



**FINANCE SEPARATION/RETIREMENT FACT SHEET**  
Revised 11 July 2019



**TOTAL SUPPORT**

**1. GENERAL:** The purpose of this fact sheet is to explain the basic entitlements to soldiers who transition from the United States Army in the National Capital Region.

**2. TRAVEL ALLOWANCES:** The soldiers and dependents are entitled to travel pay to soldier's home of record (Retired soldiers to home of selection). **Soldiers separated in CONUS under OTHER THAN HONORABLE conditions are NOT entitled to Household Good (HHG), Non Temporary Storage (NTS) or per diem for their travel. To request travel advance:** Retrieve the DFAS Form 9114 from <http://www.dfas.mil/dfas/pcstravel/forms.html>. Submit DFAS Form 9114, orders, and DA 31 up to 20 days prior to departure date.

*Mileage Driving:* Soldiers and family members are entitled to mileage for up to two POVs for owned or long-term lease vehicle(s). Mileage is paid at **\$0.20** per mile for one vehicle (**\$0.40** for two vehicles).

*(1) Per Diem Driving:* The official distance between authorized points is divided by 350 miles to derive the allowable travel time.

*(2) Per Diem Rate:* Drivers (Soldier/authorized family member) may receive **\$149.00** per travel day, each authorized family member over 12 years can receive **\$111.75** and each authorized family member under 12 can receive **\$74.50** per travel day. *(3)*

*Commercial Air or Bus:* The payment will be based on the authorized departure and arrival locations that the soldier and/or dependents traveled.

**3. DISLOCATION ALLOWANCE (DLA)/TEMPORARY LODGING EXPENSE (TLE):** Not authorized on final move.

**4. SUBMISSION OF FINAL TRAVEL VOUCHERS:** Soldiers who **separate** have **six (6) months** and soldiers who **retire** have up to **one (1) year** from the date of separation to submit a travel voucher. PPM (formerly known as DITY) claims must be certified by the Transportation Office before they can be paid. **The certified PPM Claims and/or Separation/Retirement vouchers are not paid until after the date of separation.** Submit the certified PPM claim and/or the Separation/Retirement travel voucher (DD 1351-2), copies of all orders and expense receipts to **DFAS Rome Travel Operations** via fax (317) 275-0277, via email ([dfas-milpcs@mail.mil](mailto:dfas-milpcs@mail.mil)) or by mail **Certified PPM and/or Separation/Retirement Travel Voucher to: DFAS Rome Travel Operations; 325 Brooks Road; Rome, NY 13441.**

**You must include one copy of orders and one copy of DA Form 31(s). Also include a blank voided check for the deposit account ONLY if different than account on pay record.**

**General Officers vouchers are submitted to [dfas.rome.ift.mbx.milpcs-vip@mail.mil](mailto:dfas.rome.ift.mbx.milpcs-vip@mail.mil)**

**5. TRANSITION LEAVE:** Soldiers taking transitional leave will continue to receive pay and allowances.

**6. GOVERNMENT QUARTERS:** Soldiers assigned to government control quarters must obtain a termination of government quarters from the Housing Office/Unit and submit a copy of the termination and the DA 5960 (Signed) to the Finance office during final out-processing in order to start BAH.

**7. PRIVATIZED HOUSING:** Soldiers that terminated privatized housing are not required to submit termination of quarters notice to the local finance office. Any overpayments/underpayments must be resolved with the privatized housing agency.

**8. ALLOTMENTS:** Retirees are permitted to have a maximum of six allotments deducted from their retired pay. The exceptions are the TSP, charity, and TRICARE Delta Dental deductions. Separation/Chapters will have their allotments stopped one month prior to the date of separation.

**9. TSP:** Thrift Savings Plan contributions will automatically stop one month prior to the date of retirement unless a written request is submitted to have contribution deducted from final month's pay. Go to TSP.GOV for more info.

**10. . FINAL PAY:** Final pay includes all pay and allowances for the month of separation, accrued leave, separation pay, disability severance pay and military clothing allowance (enlisted soldiers). **Any service member whose orders designated them for any type of Separation Pay, (Not to be confused with your final pay) must see the Career Counselor and either sign up for no less than 3 years in the IRR, Reserves, or National Guard to receive their Separation Pay payment. Without the DA 7783 from the Counselor stating that they are eligible or not eligible to join either of the three, Separation Pay of any kind will not be paid.** The EOM LES will show a status debt, and EOM pay will be zero, because the final pay is computed manually. Retirees and disabilities are paid 100%. All soldiers not receiving bonus payments and are taking 10 or more days of transitional leave are paid 100% of their separation pay. Anyone with nine days or less of terminal leave does not qualify for the 100% payment. Soldiers separating taking less than 10 days of leave and /chapters are paid 80% 14 business days after separation, and the remaining 20% after a post audit has been performed, approximately 20 days later. Basic Training Soldiers separating from initial entry training 90 days or less are paid 100% at separation. There is a limit of **60** days accrued leave payable in a military career (refer to your LES for the number of days leave previously paid).

**NOTE: DO NOT CLOSE YOUR BANK ACCOUNT FOR 6 MONTHS AFTER SEPARATION.**

**11. RETIREMENT PAY:** Address questions to: **Defense Finance and Accounting Service – U.S. Military Retired Pay, 8899 East 56<sup>th</sup> Street, Indianapolis, IN 46249-1200. Phone: 800-321-1080 or 216-522-5955 and Fax 800-469-6559. Choose options 5 – 1 – 1. Ensure they have your retirement packet sent by MPD.**

**12.. MyPay:** Ensure your UserID and Password is established to access your MyPay Account on [www.dfas.mil](http://www.dfas.mil) after separation.

**13. W-2 FORMS:** W-2 Forms are mailed at the end of January for the tax year that ended 31 Dec of the previous year to the address shown on the final payment voucher. You may also access MyPay to print your W-2. If you move, notify us at: DMPO, ATTN: Separations Section, 9875 Michie Place Bldg 219, Fort Belvoir, VA 22060. All requests must be in writing and should include your full name, date of separation, SSN, the correct mailing address, and signature. You can also request a W-2 via the **DFAS.MIL website**. (Click on Separating Members and then W-2 request; complete form and submit)

**14. CHANGES DURING OUT PROCESSING:** Any changes during the separation process should be brought to the attention of the Separation Clerk ASAP. Example – Member reenlisted or extended their Term of Service.

**15. Questions regarding receipt of the Final Active Pay may be addressed to:**

**Fort Belvoir** Mr. Frank Pineiro at 703-805-2840 or email [francis.r.pineiro4.civ@mail.mil](mailto:francis.r.pineiro4.civ@mail.mil)  
Ms. Cynthia Speed at 703-805-3911 or email [Cynthia.d.speed.civ@mail.mil](mailto:Cynthia.d.speed.civ@mail.mil)

**VIP Accounts** [dfas.belvoir.jfl.mbx.dmpo-ncr-vip@mail.mil](mailto:dfas.belvoir.jfl.mbx.dmpo-ncr-vip@mail.mil)

**Fort Myer** Jesse V. Bellamy at 703-696-3021 or [jesse.v.bellamy.civ@mail.mil](mailto:jesse.v.bellamy.civ@mail.mil)  
SSG Kelene Campbell at 703-805-3125 or email at [kelene.n.campbell.mil@mail.mil](mailto:kelene.n.campbell.mil@mail.mil)

\*\*\*THIS IS STRICTLY A GUIDE! YOUR CIRCUMSTANCES MAY DIFFER! \*\*\*