



# **Fort Huachuca**

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# **RETIREMENT BRIEF**



## Welcome to the Fort Huachuca Retirement Brief

This briefing covers subjects that receive frequent inquiries and will provide you with contact information if you have questions. If you are within 12 months of your anticipated retirement date, you should have already completed a DD Form 2648 or 2648-1 and visited the TAP Center to initiate transition services. You will find more information regarding TAP in this brief starting on page 18. You and your Family should start gathering information and planning for retirement 12-24 months before submitting the application for retirement.

Once you are finished taking this retirement brief, complete and submit the Memorandum of Understanding. This document is available for download on the Soldier for Life – Retirement Services Office (SFL-RSO) at:

<https://home.army.mil/huachuca/index.php/about/Garrison/directorate-human-resources/military-personnel-division/sfl-rso>

Once you have downloaded the document, submit the Memorandum by e-mail the form to:

[usarmy.huachuca.id-training.mbx.sfl-rso@army.mil](mailto:usarmy.huachuca.id-training.mbx.sfl-rso@army.mil)

We hope this guide will be beneficial to you and your Family. We would like to thank you for your service as you depart from active duty and continue on in your future endeavors.



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## RETIREMENT BRIEF

*Soldier for Life*



**RETIREMENT SERVICES OFFICE (SFL-RSO) Building 41330,  
Room 11**



### **Preparing to Retire**

In a survey of Retired Soldiers, 88% indicated their pre-retirement briefing was “extremely” or “critically” important to their retirement planning. Changing from military to civilian life is not always an easy task, so planning can be beneficial.



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## RETIREMENT BRIEF

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### **SOLDIER FOR LIFE – RETIREMENT SERVICES OFFICE (SFL-RSO)**

**Building 41330, Room 11**

#### **How do I start the retirement process?**

If you haven't already done so, you must submit your Retirement Packet within 9-12 months of your requested retirement date. There are exceptions to policy for submitting a request after the 9 month mark with justification. There are no exceptions to policy for submitting a request prior to the 12 month mark.

#### **What happens after I take this brief?**

Upon completing the Retirement Brief, please ensure you download the Memorandum of Understanding from the SFL-RSO homepage and e-mail it to the Retirement Services Office.

Regular retirement dates always on the last day of the month.

Medical retirements can take place on any day of the month.

#### **Retirement Packets**

- ♦ Enlisted Retirement Packet contains a DA Form 4187, Additional Information Sheet, ERB, DA Form(s) 31, and LES.
- ♦ Officer Retirement Packet contains the ORB, DA Form(s) 31, LES, Officer Request Memo, O-6 Recommendation Memo - Officer Voluntary Retirements, and Sexual Assault Statement.

If applicable, the packet should include any prior service DD Form 214(s) and/or DA Form 1506(s).

Please contact your S1 or Retirement Services Office for Enlisted and Officer sample packets

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## **SOLDIER FOR LIFE – RETIREMENT SERVICES OFFICE (SFL-RSO)**

**Building 41330, Room 11**

### **Survivor Benefit Plan (SBP)**

Congress established SBP to provide retiring Soldiers a means to provide a portion of their retired pay to their eligible survivors. Electing SBP extends the benefit of retired pay past the lifetime of the retired Soldier to the surviving spouse. The SBP is paid to survivors as a monthly annuity. For a married Soldier at retirement, electing spouse SBP is a joint decision between the retiring Soldier and spouse. By law, the spouse must concur with any SBP election that provides less than the full spouse SBP coverage.

Contact your SFL-RSO at (520) 533-1120, or (520) 533-1383, after completing this briefing to schedule your SBP appointment.

After attending the Survivor Benefits Brief, the SFL-RSO will give you an appointment to pick up a packet needed for your first visit with Finance. You will also be given an appointment for your final Records Review appointment.

Your Records Review appointment will consist of:

- ◆ **Reviewing and signing the DD Form 214**
- ◆ **A briefing explaining benefits and entitlements after your transition**
- ◆ **Presentation of transition documents**

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## SEPARATION CENTER

Building 41330, Room 11

### What do I need for my Records Review appointment?

**Prior to reporting for your Records Review appointment ensure you have all the documents listed below. You will not be separated without these documents:**

- ◆ DD Form 2808 - Report of Medical Assessment, obtain from Raymond W. Bliss Army Health Center
- ◆ DD Form 2807-1 - Report of Medical History, obtain from Raymond W. Bliss Army Health Center
- ◆ SF 603 - Dental form, which must have the 90 day stamp which states “have been” or “haven’t been” completed, obtained from Runion Dental Clinic
- ◆ DD Form 2648 - Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm, obtained from TAP, building 22420 on Butler Road, (520) 533-5764
- ◆ DD Form 93 and SGLI - Updated at your S-1
- ◆ DA Form 31 - Request and Authority for Leave, if you are taking leave, this is obtained from your S-1
- ◆ Ensure all deployments are listed on your ERB/ORB
- ◆ Finance stamp on Orders

### **Please note the following:**

- ◆ Do **NOT** make any plans, appointments or transportation arrangements during your scheduled appointment time.
- ◆ No children are allowed during your Records Review appointment, however, spouses are highly encourage to attend.
- ◆ Very Important: before your separation date, ensure you change your AKO login settings from CAC READ ONLY back to password access.

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## Additional Retirement Information:

### Retired Pay Information

- ◆ Retired pay -- paid by DFAS-Cleveland
- ◆ Payable 1st of month (when that is a weekend or holiday, the pay date is moved to the previous business day)
- ◆ Direct deposit is mandatory
- ◆ May use “myPay” to make online changes to pay, reissue 1099Rs, change bank
- ◆ It is very important to keep correspondence address current with DFAS
- ◆ Retiree Account Statements (RAS) are only issued once a year, or when there’s a pay change (e.g., COLA, allotment, taxes, etc.), but a monthly electronic Retiree Account Statement (eRAS) is now available on myPay



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## Retired Pay Information continued:

### Social Security Tax (FICA) (7.65%)

FICA not deducted from retired pay

- ◆ When eligible, you will draw:
  - FULL** Social Security and
  - FULL** Military retired pay!
- ◆ Go to <http://www.ssa.gov> for in-depth Social Security information

### Allotments

- ◆ In retirement, permitted to have:
  - 6 “discretionary” (voluntary allotment)
  - You can have an unlimited amount of “non-discretionary” allotments (involuntary allotment)
- ◆ For recalled Soldiers at retirement:
  - NONE continue from active duty
  - ALL must be re-initiated after separation
- ◆ Can start/stop/change via myPay by visiting <https://mypay.dfas.mil>

CFC and SGLI deductions automatically stop upon retirement

### Fort Huachuca Installation Retirement Ceremonies

Contact the DPTMS Operations Officer for dates, times, and locations: (520)533-3217

Who is eligible?

- ◆ All DoD Employees (Civilian and Military)
- ◆ All Branches (Army, USAF, USMC, USN, Coast Guard)
- ◆ All components (Active Component, Reserve, and National Guard)
- ◆ It is NOT MANDATORY that Retiring Fort Huachuca Military personnel stand in a retirement ceremony but is strongly encouraged.

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## How can I stay up to date on information and changes after retirement?



### Army Echoes

Army Echoes informs Retired Soldiers, surviving spouses, and their Families on changes to their benefits and entitlements, developments within the Army, and how they can continue to support the Army.

Where can I read Echoes? <https://soldierforlife.army.mil/retirement/echoes>

### How do I subscribe to Echoes?

The best way to subscribe depends on your status. If you are:

- ◆ A Retired Soldier collecting retired pay or the surviving spouse of a Soldier who is collecting a Survivor Benefit Plan annuity, just ensure that the Defense Finance and Accounting Service (DFAS) has your current mailing and email address. To update DFAS, create or update your myPay account. You may also call DFAS at 1-800-321-1080.
- ◆ A “Gray Area” Soldier (in the Retired Reserve not yet collecting retired pay), just ensure the Reserve Retirements Branch at the US Army Human Resources Command has your current mailing and email address by calling them at 1-888-276-9472.
- ◆ A surviving spouse of a Soldier and are NOT collecting a Survivor Benefit Plan annuity, use our subscription form to receive Echoes electronically. If you prefer to receive it by mail, send your name and address to the editor at [ArmyEchoes@mail.mil](mailto:ArmyEchoes@mail.mil).
- ◆ An Active Duty, National Guard, or Army Reserve Soldier, use our subscription form, <https://soldierforlife.army.mil/retirement/echoes-subscription>, to receive Echoes electronically.

If your status is NOT listed above and you’d like to receive Echoes, use our subscription form, <https://soldierforlife.army.mil/retirement/echoes-subscription>, to receive Echoes electronically.

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## RETIREMENT BRIEF

*Soldier for Life*



### **DEFENSE MILITARY PAY OFFICE (DMPO) Building 41420, 40 Rhea Ave.**

Contact numbers: (520) 533-8214/0394  
Hours: Mon – Fri 0800-1200 & 1300-1600

You are required to visit DMPO twice. The 1st visit will be made once you receive your retirement orders and DD Form 214 Worksheet (It is never too early for the 1st visit).

All FIRST visits will be completed in the afternoon (between the hours of 1230-1545) on a walk-in basis.

The 2nd visit will be made once you clear every organization on Fort Huachuca with the exception of the Separation Center Final Out.



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## RETIREMENT BRIEF

*Soldier for Life*



### **DEFENSE MILITARY PAY OFFICE (DMPO) Building 41420, 40 Rhea Ave.**

#### **Your 1st Visit: Retirements**

- ◆ DD Form 2656, Retired Pay Data Sheet (obtained from Retirement Service Office in Whitside Hall)
- ◆ DD Form 214 Worksheet (obtained from Retirement Service Office in Whitside Hall)
- ◆ 3 copies of orders/amendments
- ◆ Latest LES
- ◆ 2 copies of DA Form 31 (if taking leave, DA Form 31 must be signed and approved, obtain from S-1)
- ◆ DA Form 137-1 (Unit Clearing Record, received from S-1) or “Leave Verification” signed memorandum from Company Commander verifying duty status for the last 45 days.

**ALL MEMBERS ARE REQUIRED TO HAVE THIS FORM, EVEN IF NOT TAKING LEAVE!!!**

**\*\*\*DA FORM 137-1: MUST BE SIGNED BY E-6 OR ABOVE, COMMANDER,  
OR ADJUTANT TO THE COMMANDER\*\*\***

**\*\*\*\*OTHERWISE IT WILL NOT BE ACCEPTED\*\*\*\***

**\*\*\*You will receive the over stamped copy of your orders required by the Separation Center on your 1st visit to DMPO.\*\*\***

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## RETIREMENT BRIEF

*Soldier for Life*



### **DEFENSE MILITARY PAY OFFICE (DMPO) Building 41420, 40 Rhea Ave.**

#### **Your 2nd Visit**

This will be before your Records Review appointment with the Separation Center. We will sign off on the 2nd page of the installation clearing papers at this time.

\*\*\*Soldiers will be cleared on the day prior to the start of any transitional leave or on the day of your Records Review appointment. Soldiers will not be cleared if ANY signatures are missing on the clearing papers (excluding Final Out at the Separation Center).\*\*\*



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**DEFENSE MILITARY PAY OFFICE (DMPO)**  
**Building 41420, 40 Rhea Ave.**

## **Other Information**

### **Transition Administrative Absence (TAA) & Involuntary Separation Administration Absence (ISAA)**

TAA/ISAA (previously known as Permissive Temporary Duty) may be authorized. (See AR 600-8-10 for clarification or for approval speak to your Command).

## **Leave**

- ◆ If you live in barracks: You will receive Fort Huachuca W/O dependent rate when transition leave starts
- ◆ If authorized, leave may be taken for the number of days accrued as of the last day of active duty. At no time may a soldier take more leave days than what they have accrued.

## **Accrued Leave Sell**

- ◆ Limit of 60 days may be sold throughout entire military career (Reservists: no limit)
- ◆ You may decide to sell a portion or all of your leave
- ◆ Leave sold will be paid along with final active duty pay taxed at 25% for Federal Tax; State depends on which residency Soldier is claiming

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## RETIREMENT BRIEF

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### **DEFENSE MILITARY PAY OFFICE (DMPO) Building 41420, 40 Rhea Ave.**

#### **TSP**

The TSP deduction is stopped the month before retirement. There are many options available if you are enrolled in TSP and have a balance over \$200. Please reference the website for detailed information and publications:

<https://www.tsp.gov/index.shtml>

\*\*\*You must make sure your address on record for TSP is up to date 30 days out from separation. Once a separation has been input into your account it is too late to change the address that you have on file with TSP.\*\*\*

#### **MGIB \$600 Buy Up Program**

Some Service members may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. For an additional \$600 contribution, you may receive up to \$5400 in additional GI Bill benefits. The increased benefit is only payable after leaving active duty, and the additional contribution must be made while on active duty. For additional information and eligibility contact the Education Center.

#### **ALLOTMENTS**

For Retirees, all allotments will pay during the month of retirement and most will be systematically rolled-over from the Active Pay System. Any allotments needing stopping prior to reaching the Retired Pay System must be processed the month prior to retirement.

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### **DEFENSE MILITARY PAY OFFICE (DMPO) Building 41420, 40 Rhea Ave.**

#### **Final Pay**

Your final Active Duty pay will be paid to you 3-10 business days from the date of separation/retirement.

\*\*\*\*Retirees: 100%\*\*\*\*

#### **LES/W2**

Your final LES and W-2 will be mailed to you to the address provided on your DD Form 214 worksheet. Please ensure the address is correct. These documents would be posted to your MyPay account: <https://mypay.dfas.mil>

To continue to use MyPay, a password must be established and USERID must be known. Currently most soldiers use their CAC to gain access to MyPay. Upon retirement, the CAC may no longer be available. This should be done prior to the last day of active duty.

#### **DEBTS**

Soldiers must be aware that DMPO will take action to accelerate collection of outstanding debts to ensure collection before date of retirement. These debts may include pay and allowances, statement of charges, travel pay, tuition assistance, etc. If the Soldier has an allotment for an AER loan, DMPO will communicate with the Army Community Service (ACS) to obtain a DD Form 139 (pay adjustment authorization) to collect the remaining balance owed.

#### **Helpful Information**

Computing retired military pay:

<http://www.military.com/benefits/military-pay/computing-retired-military-pay.html>

#### **Retirement Inquiries**

Phone: 1-800-321-1080, OCONUS: 1-216-522-5955

Fax: 1-800-469-6559

#### **Other contact numbers for the Fort Huachuca DMPO:**

(520) 533-2982/3769/8215/2011/8214/0394/2616

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## **TRANSITION ASSISTANCE PROGRAM (TAP) Building 22420, Butler Road**

The Fort Huachuca Transition Assistance Program (TAP) Center provides you with the services, products, and counseling to successfully transition into a civilian career. Army Regulation 600-81 (TAP) requires all separating active duty and reserve component members serving more than 180 days of continuous active duty to complete SFL-TAP, except Soldiers in an initial entry status.



Retiring Soldiers are eligible to begin using TAP services 24 months prior to their anticipated retirement date, separating soldiers are eligible to begin 18 months prior to their anticipated separation date. All separating Soldiers must register for TAP not later than 365 days prior to their separation date. Soldiers do NOT have to wait for retirement or separation orders to begin using TAP services.

Family members of transitioning Soldiers are eligible for TAP services and are highly encouraged to attend. Non-retiring Soldiers and their family members remain eligible for 180 days after their separation date to use services at any TAP Center worldwide, retirees and their families have lifetime eligibility for TAP services.

Department of the Army civilian employees are eligible for transition services if they are subject to Reduction in Force (RIF) or Base Realignment and Closure (BRAC), or upon retirement from federal civil service. Both the civilian employee and their family members can receive TAP services up to 180 days after their sponsor's separation date.



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## **TRANSITION ASSISTANCE PROGRAM (TAP) Building 22420 on Butler Road**

The TAP process must be initiated early (24 months out for retiring Soldiers, 18 months for separating Soldiers) to prevent conflicts between unit/mission requirements and TAP services. This also ensures compliance with DOD/Army timeliness standards and increases the program's effectiveness in preparing Soldiers for a successful transition.

The Veterans' Opportunity to Work (VOW) Hire Heroes Act of 2011 mandates that Service Members (of ALL military branches) separating from a Title 10 active duty tour of greater than 180 of continuous days must complete VOW requirements and the DOD's Career Readiness Standards (CRS) NLT 12 months prior to separation. The Service Member must complete the requirements below:

### **VOW Requirements:**

- Preseparation counseling and initiating the DD Form 2648
- Attend the Department of Veterans Affairs (VA) Benefits Briefings I & II
- Attend the Department of Labor's (DOL) Employment Workshop

### **DOD CRS Requirements:**

- Create a DS (user name & password) login and register for eBenefits
- Complete a 12-month post-separation budget
- Complete an Individual Transition Plan (ITP)
- Complete a Continuum of Service briefing (AC only)
- Complete a Gap Analysis
- Documented requirements & eligibility for certification, licensure or apprenticeship
- Complete an Individual Assessment Tool
- Complete a job application packet (resume, references, 2 job applications or proof of employment)
- Receive a DOL Gold Card and information on
- Attend a CAPSTONE event to verify VOW/CRS requirements are completed
- Complete the DD Form 2648 (and receive a digitally signed copy)

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## **TRANSITION ASSISTANCE PROGRAM (TAP) Building 22420, Butler Road**

### **How to Register:**

Soldiers register for TAP online, and may receive assistance with the online registration process at the TAP Center computer lab:

- Pre-register for TAP at <https://www.sfl-tap.army.mil>
- Register at <https://www.dodtap.mil/> to initiate the DD Form 2648
- In-person registration is at Bldg 22420, Room 1, Fort Huachuca, AZ

Soldiers register and initiate the DD Form 2648 eForm online, but must call the TAP Center to schedule an appointment for an Initial Counseling once they complete the online process. Out-of-town Soldiers may complete their Initial Counseling telephonically. Soldiers will schedule their TAP training upon completion of their initial counseling, and must keep their unit chain of command informed of dates/times of their TAP training and appointments.

Soldiers at remote duty locations (USAREC, ROTC, reserve component) may receive services at any DOD TAP Center. Other locations in Arizona include Marine Corps Air Station Yuma, Luke Air Force Base, and Davis Monthan Air Force Base, but they must still transition through Fort Huachuca even if TAP requirements are completed online or at another service's TAP site.

Although Soldiers may choose to receive services in the TAP Center or online via either JKO or the TAP Virtual Center, face to face service at the TAP Center is always the preferred method. Either way, you will be advised of what you need to do next. Contact the TAP Center to confirm your first appointment and begin your transition process.

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## **TRANSITION ASSISTANCE PROGRAM (TAP) Building 22420 on Butler Road**

The Distributed Transition Timeline outlined in AR 600-81 is the Army's preferred method for mapping out an Individual Transition Plan for projected losses (ETS and retirement). Soldiers are strongly encouraged to keep within the timeline to ensure adequate time to complete SFL-TAP requirements while continuing to meet unit and mission requirements while preparing for post-service success.

Involuntary separations due to a chapter action, reduction in force, qualitative management program, and officer separation boards / selective early retirement boards result in a much shorter timeline for separation. Unit leaders must ensure those Soldiers identified for involuntary separation are sent to TAP to initiate services as quickly as possible. While there is not enough time to use the Army's distributed timeline, in most cases there is still adequate time to complete all VOW and CRS requirements.

Once transitioning Soldiers meet all VOW/CRS requirements, they must schedule and attend a CAPSTONE Event NLT 90 days from their separation date. The DD Form 2648 is completed and sent to the unit commander or designated representative for digital signature and is printed once it is completed. This form is brought back to the TAP Center during clearing/outprocessing. The DD Form 2648 is a required document permanently filed with the Soldier's official records when outprocessing is completed at Whitside Hall and the final DD Form 214 is completed and issued.

TAP Center hours of operation are Monday through Friday from 0730 to 1630. The center is open on installation training holidays and closed on all Federal Holi-days. TAP Center is located in Bldg 22420, Butler Road, Ft Huachuca, AZ. You can reach us by phone at (520) 533-5764.

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## EDUCATION CENTER

Building 52104, 2288 LaGuardia Street

Phone: (520) 533-3010/2255



Per AR 621-5 and IAW Title 10 USC 1142 “all Soldiers transitioning from active duty will be counseled individually concerning their Veteran’s educational benefits prior to their transition from active duty.” Once you take this brief, and submit the required documents, you will receive a copy of your DD Form 214 worksheet via email from the Separation Center. You will then visit the Education Center to be counseled on your VA benefits.

### **\*\*Post 9/11 GI Bill Service Obligation\*\***

There was a four-year service obligation when the transfer of the Post 9/11 Bill was requested.

- Both transferor and transferee are jointly liable for any payment of Post 9/11 GI Bill benefits
  - Both are recouped for the GI Bill money that was spent if time was not served
- See an Army Education Counselor for clarification, or call: (520) 533-3010

Please contact the Education Center at (520) 533-3010/2255 if you have additional questions or visit our website for additional resources:

<https://home.army.mil/huachuca/index.php/about/Garrison/directorate-human-resources/continuing-education-services>

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## **HOUSING SERVICES OFFICE (HSO) (OFF-POST) Building 52065**

### **How to clear Off-Post Housing residents**

If you have received a utility deposit waiver for your electric utility, you must settle up your final estimated bill with the utility company by visiting Sulphur Springs Valley Electric Coop. prior to receiving a clearing stamp at the HSO.

To clear housing, bring clearing slip from the utility company, copy of orders, and clearing papers into the HSO.

If you cannot remember whether or not you received a utility waiver, or for any other questions, call the HSO at (520) 533-3611.



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## **FAMILY HOUSING OFFICE (ON-POST) Building 52065**

### **How to clear On-Post Family Housing residents:**

- ◆ Submit 30 day notice to vacate to Mountain Vista Communities Management Office, Building 52065 on the corner of Smith and Arizona
- ◆ Bring one copy of your orders to attach to 30 day notice to vacate
- ◆ Schedule Pre-Termination and Final inspection
- ◆ Read over the Appendix A: Move Out Checklist in the Resident Handbook

Resident Handbook is posted on the community website:

[www.mountainvistacommunities.com](http://www.mountainvistacommunities.com)

Finance stops allotment 30 days prior to your separation date. If you move out the same month as separation, rent will be paid by you. See the bookkeeper for more information.

All (520) 515-9000 for any On-Post Family housing questions.



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## **FAMILY HOUSING OFFICE (ON-POST) Building 52065**

### **On-Post Housing Move Out Information**

#### **Preparing for Final Inspection**

- ◆ Completion of cleaning (see appendix A & B in Resident Handbook)
- ◆ Primer and paint any resident painted walls back to the original color
- ◆ Dispose of trash from home and yard; drop off any trash at the maintenance building dumpsters. Trash bin must be empty

#### **Final Rent Payment**

- ◆ Once your property has been cleared and final payment has been received, Mountain Vista Communities will stop collection of your BAH allotment
- ◆ Remember your rent is paid one month in arrears, so pro-rated rent will be returned to you approximately 14 business days after final rent payment is received by Mountain Vista Communities

#### **Your BAH**

- ◆ The Final Account Statement is your proof of clearance from Fort Huachuca



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## **FAMILY HOUSING OFFICE (ON-POST) Building 52065**

### **On-Post Housing Move Out Information continued**

**Final Account Statement (FAS)** - Your FAS will be issued to you by the housing office when:

- ◆ Property is cleared
- ◆ Keys, etc. turned in during final inspection
- ◆ See the MVC book keeper immediately following final inspection to settle damage/disposal/utility/rent fees assessed

### **Inspection**

- ◆ The inspection will be done by a representative of MVC, and last approximately 30-45 minutes.
- ◆ Inspector's schedule is precise, if you are not ready for inspection, you may have to reschedule for a later date, thereby increasing the amount of rent due.
- ◆ You will be held responsible for obvious new damages such as holes in the walls, broken light fixtures, and damaged floor tiles – not normal wear and tear.
- ◆ Yard must be maintained and all pet waste, satellite dishes, and cigarette butts removed. There is a charge to dispose of items left.

### **Turn-in Items**

At the time of your inspection the inspector will collect from you the following items: all keys, garage door remotes, and community center access cards.

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**PERSONAL PROPERTY SHIPPING OFFICE  
(TRANSPORTATION OFFICE)  
Building 52065, 2317 Smith Ave.**

**Hours of Operation:**

Monday, Wednesday, Friday 0730-1130

Tuesday & Thursday 0730-1600

(520) 533-2207/3241



All service Members are required to visit the Transportation Office with 3 copies of orders.

Retirees: Personal Property must be shipped no later than 1 year after retirement date unless a shipping entitlement extension has been signed and approved.

Shipping Entitlement Extension: The written and signed request must be submitted 45 days prior to the anniversary of your retirement with backup documentation.

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## **MEDDAC**

### **Soldier Centered Clinic, Building 51101**

Active duty permanent party military receive medical care and separation physicals at the Soldier Centered Clinic, in Building 51101. Soldiers located on Fort Huachuca must go to the Soldier Centered Clinic to pick up a medical assessment packet, and make an appointment in person.

Soldiers coming from a different location to complete their final out processing at Fort Huachuca must call (520) 533-9200 / 1-877-856-2821 to schedule an appointment. For clinic information or assistance, please call (520) 533-2627. Notify the clinic staff that you are coming from a different location, and request information on transferring your medical records to Fort Huachuca.



## **TRICARE Transitioning from Active Duty to Retirement**

When you retire from active duty, you will have several TRICARE coverage options. Understanding these options will help you and your Family make the best health care decisions. It is also essential that you keep your Defense Enrollment Eligibility Reporting System (DEERS) up to date. For more information and assistance visit [www.tricare.mil](http://www.tricare.mil) or call: 1-877-TRICARE (874-223)

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## DENTAC

**Building 45005, at the corner of Arizona Street and Winrow Avenue**



The Dental Services' mission is "to support Fort Huachuca units readiness and wellness with compassion and empathy."

Runion Dental Clinic is in Building 45005, at the corner of Arizona Street and Winrow Avenue, next to Raymond W. Bliss Health Care Center. Dental clinic hours of operation are 7 a.m. to 3:30 p.m. Monday through Friday. Yearly exam and cleanings are done by appointment only.

If you are coming to Fort Huachuca from another location to transition out of the military, you need to have your dental records with you when you arrive.

For general information and appointments, call the clinic reception desk at (520) 533-3147/3447.

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## VOTING ASSISTANCE PROGRAM Don't let your VOTE get lost in transition



### Separating from Active Duty?

You will no longer be covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) (unless moving overseas). You and your eligible Family members should notify your local election official of your change in voter registration status.

If you have voted absentee or locally and are **staying** in the same voting residence after separation: Notify your election official of your change in voter registration status.

If you have voted absentee or locally and are **moving** to a new state or county after separation:

1. Notify your election official of your change in status and that you will no longer be voting in that jurisdiction.
2. Complete a national Voter Registration Form to register as a civilian.

If you are moving overseas after separating, you will remain a UOCAVA voter: Submit a new Federal Post Card Application with your updated mailing address and new classification selection.

Visit the Installation Voting Assistance Office for in-person assistance:  
Whitside Hall, Building 41330, Room 3  
Fort Huachuca, AZ 85613  
(520) 533-1912



Or visit <http://www.fvap.gov> for more information.

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## RETIREMENT BRIEF

*Soldier for Life*



# ICE

You have completed the briefing and we would like your feedback.  
Click the link below or use the QRC with your smartphone  
to let us know how we are doing!

[https://ice.disa.mil/index.cfm?fa=card&s=277&sp=134704&dep=\\*DoD](https://ice.disa.mil/index.cfm?fa=card&s=277&sp=134704&dep=*DoD)



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Fort Huachuca, Arizona



## RETIREMENT BRIEF

*Soldier for Life*



Thank you for your service to our great nation as a member of the Army team. If you have not already completed the Army exit survey sent to your enterprise email, please take a few moments to complete the survey using the link below to help us understand why Soldiers voluntarily leave the service. Your feedback will assist us to inform policy decisions making our team stronger for future generations.

The Officer Survey: [https://actnow.army.mil/forms/landing/org/app/3a44056c-297a-4f57-8f54-6f988488ce08/launch/index.html?form=F\\_Form1](https://actnow.army.mil/forms/landing/org/app/3a44056c-297a-4f57-8f54-6f988488ce08/launch/index.html?form=F_Form1)

The Warrant Officer Survey: [https://actnow.army.mil/forms/landing/org/app/d323f14e-c122-4d66-805d-5427a601d606/launch/index.html?form=F\\_Form1](https://actnow.army.mil/forms/landing/org/app/d323f14e-c122-4d66-805d-5427a601d606/launch/index.html?form=F_Form1)

The Enlisted Survey: [https://actnow.army.mil/forms/landing/org/app/d323f14e-c122-4d66-805d-5427a601d606/launch/index.html?form=F\\_Form1](https://actnow.army.mil/forms/landing/org/app/d323f14e-c122-4d66-805d-5427a601d606/launch/index.html?form=F_Form1)

**[When you are done, click here to continue to the Points of Contact, Index of Forms, or Alphabetical Listing of Topics pages.](#)**

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Fort Huachuca, Arizona



## RETIREMENT BRIEF

*Soldier for Life*



### POINTS OF CONTACT

SFL-RSO	(520) 533-1120/1383
TAP	(520) 533-5764 (520)
INSTALLATION VOTING OFFICER	533-1912
DEFENSE MILITARY PAY OFFICE (DMPO)	(520) 533-0393/2982/3769/8215/ 8214/2011
TRAVEL PAY INQUIRY	(520) 533-1122
RETIREMENT PAY INQUIRY	1-800-321-1080/ OCONUS 1-216-522-5955
FAMILY HOUSING OFFICE (ON-POST)	(520) 515-9000
HOUSING SERVICES OFFICE (OFF-POST)	(520) 533-3611
MEDDAC	1-877-TRICARE (874-223)
DENTAC	(520) 533-3145 OR (520) 226-1557

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## INDEX OF FORMS

Memorandum of Understanding, downloadable from SFL-RSO website

DA Form 31 (Request and Authority for Leave), obtain from S-1

DA Form 137-1-R (Unit Clearance Record) for Leave Verification, obtain from S-1

DD Form 139 (Pay Adjustment Authorization)

DD Form 214 (Certificate of Release or Discharge from Active Duty), obtain from SFL-RSO

DD Form 1351-2 (Travel Voucher or subvoucher)

DD Form 2648 (Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm)

DD Form 2656 (Data for Payment of Retired Personnel)

DD Form 2697 (Report of Medical Assessment), obtain from Raymond W. Bliss Army Health Center

The following documents are available for download on the SFL-RSO website:

- Memorandum of Understanding
- Transition Checklist

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