



U.S. ARMY

Separation and Retirement Briefing

*Army Military Pay Office
Separation Section*

May 2023

POC: Willie.g.Thomas.civ@army.mil





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Location

After completing this briefing, the Finance Separations/Retirement Section will service your pay account. If you have any questions, concerns or need to submit paperwork to complete your file, please call (254) 287-9952.

Location:

**Shoemaker Center
(Bldg. 36000)
4th Floor (Separations)**

Hours of Operation:

**Mon – Wed & Fri 0800-1600
Thur.
1200-1600
Please sign in before 1530.**





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Clearance Email and Phone Number

- ✓ Email: usarmy.cavazos.fin-mgt-cmd.mbx.ampo-separation-section@army.mil
- ✓ Separation Customer Service 287-9952
- ✓ Retirement Customer Service 287-9952

Please allow 48 hours to process and clear your paperwork

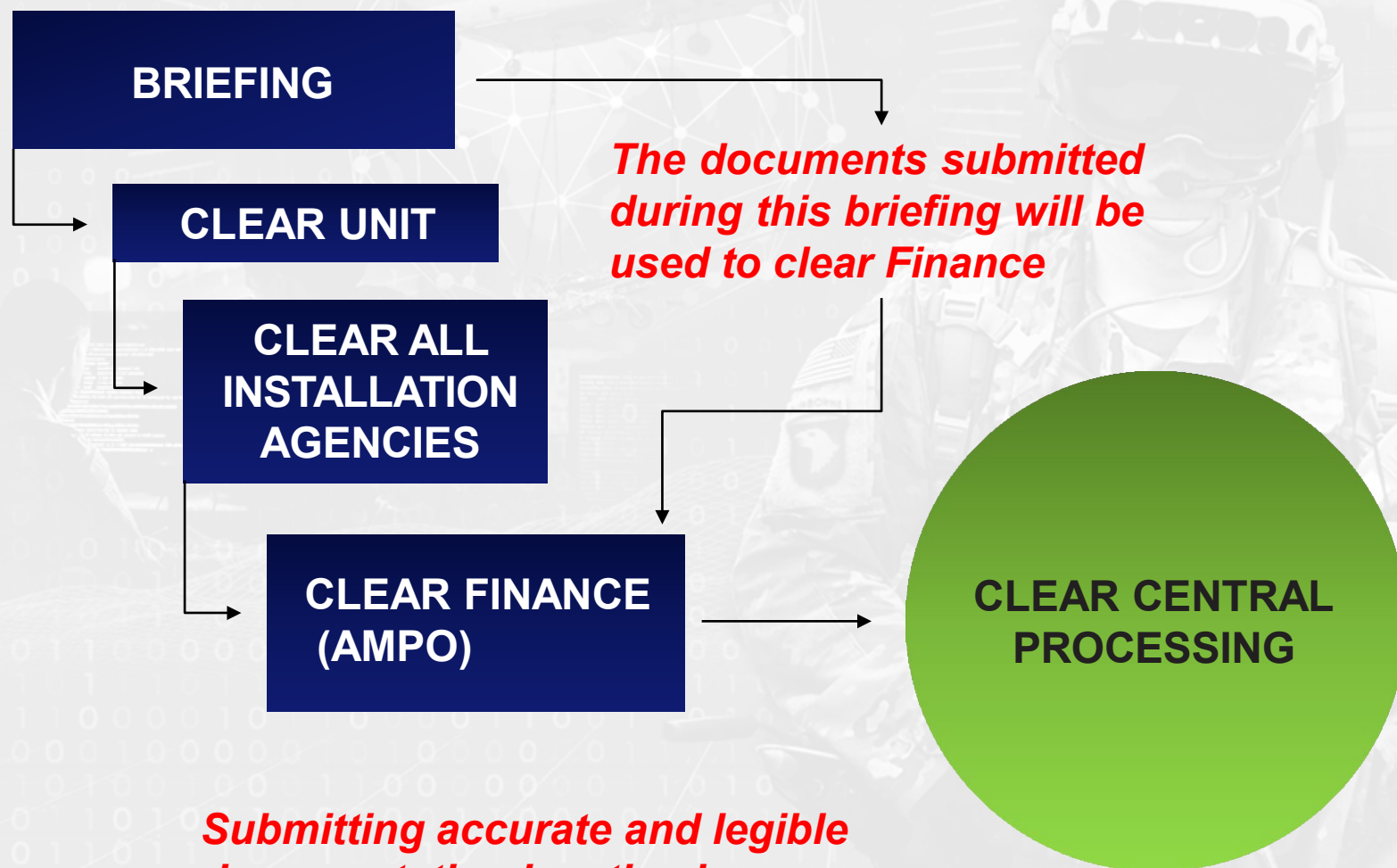




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CLEARING PROCESS



Submitting accurate and legible documentation in a timely manner will make your clearing process with Finance flow with ease.





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Required Documents

✓ Finance requires:

- ❖ One copy of ETS orders
- ❖ One copy of memorandum (to clear without orders).
- ❖ One copy of any amendments or revocation orders.
- ❖ One copy of all documents affecting pay changes:
 - ❖ – DA form 4187 for any recent changes like, Demotions, Article 15, Court-Martial, AWOLS, Confinements or Promotions if applicable
- ❖ One copy of Absence Request(s) from IPPS-A





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Basic Allowance for Housing

Single Soldiers assigned to the Barracks

- If authorized Transition Leave/Permissive TDY
 - BAH W/O DEPN from the start date of Transition leave is authorized at duty location (FT Cavazos rate)
 - ***Soldier must provide:***
 - DA 5960 signed by the first officer in chain of command
 - ***Barracks Termination Memorandum to receive BAH W/O DEPN***

BAH Life Changing Events (e.g., Divorce, etc.) requires:

- DA 5960 signed by the first officer in chain of command,
- Supporting documentation (e.g., marriage certificate, divorce decree etc.)





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Entitlements & Final Pay





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Final Pay

- ✓ **ETS between 1-15th**
 - Your last regular paycheck will be the 1st of that month. The rest of your pay will be paid within **five business days** after your date of separation.
- ✓ **ETS between 16-30th**
 - Your last regular paycheck will be the 15th of that month. The rest of your pay will be paid within **five business days** after your date of separation.
- ✓ **LES**
 - Month of separation LES will not be accurate. It will read **held pay status**, and/or the deduction column will have **STATUS DET.** (Projected payment). The final LES cannot be issued until the pay account is closed, normally 20 days after date of separation. The new LES with the correct information will be generated and mailed to the address on your DD-214 approximately 45-60 days after separation.





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Example Scenario

- ✓ Soldier's ETS date is **January 10th**
- ✓ Soldier's Active Duty pay stops **January 1st**
- ✓ Finance office will calculate the following:

$$\begin{aligned} & \text{Soldier's pay and entitlements from Jan 1st - Jan 10th} \\ & \quad + \\ & \text{Disability Severance Pay or Separation Pay (if authorized)} \\ & \quad + \\ & \text{Any accrued leave that the Soldier is selling back} \\ & \quad + \\ & \text{Any additional entitlements (back pay, etc.)} \\ & \quad = \\ & \text{Soldier's } \textbf{TOTAL} \text{ final pay} \end{aligned}$$

This is paid no more than five business days after Soldier's Date of Separation (*approx. January 15th*)





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Example Scenario

- ✓ Soldier's ETS date is **January 27th**
- ✓ Soldier's Active Duty pay stops **January 15th**
- ✓ Finance office calculates the following:

$$\begin{aligned} & \text{Soldier's pay and entitlements from Jan 16th - Jan 27th} \\ & \quad + \\ & \text{Disability Severance Pay or Separation Pay (if authorized)} \\ & \quad + \\ & \text{Any accrued leave that the Soldier is selling back} \\ & \quad + \\ & \text{Any additional entitlements (back pay, etc.)} \\ & \quad = \\ & \text{Soldier's } \underline{\text{TOTAL}} \text{ final pay} \end{aligned}$$

This is paid no more than five business days after Soldier's Date of Separation (*approx. February 1st*)





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Entitlements

✓ **Final Payment**

- Includes base pay, allowances (i.e. BAH, BAS, CMA, etc.) accrued leave (unused balance) and severance full/half separation pay (if applicable).

- **No advances payments** on Final Separation Pay

✓ **Final Pay for Active Duty Service**

- Taxed as normal
- Includes Social Security, Medicare (FICA) Federal and State taxes.

✓ **Lump Sum Payments**

- (i.e. accrued leave, Disability Severance Pay or Separation Pay) will be taxed at 22% Federal Tax and lump sum State tax rate.

✓ **No Payments will be Made Prior to your Actual Date of Separation (DOS).**





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Entitlements cont.

- ✓ Existing pay and allowances will continue while on transition leave and PTDY.
- ✓ Allotments will be administratively stopped the month prior to separation
- ✓ Soldiers receiving BAH Partial rate will receive BAH W/O while on transition leave. Soldier must submit the ***documentation (DA 5960, Termination of Barracks Memo)***.





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Entitlements cont.

✓ MyPay

- You must set up a USERID and Password- you will turn in your CAC.
- If you cannot access myPay, you can contact your local Active Army Finance Office for assistance.
- Local area assistance please call (254) 287-9952/8411

✓ Leave and Earning Statements

- After Separation you will no longer have access to your LES history.

✓ W-2

- Will be available on myPay and mailed to your final address on DD 214.
- If you cannot access myPay, you can request your W-2 by using AskDFAS and your W-2 will be mailed to you:
<https://corpweb1.dfas.mil/askDFAS/faqView?faq.faqId=13269>

✓ Thrift Savings Program (TSP)

- Deductions will not be taken out the last month of active duty. TSP will send out an information packet approximately 6-8 weeks after your separation date.
- Further information see website www.TSP.gov.





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Debt





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Debts

- ✓ **All debts will be accelerated to ensure that they are collected *prior to date of separation*.**
 - Examples: advance pays, excess leave, travel over-payments, bonuses, CIF, etc....
- ✓ **Allotments can be administratively terminated by finance to facilitate the liquidation of debts prior to separation.**
- ✓ **In the event that debts cannot be paid in full prior to separation, an out-of-service debt letter will be initiated and mailed by DFAS-IN on any debts uncollected at separation.**
 - You will receive notice within 60-90 days after separation date, which will include options to settle the debt.





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STATEMENT OF CHARGES / AER

Statement of Charges (DD Form 362):

The form must be stamped by CIF. Finance will verify and sign the Statement of Charges, which will allow you to clear CIF.

AER (DA Form 139):

Bring this form to Finance and we will sign and verify the document, which will allow you to clear AER.

DD Form 362 and DA Form 139 collections will be processed immediately and taken out of your next available pay.





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Absence





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Absence Request/Accrued Leave

- ✓ **Transition Absence (Planned return date-Block 10) must be through the Separation date on your Separation Orders.**
- ✓ **Absence Request must have a control number and be signed in block 13**
- ✓ **Combat Zone leave balance remaining at separation will result in part of the accrued leave being non-taxable**
 - Pertains to enlisted, warrant officers, and some junior officers who have not received the maximum non-taxable rate while deployed.
- ✓ **Administrative Absence (PTDY) must be authorized by an O-5 or above and must be taken prior to transition leave.**
- ✓ **Accrued Leave:**
 - Can only receive payment for **60 days** accrued leave in military career.





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Additional Information

✓ EFT/ Banking Information

- Please **DO NOT** stop or change your bank information for at least one (1) year.
- Please **notify** the AMPO if you must close your old bank account.

✓ Deployment Entitlements

- If you are still receiving entitlements, you must submit a PAR (DA 418) and/or memo with manifest from your Commander showing the date of your re-deployment.

✓ Bonus Recoupment

- If you received a lump sum bonus and **did not** fulfill your contract, the unearned portion may be recouped for the time not served. **This will not apply if your separation is a result of a disability separation.**

✓ MGIB \$600.00 additional contribution (Talk to your Education Center).

- The acceptable forms of payment are: Cashiers Check or Money Orders made payable to **US Treasury** or through collection from your military pay account.
- **This must be paid prior to your Separation date.**





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Disability Severance Pay & Half/Full Separation Pay





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Disability Severance Pay

If the Soldier is awarded disability for an injury that occurred in a combat zone **Disability Severance Pay** may become tax-free (***must be annotated on Separation orders***).

Prior to Separation:

If the Soldier receives their **VA Award letter** prior to Separation, the determination to remove the Lump Sum taxes can be made by the AMPO.

After Separation

- Submit to DFAS-Indianapolis to process this request. Provide a copy of:
 - DD-214 and Separation Orders
 - Full VA Award letter
 - Fax to DFAS-IN Separations at 317-275-0248.





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Half or Full Separation Pay

To receive ***Half or Full Separation Pay*** you must obtain your DA Form 7783 from Retention, bldg. 26009 (located on the corner of Hell on Wheels and 62nd Street)

****This office is located within a motor pool.***

Phone number: 254-286-6055





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Travel Entitlements





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ETS Travel Entitlements

✓ **Soldier - \$157.00 / per authorized day (every 350 miles)**

- Dependent 12 and over > **\$117.75** / per authorized day.
- Dependent 11 and under < **\$78.75** / per authorized day.
- Mileage one vehicle - **.22** per mile.
- Married soldier traveling in two vehicles - **.44** per mile.
- Current rate information is located via the internet:
<http://www.defensetravel.dod.mil/site/perdiem.cfm>

Note: The Maximum amount of two POVs must be annotated on the DD form 1351-2 or in SmartVoucher

- ✓ **You may receive government transportation to your home of record (free of Charge) from Carson Wagonlit. Inform the technician when clearing to obtain the travel stamp on a copy of your orders.**





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ETS Travel Entitlements

- ✓ **Travel must be completed within six months from ETS date as stated in orders. Soldiers are not eligible to submit their Travel Voucher for payment prior to their date of separation.**
- ✓ **Per Diem and Mileage not to exceed the mileage of HOR or PLEAD (Place Entered Active Duty).**
- ✓ **Soldiers who are not traveling more than 400 miles will not receive per diem when filing their DD1351-2**
- ✓ **Travel Advances will pay up to 80% of authorized travel**
 - Must be submitted at least **7-10 business days** prior to departure date, and prior to date of separation.
 - If you do not submit a final travel voucher your advance travel payment will become a debt.
- ✓ **Submitting Your Travel Advance:**
 - Where to Submit Your Claim (dfas.mil)
 - You will need to complete the DFAS Form 9114
 - Provide two copies of orders
 - One copy of DA Form 31(Leave Form) if taking leave
 - **Voided check, Deposit Slip or FMS 2231 from bank**





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Completing Your Travel Voucher





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Smart Voucher Instructions

What is SmartVoucher?

- **SmartVoucher is a web-based tool that guides you, the traveler, through a series of user-friendly questions about yourself and your travel (and your dependents (as applicable)).**
- **Your responses to these questions help to populate your DD1351-2 and other necessary forms.**
- **The tool prompts travelers to upload supporting documents that will be securely and electronically submitted with your travel voucher.**





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Smart Voucher Instructions

Where is SmartVoucher located?

- SmartVoucher is available under the myPayQuick Links, “SmartVoucher –Complete a DD 1351-2”

or

- Directly at <https://smartvoucher.dfas.mil/voucher/>





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Smart Voucher Instructions

← ↻ https://smartvoucher.dfas.mil/voucher/consent A ☆ [icons]

CONTROLLED UNCLASSIFIED INFORMATION (CUI)

SmartVoucher

Consent Notice

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct, law enforcement, and counterintelligence investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests — not for your personal benefit or privacy.

Notwithstanding the above, using this IS does not constitute consent to personnel misconduct, law enforcement, or counterintelligence investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See [User Agreement](#) for details.

I consent to the above conditions

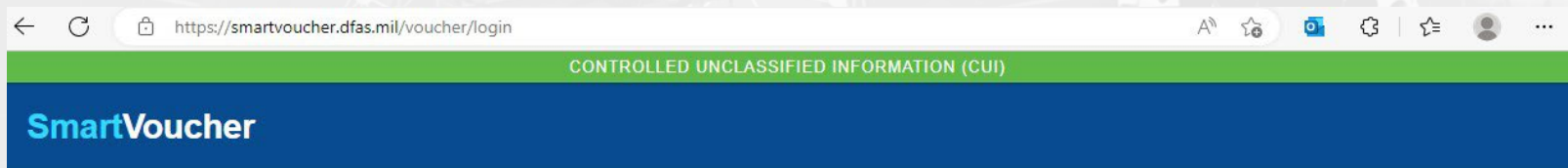




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Smart Voucher Instructions



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

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

*** DO NOT ENTER CLASSIFIED DATA INTO THIS SYSTEM ***





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Smart Voucher Instructions

SmartVoucher

Logout

My Dashboard ?

Create ▾

New Voucher

Supplemental Voucher

Dependent Voucher

Travel Advance Request

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](#)

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Smart Voucher Instructions

SmartVoucher

Logout

My Vouchers

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?

I am separating from service ▾

[Return to My Vouchers](#)

[Continue](#)

[PCS Travel Help](#) | [Comments/Questions](#) | [Accessibility/508](#)

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Separations Pay Processing

You MUST clear all agencies prior to clearing Finance.

- *Finance is the **LAST** station prior to receiving the Installation Clearance stamp (Green Stamp).*
- Please allow up to **five business days from the date of separation/retirement** for Separations to process your Final Pay

POINTS OF CONTACT

- | | |
|--|----------------|
| • Separations/Retirements Customer Service | 287-9952 |
| • Supervisor | 287-0394 |
| • Rome Travel Customer Service | 1-888-332-7366 |





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Clearing Email and Phone Number

- ✓ Email: usarmy.cavazos.fin-mgt-cmd.mbx.ampo-separation-section@army.mil
- ✓ Separation Customer Service 287-9952
- ✓ Retirement Customer Service 287-9952

Please allow 48 hours to process and clear your paperwork





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**Questions?
Please call 287-9952.**

