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# **Fort Huachuca Soldier for Life Online Separation Brief**





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**Fort Huachuca Separation Brief**



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## Welcome to the Fort Huachuca Separation Brief

This brief is designed to provide you and your Family easy access to information you need to successfully complete your transition from active duty to civilian life. You will be able to take this brief at your own convenience, and have contact information on hand if you have any questions. This brief covers subjects that receive frequent inquiries.

If you are a Regular-Non-Medical-Retiree click [here](#) to continue the brief.

Upon completing the Separation Brief, complete and submit the completed Memorandum of Understanding and the DA Form 4187 (Personnel Action: Request for Separation Packet) to initiate your separation process. These documents are available for download on the Separation Center homepage.

From your home computer: <https://www.ikn.army.mil/apps/IKNWMS/Default.aspx?webId=2228>

CAC enabled: <https://ikn.army.mil/apps/IKNWMS/Default.aspx?webId=2378>

Submit these documents by clicking the Submit button on the forms, or email them to:  
[usarmy.huachuca.imcom-central.mbx.separations@mail.mil](mailto:usarmy.huachuca.imcom-central.mbx.separations@mail.mil)

We hope this guide will be beneficial to you and your Family. We would like to thank you for your service as you depart from active duty and continue on in your future endeavors.



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## SEPARATION CENTER

Building 41330, Room 5

The Fort Huachuca Military Personnel Division's Separation Center processes separation orders and separation documents such as the DD Form 214 (Certificate of Release or Discharge from Active Duty), for both separating active duty Soldiers and National Guard/Army Reserve trainees and students.

### How do I start the separation process?

Your S-1 receives regular notifications, and should inform you when it is time to take this Separation Brief. If you know your ETS is coming up, you can take this Separation Brief up to 1 year out, which starts the separation process.

### What happens after I take this brief?

Upon completing the Separation Brief, you are required to download the Memorandum of Understanding with the DA Form 4187 (Personnel Action: Request for Separation Packet) from the Separation Center homepage. Once you complete and close this brief, you will be returned to the homepage. By completing and submitting these documents, you initiate your separation process.

You will then receive an email with your separation orders, the Records Review Requirements attachment, and your DD Form 214 Worksheet.

**ETS:** You will receive your separation orders and DD Form 214 Worksheet 6 months from your separation date (NOT the separation leave date), with a list of required documents for your Records Review appointment.

**Retirement/MEB/Chapters:** You will receive separation orders and DD Form 214 Worksheet after you fulfill your separation requirements as stated in this brief.

You will need to schedule your leave upon receipt of your order, and have your S-1 send the DA Form 31 to the Transition Center. Your S-1 will request your clearing papers, and will schedule your Records Review appointment (with an ID Card appointment if needed).

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## SEPARATION CENTER

**What if I join the National Guard or Reserves prior to my separation date?**

**If you signed a contract with the National Guard or Reserves please ensure you provide the Separation Center with a copy of the contract, this information goes on your DD Form 214.**

**If you decide to extend or reenlist on active duty you must provide the Separation Center with a copy of the new contract so the separation orders can be revoked.**

**What is the next step after I receive my orders?**

**Once you receive orders and your DD Form 214 Worksheet from the Separation Center, please check each item to ensure all information is correct: Name, SSN, Rank, Current Unit of Assignment, Reporting Date to the Separation Center, Discharge or Release Date, Place Entered Active Duty (PLEAD), and Home of Record.**

**\*\*\*Report any errors immediately to your S-1\*\*\***



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## SEPARATION CENTER

**What do I need for my Records Review appointment?**

**Prior to reporting for your Records Review appointment ensure you have and bring:**

- ♦ DD Form 2697 (Report of Medical Assessment), obtain from Raymond W. Bliss Army Health Center
- ♦ DD Form 5958 (Service Member's Individual Transition Plan Checklist)
- ♦ SF 603 (Dental form) must have the 90 day stamp which states "have been" or "have not been" completed. Obtain from Runion Dental Clinic. This information goes on block 17 of the DD Form 214.
- ♦ DD Form 2648 (Pre-separation Counseling Checklist for Active Component (AC) Service Members) IAW Public Law 101-510, Section 1144 you must attend a mandatory pre-separation briefing and complete the DD Form 2648 prior to separation. You will not be separated without this form. For more information contact the local SLF-TAP (formerly known as ACAP), building 22420 on Butler Road, for an appointment call 520-533-5764.
- ♦ DA Form 31 (Request and Authority for Leave) if you are taking leave, obtain from S-1
- ♦ Ensure that your deployments are listed on your ERB
- ♦ Finance stamp on Installation Clearing Papers, see the Defense Military Pay Office (DMPO)

**Your Records Review appointment will consist of:**

- ♦ Reviewing and signing the DD Form 214
- ♦ A briefing explaining benefits and entitlements after your transition
- ♦ Presentation of transition documents
- ♦ Final Out: Separation Center is the last office to sign your Installation Clearing Papers

**Do NOT make any plans, appointments, or transportation arrangements during your scheduled appointment time. No children are allowed during your Records Review appointment, however, spouses are highly encouraged to attend. For a downloadable 'Records Review Requirements' checklist, see the Separation Center homepage**

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## SEPARATION CENTER

**Very important: Before your separation date, ensure you change your AKO login settings from CAC READ ONLY back to password access.**

**Finally, if you are separating from the Army through a Medical Evaluation Board (MEB), please continue with this brief. If not, click [here](#) to skip to the next portion of this brief.**

**If you have any questions, please call (520) 533-1383.**



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## SEPARATION CENTER

### Medical Evaluation Board (MEB) Separations Brief

If you are separating from the Army through an MEB, you will need 2 approved documents in order to receive your orders:

1. Counseling Statement (use the example sent in the email or DA Form 4856)
2. DA Form 31, if applicable

Please ensure that the requested separation dates on the DA Form 4856 and DA Form 31, are the same.

Your 'no later than' (NLT) date of separation will be provided to you via the Physical Disability Information Report (also known as 'release message').

For more information or questions call (520) 533-1383/8179.



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## EDUCATION CENTER

The Fort Huachuca Education Center is located in Building 52104, 2288 LaGuardia Street  
Phone: (520) 533-3010/2255

Per AR 621-5 and IAW Title 10 USC 1142, “all Soldiers transitioning from active duty will be counseled individually concerning their veteran’s educational benefits prior to their transition from active duty.”



Once you take this brief, and submit the required documents, you will receive a copy of your DD Form 214 Worksheet via email from the Separation Center. You can then visit the Education Center to be counseled on your VA benefits.

Please contact the education center at (520) 533-3010/2255 if you have additional questions or visit our website for additional resources:

<https://www.ikn.army.mil/apps/IKNWMS/Default.aspx?webId=2220>

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## HOUSING

### How to clear housing

#### *Off-Post Family Housing Residents:*

- ◆ If you have received a utility deposit waiver for your electric utility, you must settle up your final estimate bill with the utility company by visiting Sulphur Springs Valley Electric Coop. prior to receiving a clearing stamp at the Housing Services Office (HSO).
- ◆ To clear housing, bring clearing slip from the utility company, copy of orders, and clearing papers into the HSO, Building 52065.
- ◆ If you cannot remember whether or not you received a utility waiver, or for any other questions, call the HSO at (520) 533-3611.



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## HOUSING

### How to clear housing

#### *On-Post Family Housing Residents:*

- ◆ Submit 30 day notice to vacate to Mountain Vista Communities Management Office, Building 52065 on the corner of Smith and Arizona
- ◆ Bring one copy of your orders to attach to 30 day notice to vacate
- ◆ Schedule Pre-Termination and Final inspection
- ◆ Read over the Appendix A: Move Out Checklist in the Resident Handbook
- ◆ Resident Handbook is posted on the community website:  
[www.mountainvistacommunities.com](http://www.mountainvistacommunities.com)
- ◆ Finance stops allotment 30 days prior to ETS date. If you move out the same month as separation, rent will be paid by you. See book keeper for more information.

Call (520) 515-9000 for any On-Post Family housing questions.



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## HOUSING

### On-Post Housing Move Out Information:

#### *Preparing for Final Inspection*

- ◆ Completion of cleaning (see appendix A & B in [Resident Handbook](#))
- ◆ Primer and paint any resident painted walls back to the original color.
- ◆ Dispose of trash from home and yard. Trash bin must be empty.

#### *Final Rent Payment*

- ◆ Once your property has been cleared, Mountain Vista Communities will stop collection of your BAH allotment
- ◆ Remember your rent is paid one month in arrears, so pro-rated rent will be returned to you approximately 14 business days after final rent payment is received by Mountain Vista Communities.

#### *Your BAH*

- ◆ The Final Account Statement is your proof of clearance from Fort Huachuca.  
When you sign into your new Duty Station, your BAH amount should automatically be readjusted to the new rate.
- ◆ Be sure to check your LES

#### *Final Account Statement (FAS)*

Your FAS will be issued to you by the housing office when:

- ◆ Property is cleared
- ◆ Keys, etc. turned in
- ◆ See the MVC book keeper immediately following final inspection to settle damage/disposal/utility/rent fees assessed

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# *Soldier for Life* Fort Huachuca Separation Brief



## HOUSING

### On-Post Housing Move Out Information continued:

#### *Inspection*

- ♦ The inspection will be done by a representative of MVC, and last approximately 30-45 minutes.
- ♦ Inspector's schedule is precise, if you are not ready for inspection, you may have to reschedule for a later date, thereby increasing the amount of rent due.
- ♦ You will be held responsible for obvious new damages such as holes in walls, broken light fixtures, damaged floor tiles – not normal wear and tear.
- ♦ Yard must be maintained and all pet waste and cigarette butts removed. There is a charge to dispose of items left.

#### *Turn-in Items*

At the time of your inspection the inspector will collect from you the following items: all keys and door systems, name letters, move-out survey.



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## *Soldier for Life* **Fort Huachuca Separation Brief**



### **SOLDIER FOR LIFE - TRANSITION ASSISTANCE PROGRAM (SLF-TAP) (Formerly ACAP)** **Building 22420 on Butler Road**

The Veteran's Opportunity to Work (VOW) to Hire Heroes Act of 2011 and the Presidential Veterans Employment Initiative mandates that Service Members (of ALL military branches) separating from a Title 10 active duty tour of greater than 180 days (including AIT Reserve and National Guard Students) must prior to separation/retirement:

1. Complete a Pre-Separation Counseling Checklist (DD Form 2648 or 2648-1) and an Individual Counseling session with an SFL-TAP counselor a minimum of 12 months prior to separation/retirement.
2. Complete a 5-Day Core (face to face) transition training program
3. Successfully complete Individual Career Readiness Standards (CRS)

#### **When to begin:**

1. Retirement eligible service members may begin up to 24 months prior to retirement.
2. Separating service members may begin up to 18 months prior to their projected separation.
3. Both retiring and separating Service members must begin not less than 12 months prior to their separation date. Involuntary Separations begin immediately.

If you are participating in this briefing, are within 12 months of your anticipated retirement or separation date and have not already completed a DD Form 2648 or 2648-1 and visited the SFL-TAP Center to initiated transition services call the Soldier For Life-Transition Assistance Program for an appointment today at (520) 533-5764.



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# Soldier for Life Fort Huachuca Separation Brief



## SOLDIER FOR LIFE - TRANSITION ASSISTANCE PROGRAM (SLF-TAP)

PRESEPARATION COUNSELING CHECKLIST FOR ACTIVE COMPONENT (AC), ACTIVE GUARD RESERVE (AGR), ACTIVE RESERVE (AR), FULL TIME SUPPORT (FTS), AND RESERVE PROGRAM ADMINISTRATOR (RPA) SERVICE MEMBERS <i>(Please read Privacy Act Statement and Instructions in Section III before completing this form.)</i>			
<b>SECTION I - PRIVACY ACT STATEMENT</b>			
<p><b>AUTHORITY:</b> 10 U.S.C. 1142, Preseparation Counseling; E.O. 9397, as amended (SSN).  <b>PRINCIPAL PURPOSE(S):</b> To record preseparation services and benefits requested by and provided to Service members; to identify preseparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed preseparation counseling checklist will be maintained in the Service member's official personnel file. Title 10, USC 1142, requires that not later than 90 days before the date of separation, for anticipated losses, preseparation counseling for Service members be made available. For unanticipated losses, preseparation counseling shall be made available as soon as possible.  <b>ROUTINE USE(S):</b> None.  <b>DISCLOSURE:</b> Disclosure of SSN is mandatory. Disclosure of other information in Section II is voluntary; however, it may not be possible to initiate preseparation counseling and other transition assistance services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.</p>			
<b>SECTION II - PERSONAL INFORMATION</b> <i>(To be filled out by all applicants)</i>			
<b>1. NAME</b>		<b>2. SSN</b>	<b>3. GRADE</b>
a. Last Name	b. First Name	c. Middle Initial	4. DATE OF BIRTH (YYYYMMDD)
<b>5. SERVICE</b> <i>(X one)</i>		<b>5.a. COMPONENT</b>	<b>6. DUTY STATION</b>
<input type="checkbox"/> ARMY	<input type="checkbox"/> AC	<input type="checkbox"/> AGR	a. MILITARY INSTALLATION/CITY
<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> AR	<input type="checkbox"/> RPA	b. STATE
<input type="checkbox"/> NAVY	<input type="checkbox"/> FTS		c. ZIP CODE
<input type="checkbox"/> AIR FORCE			<b>7. ANTICIPATED DATE OF SEPARATION</b> (YYYYMMDD)
<input type="checkbox"/> COAST GUARD			7.a. I AM <i>(X one)</i>
<b>8. DATE CHECKLIST PREPARED</b> (YYYYMMDD)	8.a. Place an X in this box ONLY if you have 89 days or less remaining on active duty before separation or retirement. <i>(Please read the following instructions: If separating or retiring and you have 89 days or less remaining on active duty before your separation or retirement, why was your preseparation counseling not conducted earlier? Please go to Section VI - REMARKS and check the response that best describes why preseparation counseling was not conducted earlier.)</i>		
<input type="checkbox"/>	<input type="checkbox"/> Retiring <input type="checkbox"/> Separating Involuntarily <input type="checkbox"/> Separating Voluntarily		
9. Is your spouse/family member/legal guardian/designee present during preseparation counseling? <i>(X one)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A			
9.a. Are you willing to be contacted after separation or retirement regarding the value of the transition assistance programs and services you received? <i>(X one)</i> <input type="checkbox"/> YES <input type="checkbox"/> NO			
<b>SECTION III - INSTRUCTIONS</b>			
All transitioning Service members shall read these instructions before completing Sections IV, V, and VI of this form. After being counseled, Service member shall sign and date the form in items 28.a. and 28.b.			
This form will be used for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR), Full Time Support (FTS), and Reserve Program Administrator (RPA) Service members.			
(1) Items checked "YES" indicate that you require additional information or referral to a subject matter expert on the installation or to an appropriate person in another agency or organization outside of DoD or attendance at a scheduled employment or VA session (Section IV).			
(2) Shaded areas on the form mean: (a) the information is not applicable (example: item 11.b. is shaded under "Spouse" because DD Form 2586, "Verification of Military Experience and Education - VMET", does not apply to spouses); or (b) the item is referring to a Web site address and URLs require no further explanation. URLs are provided so Service members can research information at their leisure on a given topic or subject.			
(3) Department of Labor TAP Employment Workshop: In accordance with DoDI 1332.35, AC, AGR, AR, FTS, and RPA separating and retiring			

### How to begin:

1. Active Component Service Members can initiated services from your office or home PC. Go to [www.acap.army.mil](http://www.acap.army.mil) to register for services, complete the Pre-Separation Counseling Checklist, DD Form 2648, (allow at least 2 hours to complete the form) and contact the SLF-TAP Center at (520) 533-5764 to set up an appointment to meet with an SLF-TAP counselor to complete your initial counseling session and print the form.
2. Reserve/National Guard Service Members may register and complete the form at SLF-TAP during normal business hours.

### Take a look at:

#### SMA Video on Transition:

<http://www.dvidshub.net/video/281934/sma-acap-psa>

#### VCSA Video on Transition:

<http://www.dvidshub.net/video/281936/vcsa-acap-psa>

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## **SOLDIER FOR LIFE - TRANSITION ASSISTANCE PROGRAM (SLF-TAP)**

**You will also be required to complete a Capstone event documented by the DD Form 2958 (Service Members Career Readiness Standards/Individual Transition Plan Checklist) which serves as proof of completion of all SLF-TAP services and training.**

**Download the Career Readiness Standards (CRS) on the Separation Center homepage. These requirements are mandatory for ALL transitioning Service Members.**

**Both the DD Form 2648 and the DD Form 2958 become part of your military personnel file upon separation.**

**Adult Family members of all transitioning Service Members are eligible for all SFL-TAP services.**

**If you have any questions or need to set up an appointment, contact the SLF-TAP Center at (520) 533-5764.**

**The SFL-TAP Center is open from 0730-1630 hours daily (except Federal Holidays) including all installation training holidays.**

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## Voting Assistance Program

***Don't let your VOTE get lost in Transition***



### **Separating from Active Duty?**

*You will no longer be covered by the UOCAVA (unless moving overseas). You and your eligible Family members should notify your local election official of your change in voter registration status.*

### **If you have voted absentee or locally and are **staying** in the same voting residence after separation:**

*Notify your election official of your change in status and that you will be voting at the polls in future elections.*

### **If you have voted absentee or locally and are **moving** to a new State or county after separation:**

- 1. Notify your election official of your change in status and that you will no longer be voting in that jurisdiction.*
- 2. Complete a National Voter Registration Form to register as a Civilian.*

### **If you are moving overseas after separating, you will remain a UOCAVA voter:**

*Submit a new Federal Post Card Application with your updated mailing address and new classification selection.*

Visit the Installation Voting Assistance Office for in-person assistance:

Whitside Hall, Building 41330, Room 3

Fort Huachuca, AZ 85613

(520) 533-1912

Or visit <http://www.fvap.gov> for more information

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## DEFENSE MILITARY PAY OFFICE (DMPO)

Building 41420, 40 Rhea Ave.

Contact numbers: (520) 533-8214/8213

Hours: Mon - Fri 0800-1200 & 1230-1600

You are required to visit DMPO twice. The 1st visit will be made once the documents listed on page 17 for ETS and Chapter Discharge, or page 18 for Retirements of this brief, are in the member's possession.

*(It is never too early for the 1st visit!)*

All FIRST visits will be completed in the afternoon (between the hours of 1230-1545).

The 2nd visit will be made once you clear every organization on Fort Huachuca with the exception of the Separation Center Final Out at your Records Review Appointment with the Separation Center.



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## DEFENSE MILITARY PAY OFFICE (DMPO)

### Your 1st Visit: ETS and Chapters

- ♦ DD Form 214 Worksheet (obtained from the Separation Center at Whitside Hall)
- ♦ 3 Copies of orders/amendments
- ♦ Latest LES
- ♦ 2 Copies of DA Form 31 (if taking leave, DA Form 31 must be signed, approved and have a Control Number). Obtained from S-1.
- ♦ DA Form 137-1-R "Leave Verification Form" (received from S-1) OR signed memorandum from Company Commander verifying duty status for the last 45 days.

***ALL MEMBERS ARE REQUIRED TO HAVE THIS FORM, EVEN IF NOT TAKING LEAVE!!!  
\*\*\*\* DA FORM 137-1-R: MUST BE SIGNED BY E-6 OR ABOVE, COMMANDER, OR  
ADJUTANT TO THE COMMANDER-OTHERWISE IT WILL NOT BE ACCEPTED\*\*\*\****

- ♦ DA Form 4187 (if authorized separation pay), full or half, obtain from your S-1



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## DEFENSE MILITARY PAY OFFICE (DMPO)

### Your 1st Visit: Retirements

- ♦ DD Form 2656, Retired Pay Data Sheet (obtained from Retirement Service Office in Whitside Hall)
- ♦ DD Form 214 Worksheet (obtained from Separation Center in Whitside Hall)
- ♦ 3 Copies of orders/amendments
- ♦ Latest LES
- ♦ 2 Copies of DA Form 31 (if taking leave, DA Form 31 must be signed and approved, obtain from S-1)
- ♦ DA Form 137-1-R (Unit Clearing Record, received from S-1) or “Leave Verification” signed memorandum from Company Commander verifying duty status for the last 45 days.

**ALL MEMBERS ARE REQUIRED TO HAVE THIS FORM, EVEN IF NOT TAKING LEAVE!!!**

**\*\*\* Form DA FORM 137-1-R: MUST BE SIGNED BY E-6 OR ABOVE, COMMANDER, OR ADJUTANT TO THE COMMANDER\*\*\***

**\*\*\*\*OTHERWISE IT WILL NOT BE ACCEPTED\*\*\*\***

**\*\*\*You will receive the over stamped copy of your orders required by the Separation Center on your 1st visit to DMPO. \*\*\***

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## DEFENSE MILITARY PAY OFFICE (DMPO)

### Your 2nd Visit

This will be before your Records Review appointment with the Separation Center. We will sign off on the 2nd page of the installation clearing papers at this time.

**\*\*\* Soldiers will be cleared on the day prior to the start of any transitional leave or on the day of your Records Review appointment. Soldiers will not be cleared if ANY signatures are missing on the clearing papers (excluding Final Out at the Separation Center). \*\*\***



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## DEFENSE MILITARY PAY OFFICE (DMPO)

### Separation/Retirement Travel Information

#### *Travel Advances*

- ◆ Required documents: 2 copies of orders
- ◆ When to file: 10 business days before departing Fort Huachuca
- ◆ ETS/Chapters: receive 80% of travel entitlement amount
- ◆ Retirees: receive 80% of travel entitlement amount

#### *Travel Settlement*

Required documents: 2 copies of orders, DD Form 1351-2  
For more information on Per Diem rates visit the link below:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Please take a quick look at the *Per Diem Rates* as of October 1, 2012:

129.00 Service Member  
96.75 Dependents 12 and over  
64.50 Dependents under 11

#### **\*\*\*Mileage rates \*\*\***

Effective January 1, 2014: .235 cents per mile for member, per vehicle. Limit is 2 vehicles.  
2 POV's = Maximum pay out of .47 cents

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## DEFENSE MILITARY PAY OFFICE (DMPO)

### *Settlement timeline*

ETS/Chapters: 6 months after Separation to settle travel.

Retirees: 1 year after retirement or 4 yearly written extension requests with transportation.

### Where to send your Settlement Travel/PPM Vouchers for Separations and Retirements

#### *Travel Vouchers (DD Form 1351-2):*

MAIL TO: DFAS-ROME TRAVEL OPERATIONS  
325 BROOKS ROAD  
ROME, NY 13441

FAX TO: (317) 275-0277

#### *PPM (DITY) Settlements:*

MAIL TO: LOGISTICS READINESS CENTER  
OFFICE SYMBOL: ASPC-LHU-TR  
404TH AFSB  
1651 RHEA AVE, BLDG 41415  
FORT HUACHUCA, AZ 85613

FAX TO: (520) 533-2223

\*\*\* Travel Voucher Settlement must be submitted after travel has been completed. The travel voucher will not be paid until day of separation or retirement. \*\*\*

*Travel POC/INQUIRES: (520) 533-2902/8215*

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## DEFENSE MILITARY PAY OFFICE (DMPO)

### Other Information

***Permissive TDY:*** If you are retiring or chaptering under an involuntary separation, VSI, SSB, or Disability, Retirement you may be authorized up to 20 days of permissive TDY (PTDY) (See AR 600-8-10 for clarification or for approval speak to your Command). The approving authority for PTDY of ten days is a LTC or above, if more than 10 days, COL or above. AR 600-8-10 paragraph 5-35G states: “Transition PTDY may be used in increments (not to exceed days as authorized in paragraphs e and f, above) or used in one period; however, once a soldier signs out and permanently departs the duty station, PTDY may not be taken in increments.”

**\*\*\*Bottom line: PTDY taken in increments must be done prior to clearing the post. Any PTDY authorized once a soldier has cleared post, will be limited to 20 consecutive days to include weekends. \*\*\***

#### ***Leave:***

- ♦ **Must be taken after any authorized Permissive TDY**
- ♦ **Soldiers living in Barracks: Receive Fort Huachuca W/O dependent rate when transition leave starts**

#### ***Accrued Leave Sell:***

- ♦ **Limit of 60 days may be sold throughout entire military career (Reservists: no limit)**
- ♦ **You may decide to sell a portion or all of your leave**
- ♦ **Leave sold will be paid along with final active duty pay**
- ♦ **Taxed at 25% for Federal Tax; State depends on which residency Soldier is claiming**

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## DEFENSE MILITARY PAY OFFICE (DMPO)

**TSP:** The TSP deduction is stopped the month before retirement/separation. There are many options available if you are enrolled in TSP and have a balance over \$200. Please reference the website for detailed information and publications: <https://www.tsp.gov/index.shtml>

**\*\*\*You must make sure your address on record for TSP is up to date 30 days out from separation. Once a separation has been inputted into your account it is too late to change the address that you have on file with TSP. \*\*\***

**MGIB \$600 Buy Program:** Some service members may contribute up to an additional \$600 to the GI Bill to receive increased monthly benefits. For an additional \$600 contribution, you may receive up to \$5400 in additional GI Bill benefits. The increased benefit is only payable after leaving active duty, and the additional contribution must be made while on active duty. For additional information and eligibility contact the Education Center.

**ALLOTMENTS:** Allotments for separating soldiers are stopped the month prior to separation. For retirees, all allotments will pay during the month of retirement and most will systematically rolled-over from the Active Pay System to the Retired Pay System. Any allotments needing stopping prior to reaching the Retired Pay System must be processed the month prior to retirement.

**BONUS RECOUPMENT:** Soldiers who received a bonus upon enlistment or re-enlistment who do not complete their time will have to repay back the remaining un-served time. Bonus will be recouped prior to the release of your final pay. Dependent upon the type of separation your bonus may not be recouped.

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## DEFENSE MILITARY PAY OFFICE (DMPO)

***Final Pay:*** Your final Active Duty pay will be paid to you 3-8 business days from date of separation/retirement. **\*\*\*\*Chapters/ETS: Final pay will be paid at 80% entitlement; the remaining 20% will be paid 20-30 days later; Retirees: 100%; Disability Severance Pay 100%\*\*\*\***

***LES/W2:*** Your final LES and W-2 will be mailed to you to the address provided on your DD Form 214 worksheet. Please ensure the address is correct. These documents would be posted to your MyPay account: <https://mypay.dfas.mil>

*Please note...everyone is not entitled to separation pay!*

*If you are authorized separation pay it will be stated in your transition orders. To meet the requirements for separation pay, a DA Form 4187 must be prepared and signed by the soldier and the reserve component career counselor prior to the date of separation. If this item is not received by date of separation, separation pay will not be paid.*

### ***Separation Formulas:***

**Full Separation Pay:** Base Pay X 10% X # of active duty months

**Half Separation:** Pay Base Pay X 5% X # of active duty months

**Disability Severance Pay:** Base Pay X 2 X # years (19 yr limit) stated in separation orders.

**Any Soldier separating with less than 3 yrs of service their pay will be calculated with the minimum 3 yrs.**

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## DEFENSE MILITARY PAY OFFICE (DMPO)

**DEBTS:** Soldiers must be aware that DMPO will take action to accelerate collection of any outstanding debts to ensure collection before date of separation. These debts may include bonus recoupment, pay and allowances, statement of charges, travel pay, tuition assistance, etc. If the soldier has an allotment for an AER loan, DMPO will communicate with the Army Community Service (ACS) to obtain a DD Form 139 (pay adjustment authorization) to collect the remaining balance owed.

### *Helpful Information:*

#### Computing Retired Military Pay:

<http://www.military.com/benefits/military-pay/computing-retired-military-pay.html>

#### *Retirement Inquiries:*

Phone: 1-800-321-1080, OCONUS: 1-216-522-5955

Fax: 1-800-469-6559

#### Other contact numbers for the Fort Huachuca DMPO:

(520) 533-2982/3769/0393/8215/2011/8214



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**PERSONAL PROPERTY SHIPPING OFFICE (TRANSPORTATION OFFICE)**

**BLDG 52065, 2317 Smith Ave**

**Hours of Operation:**

**Monday, Wednesday, Friday 0730-1130**

**Tuesday & Thursday 0730-1600**

**(520) 533-2207/3241**

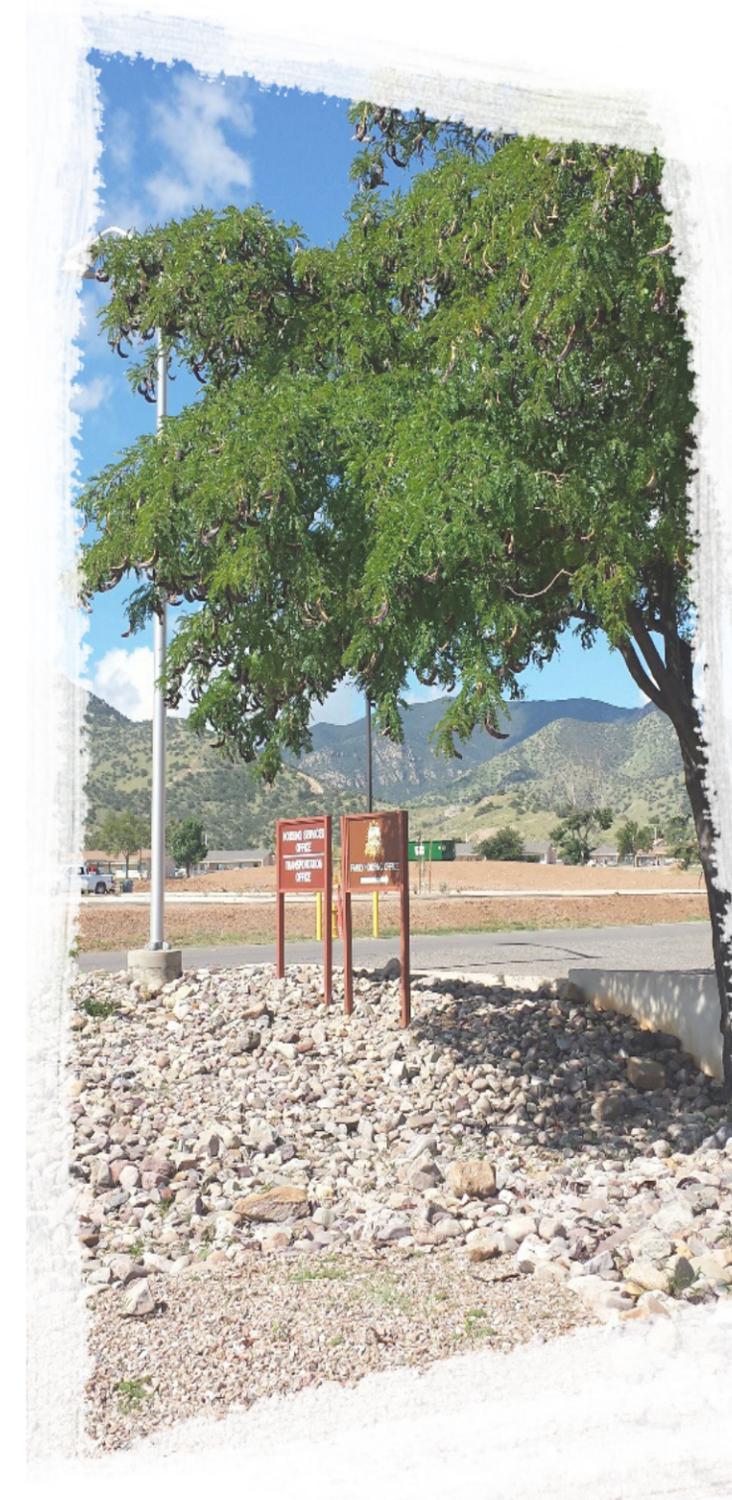
**All Service Members are required to visit the Transportation Office with 3 copies of orders.**

***ETS:* Personal Property must be shipped no later than 180 days after separation date.**

***RET:* Personal Property must be shipped no later than 1 year after retirement date unless a shipping entitlement extension has been signed and approved.**

***Shipping Entitlement Extension:* The written and signed request must be submitted 45 days prior to the anniversary of your retirement with backup documentation.**

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**IN SERVICE RECRUITMENT**  
Building 41414 on Christy Ave.

**You MUST call the number below to schedule an appointment with the Senior In Service Recruiter: (520) 533-1121/1123**



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## MEDDAC

### *Healthcare Coverage during your transition*

- ♦ **Transition leave – Still covered under TRICARE until separation. Your PCM will not change until you move enrollment. Referrals will still need to come from your current PCM.  
Nurse Advice Line: 1-888-TRICARE.**
- ♦ **Programs MAY be available for those in transition:**
  - **Transitional Assistance Management Program (TAMP)**
  - **Continued Health Care Benefit Program (CHCBP)**



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## MEDDAC

For more information and assistance:

### Stateside Regional Contractors

**TRICARE North Region**  
Health Net Federal Services, LLC  
1-877-TRICARE (1-877-874-2273)  
[www.hnfs.com](http://www.hnfs.com)

**TRICARE South Region**  
Humana Military, a division of  
Humana Government Business  
1-800-444-5445  
[Humana-Military.com](http://Humana-Military.com)

**TRICARE West Region**  
UnitedHealthcare Military & Veterans  
1-877-988-WEST (1-877-988-9378)  
[www.uhcmilitarywest.com](http://www.uhcmilitarywest.com)

### General Contact Information

TRICARE Web Site: [www.tricare.mil](http://www.tricare.mil)

Contacts: [www.tricare.mil/contactus](http://www.tricare.mil/contactus)

Reserve and Service Member Support Office,  
Great Lakes (R&SMSO): [www.tricare.mil/mmsso](http://www.tricare.mil/mmsso)

### Overseas Regional Contractor

International SOS Assistance, Inc.  
[www.tricare-overseas.com](http://www.tricare-overseas.com)

**Eurasia-Africa:**  
+44-20-8762-8384 (*overseas*)  
1-877-678-1207 (*stateside*)

**Latin America & Canada:**  
+1-215-942-8393 (*overseas*)  
1-877-451-8659 (*stateside*)

**Pacific:**  
Singapore: +65-6339-2676 (*overseas*)  
1-877-678-1208 (*stateside*)  
Sydney: +61-2-9273-2710 (*overseas*)  
1-877-678-1209 (*stateside*)

### Connect with TRICARE Online!



[www.tricare.mil/media](http://www.tricare.mil/media)

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## DENTAC

Should you have any concerns during transition leave please contact the USA Dental Clinic Command at (520) 533-3145 or (520) 226-1557.

If needed, we can provide you with a copy of your dental records prior to departure.



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**POINTS OF CONTACT**

<b>Separation</b>	<b>(520) 533-1383</b>
<b>MEB Separations</b>	<b>(520) 533-1383/8179</b>
<b>SFL-TAP</b>	<b>(520) 533-5764</b>
<b>Installation Voting Officer</b>	<b>(520) 533-1912</b>
<b>Defense Military Pay Office (DPMO)</b>	<b>(520) 533-0393/2982/3769/8215/8214/2011</b>
<b>Travel Pay Inquiry</b>	<b>(520) 533-1122</b>
<b>Retirement Pay Inquiry</b>	<b>1-800-321-1080/OCONUS 1-216-522-5955</b>
<b>Housing – On Post</b>	<b>(520) 515-9000</b>
<b>Housing – Off Post</b>	<b>(520) 533-3611</b>
<b>Post Retention</b>	<b>(520) 533-1121/1123</b>
<b>DENTAC</b>	<b>(520) 533-3145 or (520) 226-1557</b>

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## INDEX OF FORMS

Memorandum of Understanding (Separation Brief), downloadable from Separation Center website

DA Form 31 (Request and Authority for Leave), obtain from S-1

DA Form 137-1-R (Unit Clearance Record) for Leave Verification, obtain from S-1

DA Form 4187 (Personnel Action: Request for separation packet to be generated), downloadable from Separation Center website

DA Form 4856 (Developmental Counseling Form), see example sent in MEB email

DD Form 139 (Pay Adjustment Authorization),

DD Form 214 (Certificate of Release or Discharge from Active Duty), obtain from Separation Center

DD Form 1351-2 (Travel Voucher or Subvoucher)

DD Form 2648 (Preseparation Counseling Checklist for Active Component (AC) Service Members)

DD Form 2656 (Data for Payment of Retired Personnel)

DD Form 2697 (Report of Medical Assessment), obtain from Raymond W. Bliss Army Health Center

The following documents are available for download on the Separation Center website:

- Memorandum of Understanding
- Transition Checklist
- SFL-TAP Career Readiness Standards Checklist

From your home computer: <https://www.ikn.army.mil/apps/IKNWMS/Default.aspx?webId=2228>

CAC enabled: <https://ikn.army.mil/apps/IKNWMS/Default.aspx?webId=2378>

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- Separation Center - Separation Process
- Separation Center - Records Review Appointment
- Separation Center - AKO
- Separation Center - Medical Evaluation Board (MEB)
- Voting Assistance Program



How are we doing? Please click on the ICE link below and give us your feedback or use the QRC with your smart phone!

[https://ice.disa.mil/index.cfm?fa=card&s=277&sp=96961&dep=\\*DoD](https://ice.disa.mil/index.cfm?fa=card&s=277&sp=96961&dep=*DoD)



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