

"CONGRATULATIONS"

It's been an adventure, but now it's time to move on. We prepared this package to assist you with your out-processing and we believe it should answer most of your questions concerning your military pay entitlements. The information is in alphabetical order so you can easily find an item of interest.

ALLOTMENTS.

For personnel separating, your allotments will stop the month before the month you separate. For example if your DOS is 20 July, your allotments will be sent for the month of June. Occasionally, if you are a short notice separation, allotments may be sent for the month you separate.

For personnel retiring, your allotments will be sent through the month of your DOS. Your allotments may be carried over to your retired pay. We suggest you make any desired changes to your allotments 60 days prior to your retirement.

CHECKLIST.

Everyone separating or retiring must complete our Military Pay Special Actions Out Processing Checklist. You may pick one of these up at the same time as you drop off a copy of your orders. The checklist must be returned complete prior to your out processing appointment with the Military Personnel Flight. Special Actions is the final office to sign your checklist. Again, we will not sign you out until the entire checklist is complete. You must ensure all debts due the United States government are paid. If you have a debt open it must be paid by cash or it will be deducted from your final pay.

DIRECT DEPOSIT.

Since 1 Sep 89, all retirees are expected to participate in direct deposit. You may keep the same financial institution you had while on active duty or may change to one that is more convenient. You may designate this change prior to retirement or anytime after you retire. If you intend to change your direct deposit account do it at least a month prior to separation or retirement otherwise your pay may not process to the proper account.

FINAL PAYCHECK.

For all retirees/separates, you will receive your last paycheck on your DOS. This will be an electronic fund transfer to your bank account. This payment will include all your pay and allowances from the first day of your separation month through your DOS plus the value of any unused leave you are selling (minus any other payments). Any amounts due the U.S. at DOS will be withheld from your final paycheck. If your DOS falls on a weekend or holiday, your payment will be sent on the last business day

prior to your DOS. Exception will be short notice separations. They may require additional research before finalized for payment. This may require additional work days to process. Members must make sure they have a current address and EFT account open for their final pay.

FORMER SPOUSE ACT.

Retirees with a former spouse who is entitled to a percentage of your retired pay should notify the former spouse to contact the Retired Pay Center (216) 522-5036. The former spouse must submit a DD Form 2293, Application for Former Spouse Payments From Retired Pay, and a certified copy of the divorce decree to DFAS-CL to initiate a claim against your retired pay.

LEAVE.

SELLING LEAVE: As mentioned above, your final paycheck will include any leave you desire to sell back. You may sell 60 days in a career. This entitlement is taxed at 28 percent for federal tax and state tax will also be withheld, if applicable. You do not have to elect to sell back leave. Whatever your balance is on your DOS will be sold back, unless you have already sold 60 days.

SAVED PAY LEAVE BALANCE: If you were on active duty as of 31 Aug 76, you may have a saved pay leave balance. Whatever your balance was on this date carries over to your DOS as long as your leave balance never dipped below the save pay leave balance. Officers receive the current rates of BAH/BAS for each day of saved pay leave sold. Enlisted members receive \$0.70 per day for BAS and \$1.25 per day for BAQ. (Only for E-5 & above currently drawing w/dependent rate)

TERMINAL LEAVE: Members may elect to take leave in conjunction with their DOS. This type of leave must be approved by your squadron commander on an AF Form 988, Leave Request. Leave numbers are not issued by your orderly room. **The Financial Services Office (FSO), Military Pay Special Actions section will issue the leave number no earlier than 14 calendar days prior to the start date of your terminal leave. No exception!**

LEAVE AND EARNING STATEMENT (LES).

While you are on terminal leave/permissive TDY, your pay statements will continue to be created at DFAS-DE. To receive these at your leave address, notify the Military Pay Special Actions technician prior to departing on terminal leave/permissive TDY.

For personnel separating/retiring, you will receive a final active duty LES mailed to your future mailing address within 30 days after your DOS.

Retirees will receive an LES after their first month of retirement. You will not receive an LES again unless you make changes to your pay (allotments, taxes, etc.) or you receive a pay raise.

PAYDAY.

For retirees payday is the first day of the proceeding month. If the first is a weekend or holiday, payday is the first business day of the month.

Personnel who are medically retired should expect a 60 day delay in receiving their first retired paycheck.

Personnel who separated under VSI should receive their annual payment on the anniversary of the date of separation.

PAY SERVICE.

Retirees may contact their nearest Air Force FSO for inquires and deal with DFAS-CL directly for problems. The address for DFAS-CL is:
DFAS-CL /Directorate for Retired Pay
Code ROB, PO Box 99191
Cleveland OH 44199-1126
Telephone No: 1-800-321-1080

PERMISSIVE TDY.

Personnel separating who are TAMP eligible and all retirees are authorized a 20 day permissive TDY. This may be taken in conjunction with your DOS or at any time prior to your DOS once your separation has been approved. The maximum number of days of combined permissive TDY and terminal leave is 120 days; however, periods beyond 90 days must be approved by the installation commander.

If the permissive TDY is in conjunction with your DOS, the AF Form 988, Leave Request authorization number is issued by the FSO, Military Pay Special Actions section **no earlier than 14 calendar days prior to the start date of your permissive TDY**, Bldg., 11777, Rm A-113, ext. 6-4606 or 6-4607.

In all other cases, the authorization number is issued by your unit orderly room.

SAVINGS BONDS.

Retirees may not elect to have savings bonds held at the Defense Finance and Accounting Services Center. If you currently have bonds being held, you have 120 days after your DOS to request them. If no action is taken, the bonds will be sent to the Bureau of Public Debt.

TAXES.

Federal Income Tax (FITW): FITW is withheld from your retired pay. If you contribute to the Survivors Benefit Plan, this amount is not subject to FITW.

Social Security (FICA): FICA is not withheld from retired pay.

State Taxes: Retirees may elect to have state tax withheld. This is not automatic and retired pay may be subject to state tax for the state in which you reside. To change your state tax withholding, contact your local Air Force FSO customer service section in Bldg. 11777, Rm A-114, ext. 6-1858 or 6-3753 or DFAS-CL.

TRAVEL ENTITLEMENTS.

Retirees and TAMP eligible personnel have one year after your DOS to complete your travel to your home of selection. These personnel must establish a residence at their home of selection in order to receive travel entitlements to that location. Other separatees have 180 days to complete their travel.

TRAVEL BY POV:

When performing retirement/separation travel by POV, you receive a mileage allowance and per diem as follows:

MILEAGE:

\$0.15 for one traveler	\$0.19 for three travelers
\$0.17 for two travelers	\$0.20 for four travelers

You may use two POVs and the rate per mile is determined by the number of people in each vehicle. The maximum reimbursement is \$0.20 per authorized vehicle.

PER DIEM FOR TRAVEL DAYS:

\$50 for member
\$37.50 for spouse and children age 12 and over
\$25 for children under age 12

TRAVEL ADVANCE:

Retirees may receive 100 percent of the mileage and per diem based on the distance to your home of selection. This may be paid no earlier than 10 days prior to your DOS or first day of terminal leave/permissive TDY.

Separatees may receive an advance of mileage or transportation costs only. The authorized advance for your dependents is 75 percent of the applicable mileage or transportation costs. Distance will be based on the reason for separating. It may be based on your home of record, place of enlistment, or home of selection. This advance

may be paid no earlier than 10 days prior to your DOS or first day of terminal leave/permissive TDY.

TRAVEL SETTLEMENT:

All retirees and separatees must send a completed DD Form 1351-2, Travel Voucher to:

30th Comptroller Squadron/FMFT
1031 California Blvd., Bldg. 11777 Suite A-114
Vandenberg AFB CA 93437-5260

Include two copies of orders and a statement indicating any dependents that traveled with you. Be sure to include dates of birth of any children. If you use two POVs, you must indicate the driver of the second POV and number of occupants in each car. We cannot process your claim until after your DOS. Therefore, you should expect a check in the mail within two weeks of your DOS for your travel claim.

DO-IT-YOURSELF (DITY) MOVES:

You may elect a DITY versus a government move. If you do, you may receive an advance of the operating allowance. This entitlement is totally separate from your mileage and per diem. You must return the DITY claim to the TMO that authorized the entitlement. TMO will forward the claim to the FSO for payment. You should expect a check within three weeks of submitting your claim. If you were over advanced the operating allowance, we will notify you of the debt and will attempt collection action.

WAGE AND TAX STATEMENTS W-2.

All retirees/separatees should receive W-2s no later than the end of February the year following your DOS. If you do not receive one, contact either your local FSO or DFAS-CL.

After retirement, retirees should receive their W-2 directly from DFAS by the end of February. Again, you may contact DFAS or your FSO to obtain a duplicate.

Duplicate copies of W-2s for DITY moves can only be issued by the FSO that made the payment. These will be mailed during January of the year following your move. *(This information in this handout is subject to changes without notice).*

MILITARY PERSONNEL

RETIREMENT AND SEPARATION

MILITARY PAY

FACT SHEET

***30th CPTS/FMFP
1031 CALIFORNIA BLVD.
BLDG. 11777 SUITE A-113
VANDENBERG AFB CA 93437***

***DSN: 276-1858, 276-4606
COMMERCIAL: 734-8232 Ext. 6-1858, 6-4607***

***30th SWVA 65-7, Mar 98
OPR: 30 CPTS/FMFP
Distribution: X***