



**DEPARTMENT OF THE AIR FORCE
56th COMPTROLLER SQUADRON (AETC)
LUKE AIR FORCE BASE, ARIZONA**

MEMORANDUM FOR RETIREE/SEPARATEE

FROM: 56 CPTS/FMF

7383 N. Litchfield Rd. STE. 1076

LUKE AFB, AZ 85309

SUBJECT: Retirement and Separations Information

1. FINAL PAY: This is the last paycheck you will receive for your active duty service and it will include unpaid pay and allowances and accrued leave, if applicable. Final pay is processed manually through the base Finance Office, not DFAS. Since it is processed manually, your LES will reflect a \$0.00 for your last paycheck. You should receive your final pay within 5-7 business days after your retirement or separation date. The payment will be sent to the same account where you normally receive your Active Duty pay. If you would like the payment to go to a different account, please provide us with an updated SF 1199A (direct deposit).

2. BAH: You will continue to receive the local rate of BAH through your DOS even if you relocate while on your final leave. If you are *mil-to-mil*, your spouse will need to update their BAH with their servicing finance office to claim you as a civilian dependent. They will need to provide a AF 594, your DD 214, and a copy of your marriage certificate.

3. LEAVE SETTLEMENT: You can only be paid a TOTAL of 60 days of leave during your military career. Leave is payable at the daily rate of your basic pay. To get this rate, divide your monthly basic pay by 30 days to get the daily rate; multiply the daily rate by the number of leave days you are eligible to sell back to get the total amount of your leave settlement. Federal Taxes will deduct at a rate of 22% plus any additional state taxes, if applicable.

4. PERMISSIVE TDY: All members retiring are authorized permissive TDY. The only separatees eligible PTDY are voluntary separation incentive, special separation benefits and involuntary separatee. Permissive TDY is only used for house and/or job search per AFI 36-3003, Table 3.6, Rule 2. A member is authorized up to twenty days of permissive TDY for CONUS members and up to thirty days is authorized for overseas retirees.

5. TAXES: Your regular pay during the last month of active duty will be taxed as normal from the tax tables provided by the IRS. State tax will be taken out for the entire month, regardless of your DOS (if applicable). Accrued leave is considered a one-time payment and is taxed at 22% for federal and any applicable state tax percentage.

6. ALLOTMENTS:

Separatees: Your allotments will be paid through your last **FULL** month of active duty. If you separate after the 15th of the month, your mid-month pay will indicate a deduction for your allotments, however, the amount will be refunded in your final pay.

Retirees: All of your allotments, with the exception of charity, TSP, SGLI, and Met Life allotments, will transfer to your retired pay. TSP does not deduct from your pay the last month on Active Duty. Changes to your allotments must be made NLT 30 days prior to your retirement date to affect your active duty pay. After you retire, you may start, stop, or make changes to your allotments by contacting DFAS or using myPay. Insurance allotments cannot be started after retirement.

7. OUTSTANDING DEBTS: All debts on your record at the time of separation will be satisfied with any available funds on your military pay account. If the FSO is aware of a debt, the repayment will be accelerated to satisfy as much of the debt as possible before your DOS. If you anticipate having a debt(s) that may not be satisfied by your DOS, you are advised to make arrangements to satisfy the debt(s). Once a debt becomes Out of Service debt, Active duty finance office cannot arrange any options.

8. FINANCE RETIREMENT/SEPARATION OUT-PROCESSING:

Customer Service Walk-Ins are available Mon - Fri 0900-1400

For inquires please utilize the Comptroller Services Portal (Link also available via the Air Force Portal)
<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/Home.aspx>

*E-mail is available if you have already retired or separated
56CPTS.FMFCCUSTOMERS@us.af.mil

9. RETIRED PAY INQUIRIES: For any questions concerning your AD Pay up until your last AD paycheck, please contact the local Finance Office. Retired pay inquiries should be directed to DFAS. The CPTS does not compute retirement pay. A retired pay estimate can be obtained via the AFPC Retired Pay Calculator located at <http://www.dfas.mil/retiredmilitary/plan/estimate.html>

You should ensure that you have created a myPay pin and password so that you can access your final LES, W-2, and 1099-Rs. You should be able to see the shell of your retired myPay account before your DOS. If not, ensure you filed your Survivor Benefit Plan (SBP) paperwork with the M&FRC counselor. If it was properly filled out and filed with their office, contact us so that we may establish a CMS case for AFPC and DFAS to resolve the issue.

The Air Force Retiree Services site is located at <http://www.retirees.af.mil/>
Retired and Annuity Pay Contact Center: 1-800-321-1080 or (216) 522-5955
Defense Finance and Accounting Service
U.S. Military Retired Pay
8899 E 56th Street
Indianapolis, IN 46249-1200

10. RETIREMENTS AND SEPARATIONS TRAVEL ALLOWANCE INFORMATION: Travel time for POV is determined by the official distance between the ordered points. One day of travel is allowed for each 350 miles of the official distance with an extra day allowed from a remainder of 51 or more miles. If a commercial carrier is used (i.e. airplane, rail, or bus), the actual fare paid must be claimed in block #18 of the travel voucher and the paid, zero-balance receipt provided. Expenses will be reimbursed not to exceed the government rate for the same mode of transportation. The use of two POVs is authorized for military personnel whose authorized dependent operates the second vehicle; this must be annotated on the travel voucher. Unlike a regular PCS move, Retirees/ Separates are **not authorized additional travel time, Dislocation Allowance (DLA) or Temporary Lodging Expense (TLE). In accordance with AFMAN 65-114 para 6.7.5, a member may depart the PDS on or after the START DATE of permissive TDY/ Terminal Leave.**

Retirees: Travel is authorized from the permanent duty station to the home of selection for retirement. Retiring members have 3 years from the date of Retirement for completing a move to your home of selection.

Separates: Travel is authorized to the place of enlistment or home of record (indicated on orders) for separates. Separates have six months to complete your move limited to the cost to return to your PLEAD or Home of Record.

Contact your nearest Traffic Management Office (TMO) for guidance of a possible extension.

Effective September 1, 2016 members will need to provide their DD Form 1172-2 DEERS printout to substantiate the dependents claimed on their final travel voucher. Please ensure that your address is on this copy. Your dependents' travel will not be paid if the 1172-2 has your new address on it.

- How to pull your 1172:
 1. Log on to the following link:
https://www.dmdc.osd.mil/self_service/rapids/unauthenticated?execution=e4s1
 2. *Click* Print Family List
 3. Select all family members
 4. Review privacy act statement then select "I Agree"
 5. Review the Summary page then select "Proceed"
 6. Select "Display Form" and then Print DD Form 1172-2

I acknowledge all of the above about final payments & fully understand the estimated timeframe of when my final payment will be made.

SIGNATURE

DATE