



**U.S. ARMY**

**The Following Documents are needed:**

**Orders**

**If taking leave: Approved IPPS-A Absence  
Request**

**DD214 Worksheet (Draft)**

# **Finance Separations/Retirement Brief**



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





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# Separations/Retirements Brief

## • Clearing

- ✓ In-person clearing is conducted at Room 217 of the Soldier Support Center during regular business hours
  - ✓ Monday, Tuesday, Wednesday, and Friday from **0930 to 1130** and **1200 to 1530**, Thursday **Closed**
- ✓ It is your responsibility to clear the ENTIRE Installation and UNIT prior to clearing Finance and Transitions.
- ✓ **SOLDIERS WILL NOT BE CLEARED THE SAME DAY THEY ATTEND THE BRIEF!**
- ✓ Exceptions will be made for the following situations *ONLY*:
  - ✓ It is the soldier's **FINAL DAY** in the Army (ETS/Retirement/Chapter date)
  - ✓ It is **PAST** the soldier's ETS/Retirement/Chapter date
- ✓ Soldiers going on Terminal or Admin leave will clear Finance the same day as their "Final Out" with Transitions, (**2 BUSINESS DAYS BEFORE START DATE OF LEAVE OR DATE OF SEPARATION**)
  - ✓ **If you are already on terminal leave, you will need to come to clear the next business day**





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# Separations/Retirements Brief

## • Leave

- ✓ Leave accrues until you separate. The month you separate- you will earn leave based on the day you are separating that month:

- 1-6 -- .5 days earned
- 7-12 – 1 days earned
- 13-18 – 1.5 days earned
- 19 -24 – 2 days earned
- 25- EOM – 2.5 days earned

- ✓ You will use your **CR BAL** when determining the amount of terminal leave you will have available. You can find this on your latest EOM LES. You must take leave in full day increments.

LEAVE	BF BAL	EARNED	USED	CR BAL	ETS BAL	LV LOST	LV PAID	USE/LOSE
				14.0	18.0	.0	.0	.0

- ✓ The maximum amount of leave you are authorized to sell in your entire military career is 60 days. Any leave days that you do not take will automatically be cashed in, if eligible, and added to your final pay. Those eligible to sell are those separating with an Honorable or General Discharge.
- ✓ We will calculate your leave based off what we see on your account as of current month, if you have leave that has not been charged or take leave after you attend the brief, it is your responsibility to plan for those with your terminal leave balance. Finance cannot be responsible for those days causing an excess leave balance.
- ✓ Administrative Absence (formerly know as Permissive TDY) requested as **TAA or ISAA – any other nonchargeable type, you will be told to correct it prior to being cleared.**
- ✓ Soldiers identified during the vetting process as in an “Excess Leave” status or that require other corrections to the leave requested will be contacted
- ✓ Failure to make the necessary corrections will result in you **not being cleared** by Finance, not receiving your DD214, and **delaying your final pay.**





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# Separations/Retirements Brief

## • Basic Allowance for Housing (BAH)

- ✓ Barracks Soldiers **MUST** clear the barracks before clearing Finance.
- ✓ Barracks soldiers that clear Finance **AND** who are taking Terminal Leave will receive single rate BAH at the Fort Campbell rate based on their current grade effective the start date of their leave.
- ✓ All other Soldiers will continue to **receive BAH for Ft Campbell**.
- ✓ If you have recently been married, divorced, or had other changes to your BAH, a DA 5960 and proper documentation must be provided so that your account can be updated before you clear Finance.
- ✓ **The green stamp below is required for soldiers currently residing in the barracks. It can be on the UNIT CLEARING PAPERS or on a BARRACKS TERMINATION MEMO.**





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# Separations/Retirements Brief

- **Debts**

- ✓ All debts, existing or new, will be accelerated to ensure collection before date of separation. If necessary discretionary allotments will be adjusted 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





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## Separations/Retirements Brief

- **Final Travel Voucher**

- ✓ Soldiers who ETS have **SIX MONTHS** to file their travel claim.
- ✓ Retirees have **THREE YEARS** to file their travel claim or contact DFAS for an extension.
- ✓ Attach a copy of your orders to include any amendments

*SmartVoucher*

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





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## Separations/Retirements Brief

### • MyPay Access:

- ✓ 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.
- ✓ You can also obtain your W2 by contacting AskDFAS at the below link  
<https://corpweb1.dfas.mil/askDFAS/ticketInput.action?subCategoryID=9724>





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# Separations/Retirements Brief

- **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

- 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

- **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 all earned entitlements (BP, BAH, BAS, Clothing Allowance (if applicable), sold leave, Disability Severance Payments (DSP) (if applicable), and Half/Full Separation Payments (ISP) (if applicable). The final payment for Disability Severance Pay/Involuntary Separation 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 business 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 have an effect on final pay will be paid eighty percent (80%) of the total amount due 7-10 business 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 20-30 days after your DOS
  - ✓ Soldiers who do not properly clear the installation will be paid one hundred percent (100%) of the total amount due approximately 20-30 days after DOS (**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 one year following your DOS in case of any residual payments that may arise
  - ✓ Ensure the address on your AMPO Information Sheet is good for at least one year





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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 AMPO Information Sheet

- **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
- ✓ Retirees should follow up with retirement Services, located in room 204, Soldier Support center for all questions Regarding you benefits after your retirement. When you fall from active to retired, the AMPO no longer has access to your account only Retirement Services does, so ensure your finances are in order before you switch over.



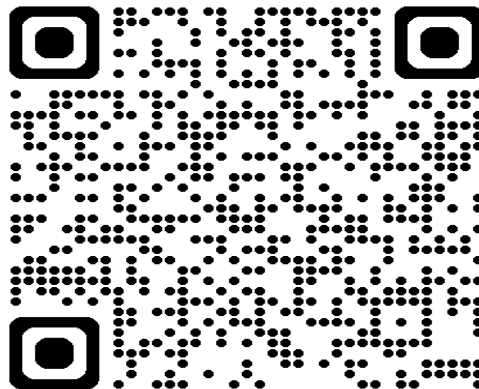


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## Separations/Retirements Brief

### RETIREE PAY CALCULATOR

To calculate your retirement pay please scan below and launch calculator:



<https://myarmybenefits.us.army.mil/Benefit-Calculators/Retirement>

**If you are still having retirement pay issues, please call:**

Defense Finance and Accounting Services (DFAS)

1-800-321-1080 Press 5

Then press 0

Press 2

Press 2 once again





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# Separations/Retirements Brief

- **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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# Separations/Retirements Brief

- **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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# Questions ?

