

Separations and Retirement Information

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 **July 24th, 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 on the back of this page.

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 complete your travel claim.

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Briefing Instructions

1. **Scan the QR Code:** Use the QR code to request the virtual separation & retirement briefing.
2. **Complete the Briefing:** Go through all parts of the briefing.
3. **Answer the Questions:** At the end of the briefing, complete the questions.
4. **Enter Your Email:** In the questionnaire, enter your email address.
5. **Receive Further Instructions:** After submitting, you'll get an email detailing how to submit additional documents.

Documents Required:
Separation/Retirement Orders
CSP Leave (if applicable)
IPSA Leave (if applicable)
TAA/IAA Leave (if applicable)
Terminal Leave (if applicable)

Request SharePoint Link



<https://forms.osi.apps.mil/r/9zgi4uNBzy>

Leave Calculation Request



<https://forms.osi.apps.mil/r/VhfsDt64tH>