

Finance Retirement/Separation Checklist

Customer Use

1 Name (Last, First, MI)	2 Grade	3 SSN	4 DOS
5 Email Work Private	6 Duty Location (Base, State, Zip)	7 Telephone Work Private	

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Leave

- i Please confirm current leave balance with your servicing Finance.
- ii All Permissive and Terminal Leave requests are processed and approved in LeaveWeb before returning the retirement paperwork to the Finance office.
- iii Permissive leave will be done under "Type T, Rule 2."
- iv If you take any portion of your Permissive leave in conjunction with Terminal Leave, please check the box "In conjunction with Terminal Leave."
- v Leave numbers will be assigned after all leaves are approved and all documents are returned to the Finance office.

Type	Start Date	End Date
Permissive		
Terminal		

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Leave Verification

- i To be completed by member's CSS, Leave Monitor, First Sergeant or Commander
- ii By signing this document you are attesting you have reviewed the member's leave record and confirm all leave transactions are in LeaveWeb with none outstanding, returned, rejected or un-reconciled.

Name & Rank	Email Telephone	Signature
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Checklist & Instructions

Read each line and insert your full initials to confirm understanding

- i ☐ I have retrieved a copy of my DD Form 1172 per the instructions on page 8. for my record. This is required for civilian dependents to file a final travel voucher.
- ii ☐ All personal information are correct and legible.
- iii ☐ I have completed and signed the AF Form 594 listing **all** dependents.
- iv ☐ All Permissive and Terminal Leave are input and approved in LeaveWeb.
- v ☐ To be signed off on my vMPF checklist I will return a copy of my orders, this checklist, and the AF Form 594.
- vi ☐ The Leave verification block (block 9) is completed by the appropriate individual.
- vii ☐ I would like my final Active Duty paycheck and Travel Voucher (if applicable) to be deposited to the same direct deposit account as my AD pay. If not, I will provide a Direct Deposit Form (SF 1199A) to the finance office when out-processing.
- viii ☐ **For AGR Members ONLY:** I do not wish to sell my leave and would like to transfer it for use on a future AGR tour. If not, N/A.
- ix ☐ I understand that separate travel time is not granted and I must be on leave or separated to depart the local area IAW AFI 65-114 para 5.7.
- x ☐ I understand that I am only authorized to sell a maximum of 60 days of leave in my military career.
- xi ☐ I understand that if the FSO's Out-Processing work packet is not completed and returned to your local finance office PRIOR to my Date of Separation, 45% of my final pay will be withheld to prevent overpayment in the event of a leave discrepancy. The remaining 55% will be paid by DFAS-KY in approximately 6 to 8 weeks with completed checklist. Not signing this statement could cause the same results.

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Member's Name & Rank	Signature	Date
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Finance Office Reviewer's information

Reviewer's Name & Rank	Signature	Date
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APPLICATION & AUTHORIZATION TO START, STOP OR CHANGE BASIC ALLOWANCE FOR HOUSING OR RECERTIFICATION OR DEPENDENCY DETERMINATION/REDETERMINATION OR ESM START/STOP FOR MEMBERS ASSIGNED/TERMINATING UNACCOMPANIED PERSONNEL HOUSING

PRIVACY ACT STATEMENT

AUTHORITY: 37 USC 403, Public Law 96-343, EQ 9397

PURPOSE: To start, adjust or terminate military member's entitlement to BAH or to provide required Entitlement Recertification or Dependency Determination/Redetermination or ESM start/stop for eligible members E6 and below assigned/terminating unaccompanied personnel housing.

ROUTINE USE(S): Information may be disclosed to the Internal Revenue Service for tax information on members Social Security Administration or information on tax deducted, Department of Veteran Affairs for education and group life insurance information, and the Department of Justice for investigating or prosecuting possible violations of the law, the American Red Cross for information concerning the needs of the member or dependents emergency situations, the Air Force to determine needs of a member or dependents in emergency situations and for verification of loan applications, state and local governments for tax and welfare insurance companies for allotment information and financial institutions, for deposits and/or payments.

DISCLOSURE: Voluntary. However, failure to provide all information including Social Security Number (SSN) may result in nonpayment of BAH

PART A - IDENTIFICATION & DUTY LOCATION

LODGING OFFICIAL

1. NAME (Last, First, MI)

NON-AVAILABILITY/ASSIGNMENT/TERMINATION OF QUARTERS

QUARTERS ARE NOT ASSIGNED ☐ DATE: _____

2. SSN

3. GRADE

4. PHONE

ADEQUATE QUARTERS ☐ ASSIGNED ☐ TERMINATED
EFFECTIVE DATE: _____ UNIT # _____

5A. DUTY LOCATION (Base, State, ZIP Code or Country)

INADEQUATE QUARTERS ☐ ASSIGNED ☐ TERMINATED
EFFECTIVE DATE: _____ UNIT # _____

5B. E-MAIL ADDRESS

TRANSIENT QUARTERS OCCUPIED - UNIT # _____

EFFECTIVE DATES FROM: _____ TO: _____

PART B - MARITAL/DEPENDENT STATUS

6 ☐ SINGLE, NO DEPENDENTS ☐ SINGLE, CLAIMING DEPENDENT(S)

MARRIED - SPOUSE IS A ☐ CIVILIAN ☐ MILITARY MEMBER

IF MILITARY SPOUSE - NAME, SSN, BRANCH OF SERVICE, STATION AND DATE OF MARRIAGE:

☐ DIVORCED _____ ☐ LEGALLY SEPARATED _____
(Date) (Date)

TITLE

SIGNATURE

DATE

7. NON-CUSTODIAL PARENTS: I PAY ☐ THE FULL AMOUNT OF WITH-DEPENDENT RATE BAH, OR ☐ \$ _____ .00 PER MONTH FOR DEPENDENT SUPPORT
BASED ON: a. ☐ DIVORCE DECREE b. ☐ COURT ORDER c. ☐ LEGAL SEPARATION AGREEMENT, OR d. ☐ WRITTEN AGREEMENT WITH CHILD'S CUSTODIAN

8. I ☐ CLAIM BAH FOR THE DEPENDENT ☐ IN ☐ NOT IN MY LEGAL AND PHYSICAL CUSTODY LISTED BELOW (Effective Date): _____
Note: Indicate the civilian dependent(s) you are claiming and the relationship (i.e., spouse, minor child, incapacitated child, stepchild or parent). For other than spouse or minor child, see list of potential dependents in Part C below. If dependent(s) is a child, include the date of birth(DOB).

(a) NAME (Last, First, MI)	(b) ADDRESS, CITY, STATE, ZIP or COUNTRY	(c) RELATIONSHIP	(d) DOB

9. IF DEPENDENT NAMED ABOVE IS A CHILD WHOSE PARENT IS A MILITARY MEMBER, OR THE SPOUSE OF A MEMBER PROVIDE THE FOLLOWING

NAME	SSN	BRANCH OF SERVICE	STATION

PART C- MEMBER'S CERTIFICATION (For members with dependents)

☐ I certify that I provide adequate support (see AFI 36-2906 and JFTR ch 10) for the dependents named above. I am aware that failure to adequately support the above named dependents will result in stopping BAH, and recouping allowances paid for any prior periods of nonsupport

CERTIFICATION FOR MEMBERS RECEIVING BAH FOR SECONDARY DEPENDENTS (package must be sent to DFAS-IN for determination).

(Parents, parents-in-law, stepparents, parents-by-adoption, or in-loco-parentis, Students 21 and 22 years of age, Incapacitated children over age 21, or Ward of a court).

I certify that this is my first application ☐ YES ☐ NO If no, give date your last application was filed. _____

I understand that my failure to comply with the applicable requirements may result in cancellation of my BAH. Furthermore, I understand that making a false statement or claim against the US Government is punishable by court martial and that the penalty for willfully making a false claim, or false statement in connection with a claim is a maximum fine of \$10,000 or imprisonment for 5 years, or both. I will report any changes of dependent's status or residence, as well as any changes in my housing arrangements immediately to the Financial Services Office (FSO). I also understand that my failure to comply with appropriate requirements may cause involuntary collection of any resulting indebtedness retroactive to the date the entitlement became erroneous.

MEMBER'S SIGNATURE

DATE

ADDITIONAL INFORMATION

OFFICIAL USE ONLY - FINANCE

☐ START
 ☐ CHANGE
 ☐ CANCEL
 ☐ REPORT
 ☐ STOP
 ☐ PARTIAL
 ☐ WITHOUT DEPENDENT
 ☐ WITH DEPENDENT

PRIMARY DEPENDENT CERTIFICATION: I have determined that the above named individual is dependent on the member based on being

☐ Spouse
 ☐ Single member claiming legitimate child in custody of another
 ☐ Legitimate child in single member's custody
 ☐ Stepchild
 ☐ Adopted Child
☐ Illegitimate child or
 ☐ Child, member to member marriage

SECONDARY DEPENDENT DETERMINATION/REDETERMINATION

☐ Parents
 ☐ Parents-in-law
 ☐ Stepparents
 ☐ Parents-by-adoption
 ☐ In-Loco-Parentis
 ☐ Students 21 and 22 years of age
☐ Incapacitated children over age 21
 ☐ Ward of a court

☐ I have determined that the above named individual is not dependent on member or eligible to be a dependent of member. Reasons for disapproval are noted here

☐ I have verified that member is E-7 or above and there is no military necessity that requires the member to reside on base

TITLE OF CERTIFYING OFFICIAL

SIGNATURE

OFFICE ADDRESS

DATE

DD FORM 1351-2, MAY 2011 PREVIOUS EDITION IS OBSOLETE. Exception to SF 1012 approved by GSA/IRMS 12-91. Adobe Professional 8.0

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. Section 301; Departmental Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General; DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R., Volume 9; and E.O. 9397 (SSN), as amended.

PRINCIPAL PURPOSE(S): To provide an automated means for computing reimbursements for individuals for expenses incurred incident to travel for official Government business purposes and to account for such payments.

Applicable SORN: T7333 (<http://privacy.defense.gov/notices/dfas/T7333.shtml>).

ROUTINE USE(S): Certain "Blanket Routine Uses" for all DoD maintained systems of records have been established that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within the particular record system notice. These additional routine uses of the records are published only once in each DoD Component's Preamble in the interest of simplicity, economy, and to avoid redundancy. Applicable SORN: <http://dpclo.defense.gov/privacy/SORNs/component/dfas/preamble.html>.

DISCLOSURE: Voluntary; however, failure to furnish the requested information may result in total or partial denial of the amount claimed. The Social Security Number is requested to facilitate the possible collection of indebtedness or credit to the DoD traveler's pay account for any residual or shortage.

PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

INSTRUCTIONS

ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

ITEM 15 - ITINERARY - SYMBOLS

15c. MEANS/MODE OF TRAVEL (*Use two letters*)

GTR/TKT or CBA (<i>See Note</i>)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation		Bus	- B
(<i>Own expense</i>)	- C	Plane	- P
Privately Owned		Rail	- R
Conveyance (POC)	- P	Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

ITEM 15e. LODGING COST

Enter the total cost for lodging.

ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (*see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals*). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

29. REMARKS

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:
- b. ALL UNUSED TICKETS (*including identification of unused "e-tickets"*) MUST BE TURNED IN TO THE T/O OR CTO.

Travel Voucher Instructions

- **Block 5:** This block is for who traveled.
 - If you do not have dependents, check “Member/Employee.”
 - If you have dependents that traveled concurrently, check “Member/Employee” and “Dependent(s).”
 - If you have dependents that traveled separately, you will need to file two separate travel vouchers. One, mark only “Member/Employee” and the other mark only “Dependent(s).”
- **Block 6:** This is the address that you are relocating to, NOT your previous address.
- **Block 8:** Order number.
 - This will be found at the top left corner of retirement orders or block 30 of separation orders. Annotate the order number as the first two letters and last four numbers (AL-123456 = AL3456)
- **Block 9:** Previous government advances.
 - Annotate the type and amount (ex. DITY Adv.) or write “N/A.”
- **Block 10c:**
 - Mark the number of Privately Owned Vehicles (POVs) were driven in conjunction with this move.
 - Initial the line indicating the account you wish to use is the same as where your AD pay was sent.
- **Block 11:** The organization that you separated from (ex. 11 CES / JB Andrews).
- **Block 12:** Dependent(s).
 - If you have no dependents, mark unaccompanied.
 - If you have dependents that traveled concurrently with you, mark “accompanied” and list them below.
 - If you have dependents that traveled separately, mark unaccompanied on both vouchers. On the member’s voucher, do not list their information. On the dependents’ voucher, list their information.
- **Block 13:** Dependents’ address when you received your orders.
 - If you have dependents that traveled, this will be the address where they lived prior to moving.
- **Block 14:** Have your household goods been shipped?
 - Yes or no. If no, explain in the blank space in block 10d.
- **Block 15:** Itinerary.
 - The departure location in the first block **must match the duty location on your orders.**
 - Driving: The next block will be the address listed above in block 6.
 - Flying: The next block will be your departure airport (ex. Reagan National Airport). Layovers are NOT annotated, the next block will be your arrival airport. The final block will be the address listed above in block 6.
 - Block 15a: “Date,” you will write the year you completed your travel in this large block “20XX” (blocks underneath will only be day and month).
 - Dates: Ensure dates are formatted as “1 Aug.” This ensures no confusion when processing your voucher.
 - Means/Mode of Travel: “PA” for personal auto, “CA” for commercial auto, and “CP” for commercial plane.
 - Reason for Stop: “AT” (awaiting transportation) for stops at airports and “MC” for mission complete.
 - Lodging costs do not need to be annotated, as they will be reimbursed by per diem.
- **Block 16:** Check whether you were the operator or passenger in the vehicle used for travel.
- **Block 17:** Check the applicable duration of travel for your entire trip.
- **Block 18:** Reimbursable expenses.
 - You will claim Airfare, Taxi or Tolls here, as applicable.

Please sign blocks 20a and 22 once you have completed the voucher and email it to usaf.pentagon.afdw-staff.mbx.pentagon-fm-customer-service@mail.mil with a copy of your orders, applicable receipts, and DD Form 1172-2 (if you are claiming dependent travel).



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 11TH WING (AFDW)
JOINT BASE ANDREWS, MARYLAND 20762**

MEMORANDUM FOR RETIREE/SEPARATEE
FROM: 11 CPTS/FMO
1500 W Perimeter Road, Suite 2780
Joint Base Andrews MD 20762
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 will receive your final pay within 2-3 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 a SF 1199A (direct deposit form).
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. **TERMINAL & PERMISSIVE:** Your Terminal and Permissive TDY will be input into LeaveWeb **NOT** a manual AF Form 988. Permissive is limited to 20 days and is approved at the discretion of your Commander. You can take the 20 days straight or break it up into shorter periods, but you may not bridge weekends i.e. you must work a Monday or Friday otherwise you will need to take the weekend as well. If you take any portion of the PTDY in conjunction with your Terminal, when you select Permissive leave, select Rule 2 and check the box that pops up "In conjunction with Terminal leave?" Terminal is all ordinary leave you will have accrued through your DOS and is input as Type P leave into LeaveWeb.
4. **LEAVE SETTLEMENT:** You can only be paid a TOTAL of 60 days of leave during your military career. Federal Taxes will deduct at a rate of 25% plus any additional state taxes, if applicable. 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.
5. **ALLOTMENTS:**
Separatees: Your allotments will be paid through your last **FULL** month of active duty.

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.
6. **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.

THE CHIEF'S OWN

7. FINANCE RETIREMENT/SEPARATION OUT-PROCESSING:

Pentagon Finance Customer Service: Monday - Friday 0800-1200 for walk-in hours; 1200-1400 for appt.
Email: usaf.pentagon.afdw-staff.mbx.pentagon-fm-customer-service@mail.mil
Phone: 703-695-1299 / 703-614-3099

- 8. 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 11CPTS 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 A&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
DFAS-KY: US Military Retirement Pay
P.O. BOX 7130
London, KY 40742-7130

- 9. RETIREMENTS AND SEPARATIONS TRAVEL ALLOWANCE INFORMATION:** **If you are not relocating you DO NOT need to fill out a travel voucher.** 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 AFI 65-114 para 5.7.5, 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 one year 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.

- 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