

ARMY MILITARY PAY OFFICE - Separations Section

(BLDG 750, ROOM 103)
(520) 706-8582

All ETS / Medical / Retirement / or Chapter Service members must attend a MANDATORY Separations brief to clear the pay office. Soldiers are HIGHLY encouraged to attend the brief as soon as separation orders have been received.

Briefs are held every **Tuesday, Wednesday and Thursday @ 0800 hours in the Soldiers Support Center (BLDG 750) Room 208 (upstairs classroom)**

All Service members MUST have hard copy of orders in hand to attend.

Please bring copies of the following documents to the briefing if you have them, these documents will be required to turn into the AMPO prior to clearing:

- ◆ Separation Orders/Retirement Orders (must have in order to attend brief)
- ◆ DD 214 Worksheet (Draft)
- ◆ Amended orders (as applicable)
- ◆ IPPSA Leave Requests — Terminal, TAA, CSP (all must be approved by correct authority)
- ◆ Flight itinerary — Member and all dependents as applicable
- ◆ Article 15 paperwork (as applicable)
- ◆ Chapter Memo (as applicable)
- ◆ Marriage Certificate and DA5960 if married and pay account is not updated
- ◆ Divorce Decree and DA5960 if divorced and pay account is not updated
- ◆ IPPSA PAR and supporting documents to adjust COLA rate if incorrect in pay account

Retiree (20 years +) Briefs are held on the first Friday of each month at 1300 at BLDG 750 Lanai. If a retiree cannot attend one of these briefs they can attend any of the Tuesday through Thursday 0800 briefs.

If there are any questions or concerns please contact the AMPO Separations Section.



Hours of Operation
Monday to Thursday 0900-1600
Friday 1200-1600
Closed on all Federal Holidays

