

HR: Reserve/Retiree/Veteran Record      Welcome :

Navigation

- Click Here To Access Your Army Record
- Reserve/Retiree/Veteran Record

→  Assignments  
 Volunteer Status  
 Board File  
 Civilian Employment (CE)

→  Documents  
 Orders  
 Retirement

→  View your Chronological Statement of Retirement Points (ARPC 249-2-E) ARPC Form 249-2-E

→  Points Corrections  
 Points Detail  
 Retired Pay Calculator  
 Retirement Information Packet  
 Survivor Benefit Plan Calculator  
 Understanding the AHRC 249-E

Frequently Asked Questions  
 How can I correct data?

Session Information  
 Login  
 Date  
 Server: HRC 1012

Site Information  
 Provided as a public information service by the U.S. Army Human Resources Command. Send suggestions or comments to the [Webmaster](#). View the [privacy notice](#) and [accessibility information](#).

Alerts

Contact Information

Address Category: 4 PERMANENT DOMESTIC MAIL EXCLUDING APO/FPO MAIL

Address Data  
 Street  
 City, State, Zip  
 Home Phone Ext: Cell Phone –  
 Business Phone Ext: Alt Ext: Fax Number –  
 DSN – Ext:  
 APO Email  
 Alt Email

Verify

Retention / Readiness

DNA Status: Yes, DNA sample is on file  
 Security Eligibility  
 Date of Eligibility  
 Investigation:  
 Date Investigation Completed  
 Investigation Sent:  
 Date Investigation Sent: II  
 Investigation Opened  
 Date Investigation Opened: II  
 Date Correspondence: II  
 Date NDA signed  
 Date Last Physical  
 Year/Month HIV Screening  
 Expiration Term of Service (ETS)  
 IM Status

Personal Data

Race  
 Ethnic Group  
 Marital Status  
 Dependent Number  
 Religion  
 Primary Civilian Occupation  
 Citizenship  
 Country of Birth  
 State of Birth  
 City of Birth  
 Country of Citizenship: UNITED STATES

Civilian Education

Level: 5TH YEAR OF COLLEGE	Certification: BACCALAUREATE DEGREE
----------------------------	-------------------------------------

Military Education

Level: STRUCTURED SELF DEVELOPMENT (SSD) LEVEL 2 WARRIOR LEADERSHIP COURSE	Status: ENROLLED GRADUATED
---	-------------------------------

Language

Officer ACC  
No Records.

Start      Active Record      Reserve/Retiree/Veteran Record      Tools      Virus