

**U.S.ARMY**

# DEPARTMENT OF THE ARMY PRE-RETIREMENT BRIEFING

**Donna Thornton**  
Chief Transition Office  
673 Ayers Ave

Schofield Barracks, HI  
Bldg 750, Room 200  
808-655-5978

[armyschofieldrso@mail.mil](mailto:armyschofieldrso@mail.mil)

# Purpose



To provide Soldiers and Family members information on retirement programs, benefits and entitlements.



Retirement is a process **NOT** an event!!





# Schofield Barracks Transition Center (TC)





HOURS OF OPERATION  
MON-FRI 0730-1600  
Closed Daily 1200-1300

HOURS OF OPERATION FOR WALK IN'S  
ETS AND CHAPTER PACKET DROP-OFF  
MON-WED-FRI  
1300-1500





# MISSION

To ensure that the Transition Center and S1's are cooperating together to provide a smooth transition for service members.



**Chief of Transition:**

Ms. Donna L. Thornton 655-5978

Email: [donna.l.thornton.civ@mail.mil](mailto:donna.l.thornton.civ@mail.mil)  
[keun.s.cho.civ@mail.mil](mailto:keun.s.cho.civ@mail.mil)

**Asst. Chief:**

Ms. Keun S. Cho 655-0077

Email:

**ETS: (A-Z)** Mr. Demetrius Morgan 655-0181

Email: [demetrius.l.morgan.civ@mail.mil](mailto:demetrius.l.morgan.civ@mail.mil)

**MEB: (A-L)** Ms. Nicole Anderson 655-0175  
0175

Email: [tyanilynn.k.samson-aiwohi.ctr@mail.mil](mailto:tyanilynn.k.samson-aiwohi.ctr@mail.mil)  
[coco.d.jones.civ@mail.mil](mailto:coco.d.jones.civ@mail.mil)

**(M-Z)** Ms. Coco Jones 655-

Email:

**INVOLUNTARY/VOLUNTARY SEPARATIONS:**

**(A-L)** Ms. Ray Acosta 655-0175 **(M-Z)** Ms. Ashley Cunningham 655-0175

Email: [ray-leen.acosta.ctr@mail.mil](mailto:ray-leen.acosta.ctr@mail.mil) Email: [Ashley.e.cunningham2.ctr@mail.mil](mailto:Ashley.e.cunningham2.ctr@mail.mil)

**RETIREMENTS: (A-Z)** Ms. Jessica Meekins 655-0083

Email: [jessica.n.meekins.civ@mail.mil](mailto:jessica.n.meekins.civ@mail.mil)







# FINANCE TRANSITION LEAVE

✓ **If approved by commander, Soldiers can use total accrued leave.**

✓ **PTDY**

- Approval authority LTC (10 days or less)  
COL or above (over 10 days)
- Dates must be stated in the remarks section of the leave form.
- **Taken prior to terminal leave.**
- No break from PTDY to Terminal Leave.

✓ **Excess Leave is NOT AUTHORIZED**

- SM's calculated as having excess leave must redo leave forms.

✓ **Leave dates must carry you until your DOS.**

✓ **Use/Lose leave:**

- Unless Special Leave Accrual (SLA) approved, everyone starts 1 OCT no more than 60 days.





*Personal Property Processing Office*

# Transportation

**Personal Property Preparing Office (PPPO)**

*Transition Briefing*

*(Transition Outbound – ETS / SEP, RET)*







## Personal Property Processing Office

# REQUIRED DOCUMENTATION:

### ➤ **COMPLETE set of ORDERS** (*PCS, ETS/Sep, or RET Orders*)

- ☐ *If you do not have orders you cannot complete move.mil & we CANNOT see you!*
- ☐ Name, Rank, SSN, Dependents - ALL Must be Exactly CORRECT

### ➤ **COMPLETE Personal Property Pre-counseling Worksheet,** *with all required information:* (some info may be same as DPS, some may NOT, is still contractually required & to compare)

- **Soldiers' full name / Rank / Social Security Number, Email Address**
- **Duty, Home, Cell Phone Numbers (at least 2 working numbers)**
- **Estimated Weight for Pickup(s)** (Look at Incoming shipment weight(s) –or- roughly estimate approximately 1,000 lbs per furnished room, adding for Large rooms, Garage or Large items)
- **FULL Pickup address to include Street, Quad / Bldg # & Barracks Rm #, or Apt #**
- **NTS Removal?** (Only if you have property in NTS & Direct Delivery Address to ship to)
- **List LARGE ITEMS**
- **Permanent Contact Address & Phone Number**
  - Friend or Family ANYWHERE that can always reach you!



# *ENTITLEMENTS*

## **ETS/SEPARATIONS**

***\*\*\*Authorized to HOR (Home of Record) or PLEAD  
(Place Entered Active Duty)\*\*\****

- ***SHIPPING ELSEWHERE COULD RESULT IN EXCESS COSTS***
- ***Can ship HHG's to HOR or PLEAD (must have FULL address), OR can place HHG's in NTS (Non-Temporary Storage)...***
- ***NTS Auth for 180 days (at govt. expense)***
- ***180 days (from date of discharged) to complete any/all transportation & travel or must extend entitlements (for shipment/travel).***



# ENTITLEMENTS

## **RETIREMENT OR Disability/Separation (Pay)**

*(w/ at least 8 yrs continuous active service)*

### ***\*\*\*Authorized to HOS (Home of Selection)\*\*\****

- *HOS can be any of the United States (including Hawaii & Alaska), unless HOR/PLEAD is outside U.S.*
- *Can ship to a designated address declared as HOS, OR place HHG's in NTS (Non-temporary Storage)*
- *Shipping UB (Unaccompanied Baggage) does NOT declare HOS*
- *1 YR (from effective date of retirement, listed on orders) to declare HOS, complete transportation & travel or must extend entitlements (prior to 1 yr)*



## Personal Property Preparing Office

### *ENTITLEMENTS continued...*

## **RETIREMENT OR Disability/Separation (Pay)**

*(w/ at least 8 yrs continuous active service)*

➤ **TRAVEL @ Govt. Expense = *DECLARES HOS\****

- Unless elects HOR, PLEAD or UNDECLARED = APOD (Aerial Port of Debarkation – West Coast = LAX)
- Once government-funded travel is utilized, no other/additional travel at gov't expense.

➤ **Shipping POV @ Govt. Expense = *DECLARES HOS\****

- Unless elects HOR, PLEAD or UNDECLARED = APOD (Aerial Port of Debarkation – West Coast = LAX)
- Only one (1) POV shipment at government expense.

➤ **Shipping HHG @ Govt. Expense = *DECLARES HOS.***

➤ ***HOS is IRREVOCABLE***

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➤ **Shipping UB @ Govt. Expense = DOES NOT Declare HOS.**

➤ **Local Move (Govt Qtrs) to Non-Govt Qtrs = DOES NOT Declare HOS.**

*(One time courtesy move "On the economy" re: Quarters/Installation/Govt Privatized Housing)*



## *Personal Property Preparing Office*

### **Joint Federal Travel Regulations Weight Allowances (Pounds)**

| <b>Grade</b> | <b>With Dependents</b> | <b>Without Dependents</b> |
|--------------|------------------------|---------------------------|
| O-10 to O-6  | 18,000                 | 18,000                    |
| O-5 / W-5    | 17,500                 | 16,000                    |
| O-4 / W-4    | 17,000                 | 14,000                    |
| O-3 / W-3    | 14,500                 | 13,000                    |
| O-2 / W-2    | 13,500                 | 12,500                    |
| O-1 / W-1    | 12,000                 | 10,000                    |
| E-9          | 15,000                 | 13,000                    |
| E-8          | 14,000                 | 12,000                    |
| E-7          | 13,000                 | 11,000                    |
| E-6          | 11,000                 | 8,000                     |
| E-5          | 9,000                  | 7,000                     |
| E-4          | 8,000                  | 7,000                     |
| E-3 to E-1   | 8,000                  | 5,000                     |



## Personal Property Preparing Office

# WHAT HAPPENS AT APPOINTMENTS:

### ➤ **COUNSELING on Entitlements**

- ☐ HHG (Household Goods) Shipment
- ☐ NTS (Non-Temp Storage/ “Long term storage”) **if applicable**
- ☐ POV (Privately Owned Vehicle) Shipment
  - **ONLY 1 authorized per SM on orders!**
  - **If you shipped POV on ERD (Early Return of Dependents) you CANNOT ship another POV!**
- ☐ Travel – authorization based on Orders & Regulations

### ➤ **REQUEST pack and pickup dates**

- ☐ Plan ahead and Stay flexible! No Holidays, No Weekends!
- ☐ If time crunch or during PEAK it is highly suggested to consolidate HHG & UB into a combined (but segregated) 1 shipment, request partial delivery at destination; **but, for Retirements – may not be as easy or as applicable (especially as UB shipment does NOT declare HOS)**
- ☐ Be sure of dates; **NO CHANGES to dates**, unless orders amended, or emergency w/ justification and letter from commander.

**\*\*\* Based on Hawaii moving industry workload requirements, and closed out dates during peak times (often closed-out for 6 weeks or more in summer), ALL requested pack/pickup dates can/may/will be adjusted \*\*\***



## *Personal Property Processing Office*

### APPOINTMENTS cont'd...

### \*\*\*POV\*\*\* arrangements:

➤ **POV - VPC Worksheet:** Once done submitting ALL required documents, and request for POV shipment with your applicable appointment (including Self-Counseling Completion/Validation), you will receive a VPC worksheet – showing auth VPC & thus be able to turn in POV at the VPC.

- **ETS/Separations = closest VPC to HOR/PLEAD**

- **Retirement OR Disability/Separation Pay\* = closest VPC to HOS**  
(\*with at least 8 yrs continuous active service\*)

➤ **VISIT website to make an appointment – HIGHLY RECOMMENDED!**

International Auto Logistics (IAL), Pasha Hawaii Terminal,  
Pier 1, Forrest Avenue, Honolulu, HI 96814

**Monday - Friday / 0800-1500**

*Closed federal holidays & for training (as posted)*

**WEBSITE: <http://www.pcsmypov.com>**

**Questions – Call: (808) 670-3095; Toll Free: (855) 389-9499**





## Personal Property Processing Office

### ➤ **TRAVEL – (INFO only)**

- **Travel is arranged directly with the contract travel office (CWT or SATO), either on Schofield or at Fort Shafter.**
- **Travel is based on what is Authorized per your ORDERS only!**
- **Any personal choices (times, locations, pets, airlines, etc...) are discussed with CWT or SATO (if you want to fly somewhere other than authorized, we suggest you see CWT or SATO for your travel arrangements before scheduling your HHG's & POV shipment).**
- **Plan ahead if you have PETS!**

### **Carlson Wagonlit Travel**

**Monday - Friday / 0730-1530**

**Closed federal holidays & for training (as posted)**

**For Questions, Call:**

**1-800-349-8231 Schofield / 1-800-695-1388 Shafter**

**NOTE: Travel orders may say each individual is authorized two (2) 50lb suitcases. However, some of the airlines such as Delta still honor four (4) suitcases of 70lb's each so it is worth checking as rules do change.**



*Personal Property Processing Office*

# **Schofield Barracks – Transportation-PPPO** ***(Personal Property Processing Office)***

*Soldier Support Center, Bldg. 750 Rm 140, Ayers Ave.*

***Ph.: (808) 655-1868***

***Fax: (808) 655-8971***

***E-mail: [usarmy.hawaii.pppo@mail.mil](mailto:usarmy.hawaii.pppo@mail.mil)***

## ***Hours of Operation***

***Monday-Tuesday & Thursday-Friday***  
***0730 – 1500***

***CLOSED: Wednesdays (**Group Briefings Only**), Federal Holidays, and  
as otherwise posted for Trainings:***

***Current Trainings scheduled 1hr daily (1500-1600) & every other Friday 2hrs (1400-1600)***



## *Personal Property Processing Office*

### **\*\*\* NEW IMPORTANT INFO \*\*\***

*Per DTR (Defense Travel Regulations)*

**SERVICE MEMBERS can go to any PPPO (any other BRANCH of SERVICE) for Transportation-PPPO services (request HHG shipments, storage & POV counseling)**

**In Hawaii, each branch has a PPPO, some with different names (PPD, TMO, DMO, etc...), but ALL can service other branches; ARMY is the busiest PPPO; you have the choice especially if located closest to another branch to SELECT & go to or contact the other service PPPO -- DPS/move.mil will show you the other office selections, when entering your 'create shipment' request; or search on move.mil by clicking 'customer service' & 'find your local personal property office':**

- USCG Sand Island** (only 1 USCG Civilian & 1 USCG counselor)
- USMC Camp Smith TMO** (requires installation access not only CAC card)
- AF/Navy PPD at Pearl Harbor by NEX** (does not see customers in person)
- USMC Kaneohe Bay TMO** (requires installation access not only CAC card)



- **EXPIRATION TERMS OF SERVICE (ETS)**
- **EXPIRATION SERVICE AGREEMENT (ESA)**
- **INVOLUNTARY/VOLUNTARY CHAPTERS**
- **MEDICAL DISCHARGE/RETIREMENTS**
- **RETIREMENTS**





- All eligible Soldiers will participate in Soldier For Life (SFL) transition services. This will be done before transition from active duty as reflected on your DD Form 214 worksheet.  
*AR 600-81 Chapter 4, para 4-3*
- Eligible Soldiers identified will be informed that they are required to initiate transition assistance services  
*AR 600-81 Chapter 5, para 5-7*
- SFL can be conducted 24 months out for Retirees from expected retirement date
- SFL can be conducted 18 months out from expiration term of service (ETS) or expiration of service agreements (ESA)





## Per Policy Memorandum USAG-HI-58, Installation Out-Processing Procedures

- Soldiers of ALL ranks must be in uniform when clearing the installation.
- The only exceptions are Soldiers who are pregnant or an agent of the Criminal Investigations Division (CID).
- The time allowed for clearing the installation before the availability/departure date can be up to 14 work days for Soldiers on PCS or separation orders (i.e., medical, chapter, retirement, ETS, and retention control point).





- Drop off days and times for Transition Leave Forms for Regular ETS Soldiers – Monday, Wednesday, Friday 1300-1500hrs
- Drop Off's should be NET 6 months prior to expiration term of service (ETS)
  - **AR 635-8, Chapter 4, Section I, 4-6**
    - a. *The Transition Center issues separation orders in accordance with AR 600-8-105 for RA Soldiers who will separate from active duty no later than 90 days before scheduled separation date.*
- Soldier's must have leave form prepared and dropped off to Transition Center before receiving separation orders
  - **AR 635-8, Chapter 4, Section II, 4-11**
    - b. *Separation processing must be completed at a transition center prior to departure on transition leave*
- When dropping off you must have an APPROVED Transition Leave Form with a Control Number, proof of Command Sponsorship for dependents/Early Return of Dependents (ERD) (If applicable), ARNG or USAR contract (if applicable)







- When creating DA 31's for ETS Soldiers, please ensure that there is no PTDY granted, unless service member is separating due to RCP.

- **AR 600-8-10, Section XVIII, 5-35**

- c. The following soldiers are not eligible for any PTDY under any transition program:*

- (1) Soldiers voluntarily separating as a result of expiration of term of service (ETS) or expiration of service agreement.*

- d. All eligible soldiers are authorized ten (10) days of transition PTDY...*

- (5) Enlisted soldiers denied further continued service as a result of Retention Control Point (RCP)*





## **The following Involuntary separations are required to have an e**

- Chapter 5-13 (Personality Disorder)
- Chapter 7 (Defective Enlistment and Extensions)
- Chapter 9 (Alcohol or other Abuse Rehab Failure)
- Chapter 10 (Discharge in Lieu of Trial by Court Martial)
- Chapter 11 (Entry Level Performance and Conduct)
- Chapter 13 (Unsatisfactory Performance)
- Chapter 14 (Misconduct)

Reminder: Escort must be an NCO/Officer of at least one rank higher than Chapter personnel





## **Chapter packets require all of the following documents:**

- COL /CG memo as applicable separation authority memo with paragraph statement “I DIRECT” separation of etc.
- CPT. Memo: company command with ASVAB scores
- SRB (\*\*most recent\*\*)
- Enlistment contracts: 4-1,4-2,4-3 to include ALL REENLISTMENTS as applicable
- SGLI & DD93 (Must be current) valid through 6 months after separation
- Soldier for Life (SFL) (e-signed DD2648)
- 4187- if AWOL, Confinement time and 4187 bringing Soldier back PDY
- DA-31 if taking leave @ commanders discretion / Chapter 10 are NOT authorized leave

(Chapter 10's orders will be cut from Retirement Service Office 655-5384/Ms. Min or Ms. Lucero)

- Article 15 documents (if applicable)
- Command sponsorship paperwork / ERD (if applicable)





- Upon receipt of a Chapter packet, Chapter Counselor will review the packet for completeness and make sure that it has all the required administrative paperwork to process the Soldier. If the packet is incomplete, it will be returned back to Service Member and/or Escort for completion.
- Soldiers living on post (barracks or housing) are authorized to take leave at discretion of the commanding officer.
- Leave for Chapter Soldiers should start approximately three (3) weeks from the day the packet is dropped off at the Transition Center
- If service member is not granted leave, he/she will be separate approximately 14 business days from the day the orders are cut. (Takes 1-2 business days to cut Chapter Orders)





- Soldiers separating under conditions other than honorable are not authorized PTDY. (for ex; dishonorable, bad conduct) *AR 600-8-10*
- For the Soldiers with an Other than Honorable (OTH) those orders will be cut on the spot and SM has 72 hours to separate from military.
- Soldiers are counseled on required actions to be completed once orders are picked up.

➤ Service members separating OTH are not authorized ANY leave

**\*\*NOTE:**

THE FOLLOWING CHAPTERS REPORT TO RETIREMENT SERVICES OFFICE  
RM 122 FOR ORDERS: (655-5384)

Chapters 6, 8, 10 & Chapters that are in Lieu of Court Martial.





- Service Member's name will appear on the Installation Notification Recall Report (NRR), Physical Disability Agency (PDA) Notification List on TRANSPROC
- Medical Separation Counselor contacts the Soldier for their initial intake/counseling. Counselor has 48 hours to contact Service Members once their name appears on the NRR list.
- When Soldier comes in for initial appointment, separation date, transition leave and PTDY options will be discussed.
- SM will be given a sample DA31 with leave days that were discussed. Leave form must be signed and approved through unit within three (3) business days. After three business days if no DA 31 is provided, separation orders are generated for the Service Member with a report date two days prior to the NLT separation date.
- First Sergeants and Company Commanders will receive a notification by email of their service member being on the NRR list. Along with the email, attached will be the PTDY regulation, Counseling Statement, MILPR message, and instructions on how to counsel the Service Member.
- Remember that Vice Chief Staff of the Army (VCSA) guidance is that transitioning IDES Soldiers should have a final out-processing appointment and start any PTDY/leave within 30 days of case approval and TRANSPROC notification.





- MEB Board SM must have the following documents at initial appointment with MEB Counselor:
  - Most Recent EOM LES
  - DA 199
  - Current SRB
  - First and Last Name of CDR and 1SG
  - Proof of Command Sponsorship for dependents if applicable







- Service member must contact the Transition Center at 655-1514 / 655-1514 upon receipt of retirement orders from Retirement Services (655-1514) to make an appointment for their pre-separation DD214 worksheet overview or visit the Schofield Barracks Transition Center, Bldg. 750, Room 122
- Please ensure that SRB has been updated by S-1 prior to DD214 review appointment with Retirement Counselor
- Service member **MUST** provide **source documents** of all awards, decorations, foreign country service, deployments and military schools over 40 hrs NOT listed on their SRB during the appointment
- **Retirement Counselor/ Ms. Jessica Meekins 655-1514, [Jessica.n.Meekins.civ@mail.mil](mailto:Jessica.n.Meekins.civ@mail.mil)**

