

Fort Novosel AMPO

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 **March 1st, 2025**.

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.

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 username and password. Soldiers 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 0.5 days for every 6 days of active duty (2.5 days per month). At the end of the month September, your leave balance will revert to 60 days, and you will lose anything over 60 days (excluding SLA). You will continue to accrue leave while on 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). You can request a leave calculation using the QR code below.

Separation Travel

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 through the Transportation Office. Soldiers separating will have 180 days from date of separation settle your final travel voucher. Soldiers are not authorized DLA or TLE on their final travel voucher.

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

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Mandatory Separation & Retirement Brief

This briefing is essential to ensure you receive the necessary information for a smooth transition. Our team will conduct a live discussion covering the Military Pay aspects of the separation process. All Soldiers preparing to separate must attend this briefing via Microsoft Teams before their separation date. Failure to attend may result in missing critical information and potential delays in final pay.

Attendance Requirement

Soldiers may attend the Separation and Retirement Brief as soon as they receive their orders. Attendance will be recorded at the conclusion of the briefing, followed by instructions on how to submit required documents to Finance. A Q&A session will be held afterward. Soldiers must complete this briefing before their Finance final out. Your final out appointment will be scheduled by MPD, which is typically the same day you sign your DD 214.

Briefing Schedule and Responsibilities

Briefings are held every Thursday at 1400 via Microsoft Teams (excluding Federal Holidays). Soldiers must have their separation orders in PDF format, without signature encryption before joining the session. The briefing can be accessed using the QR code below.

Leave Calculation Request



Request SharePoint Link

