



# U.S. ARMY GARRISON HAWAII

Installation Management Command | We are the Army's Home

## Army Military Pay Office - Separation Section

(BLDG 750, ROOM 103)  
(808) 655-9100

All ETS/ Medical/ Retirement/ Chapter Service members must attend a MANDATORY AMPO Separations brief to clear finance. Soldiers are HIGHLY encouraged to attend the brief as soon as separation orders have been received. The briefs are held every **Wednesday @ 1300 hours in the Soldiers Support Center (BLDG 750) in the Lanai.**

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 (if applicable)
- ◆ IPPSA Leave Requests—Terminal, TAA, CSP (all must be approved by correct authority)
- ◆ Flight itinerary—Member and all dependents if applicable
- ◆ Article 15 paperwork (if applicable)
- ◆ Chapter Memo (if applicable)
- ◆ Marriage Certificate (if you have married within the past 12 months)
- ◆ Divorce Decree (if you have been ever divorced in the past 12 months)

**Retiree (20 years +)** Briefs are held on the first Friday of each month at 1300, if a retiree cannot attend one of these briefs, they may attend the weekly brief held on Wednesday.

2024 Retiree brief will be held on: Jan 5, Feb 2, Mar 1, Apr 5, May 3, Jun 7, Jul 5, Aug 2, Sep 6, Oct 4, Nov 1, Dec 6

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

### Hours of Operation

Monday to Thursday 0900-1600

**Friday 1200-1600**

Closed on Federal Holidays

Limited Services on a DONSA due to staffing

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