

# Information Sheet for Retiring & Separating Soldiers

## The Purpose of This Guide

Like all other documents of this nature, this guide is not all-inclusive. It does, however, cover subjects that we receive the most inquiries on. This information is current as of **January 4<sup>th</sup>, 2024**.

This guide will help you better understand the effects on your pay during the separation process. The most important thing to remember is to plan ahead. The Army Military Pay Office is dedicated to making your separation or retirement as smooth as possible for you and your family members.

For the complete Separations Financial Brief, visit <https://home.army.mil/novosel/index.php/militarypay>

## Important Notifications

If you reenlist or your orders are cancelled, contact MPD in room 280 Building 5700 to request a revocation to your separation order. Ensure our office receives copies of the revocation order to update your pay account.

Make sure you create a MyPay password to ensure you will still have access after your CAC has been relinquished. Soldiers who have MyPay access prior to separation will have “read only” access for 12 months after date of separation. This also allows Soldiers to view and print W-2s.

Do not to close your direct deposit account for a year after separation. This will allow sufficient time for refunded checks and any residual payments to be made.

## Planning Your Leave

You can use leave any that you have accrued. You accrue 2.5 days of leave per month: 0.5 days for every 6 days of active duty. At the end of the month September, your leave balance will revert back to 60 days and you will lose anything over 60 days (excluding SLA). You will continue to accrue 2.5 days until your date of separation, include these additional days when computing the leave available for transitional leave.

It is the Soldier’s responsibility to ensure they have adequate leave prior to finalizing the leave form. AMPO will not clear anyone who is in excess leave (No Exceptions).

If you need any assistance verifying your leave balance or computing your leave dates, please let us know.

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## Separation Travel \*As of 4 January 2024\*

Soldiers retiring are authorized 3 years from date of retirement to settle your final travel voucher. You also may request a yearly extension for up to 5 years with DFAS Rome.

Soldiers separating will have 180 days from date of separation settle your final travel voucher.

Soldiers will follow the **PCS SmartVoucher Instructions** on the AMPO website to file their travel claim.

## Separation Separations Financial Brief

Select the link above, or scan the QR code below, to view the **Fort Novosel Separations Financial Brief** and then complete the **Separation Retirement Interview Checklist**.

After viewing the briefing, submit your orders (with any amendments), approved absence requests, and Interview Checklist to [usarmy.novosel.fin-mgt-cmd.mbx.ampo-separations@army.mil](mailto:usarmy.novosel.fin-mgt-cmd.mbx.ampo-separations@army.mil).

Your final out with Finance will be the same date scheduled by MPD to sign your DD 214.

