



# Separation Briefing

USAG Humphreys

**Installation Management  
Command / Military Personnel  
Division**

## Separation Briefing Agenda

- ✓ Separation Processing – Transition Center
- ✓ Reserve Component Career Counselor
- ✓ Finance
- ✓ Army –Transition Assistance Program
- ✓ Tricare
- ✓ Transportation
- ✓ VA

## Transition Center Information

- ✓ Location: Bldg. 6400, Room F101
- ✓ Email Address: [usarmy.humphreys.id-pacific.mbx.mpd-transition@army.mil](mailto:usarmy.humphreys.id-pacific.mbx.mpd-transition@army.mil)
- ✓ Phone Number: DSN: 757-2096



# Separation Briefing

WELCOME TO USAG HUMPHREYS  
TRANSITION CENTER



## SEPARATION/ETS BRIEFING

“SEPARATION IS A PROCESS NOT AN EVENT”



# Separation Briefing

**RESERVE COMPONENT COUNSELOR**  
**BLDG 6400 RM U301**

**FINANCE SEPARATION**  
**BLDG 6420 RM 119 / 757-2483**

**ARMY-TRANSITION ASSISTANCE PROGRAM (A-TAP)**  
**BLDG 6400 RM W301 / 757-2101**

**TRICARE**  
**BLDG 6400 RM C103 / 757-5781**

**VA BDD & VA BENEFIT ADVISORS**  
**BLDG 6400 RM V301 / 757-2518**



## ABSENCE REQUEST

- ✓ Your **LAST DAY** of leave (TO DATE - block 6 and 8) is your **ETS** or separation date.
- ✓ The Absence Request is the basis for establishing your **FINAL OUT** date, the date you are issued **clearance papers**, and your **AVAILABILITY DATE** OR **date you are eligible to depart your unit / ROK**.
- ✓ Absence Request must be approved.
- ✓ Everyone must have an Absence Request to leave the country. Even if you are **NOT** taking leave, you must have an Absence Request with ONE DAY for travel (i.e chapters).



## Absence Request

### MOST COMMON MISTAKE / ERROR

- ✓ Leave ends prior / after ETS or separation date.
- ✓ Absence reason is not "TNA - Terminal/Transition Abs".
- ✓ First and last days not being counted as leave time.
- ✓ ABSENCE REQUEST contains Transition Administrative Absence (TAA) when not eligible.
- ✓ Non-Chargeable Leave is not being taken before terminal leave.
- ✓ ABSENCE REQUEST has NOT been completely approved.
- ✓ ABSENCE REQUEST has pen & ink corrections.





# Separation Briefing

ABSENCE REQUEST – AUTHORIZATION AND APPROVAL DATA			
<p align="center"><b>INSTRUCTIONS TO SERVICE MEMBER</b></p> <p><b>AUTHORITY FOR ABSENCE:</b> This form contains the pertinent information that authorizes you to be away from your station or post. You must carry this form while on absence.</p> <p><b>CHANGES:</b> A Member who desires changes in authorized absence or does not begin absence on schedule will notify commander.</p> <p><b>REPORTING:</b> A Member will report to duty station not later than 2400 on the last day of absence (even if PCS orders contain a later reporting date)</p> <p><b>IMPORTANT:</b> This form must remain in the Member's possession at all times while absent from duty station. To reprint the form, log into the IPPS-A system go to My Absences &gt; View/Update Requests and find the appropriate request to print.</p>			
MEMBER ABSENCE INFORMATION – TRANSACTION NUMBER:			
1. NAME		2. DoD ID	
3. ABSENCE TYPE		4. ABSENCE REASON	
5. ABSENCE BEGIN DATE	6. ABSENCE END DATE	7. PLANNED DEPARTURE DATE (Chargeable Absence Only)	8. PLANNED RETURN DATE (Chargeable Absence Only)
9. ABSENCE ADDRESS (include ZIP Code) AND TELEPHONE NUMBER		10. DEPARTMENT/UIC & LOCATION INFORMATION	
11. REQUESTOR COMMENTS:			
12. SUPERVISOR NAME		13. APPROVER NAME	14. APPROVAL STATUS



## SEPARATION HEALTH PHYSICAL EXAMINATION (SHPE)

- ✓ SHPE is **MANDATORY** for **ALL** SEPARATING SERVICE MEMBERS (SM)
- ✓ **MUST** be completed prior to FINAL OUT processing at the Transition Center AND submit a hard copy.
- ✓ At a **MINIMUM**, it is SM's responsibility to ensure the SHPE requirement occurs **within 180 days** before the separation date if conducted by the Veterans Affairs (VA) based on an application of benefits filed by the SM. Otherwise, if SM is getting their SHPE at the medical treatment facility, SHPE must be completed / validated as current within 30 days before the date of separation, consistent with the separation procedures of the U.S. Army.





# Separation Briefing

## CAC / ID CARD

- ✓ The **EXPIRATION DATE** of your CAC **MUST MATCH** the separation date on your separation order. To prevent delays when you out-process, the Transition Center will ensure your CAC is up-to-date.
- ✓ Remember, **ALL** DoD issued ID cards are accountable items. It is **UNLAWFUL** for you or your dependents to continue using a DoD ID Card after your separation date.
- ✓ **Reserve ID Card:** Individuals with a Remaining Service Obligation (RSO) **MUST REPORT** to their nearest military installation shortly after their separation date so that Reserve ID Cards may be issued.
- ✓ **ITEMS REQUIRED:** **DD Form 214 AND separation order.**



## SEPARATION ORDER

- ✓ You **MUST** conduct a Virtual Separation Briefing to obtain your separation order.
- ✓ If it is less than 70 days until the ETS date, Letter of Lateness will be required (signed by Battalion CDR).
- ✓ Submit a Personnel Action Request attaching ALL required / applicable documents on the checklist.
- ✓ Expect 10 business days for the Transition Center to publish your separation order.
- ✓ You will need separation orders to book your flight and schedule your Household Good's (HHG) movement.
- ✓ Upon receipt of your separation order, review it thoroughly. Ensure it correctly reflects your personal information and any entitlements, *if applicable*.



# Separation Briefing

## INSTALLATION CLEARANCE RECORD

- ✓ The Transition Center will issue your Clearance Papers **10 business days prior** to the start of your terminal / transitional leave.
- ✓ You **MUST** complete TAP and submit DD 2648 to obtain your Clearance Papers.
- ✓ A SM who is not taking leave or who is on leave already will be issued Clearance Papers on the same day their separations orders are issued.
- ✓ **Unit Clearance Record** will be issued by your unit **S-1**.
- ✓ You **MUST** clear every section on Installation Clearance and Unit Clearance Records to complete out-processing.
- ✓ Ensure that you understand everything that **MUST** be completed prior to your Final-Out appointment to include the following:
  - CAC Expiration Date matches your Separation / ETS Date
  - Complete Unit and Installation Clearance Record
  - Provide a HARD copy of SHPE (Phase 1 & 2) to the Transition Center
  - **NO FLAGS** on STP (with the exception of H, J, K)



## DD FORM 214

### ***Certificate of Discharge or Release From Active Duty***

- ✓ The DD Form 214 will be issued upon a military Service Member's retirement, separation, or discharge from active duty in the Armed Forces of the United States by the United States Department of Defense
- ✓ The DD Form 214 **is a snap shot of your entire military career.**
- ✓ The DD Form 214 **is the MOST IMPORTANT document that you will receive in your Military Career.** It is the document that is used as a basis for starting any benefits that you may be entitled to after your separation from Active Duty.
- ✓ **Examples are:** Montgomery G.I. Bill, Veterans Affairs (VA) Benefits / Disability, or for employers to verify your military service.



## DD FORM 214

### *Certificate of Discharge or Release From Active Duty*

- ✓ UPDATE YOUR STP NOW. Ensure your record is up-to-date. Such as Overseas Tours, Awards, PME certificates, etc.
- ✓ You will stop by the Transition Center at least THREE times prior to your Final Out date to review your DD Form 214. Communicate with us about your military career because every SM's career is different.
- ✓ Do not come empty handed; bring all Awards, Badges and PME certificates with you, to include ETS Awards, if applicable.
- ✓ SAFEGUARD YOUR DD FORM 214! The Army is extremely sensitive of the need to safeguard the SM's Personal Identifiable Information (PII). **MAKE COPIES OF YOUR DD 214** and store it in a safe deposit box or fireproof safe.



# Separation Briefing

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES

THIS IS AN IMPORTANT RECORD. SAFEGUARD IT.

ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

DD FORM 214 WORKSHEET				
1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER
4a. GRADE, RATE OR RANK		b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)		
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND			b. STATION WHERE SEPARATED	
9. COMMAND TO WHICH TRANSFERRED			10. SGLI COVERAGE	
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)			12. RECORD OF SERVICE	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)			14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)	
15a. MEMBER CONTRIBUTED TO POST-VIETNAM ERA VETERANS' EDUCATIONAL ASSISTANCE PROGRAM			16. DAYS ACCRUED LEAVE PAID	
17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION			18. REMARKS	
19a. MAILING ADDRESS AFTER SEPARATION (Include ZIP Code)			b. NEAREST RELATIVE (Name and address - include ZIP Code)	
20. MEMBER REQUESTS COPY 6 BE SENT TO			21. SIGNATURE OF MEMBER BEING SEPARATED	
22. OFFICIAL AUTHORIZED TO SIGN (Typed name, grade, title and signature)			23. TYPE OF SEPARATION	
24. CHARACTER OF SERVICE (Include upgrades)			25. SEPARATION AUTHORITY	
26. SEPARATION CODE			27. REENTRY CODE	
28. NARRATIVE REASON FOR SEPARATION			29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)	
30. MEMBER REQUESTS COPY 4 (Initials)			31. MEMBER REQUESTS COPY 6 BE SENT TO	

DD FORM 214 WS-AUTOMATED, FEB 2000

PREVIOUS EDITIONS OBSOLETE. GENERATED BY TRANSPROC

WORKSHEET







# Separation Briefing

## IN-COUNTRY SEPARATION (ICS)

- ✓ YOU MUST COMPLETE an IN-COUNTRY SEPARATION PACKET to stay in the ROK while on terminal / transitional leave or after your separation
- ✓ Please see the Transition Center for an ICS Packet Sample and/or guidance.
- ✓ Once your packet is completed, you or your S1 will submit a PAR to the Transition Center through IPPS-A.
- ✓ The APPROVING AUTHORITY is the USAG COMMANDER!
- ✓ ICS Packet's must be submitted NET 90 days and NLT 60 days from your separation / ETS date.
- ✓ The background check from the Provost Marshall Office (PMO) and the Ration Control check must be completed within 30 days from submission of the ICS Packet.
- ✓ Finance MUST have an approved ICS Packet if you plan to stay in the country while on terminal or transitional leave.



# Separation Briefing

## USAG-HUMPHREYS TRANSITION CENTER

✓ BLDG 6400 / ROOM F 101

[usarmy.humphreys.id-pacific.mbx.mpd-transition@army.mil](mailto:usarmy.humphreys.id-pacific.mbx.mpd-transition@army.mil)

DSN: 757-2096

USER LIST : *000000000001403*

USER LIST NAME : *HUMPHREYS\_MPD\_TRANSITIONS*





## USAG-HUMPHREYS TRANSITION CENTER HOURS OF OPERATION



	Appointments Only	Walk-Ins Available
Monday	0800-1300	1330-1530
Tuesday	0800-1300	1330-1530
Wednesday	0800-1300	1330-1530
Thursday	0800-1300	1330-1530
Friday	0800-1300	1330-1530

**Closed on Saturday, Sunday, the Federal holidays, and Thursday Morning**

POC: [usarmy.humphreys.id-pacific.mbx.mpd-transition@army.mil](mailto:usarmy.humphreys.id-pacific.mbx.mpd-transition@army.mil)





## Transition Assistance Program - TAP

# Continuum of Military Service Brief

Reserve Component Career Counselor



KOREA

JAPAN

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## Reserve Component Transition

### Purpose

Reserve Component Career Counselors are to provide professional guidance and career counseling to all Soldiers leaving the Active Component IAW AR 601-280. We provide Soldiers with information and the necessary assistance to meet remaining service obligations for their transitional decisions.

### Why are you here?

IAW AR 635-8 and AR 601-280, separating Soldiers must be briefed by the RCCC on their service obligations, methods of fulfillment, and the options and benefits of membership in the Reserve Components (RC).

Interviews are conducted within **180-days** of the Soldier's scheduled ETS date and **NLT 90-days** prior to the start of the separation date or transition leave.

Appointments are MANDATORY for all Soldiers E-1 thru E-7, O-1 thru O-4 and all Warrant Officers.

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## Local Appointment Procedures Areas I & III



MSG Hamer, Ricardo  
Ricardo.Hamer.mil@army.mil  
DSN: 315-755-1009

### USAG Camp Casey Area I & USAG Camp Humphreys Area III

Maude Hall, BLDG 6400, U301  
8th Army Retention Office

**Hours of operation**  
Monday - Friday 0900-1600  
(Area I: Virtual or Wednesdays at  
BLDG S-2440, Rm 118)



MSG Henderson, Larkesha  
Larkesha.T.Henderson.mil@army.mil  
DSN: 315-756-8297

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## Local Appointment Procedures Area IV



MSG Maldonado, Felix  
Felix.Maldonadorodriguez2.mil@army.mi  
|  
DSN: 315-763-5033

### USAG Camp Walker Area IV

BLDG 330, RM 128-C  
Camp Walker, APO, AP 96218

**Hours of operation:**  
Monday - Friday 0900-1600



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## Local Appointment Procedures – Officers & WOs

Photo  
Unavailable

**USARPAC ROCC**  
(Reserve Officer Career Counselor)  
Schofield Barrack, HI

**Hours of operation:**  
By appointment only on  
Microsoft Teams, Phone or E-mail

WO1 Robinson, Don  
Don.L.Robinson4.mil@army.mil  
|  
DSN: 315-437-0214



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## Military Service Obligation (MSO)

Service members incur an eight (8) year statutory MSO upon initial entry into the Armed Forces, to be fulfilled IAW U.S. Code Title 10 (law) and Department of Defense Instruction (DoDI) 1304.25.

### Two types of obligations

1. **Statutory**: The initial period of 8 years for a person who becomes a member by enlistment, appointment or induction into the Armed Forces. This runs concurrently with a contractual obligation.
2. **Contractual**: Acquired when an individual voluntarily enters into an agreement to serve in a military status for a specified term of service.

All remaining military service obligations must be fulfilled through satisfactory participation in a Reserve Component. Soldiers have **three options** within the Selected Reserve (SELRES) - U.S. Army Reserve (USAR), Army National Guard (ARNG) or the Individual Ready Reserve (IRR).

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## Individual Ready Reserve (IRR)

The IRR is comprised of Soldiers who need to fulfill their MSO under Section 651 or Title 10 USC.

The purpose of the IRR is to provide a pool of trained Soldiers who may be called upon, if needed, to augment or replace Soldiers in Regular or Reserve Component units.

Upon involuntary recall, service members may be mobilized and/or deployed for up to 24 months both home and abroad. Upon transfer to the IRR, you are not required to train with an assigned unit, therefore you do NOT receive pay, entitlements or incentives of any kind.

Under the Total Force Effort an individual in the IRR is deployable with **ALL components** and locations of the Regular Army, ARNG, and USAR.

IRR Soldiers must attend a yearly muster (readiness screening) and promptly respond to all official military correspondence. Failure to muster will NOT prevent you from mobilization.

\*Failure to comply with requirements or any correspondence from HRC, promptly, could result in adverse administrative action. Failure to complete your obligation may affect your benefits at discharge as an unsatisfactory participant.

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## Selected Reserve (SELRES)

### ARNG and USAR

Continue military progression, while pursuing your civilian career and education.

Choose your component, location, and unit of assignment.

Serve 1 weekend per month and 2 weeks per year.

Receive pay, entitlements, educational and health benefits.

Eligible for both temporary and full-time Active-Duty status.

Earn qualifying years towards retirement.

You are **stabilized** (non-deployable) for up to 36 months.

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## Army National Guard (ARNG)

The Army National Guard is a reserve force of the Army with a unique dual mission. Domestically, it serves at the state level to protect communities. The National Guard's federal mission is to support active-duty military forces in responding to threats abroad and humanitarian disasters.

While federally funded, the National Guard is organized and controlled by **54** states and territories and comprised of 55% of the U.S. Army's total combat fire power.

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## U.S. Army Reserve (USAR)

The purpose of the Reserve is to provide and maintain trained units and qualified persons to be available for active duty in the armed forces when needed. Their presence can be called upon to serve either stateside or overseas.

The USAR provides trained and ready Combat Service Support (CSS) and Combat Support (CS) units with the capabilities necessary to support national strategic objectives during peacetime, contingency and wartime operations. The USAR also contains training and training support-oriented units.

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## SELRES Programs & Options

**Soldiers affiliating with the ARNG or USAR may be eligible for some of the following programs or options:**

Reclassification of primary MOS\*

Direct Commissioning

OCS (State and Federal)

ROTC

Simultaneous Membership Program (SMP)

WOCS

\*Qualifying line scores & PULHES (DA Pam 611-21)

Drill Sergeant Program (USAR)

Special Forces (ARNG)

Airborne and Air Assault Units

Counter Drug Task Force

Civil Support Team (WMD-CBRN)

Active Guard Reserve (AGR)

Active-Duty Operational Support



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## TAMP & Tricare Reserve Select

**Transitional Assistance Management Program (TAMP):** Provides 180-days of FREE health care for Soldiers transitioned into SELRES, as well as their dependents.

**TRICARE Reserve Select:** Premium based plan, available worldwide for qualified SELRES members and their families.

<u>Type Of Coverage</u>	<u>2023</u>
<b>Member Only</b>	<b>\$48.47</b>
<b>Member and Family</b>	<b>\$239.69</b>

### Maximum Out-of-Pocket Costs

The maximum amount you'll have to pay each fiscal year (1 OCT thru 30 SEP) is called the catastrophic cap (\$1,217). This cap applies to annual deductibles, pharmacy co-payments, TRICARE Prime enrollment fees and all other co-payments or cost shares you pay for TRICARE covered services.

**TAMP:** <https://www.tricare.mil/Plans/SpecialPrograms/TAMP>  
<https://www.tricare.mil/trs>

**Medical:**

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## Dental & SGLI

**Select Reserve Dental** is administered by United Concordia.

### Premium Costs:

Single Soldier = \$11.94    Sponsor and Family = \$89.53

Soldier must have 12-months remaining on their obligation to enroll.

After the initial 12-month enrollment period, enrollment may be continued on a month-to-month basis.

**SGLI:** Soldiers may retain their SGLI policy for up to \$500,000 at the same rate. Spouse coverage is available up to \$100,000 unless the spouse is a military member. Children are covered up to \$10,000 at no cost.



**Dental:** <https://www.tricare.mil/dental>

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## SELRES Monetary Incentives

All Soldiers must remain eligible and **remain** in good standing to receive the following benefits, as they apply for specific positions, MOSs, or ARNG States:

Federal Tuition Assistance (FTA) \$4,000 per FY

State Tuition Assistance (STA)

\*40 States/Territories offer 100%, 13 offer partial and 1 offers none

*\*Guam – No Policy \*Nevada – By Request Only*

GI Bill Kicker Program

SELRES Montgomery GI Bill

Student Loan Repayment Program up to \$50,000

**\*\*Enlisted Affiliation Bonus / Officer and Warrant Officer Affiliation Bonus**

**\*As of July 26<sup>th</sup>, 2022 \*\*Current SRIP**

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## Pay Benefits

**Weekend Drill - Battle Assembly**  
Multiple Unit Training Assemblies (MUTA)  
Sat/Sun = 4 MUTAs = Four active-duty days

Pay Grade	2 years	3 years	4 Years	6 Years	8 Years
E-3	\$320.28	\$339.68	\$339.68	\$339.68	\$339.68
E-4	\$350.88	\$369.88	\$388.64	\$405.24	\$405.24
E-5	\$388.56	\$407.36	\$426.56	\$456.52	\$487.80
E-6	\$437.32	\$456.64	\$475.40	\$494.92	\$538.96
O-2	\$636.36	\$732.92	\$757.68	\$773.24	\$773.24
O-3	\$733.04	\$791.12	\$862.64	\$904.04	\$949.40
O-4	\$851.36	\$908.28	\$920.84	\$973.56	\$1,030.16

**\*Effective 1 Jan  
2023**

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## MSO Reduction

<u>RMSO</u>	<u>MSO Reduction</u>	<u>ARNG/USAR Obligation</u>
48-72	24	24
46-47	23	23
44-45	22	22
42-43	21	21
40-41	20	20
38-39	19	19
36-37	18	18
34-35	17	17
32-33	16	16
30-31	15	15
28-29	14	14
26-27	13	13
24-25	12	12

**MSO REDUCTION: MOSQ ONLY.** If you qualify you can get your MSO **REDUCED** by up to **24-months**

**EXAMPLE:** If you have 4-years remaining MSO when you ETS, you can join an ARNG or USAR unit for 2-years and be **STABILIZED** for up to 36 months

**\*Option-26**

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## One Year Option

Serve 12 months in the ARNG or USAR

Eligible for stabilization

You may re-enlist at any time

Time counts towards MSO fulfillment

E-6 & below\*

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## Summary

Any Soldier with a remaining MSO **will be** transferred to the Individual Ready Reserve until they have completed their 8-year obligation, or you can serve in the ARNG or USAR and receive:

**Choice of Location**

**Option to Re-Class**

**Flexibility – Live where you want**

**Military ID privileges**

**Tuition Assistance Federal TA – State TA**

**MSO Reduction (up to 24-Months)**

**Stabilization (up to 36-Months)**

**TEB – Transfer of Education Benefits**

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## Questions?



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## Contact Information

### **USAG Camp Casey Area I & USAG Camp Humphreys Area III**

MSG Henderson, Larkesha  
Larkesha.T.Henderson.mil@army.mil  
DSN: 315-756-8297  
MSG Hamer, Ricardo Jr.  
Ricardo.Hamer.mil@army.mil  
DSN: 315-755-1009  
Maude Hall, BLDG 6400, U301  
8th Army Retention Office  
Hours of operation  
Monday - Friday 0900-1600

### **USAG Camp Walker Area IV**

Area IV: MSG Maldonado, Felix  
Felix.Maldonadorodriguez2.mil@army.mi  
I  
DSN: 315-763-5033  
BLDG 330, Rm 128-C  
Camp Walker, APO, AP 96218  
Hours of operation:  
Monday - Friday 0900-1600

### **USARPAC ROCC (Reserve Officer Career Counselor)**

WO1 Robinson, Don (151A)  
Don.L.Robinson4.mil@army.mil  
DSN: 315-437-0214  
By appointment only on  
Microsoft Teams, Phone or E-mail

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# Separation Briefing

## 176<sup>th</sup> FMSU SEPARATIONS BRIEFING



# Separation Out Process Procedure

- ✓ For questions regarding your separation pay, scheduling an appointment or clearing, please call/email our Finance Separation office: DSN: 757-2483, email: [176thFMSUSeparationsCampHumphreys@army.mil](mailto:176thFMSUSeparationsCampHumphreys@army.mil)





# Separation Briefing

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

✓ Hours of Operation:

- Monday – Wednesday and Friday 0900 -1630
- Closed Thursday (STT)
- Closed daily for Lunch (1130 -1300)

✓ 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 TAA/ISAA(PTDY)/Transitional leave
- ✓ Final-out: appointment must be scheduled No Later Than 3 business days prior to signing your final DD214 with Transition Office.
- ✓ You **MUST COME-IN IN PERSON** to the SEPARATIONS OFFICE for the Final-out (Out- processing),
- ✓ Bring the following documents to your pre-audit appointment
  - ETS, Chapter or Retirement orders
  - IPPS-A absence print out
  - 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)



# Separation Briefing

## Leave Balance Calculation Sheet

Name:	MARRY LYNN
SSN:	000-00-1234
Current Date:	4/1/2019
DOS:	8/17/2019
Current Leave Balance:	41.5

Dates	No. of Days
1 - 6	0.5
7 - 12	1.0
13 - 18	1.5
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		Non-Chargeble	Chargeable	50
		0	50	

Leave Days to be Sold	0.5
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## 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 IPPS-A absence print out MUST have 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 (TAA/ISAA)

- ✓ All retirees & involuntarily separating SMs are authorized to take TAA/ISAA(PTDY)
- ✓ Can be taken in conjunction with transition leave, however, TAA/ISAA(PTDY) MUST be taken BEFORE Transition leave
- ✓ Specific dates for TAA/ISAA(PTDY) and Transition leave **MUST** be annotated in the IPPS-A absence comment section. **TAA(nonchargeable leave) and Terminal/transitional leave MUST be two separate IPSS-A leave applications**
  - Ex) PTDY: YYMMDD / Transition leave: YYMMDD)
- ✓ Transition leave MUST END on your Date of Separation



## Entitlements

- ✓ Korea entitlements **will stop a day prior to leave start date.**
- ✓ Korean entitlements may include, but are not limited to;
  - COLA
  - 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 IPPS-A absence & 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
- ✓ Chapters 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 4-5 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 180 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).



## Post-Separation Address (Including Bank Information)

- ✓ 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).



# Separation Briefing

## Allotments

- ✓ Allotments will stop the month prior to the DOS (Date Of Separation)
- ✓ Retired Soldier's 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 Program (TSP)

- ✓ Contributions terminate one month prior to DOS. Changes to your TSP account can be made by visiting [www.tsp.gov](https://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

- ✓ You will receive Travel Settlement Packet with instructions at your final-out appointment. They can also still use Smartvoucher treating the claim as a PCS
- ✓ Retirees have up to one year to submit voucher to DFAS, regular ETS SMs have 6 months
- ✓ Include the following with your settlement voucher: DD214, orders, IPPS-A absence print out, 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:
- ✓ [Defense Finance and Accounting Service > debtandclaims > contactus \(dfas.mil\)](#)
- ✓ 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





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

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

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

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

# Separation Briefing

## 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.



# Separation Briefing

## Transition Assistance Program

### What to Expect...

- ✓ Online Self-Assessment
- ✓ Individualized Initial Counseling (IIC) with a review of your self-assessment and tier assignment
- ✓ Pre-Separation Counseling
- ✓ Army Transition 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



# Separation Briefing

## ARMY CAREER SKILLS PROGRAM (CSP)

What is it?

Who's it for?

What's the Benefit?

- In-Person Briefings: 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month
- Time: 1200 -1300
- Location: TAP Center, W-301, Maude Hall
- \*Virtual Briefing Opportunity: 4<sup>th</sup> Friday of each month
- Time: 1200
- Location: MS Teams

**Contact us to get signed up for a briefing to learn more**





# Separation Briefing

## Transition Assistance Program

Questions/Comments/Concerns

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





Updated January 2018

# Separating from Active Duty

Your Options For Care After Separating From Active Duty

Beneficiary Service Representative  
65<sup>th</sup> Med  
Camp Humphreys

*TRICARE is a registered trademark of the Department of Defense, Defense Health Agency. All rights reserved.*

# Separating from Active Duty

## Today's **AGENDA**

Health Care Coverage

Transitional Coverage

Benefit Information

Other Important Information

For Information and Assistance





# Terminal Leave

## Terminal Leave

Sponsors	Family Members
<ul style="list-style-type: none"><li>• Get care as an active duty service member (ADSM)</li><li>• May seek care at any military hospital or clinic, but must remain enrolled in TRICARE Prime at current duty station</li><li>• May not transfer enrollment</li></ul>	<ul style="list-style-type: none"><li>• Remain covered by their current program (for example, TRICARE Prime or TRICARE Select)</li><li>• Can transfer enrollment to another TRICARE Prime or TRICARE Select location</li></ul>

# Coverage Options

- Transitional health care options:
  - Transitional Assistance Management Program (TAMP)
  - Continued Health Care Benefit Program (CHCBP)
- If you're transitioning to the National Guard or Reserve, you may qualify to purchase TRICARE Reserve Select (TRS). For more information, go to **[www.tricare.mil/trs](http://www.tricare.mil/trs)**.
- Active duty coverage ends on your last day of active duty.



# TAMP Overview

- 180 days of transitional health care benefits
- Begins the day after you separate from active duty
- You have 90 days from the start of TAMP to enroll or reenroll in a TRICARE plan.
- All beneficiaries covered as active duty family members (ADFMs), including the sponsor



# TAMP Eligibility

- You and your eligible family members may get TAMP health care benefits after active duty if you:
  - Involuntarily separate from active duty under honorable conditions. This includes service members who receive a voluntary separation incentive or voluntary separation pay and aren't entitled to retirement pay.
  - Are a National Guard or Reserve member separating from a period of active duty that was more than 30 consecutive days in support of a contingency operation
  - Separate following involuntary retention (stop-loss) in support of a contingency operation
  - Separate following a voluntary agreement to stay on active duty for less than one year in support of a contingency operation
  - Separate and agree to immediately become a member of the Selected Reserve with no gap in service
  - Separate due to a sole-survivorship discharge

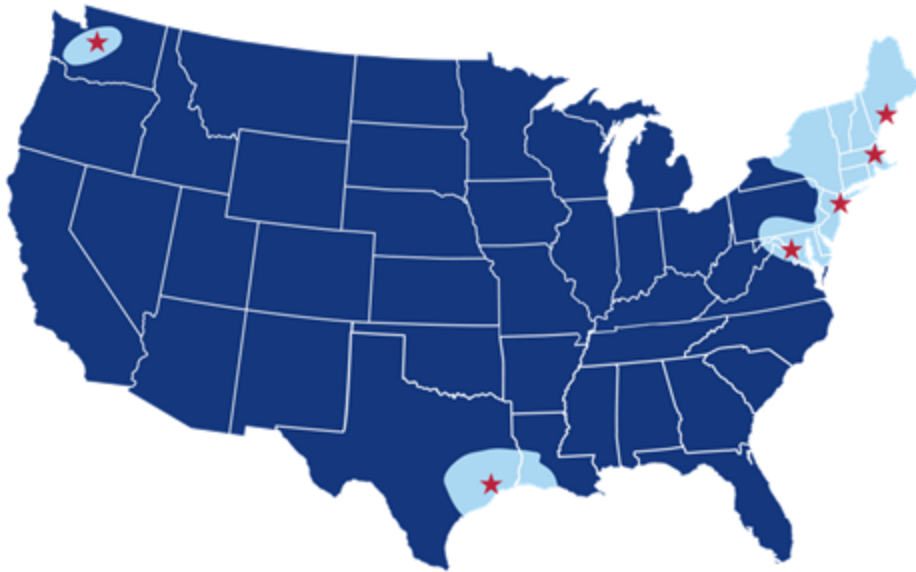
# Program Options

## Program Options

TRICARE Prime®	TRICARE Select®
Available in Prime Service Areas (PSAs)	Available anywhere
Enrollment required	Enrollment required
Get most care from a PCM	Freedom to choose your provider <ul style="list-style-type: none"><li>• Network = lower costs</li><li>• Non-network = higher costs</li></ul>
Need a PCM referral for care your PCM can't provide to avoid additional charges	Referrals not necessary; prior authorization from your regional contractor may be required
No deductibles or cost-shares	Deductible, copayments and cost-shares apply

# 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

# Continued Health Care Benefit Program



- Premium-based, continued health care coverage
- Available for 18-36 months after you lose all TRICARE eligibility
- Similar to TRICARE Select, but with premium payments
- No dental benefits
- Requires enrollment within 60 days after loss of regular TRICARE eligibility or TAMP coverage



# Qualifying for CHCBP

- Former ADSMs and their qualifying family members (up to 18 months)
- Former National Guard and Reserve members (up to 18 months)
- Certain former spouses who haven't remarried before age 55 (up to 36 months)
- Dependent spouses and children (up to 36 months)



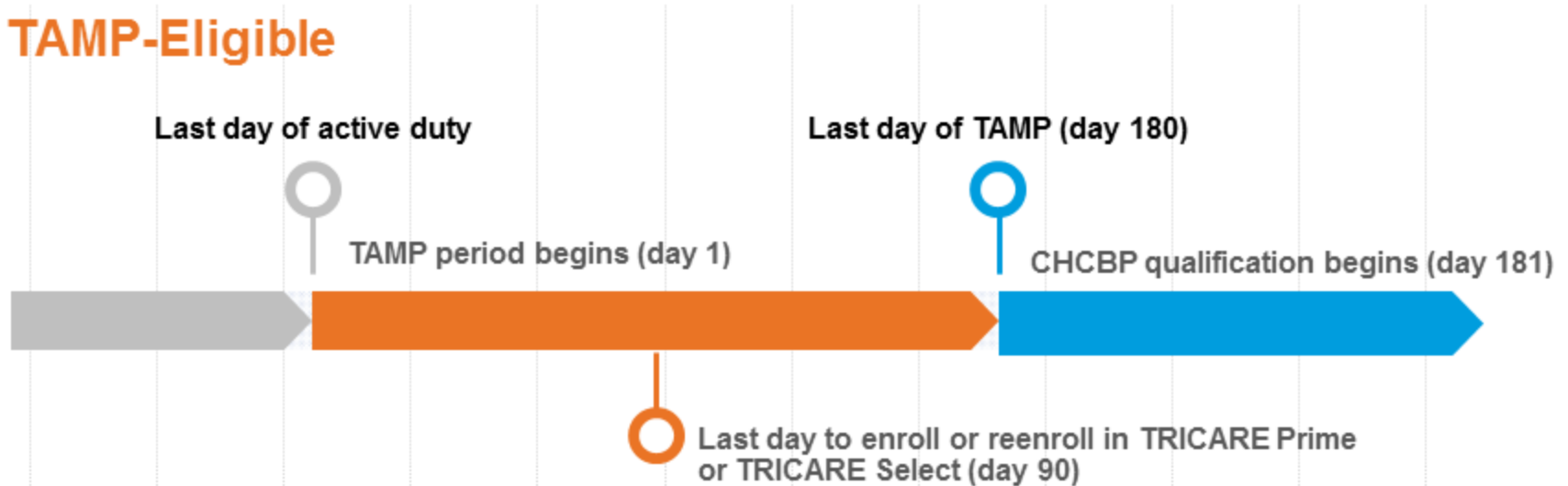


# Purchasing CHCBP

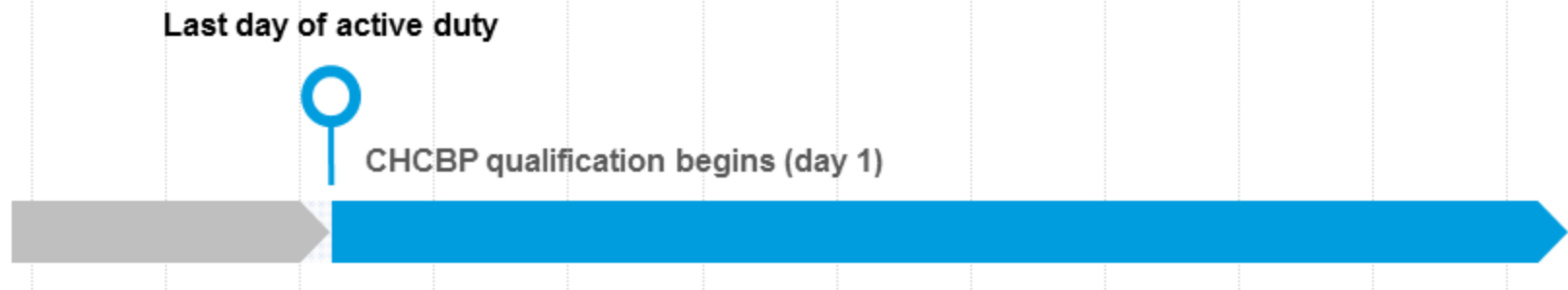
- Purchase CHCBP coverage within 60 days of loss of regular TRICARE eligibility or TAMP coverage.
- Fill out the *Continued Health Care Benefit Program (CHCBP) Application* (DD Form 2837):
  - Download the form at **HumanaMilitary.com**.
  - Call Humana Military at **1-800-444-5445**.
- Provide a 90-day premium payment:
  - Go to **www.tricare.mil/costs** for information on costs.

# Transitional Coverage Timeline

## TAMP-Eligible



## Not TAMP-Eligible



# TRICARE and Other Health Insurance

- Other health insurance (OHI) is considered your primary health insurance.
- For services covered by Medicare, OHI and TFL, Medicare pays first, your OHI pays second and TRICARE pays last.
- After your OHI pays, TRICARE will pay the lesser of:
  - The billed amount, minus the payment from your OHI
  - The amount TRICARE would have paid without OHI
  - The OHI copayment or deductible
- If you have OHI:
  - Fill out a *TRICARE Other Health Insurance Questionnaire*: **[www.tricare.mil/forms](http://www.tricare.mil/forms)**.
  - Follow the referral and authorization rules for your OHI.
  - Tell your provider about your OHI and TRICARE.

# 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



# Dental Coverage

## Dental Coverage

	Terminal Leave	TAMP	CHCBP
<b>ADSMs</b>	<ul style="list-style-type: none"><li>• Seek care at military dental clinics</li><li>• May be eligible for the Active Duty Dental Program</li></ul>	<ul style="list-style-type: none"><li>• Space-available care at military dental clinics</li></ul>	<ul style="list-style-type: none"><li>• No dental benefits</li></ul>
<b>ADFMs</b>	<ul style="list-style-type: none"><li>• Remain enrolled in the TRICARE Dental Program (TDP)</li></ul>	<ul style="list-style-type: none"><li>• Space-available care at military dental clinics</li></ul>	<ul style="list-style-type: none"><li>• No dental benefits</li></ul>

# 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.

## Other Important Information



## Stateside Regional Contractors

**E**

### TRICARE East Region

Humana Military  
1-800-444-5445  
HumanaMilitary.com  
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



## Overseas Regional Contractor

**O**

### TRICARE Overseas Program

International SOS  
Government Services, Inc.  
www.tricare-overseas.com



## TRICARE Pharmacy Program

Express Scripts, Inc.  
1-877-363-1303  
www.express-scripts.com/TRICARE



## TRICARE Dental Programs

### TRICARE Active Duty Dental Program

United Concordia Companies, Inc.  
1-866-984-2337  
www.addp-ucci.com

### TRICARE Dental Program

United Concordia Companies, Inc.  
1-844-653-4061 CONUS  
1-844-653-4060 OCONUS  
www.uccitdp.com

### TRICARE Retiree Dental Program

Delta Dental of California  
1-888-838-8737  
www.trdp.org

## Additional Contacts

### TRICARE For Life

Wisconsin Physicians Service—  
Military and Veterans Health  
1-866-773-0404  
www.TRICARE4u.com

### US Family Health Plan

1-800-74-USFHP (1-800-748-7347)  
www.tricare.mil/usfhp

### More Resources

TRICARE Website  
www.tricare.mil

Publications  
www.tricare.mil/publications

### Connect with TRICARE



www.tricare.mil/media

# Separation Briefing

INSTALLATION TRANSPORTATION DIVISION  
ARMY FIELD SUPPORT BATTALION – KOREA





# Separation Briefing

## Agenda

- ✓ Transportation Contact's
- ✓ Separating Soldier Entitlement information
- ✓ JTR Weight Allowance from Korea
- ✓ Personal Property Shipment
- ✓ Member's Responsibility
- ✓ Questions?



# Separation Briefing

## 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)

### Commercial Travel Office (CTO)

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

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

Front Desk: 757-2443/2445/2446

### Vehicle Processing Center (VPC)

Location: [BLDG 7040](#)

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

Appointment Only

Front Desk: 756-8700

<https://www.pcsmypov.com>

### Installation Transportation Office (ITO)

Location: [BLDG 6400, K208](#)

DSN: 315-757-2461

Commercial: 0503-357-2451



# Separation Briefing

## Separating Soldiers Entitlement Information

- ✓ So you have decided to Separate 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 Separating Soldier, have 180 days from your Active Duty termination date to make a personal property move to your home of record (HOR) or Place Entered Active Duty (PLEAD). Your application for shipment must be accomplished before expiration of the 180 day time limit. If you are a Separating Soldier with 8 or more years Active Duty and receiving Separation pay, see Retiree Entitlements.
- ✓ **Storage Entitlement:** During your final counseling on your separation 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 HOR or PLEAD. Storage-in-Transit (SIT) is used at your destination (HOR/PLEAD), 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 HOR/PLEAD UNTIL YOU HAVE A DELIVERY ADDRESS!!**



## Entitlement Information (Continued)

- ✓ **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 180 days, 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 HOR/PLEAD 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.



# Separation Briefing

## Entitlement Information (Continued)

- ✓ **Entitlement Extensions:** If unexpected events prevents you from moving your property to your HOR/PLEAD within the 180 day time limit, you may request a travel/transportation entitlement extension thru your Transportation Office. The Secretarial process **MAY** allow you an extension for a specific time period beyond the initial 180 day travel/transportation entitlement but NTE 6 years. **EXTENSION REQUEST MUST BE SUBMITTED BEFORE 180 DAY ENTITLEMENT EXPIRES.** Entitlement extensions, if approved, does 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 Separate Move:  
<https://move.mil/moving-guide/retirees-separatees>



# Separation Briefing

## Transportation Weight

### 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			



# Separation Briefing

## Transportation Weight

### 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	



# Separation Briefing

## Transportation Weight

### JTR Transportation Entitlements and Admin Weight Allowance

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, One Stop 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 customers orders. Only items that may be legally transported by commercial carrier are allowed.

- **Transit time to the United States: 72 - 80 days**



# Separation Briefing

## Member's Responsibilities

- ✓ 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.



# Separation Briefing

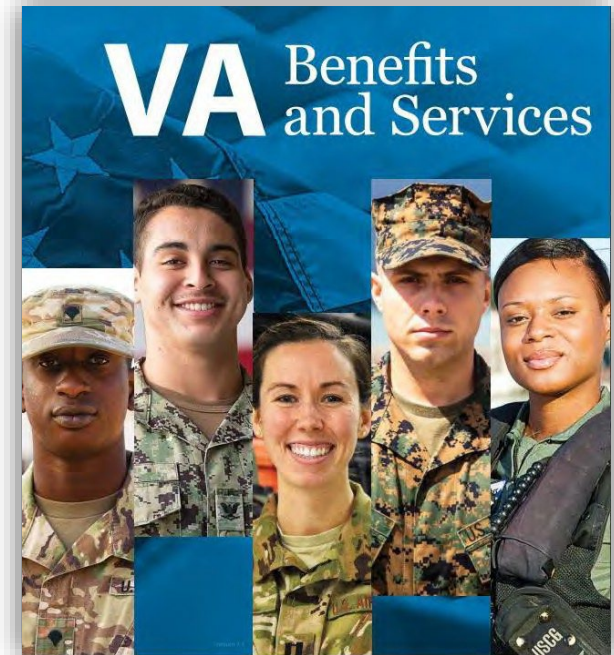
## VA Benefits Advisor

VA Benefits Advisors are available to provide One-On-One assistance to help you understand how to navigate VA and the benefits and services you've earned through your military career;

- ✓ Disability and Compensation
- ✓ VA Health Care
- ✓ Education
- ✓ Insurance (Dental and Life)
- ✓ Home Loan Guaranty
- ✓ Pension
- ✓ Personalized Career Planning and Guidance
- ✓ Veteran Readiness and Employment
- ✓ Find Local Support

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**Office Hours: 0800 – 1630  
Monday through Friday**

**Please do not send any personally identifiable information (PII) or protected health information (PHI), including medical records, social security numbers, driver's license information, education and employment history, passport information, DD Form 214, to VA Benefits Advisors.**



# Separation Briefing

## VA Benefits Advisor

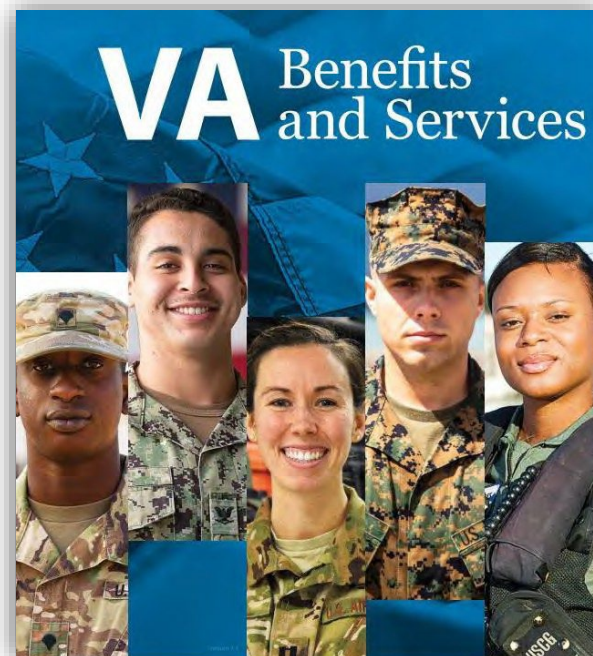
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# Separation Briefing





## ***Congratulations!***

***You have completed the On-Line Separation Briefing.***

Click the link below, to complete and save your certificate.

You may need to download and save the certificate to your computer, then open it from the computer to complete the form

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