

## Separation / Retirement Relocation - Financial Entitlements

### I. TRAVEL ENTITLEMENTS

#### a. SEPARATEES:

As a separatee you have six months to file your travel voucher provided you did not receive an advance. Those receiving an advance must complete your voucher within 60 days of receipt of the advance. You may request an advance 10 days prior to your departure. You will receive mileage only at .19 cents per mile. Mileage is based either on your home of record or place of enlistment whichever is further. When using two POV's traveling concurrently complete one travel voucher. When traveling separately you must complete two vouchers (1) for yourself, (2) for your dependents.

#### b. RETIREES:

As a retiree you have up to one year to complete your travel entitlements. This entitlement may be extended for one year provided you are either in a full time course of study (documented through the Education Office) attached to your voucher or if you are hospitalized, this may also be considered for extension for one year.

You may request an advance 10 days prior to your departure. You may request an advance up to the full amount of your entitlement based on your home of selection. If you take an advance you must complete and file your voucher within 60 days of receipt. When using two POV's to travel concurrently complete one travel voucher. When traveling separately you must complete two vouchers (1) for yourself (2) for your dependents.

### II. ALLOTMENTS

#### a. SEPARATEES:

The last deduction for your allotments will be the month prior to your separation date. **EXAMPLE:** If you separate in August the last deduction will be in July and the financial institution will receive it on the first of August, after that, there will be no more deductions.

#### b. RETIREES:

Allotments except VEAP and CFC will carry over into your retired pay account, unless you stop them prior to your retirement. You may have six discretionary allotments on your pay account. Discretionary allotments include: Home mortgage, insurance,

financial institutions (savings) etc. If you over-allot your retired pay account, DFAS will discontinue any allotments necessary. Normally, the highest allotment on file will be stopped first.

### III. PAYMENTS

#### a. SEPARATEES:

Your final active duty pay will be paid by Electronic Funds Transfer (EFT) within 5 to 10 business days after your DOS to your banking institution on file unless you specify otherwise. This includes Pay & Allowances, Clothing Allowance (enlisted only) and any leave sold.

#### b. RETIREES:

Your final active duty pay will be paid by EFT within 5 to 10 business days after your DOS to your banking institution on file unless you specify otherwise.

The first retired pay will be deposited in your banking institution one month after your retirement date. **EXAMPLE:** Effective date of retirement is 1 January your first deposit will be received on the first duty day in February.

**If the first falls on a holiday, a Saturday or Sunday then your deposit will be deposited on the next duty day of the month.**

### IV. LEAVE AND EARNING STATEMENTS

#### a. SEPARATEES:

You should receive your final leave and earning statement approximately 30 to 45 days after your DOS. It will be mailed to the address that is on file at the time of your separation.

#### b. RETIREES:

You should receive your final active duty LES approximately 30-45 days after your effective date of retirement. Your first retired pay account statement should arrive at your home about the same time you receive your first retired pay deposit. **UNLESS** you make any changes to your retired pay account (i.e. address change, direct deposit, allotment start, stop, or change, etc) or the COLA is posted to your account, this is the only statement you will receive. **SAFE GUARD IT.**

### V. DIRECT DEPOSIT

#### a. SEPARATEES:

Your final active duty deposit will go to your banking institution on file.

**b. RETIREES:**

You must maintain a direct deposit account. If you fail to maintain a direct deposit account your retired pay will be suspended until you establish an account. You may change your banking institution at any time you desire, As long as you maintain it.

## **VI. TD FORM W-2**

**a. SEPARATEES:**

You should receive your W-2 for your active duty pay by the end of January. If you haven't received it by mid-February, contact the nearest Financial Service Office and they will be able to request you a duplicate copy.

**b. RETIREES:**

You should receive your W-2 for your active duty pay and a 1099R retired tax form by the end of January. If you haven't received them by mid-February contact the nearest Financial Services Office and request a duplicate copy. Ensure that your address is current.

## **VII. COLA - RETIREES ONLY**

Cost of living allowance adjustments when approved are effective 1 Dec and posted to your account on the first duty day in January. COLAs are based on Cost Price Index each year.

## **VIII. ADDRESS**

Always keep your address current with the nearest Air Force Financial Services Office. You may contact them by:

1. LETTER: explaining change (include your SSAN, effective date of change, and any other pertinent information.)
2. TELEPHONE: you may change your address by phoning in your change if you cannot visit a local Financial Services Office.
3. PERSONAL VISIT: bring in your most recent retired pay account statement

4. FAX: Obtain a fax number to the nearest Financial Services Office and request your change

All retired pay is maintained at the London KY DFAS Center.  
You may contact them at 1-800-321-1080 or write them at:

Defense Finance and Accounting Service  
US Military Retirement Pay  
P O Box 7130  
London, KY 40742-7130

Retirees now have the capability to make electronic changes to their retired pay account by using MyPay which is available 7 days a week. The web site is <https://mypay.dfas.mil/mypay.aspx>. The following transactions may be made online.

1. Change Federal Tax withholding Status & Exemptions
2. Start, Change, Stop direct deposit allotments
3. Change correspondence address
4. Change EFT address (direct deposit)