



# ***INSTALLATION TRANSPORTATION DIVISION ARMY FIELD SUPPORT BATTALION –***





## ***Agenda***

- **Transportation Contact's**
- **Retiring Soldiers Entitlement information**
- **Personal Property Shipment**
- **JTR Weight Allowance from Korea**
- **Member's Responsibility**
- **Questions?**



## ***Transportation Division Contact Information***

### **Personal Property Processing Office (PPPO)**

Location: [BLDG 6400, Rm K201](#)

Customer Service Hours : (M-F 0800-1130/1300-1630)

Front Desk: 757-2448/-2459

Group Email address:

[usarmy.humphreys.403-afsb-lrc.list.pppo@mail.mil](mailto:usarmy.humphreys.403-afsb-lrc.list.pppo@mail.mil)

### **Vehicle Processing Center (VPC)**

Location: [BLDG 7040](#)

Customer Service Hours : (M-F 0800-1700)

Appointment Only

Front Desk: 756-8700

<https://www.pcsmypov.com>

### **Commercial Travel Office (CTO)**

Location: [BLDG 6400, Rm D101](#)

Customer Service Hours : (M-F 0900-1630)

Front Desk: 757-2443/2445/2446

### **Installation Transportation Office (ITO)**

Location: [BLDG 6400, K208](#)

DSN: 315-757-2461

Commercial: 0503-357-2461



So you have decided to Retire and start a new chapter in your life. Congratulations and thank you for your Service. As you prepare for your transition, we have identified a few important tips regarding your personal property entitlements.

**Transportation Entitlement:** You, as a Retiree or Separate with 8 or more years of Active duty and receiving Severance/Separation pay, “**must begin travel to your home of selection (HOS) within 3 years of the Service member’s termination from active duty unless additional time is authorized or approved through the Secretarial Process.**”

*\*(Joint Travel Regulations (JTR) changed as of 01-July-2022)*

**Storage Entitlement:** During your final counseling on your retirement move, you will be introduced to two storage options. Non-Temporary Storage (NTS) is used at Origin and is HIGHLY recommended when you do not have a destination address, or you have not selected your final HOS. Storage-in-Transit (SIT) is used at your destination (HOS), and usually limited to a 90 period. This can result in excess cost to you if your property is not released from storage before its expiration date. **IT IS HIGHLY RECOMMENDED THAT YOU DO NOT SHIP YOUR PERSONAL PROPERTY TO YOUR DESIRED HOME OF SELECTION UNTIL YOU HAVE A DELIVERY ADDRESS!!**

**NTS** (permanent storage): Placing your property in NTS affords you more flexibility versus shipping your property immediately to a destination. **NTS provides you up to 1 year, at Government Expense**, to determine your final destination, find employment, purchase or make ready your home, get family settled, enroll children in school, etc. Using NTS will help you avoid excess costs by preventing pre-mature shipment of your property to a location that may end up not being your final destination. Once your NTS is released from Origin for final shipment, it is required to be delivered direct at destination, as further storage at destination is not authorized.



**SIT** (temporary storage): SIT is the most expensive of the two options and VERY costly to you if not used as designed. SIT is normally placed at a storage facility in or near your desired HOS after shipment. The JTR authorizes 90 days of SIT with Transportation Officer (TO) approval. Obtaining SIT beyond 90 days is extremely difficult and authorized in very rare cases; when justified, supported with documentation, and approved by destination TO. If additional SIT is not approved, storage will be converted to your expense at a **premium cost** strictly negotiated between you and the storage/moving company, not the Government. You will also be liable for insurance costs. After conversion, you are entitled to a local delivery out of SIT, which is arranged by the Transportation Office at Government Expense. Delivery beyond local area will subject you to potential excess costs.

**Entitlement Extensions:** If unexpected events prevent you from moving your property to your HOS within the 3 years time limit, you may request a travel/transportation entitlement extension/ waiver thru your Transportation Office. The Secretarial process **MAY** allow you extensions in 1 year increments for a period NTE six years from date you are relieved from Active Duty. **EXTENSION REQUESTS MUST BE SUBMITTED ANNUALLY THROUGH YOUR TRANSPORTATION OFFICE.** Transportation Entitlement extensions do not extend storage at Government Expense. **PROPERTY MUST BE CONVERTED TO SM EXPENSE.** Your local TO will provide you with a copy of DD Form 1797, Personal Property Counseling Checklist, which you must sign. This form will assist with the information provided on your storage and travel/transportation entitlements. The form will also act as a record of your official counseling.

Another helpful link for your Retiree and Separatee Move:

<https://move.mil/moving-guide/retirees-separatees>



# *Travel & Transportation*

*(Contact Your Transportation Office)*

## Travel

- Authorized from last duty station to Home of Selection (includes Family members)
- If Home of Selection is OCONUS, costs limited to those payable had a CONUS site been selected

## Transportation of Household Goods (HHGs)

- From last duty station to Home of Selection
- May ship stored HHGs in Fairfield, CA
- Non-temporary storage authorized for 1 year
- If retiring OCONUS, POV shipment to CONUS authorized



## Time Limit on Travel & Transportation Allowances

- Typically one year
- Exceptions may be requested prior to 1st anniversary of retirement
- Additional Info Sources: Defense Transportation Regulation 4500.9-R, found at <https://www.ustranscom.mil/dtr/dtrp4.cfm> and the Joint Travel Regulation at <https://www.defensetravel.dod.mil/Docs/perdiem/JTR.pdf>



## ***Personal Property Household Goods (HHG)***

**Entitlements expire 3 years from the retirement effective date of the orders**

### **Extension of the transportation entitlement**

- Submit an extension request to the transportation office prior to the retirement anniversary date yearly (includes an extension of the transportation entitlement for HHG in non-temporary storage (NTS)).

### **Local move of HHG**

- Authorized from government/privatized quarters to a residence in local area
- Local move radius varies by installation. Estimate 50 miles radius.
- Does not impact the move to the HOS
- HHG may be split between the delivery to the local residence and non-temporary storage (NTS)
- HHG in the residence in the local area and in non-temporary storage (NTS) may be transported to the HOS at a later date
- Local move is a part of weight allowances listed in the Joint Travel Regulation, para 05401, Table 5-37



## ***Personal Property Household Goods Storage***

### **Shipments to multiple locations**

- Total weight of all shipments may not exceed the authorized Joint Travel Regulations weight allowance
- Total cost of all shipments may not exceed the cost to ship the authorized weight allowance to the HOS in one lot.

### **Non-temporary Storage (NTS) is at origin, at destination**

- Begins on the date the order is issued
- Terminates 1 year from the effective date of retirement
- After the 1 year entitlement expires, storage is converted to a commercial account at the Soldier's expense. Contact the transportation office for a delivery out of storage.
- When HHG are released for delivery, additional storage is not authorized, it must be a DIRECT delivery.
- Think non-temporary storage first, place HHG in NTS when HOS is unknown or delivery address at HOS is unknown, or new house being built.



## *Transportation Weight from Korea*

JTR Transportation Entitlements and Admin Weight Allowance from Korea

RANK	Maximum WT ALW With Dependent	Maximum WT ALW Without Dependent	ACCOMPANIED ADMIN WT ALW TO/FROM KOREA 50% OF JTR WT ALW	UNACCOMPANIED ADMIN WT ALW TO/FROM KOREA 25% OF JTR WT ALW	
O6 - O10	18,000	18,000			
O5/W5	17,500	16,000			
O4/W4	17,000	14,000			
O3/W3	14,500	13,000			
O2/W2	13,500	12,500			
O1/W1	12,000	10,000			
E9	15,000	13,000			
E8	14,000	12,000			
E7	13,000	11,000			
E6	11,000	8,000			
E5	9,000	7,000			
E4	8,000	7,000			
E1 - E3	8,000	5,000			



## *Transportation Weight from Korea*

JTR Transportation Entitlements and Admin Weight Allowance from Korea

RANK	Maximum WT ALW With Dependent	Maximum WT ALW Without Dependent	ACCOMPANIED ADMIN WT ALW TO/FROM KOREA 50% OF JTR WT ALW	UNACCOMPANIED ADMIN WT ALW TO/FROM KOREA 25% OF JTR WT ALW
O6 - O10	18,000	18,000	9,000	4,500
O5/W5	17,500	16,000	8,750	4,000
O4/W4	17,000	14,000	8,500	3,500
O3/W3	14,500	13,000	7,250	3,250
O2/W2	13,500	12,500	6,750	3,125
O1/W1	12,000	10,000	6,000	2,500
E9	15,000	13,000	7,500	3,250
E8	14,000	12,000	7,000	3,000
E7	13,000	11,000	6,500	2,750
E6	11,000	8,000	5,500	2,500
E5	9,000	7,000	4,500	2,500
E4	8,000	7,000	4,000	2,500
E1 - E3	8,000	5,000	4,000	2,500



## *Transportation Weight from Korea*

JTR Transportation Entitlements and Admin Weight Allowance from Korea

RANK	Maximum WT ALW With Dependent	Maximum WT ALW Without Dependent	ACCOMPANIED ADMIN WT ALW TO/FROM KOREA 50% OF JTR WT ALW	UNACCOMPANIED ADMIN WT ALW TO/FROM KOREA 25% OF JTR WT ALW
O6 - O10	18,000	18,000	9,000 (Inc. UB 2,000)	4,500 (Inc. UB 1,800)
O5/W5	17,500	16,000	8,750 (Inc. UB 2,000)	4,000 (Inc. UB 1,600)
O4/W4	17,000	14,000	8,500 (Inc. UB 2,000)	3,500 (Inc. UB 1,400)
O3/W3	14,500	13,000	7,250 (Inc. UB 2,000)	3,250 (Inc. UB 1,300)
O2/W2	13,500	12,500	6,750 (Inc. UB 2,000)	3,125 (Inc. UB 1,250)
O1/W1	12,000	10,000	6,000 (Inc. UB 2,000)	2,500 (Inc. UB 1,000)
E9	15,000	13,000	7,500 (Inc. UB 2,000)	3,250 (Inc. UB 1,300)
E8	14,000	12,000	7,000 (Inc. UB 2,000)	3,000 (Inc. UB 1,200)
E7	13,000	11,000	6,500 (Inc. UB 2,000)	2,750 (Inc. UB 1,100)
E6	11,000	8,000	5,500 (Inc. UB 2,000)	2,500 (Inc. UB 800)
E5	9,000	7,000	4,500 (Inc. UB 2,000)	2,500 (Inc. UB 700)
E4	8,000	7,000	4,000 (Inc. UB 2,000)	2,500 (Inc. UB 700)
E1 - E3	8,000	5,000	4,000 (Inc. UB 2,000)	2,500 (Inc. UB 500)



## ***Transportation Shipping Method***

**Customer Service Hours (M-F 0800-1130/1300-1630), Closed for lunch 1200-1300  
POC: Ms. Choe 757-2448/-2459, Maude Hall Building P 6400, Rm K201**

**Difference between Unaccompanied Baggage (UB) and Household Good (HHG)**

### **Unaccompanied Baggage (UB) :**

Transported by an expedited mode, Airliner; may consist of personal clothing and equipment, essential pots, pans, and light housekeeping items, collapsible items such as cribs, playpens, and baby carriages; and other articles required for the care of dependents.

Transit time to the United States: 35 - 45 days

### **Household Goods (HHG) :**

Transported by international ocean vessel; items associated with the home and all personal effects belonging to a customer and dependents on the effective date of the customer's orders. Only items that may be legally transported by commercial carrier are allowed.

Transit time to the United States: 72 - 80 days



- Keep your TO/TSP informed of any change in your orders or other changes, such as a current telephone number or e-mail address where you are available until you leave your old duty station.
- You or your POA must be home when the TSP arrives to pack & pickup your belongings (**between 8:00 and 17:00**). If the TSP arrives to pack/pickup your personal property and either you or your POA is not available, you may be **financially responsible for an “Attempted” pickup charge**. This fee must be paid in full prior to re-scheduling new pack and pickup dates.
- Have your property separated by shipment. Put items that are to go in the UB shipment in one place, items not to be packed, etc.
- **Separate your professional items.** Be sure they are identified on the inventory as **“Pro-Gear”** and ensure they are **weighed separately** because they are FREE weight.
- Safeguard all cash, jewelry, stocks, bonds, coins/coin collections, or other expensive items. **Hand-Carry** them.
- Have any pre-packed boxes, cartons or totes **available for the TSP to check**.
- Carefully read the inventory prepared by the TSP’s personnel before you sign. Do not sign anything until you read, understand, and agree with it. You must be provided a legible copy of everything you sign.  
**Never sign a blank, incomplete, or illegible form, or a form you cannot clearly understand.**
- Unauthorized items such as: **lotions, aerosol cans, cleaning supplies, paint, perfume, cologne, oil, gasoline, nail polish, detergent, animals, plants, and perishable foods cannot be shipped.**
- **Do not argue with** the TSP’s representative. If you have a problem, call your TO at once.



U.S. ARMY





# 5 MINUTE BREAK



Updated January 2019

# Transitioning from Active Duty to Retirement

Health Care Coverage Options As You Approach Retirement

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# Transitioning from Active Duty to Retirement

## Today's **AGENDA**

Preparing for Retirement

TRICARE® Program Options

TRICARE Benefit Information

For Information and Assistance



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# Keep DEERS Information Up To Date



Go to an **ID card office**. Find an office at [www.dmdc.osd.mil/rsl](http://www.dmdc.osd.mil/rsl).

**Note:** You must use this option to add family members in DEERS.



Log on to <http://milconnect.dmdc.osd.mil>.



Call **1-800-538-9552**.



Fax **1-800-336-4416**.

# Medicare-Eligible Family Members

- To remain eligible for TRICARE, you must be entitled to Medicare Part A and have Medicare Part B:
  - Sign up for Medicare Part B before your sponsor's retirement date to avoid a break in TRICARE coverage. Medicare Part B is effective the month after you enroll.
- Beneficiaries under age 65 who are entitled to Medicare Part A and have Part B may:
  - Enroll in TRICARE Prime (enrollment fee waived)
  - Be covered by TRICARE For Life (TFL)
- For Medicare information, visit:
  - **[www.ssa.gov](http://www.ssa.gov)**
  - **[www.medicare.gov](http://www.medicare.gov)**

# Terminal Leave Status

- Current TRICARE program options stay in effect until your retirement date. If covered under TRICARE Prime:
  - Active duty service members (ADSMs) cannot enroll with another military hospital or clinic.
  - ADSMs cannot switch their primary care manager (PCM).
- If you move to a new area:
  - Coordinate all care with your current PCM.
  - Family members may be able to change their PCMs.
- Remember to update your information in DEERS.



# TRICARE Eligibility after Retirement

- Retired service members
- Spouses, surviving spouses, and qualifying former spouses
- Unmarried dependent children (certain eligibility requirements apply)
- Dependent parents are not eligible for civilian TRICARE benefits; however, they may be eligible to receive care at certain military hospitals and clinics if space is available.
- For more information, visit [www.tricare.mil/retiring](http://www.tricare.mil/retiring).

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# TRICARE Prime<sup>®</sup> Coverage for Retirees

- You must reenroll in TRICARE Prime to continue coverage.
- You may reenroll:
  - **Online:** Use the Beneficiary Web Enrollment\* website at [www.dmdc.osd.mil/appj/bwe](http://www.dmdc.osd.mil/appj/bwe).
  - **Phone:** Call your regional contractor (once your retired status is reflected in DEERS).
  - **Mail:** Download the *TRICARE Prime Enrollment, Disenrollment, and Primary Care Manager (PCM) Change Form (DD Form 2876)* at [www.tricare.mil/forms](http://www.tricare.mil/forms) and mail it to your regional contractor.
- For enrollment fees, premium amounts, and copayments, visit [www.tricare.mil/costs](http://www.tricare.mil/costs).

**Note:** TRICARE Prime Remote options and TRICARE Overseas Program Prime options are not available after retirement.

\* *Beneficiary Web Enrollment is not available for overseas enrollment.*

# Getting Care with TRICARE Prime

- Enroll with a military hospital or clinic (space permitting), TRICARE civilian network provider within a PSA, or US Family Health Plan provider.
- Obtain a PCM referral for civilian specialty care (otherwise, higher costs apply).
- Military hospitals and clinics have the “right of first refusal” to deliver nonemergency care within the PSA.
- If you plan to travel or move:
  - **Routine care:** Receive care before you travel.
  - **Urgent care:** Call your PCM or regional contractor for assistance.
  - **Emergency care:** Call 911 or go to the nearest emergency room.
  - **Seasonal moves:** Transfer your enrollment to keep costs low.

# TRICARE Prime Point-of-Service Option

- Point-of-service (POS) option:
  - Applies when nonemergency care is provided by a TRICARE-authorized provider without a PCM referral.
  - Results in higher out-of-pocket costs.
- TRICARE pays only if the provider is TRICARE-authorized and services are covered by TRICARE.
- Contact your PCM for a referral when seeking routine and specialty care to avoid POS charges.
- POS deductibles per calendar year (CY) (Jan. 1—Dec. 31): **\$300/individual; \$600/family.**
  - TRICARE pays 50 percent of the TRICARE-allowable charge.
  - Doesn't count towards your annual catastrophic cap.

# US Family Health Plan (USFHP)

## USFHP Service Areas



- TRICARE Prime option
- Six service areas
- Must enroll
- May not get care at military hospitals or clinics or use military pharmacies

**US Family Health Plan of Southern New England**—Serving Massachusetts, Rhode Island, and parts of Northern Connecticut;

**Christus Health**—Serving Southeast Texas and Southwest Louisiana;

**Johns Hopkins Medicine**—Serving Maryland, Washington, D.C., Delaware, and parts of northern Virginia, West Virginia, and Pennsylvania;

**Martin’s Point Health Care**—Serving Maine, New Hampshire, Vermont, and parts of New York state;

**Pacific Medical Center**—Serving the Puget Sound area of Washington state; and

**St. Vincent Catholic Medical Centers**—Serving parts of New York (including New York City), all of New Jersey, Southeast Pennsylvania, and Western Connecticut.

# TRICARE Select

- TRICARE Select is a self-managed, preferred-provider option for eligible beneficiaries (except ADSMs and TFL beneficiaries) not enrolled in TRICARE Prime.
- With TRICARE Select you have the freedom to choose providers.
- There are no referrals required.
- Yearly deductible and cost-shares apply.
- Enrollment in TRICARE Select is required.
- Some services require prior authorization.
  - Visit your regional contractor's website for services that require prior authorization.
- In overseas locations, TOP Select is available to eligible family members not enrolled in TOP Prime.

# TRICARE Select: Getting Care

- Under TRICARE Select:
  - If you use a network provider:
    - You will pay a fixed fee for care.
    - Your out-of-pocket costs will be lower if you use a network provider.
  - If you use a non-network, TRICARE-authorized provider:
    - You will have a higher deductible and out-of-pocket costs.
    - You can also invite your provider to become a network provider.



# TRICARE Overseas Program (TOP) Select



- Freedom to choose providers from a purchased care sector provider in your overseas area. (Different rules apply in the Philippines).
- No referrals required.
- Yearly deductible and copayments apply.
- Enrollment required.
- Some services require prior authorization.
- Expect to file your own claims.
- You may receive medically necessary covered services from a non-network, TRICARE-authorized provider, if a network provider isn't available.
  - You will be subject to cost-sharing amounts applicable to out-of-network care.

# TRICARE Young Adult

- TRICARE Young Adult (TYA) is a premium-based health care plan available for purchase by qualified young adult dependents. You may qualify to purchase TYA coverage if you are all of the following:
  - An unmarried dependent of a TRICARE-eligible uniformed service sponsor
  - At least age 21 (or age 23 if previously enrolled in a full-time course of study at an approved institution of higher learning and if the sponsor provided over 50 percent of the financial support), but have not yet reached age 26
  - Not eligible for an employer-sponsored health plan under your own employment as defined in TYA regulations
  - Not otherwise eligible for TRICARE program coverage
- For more information, visit [www.tricare.mil/tya](http://www.tricare.mil/tya).





# TRICARE For Life

TRICARE For Life (TFL) is Medicare-wraparound coverage for TRICARE beneficiaries who are entitled to Medicare Part A and have Medicare Part B, regardless of age or place of residence.

- Beneficiaries entitled to Medicare Part A and who have Medicare Part B:
  - Are automatically covered under TFL. There are no enrollment forms or enrollment fees.
  - Should obtain a new uniformed services ID card at age 65.
  - May get care from any Medicare-participating, nonparticipating, or opt-out provider, or military hospital or clinic if space is available.
- For more information on TFL, visit [www.tricare.mil/tfl](http://www.tricare.mil/tfl) or call **1-866-773-0404**.



## Using TFL Overseas

- For overseas locations outside the United States and U.S. territories, TFL works like TRICARE Select and you may visit any host nation provider for care.\*
- Claims are filed with the TOP claims processor.
  - For more information, visit [www.tricare-overseas.com](http://www.tricare-overseas.com).

\* *If you live or travel in the Philippines, you are encouraged to see a preferred provider for care. For more information, visit [www.tricare.mil/philippines](http://www.tricare.mil/philippines).*

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# Pharmacy Options

## **Military Pharmacy**



- Usually inside military hospitals and clinics
- Get up to a 90-day supply

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## **TRICARE Pharmacy Home Delivery**



- Must use this option for some drugs
- Get up to a 90-day supply

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## **TRICARE Retail Network Pharmacy**



- Fill prescriptions without submitting a claim
- Get up to a 30-day supply

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## **Non-Network Pharmacy**



- Pay full price up front and file a claim to get a portion of your money back
- Get up to a 30-day supply

# TRICARE and Other Health Insurance

- Other health insurance (OHI) (includes national health insurance overseas) is considered your primary health insurance.
- TRICARE is the last payer to all other health benefits and insurance plans except for Medicaid, TRICARE supplements, the Indian Health Service, and other programs and plans as identified by the Defense Health Agency.
- If you have OHI:
  - Fill out and submit your regional contractor's *TRICARE Other Health Insurance Questionnaire* at **[www.tricare.mil/forms](http://www.tricare.mil/forms)**.
  - Follow your OHI's rules for prior authorizations and filing claims.
  - Tell your provider about your OHI and TRICARE.
  - Show your provider your OHI card.



# Pharmacy Benefits with OHI

- OHI is always the primary payer:
  - Use OHI first, then submit claims to TRICARE.
- You may still use military pharmacies.
- You may use TRICARE Pharmacy Home Delivery or TRICARE retail network pharmacies only if:
  - OHI does not cover your prescription
  - You have reached your OHI's benefit cap



# Federal Employees Dental and Vision Insurance Program

- The U.S. Office of Personnel Management offers eligible TRICARE beneficiaries the option to enroll in a FEDVIP dental plan.
- FEDVIP offers a range of plans from a number of dental plans.
- FEDVIP is available to:
  - Retired service members and their eligible family members
  - Certain retired National Guard and Reserve members and their family members
  - Certain survivors
  - Medal of Honor recipients and their immediate family members or survivors
- Former spouses and remarried surviving spouses don't qualify to purchase dental coverage.

For FEDVIP plans and enrollment information, visit [www.benefeds.com](http://www.benefeds.com).



# Vision Options

## Federal Employees Dental and Vision Insurance Program (FEDVIP)

- Retirees, their eligible family members, and active duty family members enrolled in a TRICARE health plan may qualify to purchase vision coverage through FEDVIP.
- Eligible beneficiaries include those enrolled in or using:
  - TRICARE Prime, including USFHP
  - TRICARE Select
  - TRS
  - TRR
  - TFL

Visit [www.benefeds.com](http://www.benefeds.com) for eligibility, carrier, and enrollment information.



# The Affordable Care Act

**TRICARE meets the minimum essential coverage requirement under the Affordable Care Act (ACA).**



Each tax year, you will get an Internal Revenue Service (IRS) Form 1095 from your pay center. It will list your TRICARE coverage for each month.



Your Social Security number (SSN) and the SSNs of each of your covered family members should be included in DEERS for your TRICARE coverage to be reflected accurately.

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and Assistance**



### Stateside Regional Contractors

**E** **TRICARE East Region**  
Humana Military  
1-800-444-5445  
HumanaMilitary.com  
[www.tricare-east.com](http://www.tricare-east.com)

**W** **TRICARE West Region**  
Health Net Federal Services, LLC  
1-844-866-WEST (1-844-866-9378)  
[www.tricare-west.com](http://www.tricare-west.com)



### Overseas Regional Contractor

**O** **TRICARE Overseas Program (TOP)**  
International SOS  
Government Services, Inc.  
[www.tricare-overseas.com](http://www.tricare-overseas.com)  
[www.tricare-overseas.com/contactus](http://www.tricare-overseas.com/contactus)

#### TOP Regional Call Centers

*Eurasia-Africa*  
+44-20-8762-8384 (overseas)  
1-877-678-1207 (stateside)

*Latin America and Canada*  
+1-215-942-8393 (overseas)  
1-877-451-8659 (stateside)

*Pacific*  
Singapore: +65-6339-2676 (overseas)  
1-877-678-1208 (stateside)  
Sydney: +61-2-9273-2710 (overseas)  
1-877-678-1209 (stateside)

### Additional Contacts

**TRICARE For Life**  
Wisconsin Physicians Service  
1-866-773-0404  
[www.TRICARE4u.com](http://www.TRICARE4u.com)

**US Family Health Plan**  
1-800-74-USFHP (1-800-748-7347)  
[www.tricare.mil/usfhp](http://www.tricare.mil/usfhp)

**More Resources**  
**TRICARE Website**  
[www.tricare.mil](http://www.tricare.mil)

**Publications**  
[www.tricare.mil/publications](http://www.tricare.mil/publications)

#### Connect with TRICARE Online



[www.tricare.mil/media](http://www.tricare.mil/media)

PP41881BET12181W



U.S. ARMY





# 5 MINUTE BREAK



**TRANSITION**  
ASSISTANCE PROGRAM



**USAG Humphreys/Area III**  
**Transition Assistance Program**

**Mr. James D. Clark**  
**Transition Services Manager**

**Bldg. 6400, Maude Hall, W-301**  
**757-2101 / 0503-357-2101**

**Mr. John Wright**  
**Transition Services Specialist**



# Transition Assistance Program

## WHO:

Anyone who has served at least 180 days or more continuous days of Title 10 active-duty service.

## WHEN:

Retiring? You should begin the transition process 24 months before retirement

Separating? You should begin the transition process 18 months prior to transition

**\*\*Must Start NLT 12 Months before your separation date\*\***

## WHERE:

Building 6400, Maude Hall, 3<sup>rd</sup> Floor, Room W-301

## WHY:

Provide Soldiers, DA Civilians, Retirees, and Soldiers' Family members with counseling, employment and education workshops, and seminars required to achieve the mandated compliance in law and policy Career Readiness Standards (CRS) in order to "prepare" and "connect" transitioning personnel to ensure the greatest opportunities for successful personal and career achievement upon transition from active duty.



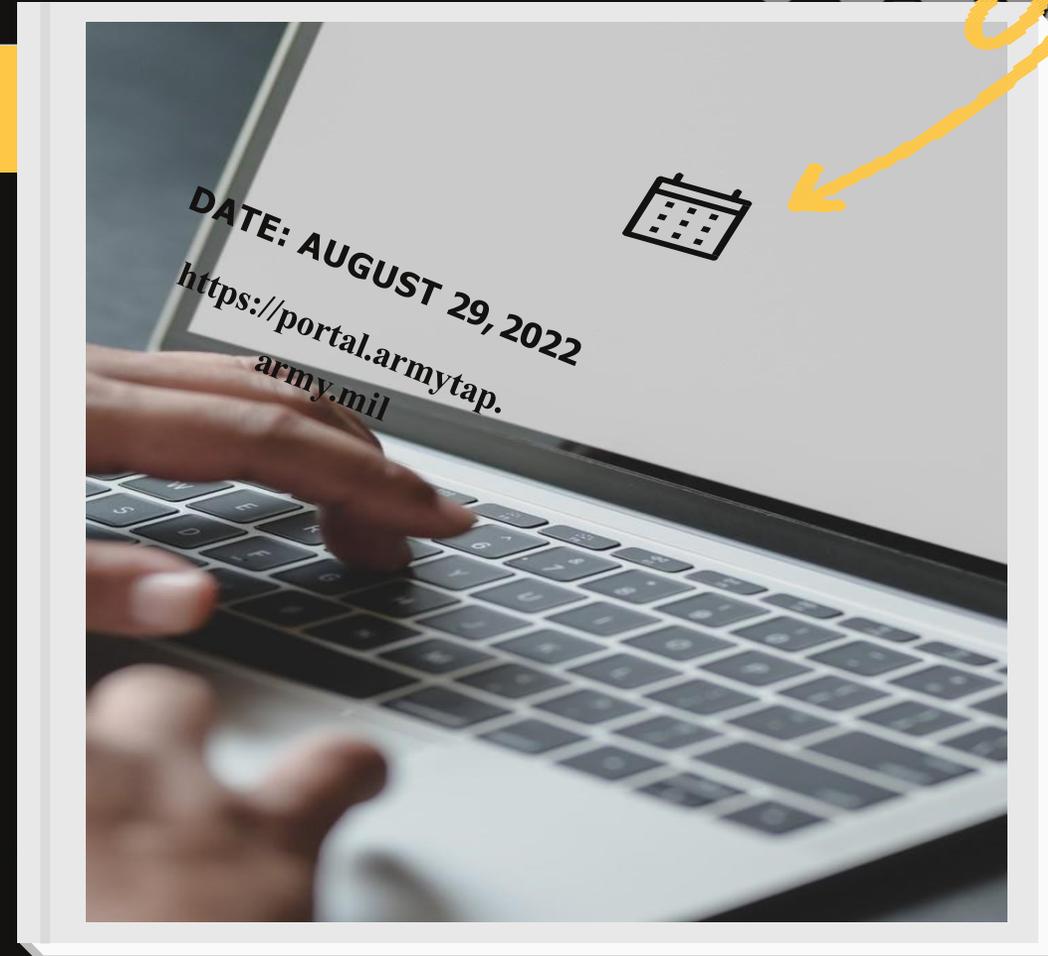
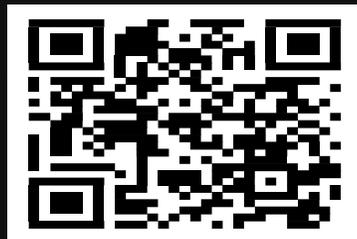


# TRANSITION ASSISTANCE PROGRAM

**Starting August 29, 2022, all Service members planning to transition within 12 - 24 months of their separation date are now required to complete their registration and self - assessment online at <https://portal.armytap.army.mil>.**

**Once you have completed this process, contact your local TAP center to schedule your Individualized Initial Counseling.**

 **SCAN ME**



**Go Early**

**Go Often**



## What to Expect

- Online Registration and Self-Assessment
- Individualized Initial Counseling (IIC) using your completed self-assessment and tier assignment
- Pre-Separation Counseling/Briefing
- Army Day
- Department of Labor (DOL) One Day Workshop
- Department of Veterans Affairs (VA) Benefits and Services Course
- Continuum of Military Service Opportunity counseling (AC only)
- A complete Individual Transition Plan (ITP) based on post-transition goals
- Capstone

Additionally...

- Based on your self-assessment results and post-transition goals you may also experience:
  - Additional DOL Workshops
  - Boots to Business Workshop (Small Business Administration)
  - Managing My Education (Department of Education)
  - ...and many more opportunities





# Benefits of Completing TAP Early

## Caree Skills Program (CSP) DoD Skillbridge Program

**What is it?**  
**Who's it for?**

**Want to Learn More?**

- \*In-Person Briefings: 1<sup>st</sup> and 3<sup>rd</sup> Thursday
- Time: 1200 -1300
- Location: TAP Center, W-301, Maude Hall
  
- \*Virtual Briefing Opportunity: 4<sup>th</sup> Friday
- Time: 1200
- Location: MS Teams (Stop by for a flyer with the link)





# Transition Assistance Program

## Questions/Comments/Concerns

**Building 6400, Maude Hall  
Suite W-301  
DSN 757-2101  
Comm 0503-357-2101**





***176<sup>th</sup> FMSU***

***FINANCE SEPARATIONS  
BRIEFING***



## ***Separation Out Process Procedure***

- Due to the increasing number of no-installation COVID cases and the increase in USFK's HPCON level, the Finance Separation Office will be utilizing extra mitigation measures to help keep the community safe
- For questions regarding your separation pay, scheduling an appointment or clearing, please call/email our Finance Separation office
- For immediate issues please contact COMM 010-4271-5897 SSG Hargraves
- We appreciate your understanding and flexibility as we navigate these new protection measures



**THE FINANCE SEPARATION SECTION IS OPEN TO FINAL OUT APPOINTMENTS UNTIL FURTHER NOTICE**

Monday-Friday 0900 -1630 Closed Thursday (STT)  
1130 -1300 Closed for Lunch

TELEWORK DISTRO INBOX:  
[176thFMSUSeparationsCampHumphreys@army.mil](mailto:176thFMSUSeparationsCampHumphreys@army.mil)

ETS Calculation  
Pre Audit  
Final Out-process  
Pay Inquiry

- DSN 757-2483 Civ: 0503-357-2483 BLDG 6420 RM 119



## ***Appointments (Duty Uniform)***

- ✓ ETS leave balance
- ✓ Initial pre-audit: appointment should be scheduled 3 weeks prior to signing out on PTDY/Transitional leave
- ✓ Final-out: appointment must be scheduled No Later Than 3 days prior to signing your final DD214 with Transition Office.
- ✓ You **MUST COME-IN** to the SEPARATIONS OFFICE for the Final-out (Out-processing)
- ✓ Bring the following documents to your pre-audit appointment
  - ETS, Chapter or Retirement orders
  - DA form 31
  - DA form 5960
- ✓ Finance (Separation Section) is the last stop prior to your Final-out with Transitions Office. All other areas (*including unit S-1*) **MUST be cleared** in order to clear with Finance



## Leave Settlement

- ✓ A maximum of **60 days** can be sold throughout the entire Military Career
- ✓ If service member (SM) sold 30 days during his/her first reenlistment, then SM can only sell 30 days
- ✓ How much are you getting for selling your leave days?
  - Base pay divide by 30, and then multiple by the number of days being sold.
    - $\$2,382.00 / 30 = \$79.40$
    - $\$79.40 * 60 = \$4,764.00$  (total amount paid before taxes) (**Federal Tax: 22%**)
- ✓ Leave accruals at 2.5 days a month
  - (1<sup>st</sup>-6<sup>th</sup>= .5; 7<sup>th</sup>-12<sup>th</sup>=1; 13<sup>th</sup>-18<sup>th</sup>=1.5; 19<sup>th</sup>-24<sup>th</sup>= 2; 25<sup>th</sup>-End of month= 2.5)



# Leave Balance Calculation Sheet

Name:	MARRY LYNN	<b>Dates</b>	<b>No. of Days</b>
SSN:	000-00-1234	1 - 6	0.5
Current Date:	4/1/2019	7 - 12	1.0
DOS:	8/17/2019	13 - 18	1.5
Current Leave Balance:	41.5	19 - 24	2.0
		25 - 31	2.5

Leave Accrual Breakdown	
April-2019	41.5
May-2019	2.5
June-2019	2.5
July-2019	2.5
August-2019	1.5
September-2019	0
October-2019	0
November-2019	0
December-2019	0
January-2020	0
February-2020	0
March-2020	0
ETS Leave Balance	50.5

Leave Calculation				
Types of Leave	N / C	DPT	RTN	No. of Days
Ordinary Leave	C			0
n7	C			0
PDTY	N			0
ETS	C	29-Jun-19	17-Aug-19	50
Total		<b>Non-Chargeble</b>	<b>Chargeable</b>	50
		0	50	

Leave Days to be Sold	0.5
-----------------------	-----



# Transition Leave

- All separating soldiers must take at least 1- day of leave  
• (= Transition leave)
- Leave balance must be verified by a separations clerk to prevent excess leave
- Ensure any previous leaves have been properly reported. Unposted leave can miscalculate your leave balance and even cause out-of-service debt
- All leave forms MUST have control number and proper signature based on AR 600-8-10
- DO NOT use KOREAN or UNIT address UNLESS you have Approved In-Country Separation Memo



## *Permissive Temporary Duty (PTDY)*

- All retirees & involuntarily separating SMs are authorized to take PTDY
- Can be taken in conjunction with transition leave, however, PTDY MUST be taken BEFORE Transition leave
- Specific dates for PTDY and Transition leave MUST be annotated in the DA FORM 31 – Block 17.
- Ex) PTDY: YYMMDD / Transition leave: YYMMDD)
- Transition leave MUST END on your Date of Separation



# DA Form 31 Example

8. TYPE OF ABSENCE																						
<input type="checkbox"/> CHARGEABLE <input type="checkbox"/> NON-CHARGEABLE <input checked="" type="checkbox"/> COMBINATION																						
<input type="checkbox"/> PCS Leave and House Hunting <input type="checkbox"/> PCS Leave and Proceed Time (OCONUS Restricted PCS) <input type="checkbox"/> PCS Leave and Primary Caregiver Leave <input type="checkbox"/> PCS Leave and Secondary Caregiver Leave <input type="checkbox"/> Annual Leave and Convalescent Leave <input type="checkbox"/> Annual Leave and Primary Caregiver Leave <input type="checkbox"/> Annual Leave and Secondary Caregiver Leave <input type="checkbox"/> Annual Leave and Legal Marriage			<input checked="" type="checkbox"/> Terminal Leave, Transition Administrative Absence and Retirement/Involuntary Separation <input type="checkbox"/> Leave Awaiting Administrative Discharge <input type="checkbox"/> Leave Awaiting Qualitative Discharge <input type="checkbox"/> Leave Pending Review by Officer Board of Enquiry <input type="checkbox"/> Leave Awaiting Orders, Result of Disability Proceedings																			
9a. FROM (YYYYMMDD)		9b. TOTAL DAYS REQUESTED		9c. TO (YYYYMMDD)																		
20220301		60		20220529																		
10a. ACCRUED LEAVE (CR BAL)		10b. CHARGEABLE LEAVE REQUESTED			10c. NON-CHARGEABLE ABSENCE REQUESTED																	
60		<table border="1"> <tr> <th>FROM (YYYYMMDD)</th> <th>DAYS REQUESTED</th> <th>TO (YYYYMMDD)</th> <th>ADVANCE</th> <th>EXCESS</th> </tr> <tr> <td>20220301</td> <td>60</td> <td>20220429</td> <td></td> <td></td> </tr> </table>			FROM (YYYYMMDD)	DAYS REQUESTED	TO (YYYYMMDD)	ADVANCE	EXCESS	20220301	60	20220429			<table border="1"> <tr> <th>FROM (YYYYMMDD)</th> <th>DAYS REQUESTED</th> <th>TO (YYYYMMDD)</th> </tr> <tr> <td>20220130</td> <td>30</td> <td>20220228</td> </tr> </table>		FROM (YYYYMMDD)	DAYS REQUESTED	TO (YYYYMMDD)	20220130	30	20220228
FROM (YYYYMMDD)	DAYS REQUESTED	TO (YYYYMMDD)	ADVANCE	EXCESS																		
20220301	60	20220429																				
FROM (YYYYMMDD)	DAYS REQUESTED	TO (YYYYMMDD)																				
20220130	30	20220228																				
11. SIGNATURE OF REQUESTOR (Supervisor can sign for requestor when requestor is not available to sign.)																						
[Signature]						DATE																
12. SUPERVISOR NAME		TITLE	RANK/GRADE	RECOMMENDATION	SIGNATURE	DATE																
				<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL	[Signature]																	
13. APPROVING AUTHORITY NAME		TITLE	RANK/GRADE	ACTION	SIGNATURE	DATE																
				<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	[Signature]																	
14. DEPARTURE - AUTHORITY SIGNATURE																						
a. DATE	b. TIME	c. NAME DEPARTURE AUTHORITY		d. TITLE	e. SIGNATURE	f. DATE																
					[Signature]																	
15. EXTENSION - APPROVAL AUTHORITY SIGNATURE																						
a. NUMBER DAYS	b. DATE APPROVED	c. NAME APPROVAL AUTHORITY		d. TITLE	e. SIGNATURE	f. DATE																
					[Signature]																	
16. RETURN - AUTHORITY SIGNATURE																						
a. DATE	b. TIME	c. NAME RETURN AUTHORITY		d. TITLE	e. SIGNATURE	f. DATE																
					[Signature]																	
17. REMARKS																						
<p><b>NON-CHARGEABLE ABSENCE:</b> Is not directed by any official of the US Government. I cannot conduct public business under this authorization, and will not be reimbursed for travel, per diem, or any other expense. I may cancel this absence at any time and report back to my regular place of duty, reimbursed for travel, per diem, or any other expense. I may cancel this absence at any time and report back to my regular place of duty.</p> <p>PTDY: 220130-220228          Transition Leave: 220301-220429</p>																						



# Entitlements

- Korea entitlements **will stop a day prior to leave start date**
- Korean entitlements may include, but are not limited to;
  - » - COLA
  - » - Hardship Duty Pay-Location (HDP-L)
  - » - Family Separation Allowance (FSA)
  - » - Overseas Housing Allowance (*if lease is maintained*)
  - » - Assignment Incentive Pay (AIP)
  - » - Meal Deduction, etc.
- SM with approved **“In-country Separations”** packet (Transition Office) will **continue to receive Korea entitlements (COLA and OHA – if lease is maintained)**
- For CHAPTERS/ ETS SM not taking leave: all entitlements will continue until the day prior to the date of separation (DOS)



## ***BAH and TLA***

- Existing pay and allowances will continue while on Terminal, Transition Administrative Absence (TAA), and Involuntary Separation Administrative Absence (ISAA) leave
- SM taking leave stateside are authorized BAH (Provide DA Form 5960).
- Unaccompanied Soldiers already receiving BAH for stateside dependent(s) continue to receive that rate until DOS/retirement (Provide DA Form 5960)
- Single Soldiers living in the barracks will receive BAH without dependent rate during transition leave (Provide DA Form 5960)
- The BAH rate is based on the zip code from the final DD 214 and approved DA 31 & DA 5960; addresses must match
  
- Retiring Soldiers going to another (OHA) based country will start receiving the new rate OHA once a residence is established. The Housing Office needs to approve DD Form 2367 & New Lease agreement
  
- For TLA reimbursement, approved USFK Form 122-E, TLA authorization Memo and zero balanced lodging receipts must be turn-in
- Questions about individual BAH rate and TLA process can be discussed during initial / final-out appointments



## ***Separation and Bonus Payment***

- The Written Service Agreement and Mandatory Disclosure Statement (DA Form 7783) is the only acceptable written agreement AR 637-2
- To be eligible for Full / Half Separation pay, DA form 7783 from the Reserve Component Career Counselor MUST be provided
- 
- The DA Form 7783 has a section the Soldier must initial regarding the potential recoupment of the Involuntary Separation Pay at a later date
- Full / Half Separation pay will be included to final-pay
- Chapter before completing your contract that included Bonus, the incomplete time of service will be computed as a recoupment. It will be discussed during initial / final-out appointments



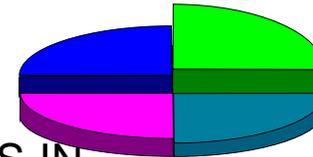
# *Final Pay*

- Final Payment may take up to 2-3 weeks after Date of Separations (DOS)
- Paycheck is received via direct deposit into the latest open account in the pay record
- Keep the current bank account opened for at least 90 days after DOS
- If the bank account is changed while on leave, inform the finance office ASAP
- Soldiers must furnish a post-separation address (to include bank information) which will aid in the final disposition of LES, W2, and all settlement payments.
- \*If a Soldier desires to change their banking information, ensure the bank name, routing number, account number, etc. is provided on a Fast Start Direct Deposit (FMS Form 2231).



## Allotments

- In retirement, permitted to have:
  - Maximum of 6 discretionary allotments
  - You can have unlimited non-discretionary allotments.
- For recalled Soldiers at retirement:
  - NONE continue from active duty
  - ALL must be re-initiated after separation
  - WHY? DFAS-CL has no interface with DFAS-IN
- Can start/stop/change allotments in **myPay** at <https://myPay.dfas.mil>
- More information available at: <https://www.dfas.mil/retiredmilitary/manage/allotments.html>
- Instead of creating an allotment through DFAS, some allotments can be easily and freely set up directly with your bank to pay bills (e.g. life insurance) or save for the future (e.g. transfer to another bank account).





# Allotments

- Allotments will stop the month prior to the DOS (Date Of Separation)
- Retirees' allotments are paid through month of DOS and Systematically Rolled-over from the Active pay system to the Retired pay system.
- Soldiers wanting to stop/change allotment may go to the [www.mypay.dfas.mil](http://www.mypay.dfas.mil)



## Thrift Savings Plan



- You stop contributing to TSP at retirement
- Your options at retirement:
  - 1 - do nothing and draw returns when permitted; **or**
  - 2 - roll into an IRA or 401K
- May resume active participation if you become a federal civilian employee; military and civilian TSP accounts may be combined.
- If you are moving, please make sure that you fill out the Form TSP-9 when separating for change of address.
- TSP info: <https://www.tsp.gov/>





# Thrift Savings Plan



## Account Withdrawal Deadline

- If you decide to leave your money in the TSP, be aware that you will be required to start withdrawing your money when you turn age 72.
- As a helpful reminder, the TSP will notify you before your required withdrawal date and mail you important tax information about your TSP withdrawal, as well as information about the IRS required minimum distributions.





## *Thrift Savings Program(TSP)*

- Contributions terminate one month prior to DOS. Changes to your TSP account can be made by visiting [www.tsp.gov](http://www.tsp.gov). All inquiries about your current TSP can also be submitted on the same website.
- When a member separates, there are four options;
- 
- Receive a single payment, monthly payments or, for amounts of \$3,500 or more, a life annuity
- Receive a partial payment and leave the rest in TSP until a later date
- Leave funds in TSP to collect payment(s) at retirement
- Have funds transferred to IRA or eligible retirement plan. Any funds not accepted will be paid directly to the member
  - <https://www.tsp.gov>
  - (205) 439-4501 (not toll free)



## ***Leave and Earnings Statement / W-2***

- Final LES is received 6-8 weeks after your DOS *(mailed by DFAS)*
- While the finance office is manually calculating your final-pay, your LES will indicate that your pay is in a held status. After the completion of computation, final pay will be paid via EFT (direct deposit)
- You will have VIEW-ONLY access to MyPAY for up to a year
- Prior to DOS, update your MyPay account with a username and password, also change your email to a civilian/personal address.
- W-2 will be *mailed by DFAS* at the end of January for the tax year that ended Dec 31st to the address you provided upon separation.
- *If you do not receive W-2, call 1-888-PAY-ARMY for a reissue.*



# *Travel Settlement*

- Expiration Term of Service (ETS) for Separating or Retiring Service Members
- You will receive Travel Settlement Packet with instructions at your final-out appointment
- Option to file Smart Voucher or Manual Travel Voucher DD Form 1351-2
- Retirees have up to one year to submit voucher to DFAS, regular ETS SMs have 6 months to file.
- Include the following with your settlement voucher:
  - orders, DA form 31, and any receipts over \$75.00
- DLA is NOT authorized upon separation



## *Debts*

- During the pre-audit, your account will be screened for any debts.
- Any unsatisfied debts will be processed to accelerate the collection prior to DOS
- Allotments may be administratively terminated by finance to facilitate the liquidation of debt(s) before separation.
- All debts that are still not consolidated after DOS, will be collected using any available funds left on the military pay account
- If you are aware of any possible debts, visit the finance office (Debt Management Section) ASAP in order to make arrangements to avoid hardship



## *Useful Links*

- DFAS customer service: <http://www.dfas.mil/customerservice.html>
- MYPAY:
  - <https://mypay.dfas.mil/mypay.aspx>
- Retired Pay customer service: <http://www.dfas.mil/retiredmilitary.html>
- Out of service debt inquiries:  
<http://www.dfas.mil/dfas/civilianemployees/debt/outofservicedebt.html>
- Withdrawing Your TSP Account after Leaving Military Federal Service  
<https://www.tsp.gov/PlanParticipation/LoansAndWithdrawals/withdrawals/index.html>
- Phone numbers can be found in the links provided