



# U.S. Army Financial Management Command

Army Military Pay Office  
Joint Base Lewis-McChord(JBLM) WA  
Separations Briefing

Version 2.0  
As of 4/04/2023

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# Table of Contents

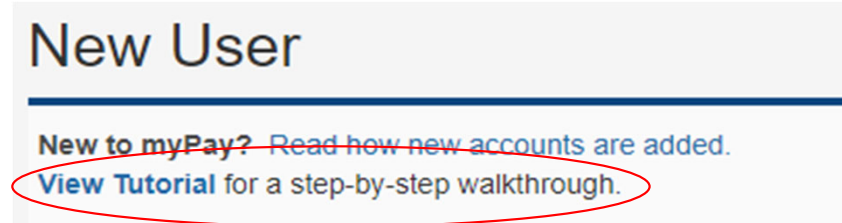
<u>Item:</u>	<u>Slide Number:</u>
❖ General Information	3
❖ Required Documents	5
❖ Leave	6
❖ Allotments	7
❖ Debts	9
❖ Entitlements & Final Pay	10
❖ Travel/Smart Voucher	16
❖ myPay	45
❖ Contact Information	48





# General Information

- ❖ Make sure you have access to your myPay via username and password before turning in your CAC. Tutorials are available on the myPay website.



- ❖ We recommend that you keep your current Direct Deposit bank account open for at least one year after separation.
- ❖ If you need to make any changes to your account information you may do so in your myPay account. Be sure to update any changes in the Travel EFT portion.
- ❖ Access to myPay is required to submit a travel voucher.





# Travel EFT on myPay

## ARMY ACTIVE

Home

## STATEMENTS

Leave and Earnings Statement (LES)

Personal Statement of Military  
Compensation (PSMC)

IRS Form 1095

SDP Tax Statement 1099-INT

Student Loan Repayment Program (SLRP)  
W-2

Tax Statement (W-2)

Travel/Miscellaneous Tax Statement (W-2)

Travel Tax Statement 1099INT

Court Orders

Travel Voucher Advice of Payment (AOP)

Turn On/Off Hard Copy Statements

## PAY CHANGES

Allotments

Direct Deposit

Federal Withholding

Savings Deposit Program (SDP)

State Withholding

Thrift Savings Plan (TSP)

## Travel EFT

No Travel EFT data on record, please add a new Travel EFT.

Add Travel EFT +

- ❖ On the Main Screen Menu select Direct Deposit. Scroll down to Travel EFT.
- ❖ Changes to Net Pay EFT do not automatically update Travel EFT.







# **Required Documents**

To prevent a delay in your Separation/Retirement, please ensure to submit all applicable documentation to the group mailbox below at least 10 days prior to your final out date or as soon as you obtain your orders.

## **Documentation needed as follows:**

- ❖ Finance Separation/Retirement Interview Checklist-Included at the end of this briefing.
- ❖ IPPS-A leave forms or DA31-If taking leave.
- ❖ Retirement/Separation Orders to include all amendments

### **If Applicable**

- ❖ DA Form 7783 Written Service Agreement and Mandatory Disclosure-Involuntary Sep Pay
- ❖ DA Form 5960-Form Included at end of this briefing/Barracks Check Out Form
- ❖ Memorandum for Record for Disability Severance Pay-Provided by the Finance Separations Office





# Leave

## ❖ **Permissive TDY must be approved by an O-5 or Above-Or have Assumption of Command Memorandum**

- ❖ If PTDY is broken up into increments, Finance Separations must be provided the signed In and Out DA31's. They must be sent to us prior to you being cleared.
- ❖ Incremental PTDY must also have a scheduled duty day between the last day of PTDY and the start of Transition leave. Finance Separations Office will clear you this date provided all documents have been submitted.

## ❖ **Accrued Leave**

- ❖ Selling Leave is limited to 60 days in entire military career.
- ❖ Sold Leave is paid at the base pay daily rate only-No other allowances or entitlements are included.
- ❖ Soldiers separating Under Other Than Honorable conditions are not allowed to sell back leave.

## ❖ **Combat Zone leave balance remaining at separation will result in part of the accrued leave being nontaxable.**

- ❖ Only for Enlisted, Warrant Officers and some Officers who have not received the maximum nontaxable rate. SMA \$9786.00/Month as of January 1<sup>st</sup>, 2023 (DoDFMR Vol 7A Ch 35)





# Allotments

## ❖ **Soldiers Retiring**

- ❖ Review your Active Duty myPay account.
- ❖ Verify the established allotments should be rolled over with you into retirement. Make any necessary adjustments.
- ❖ The Dental Allotment does not roll over and will not stop automatically at separation.

## ❖ **Soldiers Separating**

- ❖ All allotments will automatically stop the month prior to Separation.
- ❖ Any allotments that have been established less than 30 days prior to the time of your retirement will have to be reestablished.
- ❖ Liberty Military Housing JBLM controls the housing allotment. Allotment should stop the month housing is cleared. Liberty Military Housing will then prorate the money owed.





# Debts

- ❖ All Debts that are not scheduled to be collected prior to separation will be accelerated to ensure they are collected prior to submitting final payment.
- ❖ All suspended debts will be resumed -Examples Advance Pays, Excess Leave, Travel over payments, bonuses CIF and FICA deferral.
- ❖ Allotments may be administratively terminated by Finance Separations Office to facilitate the liquidation of debts prior to separation.
- ❖ An out of service debt letter will be initiated and mailed by DFAS-IN for any debts uncollected at separation.
- ❖ The Out of Service debt office will notify service members 60-90 days after separation on options to settle the debt.
- ❖ **If after separation you have a debt taken from your Retirement Paycheck, please contact Retirement Services not Separations Finance.**
- ❖ <https://www.dfas.mil/RetiredMilitary/provide/Branch-Contact-information/>







# Important Information Regarding Entitlements

- ❖ Existing Pay and allowances will continue while transition leave and PTDY.
- ❖ BAH will continue at the **Current Duty Location Rate**(Zip Code) until date of separation.
- ❖ Single Soldiers will receive BAH at the without dependents rate, for the duration of your terminal leave. Effective the day listed on the Barracks Clear Out Form. Starting BAH is contingent upon Finance Separations receiving DA Form 5960 and Barracks Clear Out form.
- ❖ Regular 1<sup>st</sup> & 15<sup>th</sup> pay is suspended during the month of separation to ensure that no overpayment exists.
- ❖ Suspended pay allows for proper processing during Finance Office's audit of final payment.
- ❖ From DOS through the next 20 days the members pay account will be monitored, additional pay action will be made for the final pay computation as required.





# **Final Pay Entitlements & Deductions**

## **❖ Final Pay for Active-Duty Service**

- ❖ Includes base pay, allowances (BAH, BAS, etc.) and unused accrued leave.
- ❖ There are no advances for Final Pay.
- ❖ Final Pay is taxed as normal, including Social Security, Medicare(FICA), Federal, and applicable State Taxes.

## **❖ Lump Sum Payments**

- ❖ Accrued leave, Involuntary Separation Pay and Disability Severance Pay (unless noted otherwise on orders) will be taxed at 22% Federal Tax rate and any applicable State Taxes.
- ❖ No Payments will be made prior to your actual date of separation unless the separation date falls on a weekend or holiday.
- ❖ Allow 3-5 Days for payment computation, audit, processing, and financial institution deposit.





# Final Pay

- ❖ **NOTE-Current processing time for final paychecks is approximately 30-45 days after DOS.**
- ❖ **If your separation date falls between the 1<sup>st</sup> and the 15<sup>th</sup> your final paycheck will be the 1<sup>st</sup> of the month paycheck.**
  - ❖ Example: If your DOS is April 5<sup>th</sup> your final paycheck will be April 1<sup>st</sup> which covers the March 16<sup>th</sup> to the 30<sup>th</sup> pay period.
- ❖ **If your separation date falls between the 16<sup>th</sup> and the 31<sup>st</sup> your final paycheck will be the 15<sup>th</sup> of the month paycheck.**
  - ❖ Example: If your DOS is July 22<sup>nd</sup> your final paycheck will be July 15<sup>th</sup> which covers the July 1<sup>st</sup> to the 15<sup>th</sup> pay period.





# **Final Pay**

- ❖ **NOTE-Current processing time for final paychecks is approximately 30-45 days after DOS.**
- ❖ **If you are ETSing and taking 10 days of leave or less, including those who are not taking leave. As well as those being chaptered.**
  - ❖ You will receive 80% of your final pay within regular processing time 3-5 business days after DOS.
  - ❖ You will receive the remaining 20% within 30-45 business days after initial payment.
- ❖ **If you are ETSing and taking more than 10 days of leave. Retirements and Medical Separations.**
  - ❖ You will receive 100% of your final pay within 3-5 business days after DOS
- ❖ **If you have an Out of Service debt you will receive a letter from DFAS within 90 days giving options for how to pay the debt.**





# Final Pay

## ❖ Final LES and W-2

- ❖ Your final LES and W2 will be sent to the address you provide on your Separations Checklist. The address must be valid for up to one year after separation.

## ❖ LES

- ❖ Your final LES will be issued after your pay account is closed which is normally 20 days after separation. The month of separation will not be accurate. It will read held pay status, and/or the deduction column will have status debt (plus figure to zero out account), debt, NPD etc. The new LES with the correct information will be generated approximately 45-60 days after separation.





# Thrift Savings Plan

## ❖ Thrift Savings Plan

- ❖ Contributions stop the month prior to separation or retirement.
- ❖ For TSP account and withdrawal information visit the TSP website.
- ❖ <https://www.tsp.gov/>

 An official website of the United States government [Here's how you know](#)



Q Search

Log in

[Manage your plan](#) ▾ [Fund options](#) ▾ [Fund performance](#) ▾ [Use your savings](#) ▾ [Life changes](#) ▾

Plan for a lifetime  
with the TSP







# **Travel Entitlements**

- ❖ **Service Member and their dependents are entitled to travel pay if they are relocating.**
- ❖ **Time Limits for Travel Entitlements**
  - ❖ **ETS/Chapter Separations(UOTH excluded)**
    - ❖ Travel must be completed within 6 months of DOS. Travel payment is limited to the Home of Record or where you entered Active Duty(stated on Separation Orders) whichever is less.
  - ❖ **Retirement**
    - ❖ Travel to Home of Selection must be completed within 3 years of retirement(effective June 24<sup>th</sup>, 2022) unless and extension has been requested and approved through transportation.
    - ❖ <https://www.jointbaselewis-mcchordhousing.com/base-directory/household-goods-and-inbound-transportation-office>
- ❖ **Per Diem and Mileage are paid if travel is completed with a POV.**
- ❖ **No DLA or TLE are payable on a separation move.**





# Travel Entitlements

## ❖ Per Diem

- ❖ Per Diem is to assist with payment of lodging and meals for Service Member and their dependents.
- ❖ Soldier - \$150.00 per Authorized Travel Day
- ❖ Dependents 12 and over- \$116.25 per authorized Travel Day
- ❖ Dependents under 12- \$77.50 per authorized Travel Day
- ❖ The below chart identifies authorized Travel Day

<u>Miles</u>	<u>Travel Days</u>	<u>Miles</u>	<u>Travel Days</u>	<u>Miles</u>	<u>Travel Days</u>
1-400	1	1451-1800	5	2851-3200	9
401-750	2	1801-2150	6	3201-3550	10
751-1100	3	2151-2500	7	3551-3900	11
1101-1450	4	2501-2850	8	3901-4250	12

## ❖ Mileage

- ❖ Covers the movement of Service Members and their dependents. When driving a POV the mileage reimbursement rates are as follows
- ❖ 1 Vehicle- \$0.22 per mile
- ❖ 2 vehicles with 2 different drivers- \$0.44 per mile
- ❖ <https://www.travel.dod.mil/Travel-Transportation-Rates/Mileage-Rates/>

❖ **NOTE: The max amount is two POV's.**

❖ **You may receive a government transportation ticket, free of charge, from CI Official Travel/SATO.**





# Travel Entitlements

## ❖ Travel Advance

- ❖ Travel Advances are requested via Smart Voucher on myPay.
- ❖ Travel Advance may be requested no earlier than 10 business days prior to travel.
- ❖ Advances of per diem and mileage are paid at 80%, the remaining 20% will be paid upon completion of travel.
- ❖ If electing for advance travel pay settlement vouchers must be filed within 180 days or the advance will be recouped.
- ❖ Payments will be direct deposited to the account indicated in the Travel EFT section of myPay. If you want the payment to go to a different account attach an SF1199A or for FMS 2231 to your request.

## ❖ Travel Settlement

- ❖ Travel settlements/vouchers are completed via Smart Voucher on myPay.
- ❖ Attach 1 copy of your separation orders and if applicable all approved extension memos.





# Smart Voucher Instructions

- ❖ Go to <https://smartvoucher.dfas.mil/voucher/login>
- ❖ Log In with your myPay credentials, not your CAC.
- ❖ If you need to create a login, go to <https://mypay.dfas.mil/#/> to create a username and password without your CAC.

**Welcome to Travel Pay Service's SmartVoucher**

**Login with myPay Credentials**

**Login ID**

*Same as myPay. **Not** your SSN. Case sensitive.*


**Password**

*Same as myPay. **Not** your Interactive Voice Response System PIN number.*

Login

[Forgot your Login ID or Password](#)

**Login with DoD CAC**



*Use **only** your own CAC. Select your Non-email certificate.*

Login with CAC





# Smart Voucher Instructions

**SmartVoucher**Logout

**My Dashboard ?**Create ▾

**TDY Vouchers**

Travel Order	Start Date	End Date	Supplemental?	Status
No TDY travel Vouchers have been entered through SmartVoucher				

**PCS Vouchers ?**

Travel Order	Start Date	End Date	Supplemental?	Dependents	Status
No PCS travel Vouchers have been entered through SmartVoucher					

**Travel Advances**

Travel Order	Depart Date	Dependents	Status
No travel advances have been entered through SmartVoucher			

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)  
\*\*\* DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM \*\*\*

❖ Click Create





# Smart Voucher Instructions

**User Type**

Step 1 of 12 ▾

**What is your category of travel?** ?

PCS ▾

*If you are retiring or separating and this is the final PCS voucher you are submitting, select "DoD Civilian" for type of user and then the service or agency from which you are retiring or separating.*

**What type of user are you?**

Active Duty ▾

**What DMPO are you submitting from?**

Fort Lewis, WA ▾

Return to My Vouchers

Continue

- ❖ Select PCS for Category of Travel
- ❖ Type of User is Active Duty
- ❖ DMPO Location is Fort Lewis







# Smart Voucher Instructions

## Initial Information

Step 2 of 11 ▾

### Travel Order Number

*Enter your original PCS order number*

*You must attach a copy of your orders/amendments in order for this claim to be processed*

Add a Document

### What is the issue date on the order?

mm/dd/yyyy 

### You will be paid by

Direct Deposit ▾

*Allow 24 to 48 hours for the change to register throughout the system*

- ❖ Enter your Travel Order number and attach a copy of your orders/amendments.
- ❖ Payments will be paid by Direct Deposit.





# Smart Voucher Instructions

Did you ship your household goods?

Yes

Are you claiming a Dislocation Allowance (DLA)?

No

*Select "No" if this is your first move without dependents, if you are residing in the barracks, or if this is a retirement/separation*

*See [Chapter 5, Section 050104 of the JTR](#) for more details about Dislocation Allowance (DLA) entitlement.*

Are you claiming a Temporary Lodging Expense (TLE)?

No

*You will need the following documents to complete the TLE portion of your claim:*

- *PCS Travel Orders and all amendments*
- *Zero balance lodging receipts*
- *Statement of Non-Availability for CONUS locations other than on or near Army installations*

*[More TLE information](#)*

❖ **Proceed with the prompts on this page. When finished click Save and Continue.**





# Smart Voucher Instructions

## Advances

Step 3 of 11 ▾

Did you receive any previous government payments, partial payments, or advances for this travel order?

No ▾

*Does **not** include ATM withdrawals from your government travel charge card*

Did you receive any payments from the Defense Travel System (DTS) during this travel period?

No ▾

Previous

Save & Continue

❖ **Complete Step 3 and click and Save and Continue.**





# Smart Voucher Instructions

## Dependents

Step 5 of 11 ▾

A separate "Dependent Voucher" is needed for any dependent that traveled to/from a separate location or during a different timeframe. To create one, select "Dependent Voucher" from the "Create New" dropdown on the My Vouchers page.

Are you claiming dependents on this voucher?

No ▾

Previous

Save & Continue

- ❖ If you are adding dependents follow the prompts in Step 5.
- ❖ Select Applicable options and then add dependents.
- ❖ Save and Continue.





# Smart Voucher Instructions

1

Departure

2

Next Stop

On what day did your travel begin?

05/01/2023

Enter the date of departure on your leave form

From what country did you depart?

USA

What is the departing location zip code?

98433

[USPS Zip Code Lookup](#)

From what installation/base/city did you depart?

Tacoma

From what state did you depart?

Washington

Itinerary Information

Step 6 of 11

Instructions

Departure Date	Departure City	Arrival Date	Arrival City	Travel Mode	Reason for Stop	POC Miles	Lodging
Currently, you have not entered any stops for this travel voucher.							

Add Itinerary Information

❖ **Add Itinerary Information starting with Departure information.**





# Smart Voucher Information

1

Departure

2

Next Stop

On what date did you arrive at Watertown?

05/06/2023

In what country did you arrive?

USA

What is the arrival location zip code?

02472

[USPS Zip Code Lookup](#)

*If the reason for stopping at this location is "Mission Complete," enter the arrival location zip code on your orders*

In what city did you arrive?

Watertown

In what state did you arrive?

Massachusetts

- ❖ Select Date that you arrived at your destination.
- ❖ Select Mission Complete as reason for stopping at destination.
- ❖ Fill out arrival location zip code.
- ❖ Save and Continue.

What was your reason for stopping at Watertown?

Mission Complete

*Reasons for Stopping Defined*







# Smart Voucher Information

## Add/Edit an Expense

If you want to claim an "In/Around Mileage" expense type, select a Daily expense, then "In/Around Mileage" in the Expense Type dropdown, then enter the total number of miles you traveled. If your daily mileage varied, you can enter a one-time expense for each day you drove.

Was this a One-Time expense or Daily expense incurred during a specific time period?

☒ One-Time ☐ Daily

Expense Date

mm/dd/yyyy 

Expense Type

IN/AROUND MILEAGE 

Failure to specify an expense type will result in non-payment

If the Type of expense you want to claim is not listed here, select "Other" and then enter your expense type in the field that will display below

How many miles did you travel?

## Reimbursable Expenses

Step 7 of 11

Expense Date	Expense Type	Mileage	Amount	Gov't Travel Charge Card	Receipt Required
--------------	--------------	---------	--------	--------------------------	------------------

Currently, you have not entered any reimbursable expenses for this travel voucher.

Add an Expense

- ❖ Click Add an Expense.
- ❖ For expense type select IN/Around Mileage.
- ❖ Enter the amount of miles of travel.





# Smart Voucher Instructions

**Reimbursable Expenses** Step 7 of 11 ▾

Expense Date	Expense Type	Mileage	Amount	Gov't Travel Charge Card	Receipt Required
Currently, you have not entered any reimbursable expenses for this travel voucher.					

[Add an Expense](#)

❖ After adding miles, you will add other travel expenses.

❖ Reimbursable expenses include

- ❖ Tolls
- ❖ Airfare
- ❖ Excess Baggage
- ❖ Authorized Delay at Airport
- ❖ Taxi Cabs

❖ All travel expenses \$75.00 and over will need receipts





# Smart Voucher Instructions

## Miscellaneous Information

Step 8 of 11 ▾

### Voucher Attachments

Type

Name

Add a Document

Do you have unused tickets from this trip?

No ▾

*If "yes", turn your tickets into the Transportation Office or Commercial Travel Office*

*If lodging was required as part of this trip, you must include a receipt regardless of amount. All other expenses over \$75 require a receipt.*

- ❖ Select Add a Document to add Lodging Expenses, Orders/Amendments, or Leave Forms.
- ❖ Lodging Expenses over \$75.00 require a receipt.





# Smart Voucher Instructions

## Split Disbursements

Step 9 of 11 ▾

*Split disbursement is mandatory for any expense you charged to your Government Travel Charge Card (GTCC)*

*If you indicated that you paid any expense with your GTCC, it is noted below.*

*To check your current GTCC balance, call 1-800-200-7056 or visit your [Online Citibank GTCC Account](#)*

**Expenses you did not charge to your GTCC:**

\$ 0.00

Previous

Save & Continue

### ❖ Split Disbursements

- ❖ If there were any purchases made that were not charged on your GTCC you will indicate them in this step.
- ❖ Save and continue.





# Smart Voucher Instructions

## Summary/Preview

Step 10 of 11 ▾

Please review and click edit to make necessary changes.

### Voucher Type

#### Travel Category

PCS

#### User Type

Active Duty

#### DMPO

Fort Lewis, WA

Edit

- ❖ Review all input information to make sure it is all correct.
- ❖ Click save and continue. The next screen will ask that you have all necessary attached documents.





# Smart Voucher Instructions

**Submit Voucher**

Step 11 of 11

### List of Required Attachments

Based on the information your provided, the following documents must be scanned and added as attachments to your submitted voucher:

1. Travel Order 00000000

*In addition to this travel order, please ensure you include all corresponding amended orders.*

**When scanning a document, make sure the:**

- Document is smooth and flat
- Scanner's glass is clean
- Scanner is set to 300 dpi or "fine"
- Scanner is set to "black and white" **not** "greyscale"

### Additional Information

Before submitting your voucher, make sure that any changes made throughout this process are reflected in it

To view or edit an existing voucher, go to the My Vouchers page and click "View/Print" or "Edit" to the right of the voucher

To create a new voucher, go to the My Vouchers page and select "New Voucher" from the "Create" dropdown in the upper right

To create a supplemental voucher, go to the My Vouchers page and select "Supplemental Voucher" from the "Create" dropdown in the upper right

[View/Print Voucher](#)

- ❖ Ensure that all documents are attached.
- ❖ Before submitting your voucher make sure that any changes that need to be made are made and that all information is correct.
- ❖ On the main Smart Voucher page you will be able to edit(before submission), delete and track the progress of your Smart Voucher.

## PCS Vouchers ?

Travel Order	Start Date	End Date	Supplemental?	Dependents	Status
000000	05/04/2023	05/10/2023	No		In Progress <a href="#">Edit</a> <a href="#">Delete</a> <a href="#">View/Print</a>







# **Retirees-myPay Capabilities**

- ❖ Beneficiary for Arrears
- ❖ Combat Related Special Compensation Statement-View/Print/Save
- ❖ Correspondence Address Changes
- ❖ Direct Deposit Changes
- ❖ EFT and non EFT Allotments-Start/Change/Stop
- ❖ Email Addresses
- ❖ Federal Withholding Changes
- ❖ Login ID Change
- ❖ Password/PIN Changes
- ❖ Newsletter Alert Notifications-Turn On/Off
- ❖ Password On Demand & Online Password Reset
- ❖ RAS(Annual or Changed)- View/Print/Save- RAS Monthly eRAS- View/Print/Save
- ❖ Retiree Account Statement(RAS)-Turn On/Off Hard Copy
- ❖ State Withholding Changes
  - ❖ Tax Statement(1099R)- Turn On/Off Hard Copy
  - ❖ Tax Statement(1099R)- View/Print/Save
- ❖ Tax Statement(W2)- Travel/Miscellaneous
- ❖ Tax Statement Alert Notifications- Turn On/Off





# **myPay Contact Information**

- ❖ <https://mypay.dfas.mil/#/>
- ❖ To contact Customer Service
  - ❖ Toll Free- 1-888-332-7411 Option 5
  - ❖ Commercial- 216-522-5096
  - ❖ DSN- 580-5096
- ❖ Hours of Operation- 8:00am to 5:00pm Eastern Standard Time
- ❖ Or submit an inquiry by email; by selecting “Contact Us” from the myPay Homepage





# **DFAS Information Sources**

- ❖ Use the Web to help expedite your services
  - ❖ <https://www.dfas.mil/rapay>
- ❖ Use askDFAS for customer service assistance
  - ❖ <https://corpweb1.dfas.mil/askDFAS/custMain.action?mid=5>
- ❖ Use Facebook to ask us questions
  - ❖ <https://www.facebook.com/DefenseFinanceandAccountingService>
- ❖ Use Youtube to learn more about your pay
  - ❖ <http://www.youtube.com/user/WePayDoD>
- ❖ Understand more about your LES
  - ❖ <http://www.dfas.mil/militarymembers/payentitlements/aboutpay.html>





# **Finance Separations Contact Information**

## **JBLM Office**

❖ **Customer Service Phone Number**

❖ **253-966-0771**

❖ **Customer Service Email**

❖ **[usarmy.jblm.fin-mgt-cmd.mbx.ampo-separations@army.mil](mailto:usarmy.jblm.fin-mgt-cmd.mbx.ampo-separations@army.mil)**





# **Additional Contact Information**

- ❖ **DFAS Cleveland Retirement Services**
  - ❖ **1-800-321-1080**
- ❖ **DFAS Rome Travel**
  - ❖ **1-888-332-7366**
- ❖ **Joint Base Lewis-McChord Transportation Office**
  - ❖ **1-800-521-9959**
  - ❖ **253-967-5093**
  - ❖ **253-967-5293**
- ❖ **Liberty Military Housing**
  - ❖ <https://www.livelmh.com/installations/wa/joint-base-lewis-mcchord/lewis-mcchord/>



# SEPARATIONS / RETIREMENT INTERVIEW CHECKLIST

## PLEASE PRINT

1. NAME (LAST, FIRST): \_\_\_\_\_ RANK: \_\_\_\_\_ SSN: \_\_\_\_\_
2. FUTURE MAILING ADDRESS: \_\_\_\_\_
3. CELL NUMBER: \_\_\_\_\_ PERSONAL EMAIL ADDRESS: \_\_\_\_\_
4. DATE OF SEPARATION/RETIREMENT/ETS: \_\_\_\_\_
5. Have you previously taken leave that has NOT been charged to your pay record? \_\_\_\_ YES \_\_\_\_ NO FROM \_\_\_\_\_ TO \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_
6. Are you taking TAA or ISAA (PTDY) Leave? \_\_\_\_ YES \_\_\_\_ NO # DAYS: \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_

\*NOTE: IF INCREMENTAL PTDY, MUST HAVE DUTY DAY IN BETWEEN PTDY AND TRANSITION LEAVE AND BE SIGNED IN/OUT (BLOCKS 14 & 16)

7. Are you taking transitional (TERMINAL) leave? \_\_\_\_ YES \_\_\_\_ NO FROM \_\_\_\_\_ TO \_\_\_\_\_
8. MARITAL STATUS: \_\_\_\_ Single \_\_\_\_ Single Claiming Dependents \_\_\_\_ Single Paying Child Support \_\_\_\_  
\_\_\_\_ Married to Civilian - Date of Marriage \_\_\_\_\_  
\_\_\_\_ Married to Military - Date of Marriage \_\_\_\_\_ Spouse SSN: \_\_\_\_\_  
\_\_\_\_ Divorced (Ex is Civilian) - Date of Divorce \_\_\_\_\_  
\_\_\_\_ Divorced (Ex is Military) - Date of Divorce \_\_\_\_\_ Ex's SSN: \_\_\_\_\_
9. HOUSING TYPE: \_\_\_\_ BARRACKS \_\_\_\_ OFF-POST HOUSING \_\_\_\_ ON-POST HOUSING
10. Are you pending or have recently been promoted? \_\_\_\_ YES \_\_\_\_ NO Provide Rank and Date Promoted: \_\_\_\_\_
11. Have you been demoted recently? \_\_\_\_ YES \_\_\_\_ NO Provide Rank and Date Demoted: \_\_\_\_\_

12. I CERTIFY THE INFORMATION LISTED ABOVE IS ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I RECEIVED THE BRIEFING PACKET PROVIDED TO ME REGARDING FINAL PAY, LEAVE, DEBTS, ALLOTMENTS, TSP, PENDING FLPLs, BAH MEAL DEDUCTIONS, BONUS, INCENTIVE & SPECIAL PAYS, SEPARATION/DISABILITY PAY, OUT-OF-SERVICE DEBTS, W2 MAILING ADDRESS, MyPAY, AND FINAL LES.

SIGNATURE & DATE: \_\_\_\_\_

## FOR FINANCE USE ONLY - CAN ONLY CLEAR DAY OF OR PRIOR TO FINAL OUT

MMPA MONTH: \_\_\_\_\_ DOS: \_\_\_\_\_ SPD(N7): \_\_\_\_\_ CHARACTER DISCHARGE(N7): \_\_\_\_\_ SERVICING ADSN(LC): \_\_\_\_\_

RANK (MD): \_\_\_\_\_ MATCHES ORDERS? \_\_\_\_ YES \_\_\_\_ NO (IF NO, ASK FOR PROMOTION ORDERS OR DEMOTION PAPERWORK)

\*\*For Retirees, is there a date of promotion on the retirement orders?

LV BAL (BR) \_\_\_\_\_ - #DAYS NOT CHARGED \_\_\_\_\_ + DAYS EARNING TO ETS \_\_\_\_\_ = PROJECTED BAL: \_\_\_\_\_ - TERMINAL LV = LV BEING SOLD: \_\_\_\_\_

\*\*Ask Soldier what his last leave dates were\*\*

AUTH TAA/ISAA (PTDY): \_\_\_\_ YES \_\_\_\_ NO INCREMENTAL PTDY(Signed In/Out) \_\_\_\_ YES \_\_\_\_ NO

BAH (35) CODE: \_\_\_\_\_ ZIP CODE (68): \_\_\_\_\_ MATCHES ABOVE INFO? \_\_\_\_ YES \_\_\_\_ NO \*(DA 5960 REQUIRED)

\*\*FOR BAH CHANGES - MAKE SURE TO COLLECT ALL REQUIRED DOCUMENTATION\*\*

IS SM SINGLE IN THE BARRACKS? \_\_\_\_ YES \_\_\_\_ NO (IF YES & TAKING TERMINAL LEAVE, ASK FOR BARRACKS CLEARANCE FORM & DA5960)

OPEN DEBTS: \_\_\_\_ YES \_\_\_\_ NO (MAKE SURE ALL OPEN DEBTS WILL COLLECT IN FULL PRIOR TO SM'S LAST MONTH OF SERVICE)

OPEN ALLOTMENTS: \_\_\_\_ YES \_\_\_\_ NO (EXPLAIN TO SM HOW THE ALLOTMENTS WILL WORK)

OPEN E LINES: FLPP(02), SAVE PAY(09), SDAP(30), CZ(14, 23, 65, FL), OTHER \_\_\_\_ YES \_\_\_\_ NO

\*\*MAKE SURE TO GET APPLICABLE PAPERWORK TO CORRECT ERRONEOUS ENTITLEMENTS\*\*

BONUS (45, 47, 48) IS THERE RECOUP: \_\_\_\_ YES \_\_\_\_ NO

\*\*MAKE SURE TO COMPLETE COMPUTATION WORKSHEET TO PUT IN PACKAGE\* \*BONUS WILL BE RECOUPED FOR UNSERVED TIME\*\*

SM ENTITLED TO INVOLUNTARY SEPARATION PAY? \_\_\_\_ YES \_\_\_\_ NO HALF/FULL: \_\_\_\_\_ \*\*NEED TO GET DA 7783\*\*

ISP # MONTHS (TT LINE): \_\_\_\_\_ TOTAL AMOUNT ISP (USE COMPUTATION WORKSHEET): \_\_\_\_\_

SM ENTITLED TO DISABILITY SEVERANCE PAY: \_\_\_\_ YES \_\_\_\_ NO TAXABLE? \_\_\_\_ YES \_\_\_\_ NO \*\*SM NEEDS TO SIGN SOU MFR\*\*

DSP # MONTHS (CHECK ORDERS) \_\_\_\_\_ TOTAL AMOUNT DSP (TC LINE & DSP COMPUTATION WORKSHEET): \_\_\_\_\_

RESEARCH BY: \_\_\_\_\_ BRIEFED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ CLEARED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

OTHER NOTES:

## BASIC ALLOWANCE FOR HOUSING (BAH) AUTHORIZATION AND DEPENDENCY DECLARATION

For use of this form, see AR 637-1. The proponent agency is DCS, G-1.

### PRIVACY ACT STATEMENT

**AUTHORITY:** 37 USC 403, Basic allowance housing; Army Regulation 637-1, Army Military Compensation and Entitlement Policy.

**PRINCIPAL PURPOSE:** To start, adjust or terminate a Soldier's entitlement to basic allowance for housing (BAH) and to verify a Soldier's dependency status. For additional information see the System of Records Notice A0600-8-104 APS <http://www.federalregister.gov/documents/2019/07/18/2019-15242/privacy-act-of-1974-system-of-records>.

**ROUTINE USES:** To the Internal Revenue Service for tax purposes. To the U.S. Government Accountability Office for statistical management. To the members of Congress for inquiries. To U.S. state courts and various law enforcement agencies by subpoena only.

**DISCLOSURE:** Voluntary; however, form will not be processed without your DoD ID for pay purposes and nondisclosure may result in discrepancies with your BAH.

1. Name (Last, First, MI)		2. DOD ID Number	3. Grade
4. Member's Physical Address (Street, City, State, and Zip Code)		5. Duty Location (Unit Location or City, State, and Zip Code)	
6. Effective Date Of Action	7. Type Of Action (Select Only One) <input type="checkbox"/> Start <input type="checkbox"/> Change <input type="checkbox"/> Stop <input type="checkbox"/> Recertify	8. BAH Type (Select Only One) <input type="checkbox"/> With Dependents <input type="checkbox"/> Without Dependents <input type="checkbox"/> Differential  Has your spouse or former spouse ever served in a branch of the Uniformed Services? (If Yes, complete blocks a, b, c & d) <input type="checkbox"/> YES <input type="checkbox"/> NO	
9. Marital Status (Select Only One) <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Legally Separated <input type="checkbox"/> Widowed			
10. Spouse's Name (Last, First, MI)		a. Spouse's DOD ID Number  b. Spouse's Branch Of Service  c. Date Spouse Last Entered Service  d. Date Spouse Last Separated Service	
11. Spouse's Physical Address (Street, City, State, and Zip Code)			

### 12. Other Dependent Information (Children and Secondary Dependents). Additional Dependents Will Be Listed On Additional Forms

Name	Physical Address	Relationship	Date Of Birth	Custody	
				Physical	Legal

### 13. Certification of Dependent Support

Read and Initial: I understand that the legal purpose of a housing allowance on behalf of a dependent is to partially reimburse a Service Member for the expense of providing a private sector residence for the dependents when Government Quarters are not provided. I further understand that a housing allowance for a dependent is not a bonus merely for the technical status of being married or a parent.

Read and Initial: I understand that I am required to provide adequate support to those dependents on whose behalf I am receiving a housing allowance and if I fail to provide adequate support, the housing allowance that I received for that dependent will be recouped for nonsupport or inadequate support periods.

Read and Initial: I understand that a legal separation agreement, court decree, judgment, or order that does not state the dependent support amount, or absolves me of my dependent support responsibility, does not of itself affect my housing allowance. I further understand that if I am authorized a housing allowance on behalf of a dependent that I must contribute to my dependent's support in an amount that is not less than the applicable BAH-DIFF rate.

Read and Initial: I understand that if there is a court order or legal separation agreement stating the support amount, I must contribute to the dependent's support the amount specified therein, but in no case may the support payments be less than the applicable BAH-DIFF rate.

Read and Initial: I certify that I provide or am willing to provide adequate support to the above named dependents.

**I certify ALL information regarding this authorization is correct. I will immediately notify the servicing Finance/Personnel Office of any changes in the information above, due to divorce, marriage, death, living in government quarters etc., which could affect my BAH entitlement.**

**IMPORTANT:** Making a false statement or claim against the US Government is punishable by courts-martial. The penalty for willfully making a false claim or a false statement in connection with claims is a maximum fine of \$10,000 or imprisonment for 5 years, or both.

14. Member's Signature	15. Date	16. Commander's Signature	17. Date
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