

INTRODUCTION

Thank you for your dedicated service and commitment to our nation. This pamphlet is created to assist you with your transition and answer most of your questions concerning your final entitlements. The information provided is in alphabetical order so you can easily find items of interest.

ALLOTMENTS

For personnel separating, your allotments will stop a month prior to the month of your date of separation (DOS). For example if your DOS is 20 July, your June allotments will be paid out on 1 Jul. Occasionally, if you are a short notice separation, allotments may be sent the month of your separation.

For personnel retiring, your allotments will be carried over to your retired pay unless you stop it otherwise. We suggest you make any desired changes to your allotments 30 days prior to your retirement date.

CHECKLIST

Everyone separating or retiring must complete their Virtual Out Processing (VOP) checklist or the Military Personnel Flight's (MPF) Out Processing Checklist. You must ensure all debts due the United States government are paid (military/travel pay, housing debts, tuition assistance debts, etc.). If you have an open debt, you can pay it with cash or have it deducted from your final pay. Instructions on completing the VOP can be obtained from MPF Separation/Retirement Office. The checklist must be complete prior to your final MPF appointment. Also, the MPF Out Processing Checklist must be complete prior to your finance appointment.

DIRECT DEPOSIT

Since 1 Sep 89, all retirees are required 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 your separation or retirement; otherwise, your pay may not process to the proper account. You may make these changes on the myPay website at [HTTPS://mypay.dfas.mil](https://mypay.dfas.mil).

FINAL PAYCHECK

For all retirees/separates, you will receive your last paycheck within 5-7 business days after 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 authorized to sell (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 final payment will be sent on the next business day. Exception will be short notice separations which may require additional research before finalized for payment. Members must make sure they have a current address and EFT account open for their final pay.

FORMER SPOUSE ACT

Former spouse of retirees are entitled to a percentage of your retired pay. Retiree's who feel their former spouse is entitled to this should 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 the retiree's pay.

LEAVE

As mentioned previously, your final paycheck will include any leave you are authorized to sell back. You may sell 60 days in a career. This entitlement is taxed at 25 percent for federal tax and, if applicable, state tax will be withheld. You do not have to elect to sell back leave. Whatever your balance is on your DOS will be put in your final payment, unless you have previously sold back 60 days.

TERMINAL LEAVE: Members may elect to take leave in conjunction with their DOS. Your squadron commander using an AF Form 988, Leave Request, must approve this type of leave. Your orderly room does not issue leave numbers. You can obtain leave numbers at your finance separation/retirement briefing.

LEAVE AND EARNING STATEMENT (LES)

While you are on terminal leave/permissive TDY, your pay statements will be available via myPay. Ensure you have your PIN prior to your departure. Also, for personnel separating/retiring, you will be able to access your final active duty LES within 30 days after your DOS via the myPay.

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.), change your residence, or you receive a pay raise.

PAYDAY

For retirees payday is the first duty 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.

PAY SERVICE

Retirees may contact the nearest Air Force Financial Service Office (FSO) for inquiries 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
www.dfas.mil

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.

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-115, 606-4606.

In all other cases, your unit orderly room issues the authorization number.

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-115, 606-4606 or 606-4607 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 separates 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 number of people in each vehicle determines the rate per mile. The maximum reimbursement is \$0.20 per authorized vehicle.

PER DIEM FOR TRAVEL DAYS:

\$99.00 for member
\$74.25 for spouse and children age 12 and over
\$49.50 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 duty days prior to your DOS or first day of terminal leave/permissive TDY.

Separatees may receive an advance of 80 percent of their entitlements. 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 duty 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/FMFC
1031 California Blvd., Bldg. 11777 Suite A-115
Vandenberg AFB CA 93437-5260

Include a copy of your separation 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 for payment until after your DOS. Therefore, you should expect another deposit into the last known military pay account.

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. The DITY entitlement is 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 an EFT payment 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 be able to access W-2s no later than the end of February the year following your DOS via myPay. If you do not receive one, contact either your local FSO or DFAS-CL.

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.

(The information in this handout is subject to change without notice.)

RETIREMENT

AND

SEPARATION

MILITARY PAY

FACT SHEET

30 CPTS/FMFC
1031 CALIFORNIA BLVD.
BLDG. 11777, SUITE A-115
VANDENBERG AFB CA 93437
DSN: 276-4608
COMMERCIAL: (805) 606-4608
Office Hours: Monday – Friday 0800-1530
*Wednesday 1000-1530

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