



DEPARTMENT OF THE ARMY  
HEADQUARTERS, III ARMORED CORPS AND FORT CAVAZOS  
BUILDING 1001, 761ST TANK BATTALION AVENUE  
FORT CAVAZOS TEXAS 76544-5000

28 FEB 2025

AFZF-CG

**COMMANDING GENERAL'S  
POLICY LETTER #24**

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Return to Home of Record for Involuntarily Separating Soldiers

1. **Reference.** Joint Travel Regulation (JTR), 1 February 2024.
2. **Application.** This policy applies to all Soldiers involuntarily separating from Fort Cavazos where Commander, III Armored Corps and Fort Cavazos, exercises Senior Commander (SC) authority.
3. **Policy.** All Soldiers involuntarily separating from the military are eligible for separation travel and transportation allowances for themselves and for a dependent from their current duty station to their Home of Record (HOR)/Place from Which Called or Ordered to Active Duty (PLEAD).
4. **Execution.**
  - a. To ensure Soldiers are aware of and receive this entitlement, units will escort involuntarily separating Soldiers separating under Chapters 9, 10, 13, and 14 throughout the separation process. Units will also escort all involuntarily separating Soldiers after they receive their separation orders to the Passenger Travel Office as part of the separation process. Prior coordination with the Passenger Travel Office, 18010 T. J. Mills Blvd, Room A102, Copeland Soldier Center—operating hours 0800-1200 / 1230-1500, Monday-Friday, except federal holidays—is encouraged.
  - b. The unit, after the Soldier's consultation with the Passenger Travel Office, will counsel the Soldier and document the separating Soldier's election on the enclosed memorandum.
5. The point of contact for this policy is Passenger Travel Office at 254-287-7600 or [AFSBn-Cavazos-Transportation-PAXTRVL@army.mil](mailto:AFSBn-Cavazos-Transportation-PAXTRVL@army.mil).

Enclosure:  
Soldier Election Memorandum

DISTRIBUTION:  
IAW FC Form 1853: A

  
KEVIN D. ADMIRAL  
Lieutenant General, USA  
Commanding

**Soldier Travel Allowance Elections for Involuntary Separations IAW Policy Letter #24**

**Soldier Rank/Name:** \_\_\_\_\_

**Soldier Unit:** \_\_\_\_\_

**Involuntary Separation Reason (Chapter):** \_\_\_\_\_

Separation Orders	PTO Date	Final Day in Army

The Soldier has been briefed by the Personnel Travel Office of the following:

\_\_\_\_\_ A Soldier on active duty who separates or is released from the Army may be eligible for separation travel and transportation allowances for themselves and for a dependent. A Soldier is authorized travel from the last permanent duty station to their HOR or PLEAD.

\_\_\_\_\_ A different location may be selected or travel may be between other locations. However, reimbursement is limited to the amount that would have been paid if the Soldier had traveled from the last PDS to the HOR or PLEAD.

\_\_\_\_\_ A Soldier who is separated from the Army or released from active duty and has served less than 90% of his or her initial active-duty enlistment or initial service commitment receives no per diem for travel.

\_\_\_\_\_ The Soldier is authorized the same transportation for the dependent transportation that he or she receives, but no per diem.

\_\_\_\_\_ A Soldier and their dependent must begin travel to the HOR or PLEAD before the 181st day following separation from Army or release from active duty to receive separation allowances. When travel before the 181st day would impose a hardship on the Soldier, a time-limit extension may be authorized or approved for a specific time by the Secretary of the Army's delegee.

\_\_\_\_\_ Soldiers barred from post and wishing to request the travel entitlement to their HOR/PLEAD will not be given access to the installation to visit the Personnel Travel Office. Coordination must be done via telephone and email.

The Soldier elects to receive the travel entitlement by signing below or the Soldier may elect to not receive the benefit with the justification described on the reverse.

\_\_\_\_\_  
**Soldier** **Date**

\_\_\_\_\_  
**Escort** **Date**