



U.S. ARMY



U.S. Army Financial Management Command

Fort Novosel Separation / Retirement Briefing

Information Current as of 2 January 2025



Fort Novosel Army Military Pay Office (AMPO)

Mr. Hosea Bolden, Director

Mr. Bradley Slagal, Deputy Director

Soldier Service Center
Building 5700
2218 6th Ave., Room 120





Contact Information

Fort Novosel	
Technician	334-255-1061 / 1093
Lead	334-255-9182
Supervisor	334-255-3115
Camp "Bull" Simons	
Lead	850-885-7217
Supervisor	850-885-7216





Documents Required

- Completed Post Clearance papers (DA 137-2) (MPD Building 5700 Room 280)
- Separation orders, with any amendments (MPD Building 5700 Room 280)
- Approved Absence Request(s) to include Terminal Leave, TAA, ISAA, or CSP (printed from IPPS-A)
- Half/Full Separation Pay
 - ✓ Must be annotated on orders.
 - ✓ DA Form 7783 must be signed by the Reserve Career Counselor and Soldier (prior to the Date of Separation).
 - ✓ The dollar amount must be listed on your DD 214. Finance can provide the amount you are projected to receive prior to your appointment to receive your DD 214.
- Disability Severance Pay
 - ✓ Must be annotated on orders.
 - ✓ Be prepared to sign a Statement of Understanding.
 - ✓ The dollar amount must be listed on your DD 214. Finance can provide the amount you are projected to receive prior to your appointment to receive your DD 214.





Allotments / TSP

Retirees

Allotments can carry over for retirees. The AMPO must receive allotment stops or changes the month prior to retirement. Otherwise, if sufficient funds are available, allotments will continue through month of retirement and transferred to the retire pay account. TSP stops the month prior to separation.

ETS

Allotments and TSP will stop the month prior to separation.

For withdrawal options, contact <http://www.tsp.gov>. (Note: Must wait at least 25 days after date of separation before contacting TSP)





Mid-month / EOM Pay

If you separate between 1st thru 15th No mid-month pay.
If you separate between 16th thru 31st No end of month pay.

All final payments will be disbursed by the local AMPO.

Your pay account will undergo a manual audit to ensure all entitlements, debts, and leave is accounted for and correct.





Accrued Leave

A service member can cash in a total of 60 days during their military career.

Unused leave is paid at a rate of 1 day of base pay for each day of accrued leave:

$$\text{Base Pay} / 30 = \text{daily rate} \times \text{number of days sold}$$

Example:

$$\$3746.30 / 30 = \$124.88 \times 40 = \$4995.07$$

Leave days sold are taxed at 22% plus any authorized state tax.

Any non-taxable leave used is refunded on the final 20-day audit conducted by the AMPO.





Terminal Leave

All pay and allowances will continue to be paid during leave.

Please come by the AMPO or email to verify the amount of leave days you have.

Terminal Leave must end on your Retirement/ETS date.

BAH entitlements for Single Soldiers:

Single Soldiers residing in the barracks are authorized BAH at the without dependent rate while on terminal leave and/or PTDY. Soldiers must submit DA 5960 & barracks clearance memo to start this entitlement.

Soldiers receiving BAQ-Diff are authorized BAH at the with dependent rate while on terminal leave and or PTDY. Soldiers must submit DA 5960 & barracks clearance memo to start this entitlement.





TAA / ISA / Permissive TDY / CSP

All TAA or ISAA must be authorized by regulations and approved by Commander O-5 or above (or delegate with delegation orders/memo). If taken in conjunction with terminal leave, and on the same annotate the dates appropriately in IPPS-A. Max is 20 days for CONUS.

TAA or ISAA can be broken up into a series of trips, but each period must have a separate absence request, and have a duty day between the last day and the start of terminal leave. This is the day you will clear finance.

Permissive TDY for the Career Skills Program (CSP) must be authorized by Colonel and above. You are authorized to clear after completion of CSP.

Planning for CSP must include sufficient time after completion of CSP for Soldiers to return to their permanent duty station to complete physical and administrative out-processing requirements, to include unit-level and installation-level out-processing and final out, before the separation or retirement date.





TAA / ISA / Permissive TDY / CSP cont.

OCONUS based Soldiers who will transition and reside in CONUS or another OCONUS area are authorized 10 days TAA and may be authorized an additional 20 days up to a total of 30 days TAA under hardship or exceptional circumstances.

CONUS based Soldiers being released from active duty who were domiciliary before entering active duty and continue to be domiciliary of States, possessions, or territories of the United States located outside the continental United States, including domiciliary of foreign countries, are authorized 10 days TAA and may be authorized an additional 20 days up to a total of 30 days TAA only for house and job hunting in the State territory, possession, or country of their domicile. These Soldiers must provide commanders evidence that they will reside OCONUS (for example, ownership of property).





TAA / ISA / Permissive TDY / CSP cont.

The following Soldiers are *not* eligible for any TAA / ISA under any transition program:

- Soldiers voluntarily separating as a result of expiration of term of service or expiration of service agreement (ETS).
- Soldiers transitioning from the Army under conditions other than honorable (for example, with a dishonorable, bad conduct, or other than honorable (OTH) discharge characterization).
- Officers who resign their commission, with the exception of VSI/SSB.
- Soldiers with approved voluntary separation under the Voluntary Early Release Program or Enlisted Voluntary Early Transition program.





BAH Certification

Please check your LES for BAH status (married, single, w/dependent child, etc.).

If the status is incorrect, please send the required documents thru your unit S1 with supporting documents. (Divorce Decree, Marriage Certificate, Birth Certificate)

If your BAH is incorrect and you do not re-certify, it could cause a delay in pay and possibly an out of service debt.





Debts to the Government

Any or all of your final pay can be used to offset a debt to the government.

If you have an unpaid balance on bonus, your final pay will be used to settle as much of the balance as possible.

If you separate with a debt, DFAS-IN Out-of-Service debt department will contact you with the exact amount and procedures for payment.





Movement Of Household Goods PPM / DITY Move

Soldiers must contact Transportation for DITY / PPM moves. You may be entitled to an advanced DITY. See transportation for the correct form to submit to finance.

Transportation processes the settlement of any movement of household goods.

Please contact Transportation for specifics, Building 5700, Room 270.





What To Expect During Separation Appointment

All appointments are scheduled through Transition Point in room 280.

When you visit MPD to pick-up clearing papers, please ensure that you have an appointment for your Finance Final Out.

Remember to create a username and password in My Pay before returning your CAC.

You must be in uniform to clear, unless you have a commander's memorandum.

You must clear all areas (other than Transition Point) prior to your Finance appointment.

When you finish with Finance, report to Transition Point to sign your DD 214.





Final Pay Entitlements

Base Pay

BAS

BAH

Accrued Leave

Clothing Allowance (Enlisted Members)

NOTE: Enlisted Soldiers will receive clothing allowance with their final pay. Soldiers separating in their anniversary month will receive their full 12 months of clothing allowance. Clothing allowance is based on the anniversary month. Each additional months after the anniversary month is paid through date of separation.

Example $\$474.08 / 12 = \39.50

Date of Separation is May, but anniversary date is June

You will receive 11 months $\$39.50 = \434.57 , this is an example

Your specific amount will be discussed at your separation appointment

If you are currently receiving a special duty or incentive pay (i.e. Flight Pay, SDAP, etc.) it will continue to pay out until the last day of active duty, unless we receive termination orders prior to date of separation.





Final Payment

Final payment is an EFT into your direct deposit account on file.

Ensure you leave your checking account open a minimum 1 year after date of separation.

If you take less than 10 days of leave (or your account is pending transactions) you will receive 80% of final pay, then the remaining 20% after the 20-day audit. Retirees are paid at 100%.

Payment is made as close as possible to your retirement/separation date.

If you have not received your payment within 5-7 business days, call our office.





Final Travel Voucher Information

ETS or Chaptered Soldiers:

A Service member and dependent will be reimbursed move the distance of home of record or the place entered on active duty only. Travel must begin before the 181st day following separation from Service.

Retirees, TDRL, and Soldiers discharged with Severance or Separation Pay:

A Service member and dependent must begin travel to a home of selection within 3 years of the Service member's termination from active duty unless additional time is authorized or approved through the Secretarial Process.

DFAS Rome will process your final voucher. Vouchers can be submitted during terminal leave but will not be processed until after final day of active duty.

Final travel pay is direct deposited to last known banking information on account. Submit Direct Deposit form if banking information has changed.

You may submit your final voucher using SmartVoucher.

For additional questions, you can contact DFAS Customer Care Center with questions at 1-888-332-7366, option 1.





Final Travel Voucher Info Cont.

You have two ways you can submit your final voucher:

1. Create SmartVoucher and submit online (highly recommended)
<https://smartvoucher.dfas.mil/voucher/>
2. Email DD 1351-2 (with supporting documents) to the below address
dfas.rome.jft.mbx.milpcs@mail.mil

If you complete the manual voucher, the Army PCS Travel Voucher Guide provides step-by-step instructions. <https://www.dfas.mil/Portals/98/Army%20PCS%20Guide.pdf>

Also, there is a checklist to ensure that your voucher is processed quickly and without errors.
[Separating or Retiring Service Members](#)

You may now proceed to the **PCS SmartVoucher Instructions** and complete your SmartVoucher.





AMPO POINTS OF CONTACT

Please email all questions and concerns to:

usarmy.novosel.fin-mgt-cmd.mbx.ampo-separations@army.mil

or refer to slide 3 for the AMPO Separations Team POC information.

