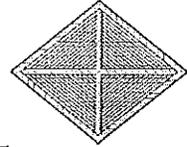




**FINANCE SEPARATION/RETIREMENT FACT SHEET**

**TOTAL SUPPORT**



<p><b>1. GENERAL:</b> The purpose of this fact sheet is to explain the basic entitlements to soldiers who transition from the United States Army from the National Capital Region.</p>				
<p><b>2. TRAVEL ALLOWANCES:</b> The soldiers and dependents are entitled to travel pay to soldier's home of record (Retired soldiers to home of selection). <i>To request travel advance:</i> Retrieve the DFAS Form 9114 from <a href="http://www.dfas.mil/dfas/pcstravel/forms.html">http://www.dfas.mil/dfas/pcstravel/forms.html</a>. Submit DFAS Form 9114, orders, and DA31 up to 20 days prior to departure date</p> <p><i>Mileage Driving:</i> The soldier and his/her family are entitled to mileage when driving. Up to two POVs are authorized for the member and/or family member(s) own vehicle or long-term lease vehicle. Mileage is paid at \$0.23 per mile one vehicle (\$0.46 two vehicles).</p> <p><i>Per Diem Driving :</i>(1) <i>Official Travel Time:</i> The official distance between authorized points is divided by 350 miles derives the travel time. Any remainder greater than 50 adds another day. (2) <i>Calculation of Per Diem:</i> Drivers of vehicles moving on different days or routes receive \$123.00 per travel day, each family member over 12 year can receive \$92.25 and each family member under 12 can receive \$61.50 per travel day. (c) <i>Commercial Air or Bus:</i> The payment will be based on the location to which the soldier and/or dependents are traveling.</p>				
<p><b>3. DISLOCATION ALLOWANCE (DLA)/TEMPORARY LODGING EXPENSE (TLE):</b> Not authorized on final move.</p>				
<p><b>4. SUBMISSION OF FINAL TRAVEL VOUCHERS:</b> Documents required to process travel claim are: DD 1351-2, two copies all orders and avoided check. Soldiers who separate have six (6) months and soldiers who retire have up to one (1) year from date of separation to submit their final travel voucher to the following address:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> <p><i>Defense Military Pay Office-NCR Attn: Travel Branch 9875 Michie Place Fort Belvoir, VA 22060</i></p> </td> <td style="width: 33%; vertical-align: top;"> <p><i>Defense Military Pay Office-NCR Joint Base Myer-Henderson Hall 204 Lee Ave, Suite B12 Fort Myer, VA 22211</i></p> </td> <td style="width: 33%; vertical-align: top;"> <p><i>Joint Personal Property Shipping Office 9325 Gunston Road, Suite N110 Fort Belvoir, VA 22060-5580</i></p> </td> </tr> </table> <p>DITY vouchers are mailed to the Transportation Office. <b>NOTE: SEPARATION VOUCHERS ARE NOT PAID UNTIL AFTER THE DATE OF SEPARATION FROM THE MILITARY.</b></p>	<p><i>Defense Military Pay Office-NCR Attn: Travel Branch 9875 Michie Place Fort Belvoir, VA 22060</i></p>	<p><i>Defense Military Pay Office-NCR Joint Base Myer-Henderson Hall 204 Lee Ave, Suite B12 Fort Myer, VA 22211</i></p>	<p><i>Joint Personal Property Shipping Office 9325 Gunston Road, Suite N110 Fort Belvoir, VA 22060-5580</i></p>	
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<p><b>5. TRANSITION LEAVE:</b> Soldiers going on transition leave will continue to receive pay and allowances as normal.</p>				
<p><b>6. FINAL PAY:</b> Final pay includes all pay and allowances for the month of separation, accrued leave, separation pay, disability severance pay and military clothing allowance (enlisted soldiers). The EOM LES will show a status debt, and EOM pay will be zero, because the final pay is computed manually. Retirees and disabilities are paid 100%. Separations/chapters are paid 80% 7 – 10 business days after separation, and the remaining 20% after a post audit has been performed, approximately 20 days later. There is a limit of 60 days accrued leave payable in a military career (refer to your LES for the number of days leave previously paid). The final payments will be electronically transferred to the current bank account up to 14 Business Days after the date of separation/ retirement. <b>NOTE: DO NOT CLOSE YOUR BANK ACCOUNT FOR 6 MONTHS AFTER SEPARATION.</b></p>				
<p><b>7. PRIVATIZED HOUSING:</b> Soldiers that terminated privatized housing are not required to submit termination of quarters notice to the local finance office. Any overpayments/underpayments must be resolved with the privatized housing agency.</p>				
<p><b>8. GOVERNMENT QUARTERS:</b> Soldiers assigned to government control quarters must obtain a termination of government quarters from the Housing Office and submit a copy of the termination and the DA 5960 to the Finance office during final out-processing in order to start BAH.</p>				
<p><b>9. ALLOTMENTS:</b> Retirees are permitted to have a maximum of six allotments deducted from their retired pay. The exceptions are the TSP, charity, and TRICARE Delta Dental deductions. Separation/Chapters will have their allotments stop one month prior to the date of separation.</p>				
<p><b>10. TSP:</b> Thrift Savings Plan contributions will automatically stop one month prior to date of separation / retirement.</p>				
<p><b>11. RETIREMENT PAY:</b> Address questions to: <b>Defense Finance and Accounting Service – U.S. Military Retired Pay, PO Box 7130, London, KY 40742-7130. Phone: 800-321-1080 or 216-522-5955 and Fax 800-469-6559</b></p>				
<p><b>12. W-2 FORMS:</b> W-2 Forms are mailed at the end of January for the tax year that ended 31 Dec of the previous year to the address shown on the final payment voucher. You may also access MyPay to print your W-2. If you move, notify us at: DMPO, ATTN: Separations Section, 9875 Michie Place Bldg 219, Fort Belvoir, VA 22060. All requests must be in writing and should include your full name, date of separation, SSN, the correct mailing address, and signature.</p>				
<p><b>13. CHANGES DURING OUT PROCESSING:</b> Any changes in the separation process should be brought to the attention of the Separations Clerk <b>ASAP</b>. Example – Member reenlisted or extended their term of service.</p>				
<p><b>14. Questions regarding receipt of the Final Active Pay may be addressed to:</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">For Belvoir</td> <td style="width: 50%;">703-806-0797</td> </tr> <tr> <td>Fort Myer</td> <td>703-696-3522</td> </tr> </table>	For Belvoir	703-806-0797	Fort Myer	703-696-3522
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\*\*\*THIS IS STRICTLY A GUIDE! YOUR CIRCUMSTANCES MAY DIFFER! \*\*\*

To estimate your retired pay: <http://www.armyg1.army.mil/rso/pay.asp>

Schedule your Finance appointment for separation after your scheduled appointment with the Retirement Services Office representative (if retiring) and with the Transition Center representative.

Excerpt from **AR 600-8-10 • 15 February 2006**

Transition PTDY may be used in increments or used in one period. However, once a soldier signs out and permanently departs his or her duty station or station of choice, he or she may not take PTDY in increments.

(1) Transition PTDY may be granted as follows:

(a) Taken in a series of trips prior to departing on transition (not to exceed 20 days CONUS or 30 days OCONUS). Soldiers in CONUS, who request PTDY in a series of trips, must be advised that PTDY begins and ends on post, duty location, or at location where soldier regularly commutes to and from work. Transition PTDY is chargeable during duty days (Monday through Friday, excluding weekends). Therefore, a soldier taking five (5) days PTDY may depart on PTDY Monday morning at 0001 hours and must return on or before 2400 hours Friday. Once a soldier permanently departs the duty station or station of choice, he or she may not take transition PTDY in increments. Soldiers may not use PTDY in combination with ordinary leave without completing a duty day between the two periods of leave.

(b) Taken in a series of trips in conjunction with transition (ordinary) leave. Soldiers taking a partial period of transition PTDY, as part of a series of trips, in combination with transition leave are required to complete a duty day between the two absences.

(c) Taken in entirety in conjunction with transition (ordinary) leave. Soldiers who elect to take the entire transition PTDY period as one absence may be granted transition (ordinary) leave without a duty day between the two periods of absence. Example: A soldier elects to take transition PTDY as one trip and start transition leave on the next day.

(2) Commanders must establish oversight and controls to ensure soldiers are at the appointed place as defined above prior to departing on PTDY and upon return from PTDY. Commanders may require soldiers to sign out and in to enforce this requirement. Additionally, commanders:

(a) May deny or limit incremental transition PTDY based on mission or operational requirements.

(b) Must understand that personnel underlaps will occur. Underlaps should not be the sole reason for disapproval. However, PTDY approval authorities retain the flexibility to limit the number of days authorized for PTDY/transition leave when readiness and mission accomplishment would be impaired.

(c) May recall soldiers who have departed on PTDY, but only for reasons such as investigations, UCMJ proceedings, or when stop loss has been declared.

(3) Request for transition PTDY in conjunction with transition (ordinary) leave. A DA Form 31 will be completed and processed for each period of PTDY in accordance with chapter 4, section XI, paragraph 4-22. Block 17 must indicate soldier is authorized (number of days) PTDY in conjunction with transition for (reason.)

(4) All transition processing must be completed prior to the soldier's departure on PTDY and/or leave in conjunction with transition. The soldier's transition departure date will be adjusted to accommodate approved PTDY, transition leave, and/or travel time.