



**U.S. ARMY**

# **Separations/Retirement Brief**



**Fort Campbell Army Military Pay  
Office (AMPO)**





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# Separations/Retirements Brief

- Attend the **Mandatory** Separations/Retirements Brief located in the Soldier Support Center classroom 228C. Briefings are held every Monday, Tuesday, Wednesday and Friday from 0900-1000. Ensure to bring a copy of your orders to include amendments, a copy of your Absence Request via IPPS-A (If taking leave) and the working copy of your DD Form 214
- Soldiers that arrive to this brief without documentation listed above will not be allowed to stay. Those Soldiers will have to obtain documentation listed and return to the next available brief
- In Person clearing can be completed at Room 217 of the Soldier Support Center from 0900-1130 and 1200-1530 Monday, Tuesday, Wednesday, and Friday and Thursday from 1200-1530
- Soldiers that attend the Separation Brief will not be able to clear until 1200 that same day







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# Separations/Retirements Brief

- **Leave**

- ✓ The maximum amount of leave you are authorized to sell in your entire military career is 60 days
- ✓ You cannot take a ½ day of leave. When computing your terminal leave **do not round UP**, if you have a ½ a day, please round down
- ✓ Any combat zone leave balance remaining at separation will result in part of the accrued leave being nontaxable
- ✓ Any leave days that you do not take will automatically be cashed in if eligible and added to your final pay
- ✓ Any combat zone leave balance remaining at separation will result in part of the accrued leave being non-taxable (only for enlisted, warrant officers and some officers who have not received the maximum non-taxable rate)
- ✓ PDMRA leave is authorized to take in conjunction with terminal leave
- ✓ Administrative absence or Leave of Absence (Formally know as Permissive TDY) must be signed by an O5/LTC or higher

- **Basic Allowance for Housing (BAH)**

- ✓ All single Soldiers that are currently living in the barracks and taking terminal leave, Administrative Absence (Formally Permissive TDY), or PDMRA leave will receive BAH at the without dependent rate based on your current grade for Fort Campbell effective the day your leave starts
- ✓ Single Soldiers will complete a DA Form 5960, have their Commander sign, and return with the rest of the requested supporting documentation
- ✓ All single Soldiers residing in the barracks must provide a copy of their Barracks Termination Memorandum (Issued by Housing) in order to receive BAH
- ✓ All other Soldiers will continue to receive BAH as normal
- ✓ If you have recently been married, divorced, or had other changes to your BAH proper documentation must be provided in order to make the appropriate changes





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- **Debts**

- ✓ All debts will be accelerated to ensure collection before date of separation. If necessary discretionary allotments will be adjusted in order to ensure full collection prior to separation

- **Allotments**

- ✓ ETSing Soldiers: Allotments will stop the month prior to your date of separation (i.e., you separate in April then your allotments will stop in March)
- ✓ Retiring Soldiers: The AMPO can only process allotment stops or changes the month prior to retirement. Therefore, retirees should be advised to process documents requesting these changes at least two months prior. Otherwise, if sufficient funds are available, discretionary and non-discretionary allotments will continue through month of retirement and transfer to the retired pay account

- **Personally Procured Move (PPM/DITY)**

- ✓ Please direct all questions to the Transportation Office at (270) 798-7151

- **Pays that are NOT authorized for Separating Soldiers**

- ✓ Advance Pay
- ✓ Temporary Lodging Expense
- ✓ Temporary Lodging Allowance
- ✓ Dislocation Allowance





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# Separations/Retirements Brief

- **Per Diem & Mileage Rates**

- ✓ Per Diem is computed as follows:
  - 400 miles for the first day of travel
  - 350 miles for every travel day after that

- **Mileage rates**

- ✓ Service Member - \$.022 per mile
- ✓ Spouse (If driving a 2<sup>nd</sup> vehicle) \$.022 per mile

- **Per Diem**

- Service member \$157.00
- Spouse (If driving 2<sup>nd</sup> vehicle) \$117.75
- Spouse (If riding in same vehicle) \$117.75
- Dependents 12 yrs. and older \$117.75
- Dependents under 12 \$78.50

Official Travel Time - Driving Miles Per Day	
Miles	Authorized Travel Days
1-400	1 Day
401-750	2 Days
751-1100	3 Days
1101-1450	4 Days
1451-1800	5 Days
1801-2150	6 Days
2151-2500	7 Days
2501-2850	8 Days
2851-3200	9 Days
3201-3550	10 Days







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# Separations/Retirements Brief

- **myPay**

- ✓ Soldiers who are separating and had myPay access prior to separation will have “read only” access for 12 months after date of separation
- ✓ Retirees will not lose any access to myPay. They will be able to view and make changes to retired pay accounts
- ✓ Ensure you update your Login and Password for myPay, your email (non-military), and your Travel Net Pay/Direct Deposit
- ✓ Ensure you log in myPay at least every 30 days to ensure you do not get locked out
- ✓ You will need access to myPay to obtain your W2, it's very important you maintain access
- ✓ You can also obtain your W2 by contacting AskDFAS at the below link

<https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryID=9724>

- **United States Saving**

- ✓ Effective October 1, 2010, the Department of the Treasury discontinued the payroll savings plans for the purchase of paper United States (U.S.) Savings Bonds. U.S. Savings Bonds are now purchased through the Treasury's **TreasuryDirect**® accounts. U.S. Savings Bonds purchased prior to October 1, 2010, and held in safekeeping will remain there until service members either request them or leave active duty. See [DoD Financial Management Regulation Volume 7A](#), Chapter 43 for U.S. Bonds regulatory procedures

- **Safekeeping Saving Bonds**

- ✓ The Federal Reserve Bank printed and mailed all U.S. Savings Bonds previously stored in safekeeping by the Defense Finance and Accounting Service to members. Members who did not receive all their savings bonds will need to file a claim with the U.S. Treasury Bureau of Fiscal Services through [TreasuryDirect](#). To file a claim, members need to follow the instructions found on the TreasuryDirect website. Members must create a TreasuryDirect account, as the reissued bonds will be deposited to the account electronically.





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- **Thrift Saving Program (TSP)**

- ✓ Contributions terminate one month prior to date of separation. When a member separates, there are four TSP options:
  - (1) Receive a single payment, monthly payments or, for amounts of \$3,500 or more, a life annuity.
  - (2) Receive a partial payment and leave the rest in TSP until a later date.
  - (3) Leave funds in TSP to collect payment(s) at retirement.
  - (4) Have funds transferred to IRA or eligible retirement plan. Any funds not accepted will be paid directly to the member.
- ✓ All TSP Separation matters are handled through the TSP Service Office and when possible, should be conducted online. Go to [www.tsp.gov](http://www.tsp.gov) and view your options under TSP Features for Uniformed Services for your options. (Refer to [Attachment B](#) for Information Sheet)
- ✓ To view "Withdrawing Your TSP Account after Leaving Military Federal Service," visit: <https://www.tsp.gov/PlanParticipation/LoansAndWithdrawals/withdrawals/index.html>
- ✓ To view the regulation on the Savings Deposit Program/Thrift Savings Plan (TSP), DoD Financial Management Regulation Volume 7A, Chapter 51, visit: [https://comptroller.defense.gov/Portals/45/documents/fmr/Volume\\_07a.pdf](https://comptroller.defense.gov/Portals/45/documents/fmr/Volume_07a.pdf)
- ✓ It is imperative for Soldiers separating from military service to utilize the links provided for any additional TSP questions





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## Separations/Retirements Brief

- **Disability Severance Pay (DSP) Tax Refunds based on VA Compensation**

- ✓ In order to process a tax refund of DSP based on VA Compensation, the following documents will be required:
  - Separation Orders
  - DD Form 214 (with correct gross dollar amount documented in Block 18)
  - DD Form 215 (when applicable)
  - Proof of Veteran Administration (VA) Compensation either via the Proposed Rating created through the Integrated Disability Evaluation System (IDES) process or the VA Award Letter

- All the above documents will be submitted by the Soldier utilizing the online tool AskDFAS at the below link

<https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryID=18024>







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# Separations/Retirements Brief

- **Final Separation Pay**

- ✓ Final payment will include base pay, allowances (i.e., BAH, BAS, CMA, etc.), accrued leave (Unused balance) and severance/full or half separation pay, if applicable
- ✓ The final payment for Disability Severance Pay, Retirees, Soldiers not receiving a bonus payment and taking ten (10) or more days of transitional leave, and Basic Training Soldiers separating from initial entry training 90 days or less will be paid one hundred percent (100%) 7-10 days after your date of separation **(Payment will not be made unless we have a copy of your finalized DD Form 214)**
- ✓ Soldiers receiving a bonus payment, taking nine (9) or less days of transitional leave, Chaptered Soldiers with more than 90 days of service, or any separation with an active CMS case which has an effect on final pay will be paid eighty percent (80%) of the total amount due 7-10 days after your date of separation **(Payment will not be made unless we have a copy of your finalized DD Form 214)**
- ✓ The remaining twenty percent (20%) will be used to satisfy any debts not identified at separation and paid approximately 30 days after your date of separation
- ✓ Soldiers who do not properly clear the installation will be paid one hundred percent (100%) of the total amount due approximately 30 days after your date of separation **(Payment will not be made unless we have a copy of your finalized DD Form 214)**
- ✓ Do not close your bank account **for at least 1 year** following your date of separation in case of any residual payments that may arise





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# Separations/Retirements Brief

- **Lump Sum Payments**

- ✓ Any leave sold, separation pay, disability severance pay, or unpaid bonus money is considered a lump sum payment and will have federal taxes taken at 22% plus any state taxes if applicable. Some exceptions may apply for disability severance pay

- **Final LES**

- ✓ Your final LES that reflects on myPay **will not be correct**. A final LES will be sent to you approximately 45-60 days following your date of separation. This will be mailed to the address you listed on your Finance checklist

- **Retired Pay**

- ✓ Retired pay will be established when the active duty pay account displays a release from active duty
- ✓ The initial deposit of retired pay will occur on the first workday following the first month of retirement. Direct deposit is mandatory for retired pay
- ✓ Deductions from retired pay will include federal withholding tax, allotments (optional), and the cost of a survivor benefit plan (Optional). Soldiers must specifically request withholding of state tax. Retired pay is also subject to garnishment deductions
- ✓ All Soldiers retiring must review all allotments. The AMPO can only process allotment stops or changes the month prior to retirement. Therefore, retirees should be advised to process documents requesting these changes at least two months prior. Otherwise, if sufficient funds are available, discretionary and non-discretionary allotments will continue through month of retirement and transfer to the retired pay account
- ✓ Discretionary allotments (6 maximum) include payment of premiums for auto, health (TRICARE and Dental Program), life insurance; voluntary payments to a dependent, former spouse, or relative; deposits to a mutual fund, financial institution, or investment firm; payment of a personal loan, mortgage, rent or commercial debt
- ✓ Non-Discretionary allotments (Unlimited) include purchase of U.S. Government Savings Bonds; payment of delinquent federal, state or local taxes; repayment of loans to Army Emergency Relief or American Red Cross





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- **Change of address**
  - ✓ It is important that all retired Soldiers and annuitants inform DFAS- Retired and Annuitant Pay of any change in their payment mailing address using myPay or AskDFAS online tool
- **Retiree Account Statement**
  - ✓ DFAS-Cleveland will upload a leave and earnings statement monthly in myPay
- **Cost-of-Living Increases**
  - ✓ Current provisions of law authorize periodic increases to retired pay. The increases are intended to reflect rises in the Consumer Price Index (CPI). The increases affect the amounts of gross monthly pay, federal withholding tax, SBP costs and annuities
- **Federal Civil Service Retirement**
  - ✓ If a Soldier is subsequently retiring from federal civilian service and desires to waive their military retired pay (In order to include military service in the computation of civil service annuity), DFAS-Cleveland should be advised, in writing, at least 60 days prior to the planned civilian retirement date. Recommend that all retirees contact the civilian personnel office prior to the submission of a waiver request to ensure understanding of all the available options. If survivor coverage is elected as an option from civil service annuity, then military SBP participation will be suspended while in receipt of civil service annuity. In order to retain military SBP, a declination of survivor must be made at the Office of Personnel Management. If pay is subject to court-ordered distribution, an allotment must be started in an amount equal to the distribution, in order to include military service in the civil service annuity computation. All written requests sent to DFAS-Cleveland should include signature and full social security number to avoid delay in processing







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- **Garnishments**

- ✓ Retired pay is subject to garnishment for payment of child support or alimony upon the issue of a writ of garnishment by a state or federal court. Office of General Counsel, Directorate for Garnishment Operations will notify retirees if a garnishment is applied to their retired pay. Any action to rebut the writ of garnishment or to restrain its execution must be taken through the court from which it was issued. DFAS-Cleveland is under a legal obligation to enforce the writ and has no authority to modify it in any way

- **Payments to a Former Spouse**

- ✓ Retired pay is subject to court-ordered distribution to a spouse or former spouse where the parties were married to each other for at least 10 years during which a Soldier performed at least 10 years of creditable military service. The distribution can consist of a division of disposable retired pay. This division may include community property or payments of alimony and/or child support. The total amount payable under this provision of law cannot exceed 50% of the disposable retired pay. In cases where there is both a division of pay and a garnishment, the total amount payable cannot exceed 65% of the disposable retired pay. The Soldier will be notified should a distribution be applied to their retired pay. Any action to rebut the court order or to restrain its execution must be taken through the court that issued it. DFAS-Cleveland is under a legal obligation to enforce the court order and has no authority to modify it in any way. Payment of these monies is not automatic. Former spouses must apply to DFAS-Cleveland to receive this benefit

- **Tax Levies**

- ✓ DFAS-Cleveland must honor tax levies for delinquent taxes issued by the Internal Revenue Service (IRS). As in the case of garnishments, the collection action is mandatory and any rebuttal concerning the levy must be addressed to the IRS. Levies are continuous and collection will run until either the entire amount is collected, or the IRS informs the Office of General Counsel that DFAS-Cleveland is released from collecting the levy amount





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- **THRIFT SAVINGS PLAN INFORMATION SHEET (Attachment B)**
- **Withdrawal Options:** You are eligible to withdraw from your account when you separate from the uniformed services. You can also leave all or a portion of your account in TSP and withdraw it later.
- You can request either a partial (\$1,000.00 or more) or full withdrawal through the Account Access section on the TSP's website at <https://www.tsp.gov>.
- You can also request a withdrawal through paper form, also available on the website.
- **Send Check:** Your withdrawal check will be mailed to you unless you elect an electronic transfer.
- **Taxes:** Generally, all of the money from your TSP deferred contribution paid directly to you will be taxed as ordinary income for Federal tax purposes in the year (or years) in which you receive it.
- **Rollover Option:** If you choose to select this option, complete the form, which is also available on the website.
- **Fax:** 1-866-458-1452 (toll free) or (205) 439-4501 (not toll free) **Mailing:**
- TSP Rollover & Transfer Processing Unit
- PO Box 385200
- Birmingham, AL 35238-5200
- **Contact Information:** Phone: 1-877-968-3778 (toll free) or (404) 233-4400 (not toll free) Fax: 1-866-817-5023
- **Mailing:**
- Thrift Savings Plan PO Box 385021
- Birmingham, AL 35238 <https://www.tsp.gov>





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# Separations/Retirements Brief

- **Final Travel Voucher**

- ✓ Soldiers who ETS have **six months** to file their travel claim
- ✓ Retirees have **one year** to file their travel claim and can extend up to five years if need be
- ✓ Upon completion of travel to your destination, you must complete and file a settlement voucher via the SmartVoucher
- ✓ Attach a copy of your orders to include any amendments

*SmartVoucher*

- The SmartVoucher populates the DD Form 1351-2 based on your answers to the questions about your final move. It makes sure all required fields are populated. Once finished, submit through the SMARTVOUCHER site listed below

<https://smartvoucher.dfas.mil/voucher/>







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# Questions?

