

RETIREMENT FINANCE INFORMATION

Service members will be required to visit Finance twice. The 1st visit will be made once the below documents are in the member's possession (***It is never too early for the 1st visit!***). The 2nd visit will be made once member has cleared every organization on Ft. Huachuca with the exception of final out.

MILITARY PAY OFFICE INFORMATION

BUSINESS HOURS: MON-FRIDAY 1300-1545 FOR SEPARATIONS/RETIREMENTS

LOCATION: BUILDING 41420, 40 RHEA AVE. 1ST FLOOR

CONTACT DFAS at 533-3020 or 533-3729 FOR ADDITIONAL INFORMATION.

1st Visit: Retirements

- ✓ DD 2656 Retired Pay Data Sheet (Obtained from RSO)
- ✓ DD 214 Worksheet (Obtained from RSO)
- ✓ 3 Copies of Orders/Amendments (Single sided copies only)
- ✓ 2 Copies of DA-31's (If taking leave, DA-31's must be signed, approved and have control number on transition DA 31, PTDY is not required to have a control number)
- ✓ DA-137-1 (on your unit clearing papers) "Leave Verification Form" (Received from S-1) OR 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!!! ******137-1 MUST BE SIGNED BY E-6 OR ABOVE, OTHERWISE IT WILL NOT BE ACCEPTED**

******* You will receive the over stamped copy of your orders required by Transition Point on your 1st visit to Finance. *******

2nd Visit

This will be before your Final Out appointment. 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 start of any transitional leave or on the day of your final out appointment. Soldiers will not be cleared if ANY signatures are missing on the clearing papers (excluding out processing and separation services). *****