

**RETIREMENT FACT SHEET**  
Defense Military Pay Office  
140 Replacement Ave, Suite 1122  
Fort Leonard Wood, MO 65473  
(573) 596-0024, Fax 0288  
WWW.DFAS.MIL

January 2011

1. **GENERAL:** The purpose of this fact sheet is to explain the basic entitlements to service members who retire from the United States Army at Fort Leonard Wood.
2. **TRAVEL ALLOWANCES:** Upon retirement from Fort Leonard Wood, the service member and his family are entitled to travel pay from Fort Leonard Wood to any chosen point within CONUS. You have one year to make your home of selection move. You can receive an extension of up to five years by contacting the transportation office for a written extension of your home of selection entitlement.
  - a. Mileage Driving: The mileage rate is currently paid at \$.19 per vehicle; a maximum of two vehicles may be claimed.
  - b. Per Diem Driving:
    - 1) Official Travel time is determined by taking the official distance between authorized points and dividing it by 350 miles. Any remainder greater than 50 miles adds another day of official travel.
    - 2) Calculation of Per Diem: Drivers of vehicles moving on different days or routes receive \$123.00 per authorized travel day. When traveling in a "convoy", the second driver (family member) will receive 75% of the per diem rate. Each family member 12 years or older receives \$92.25 and each family member under 12 receives \$61.50 per authorized travel day.
    - 3) Commercial Air or Bus: The payment will be based on the location to which the Service member and/or dependents are traveling.

*NOTE: You will receive per diem for each day of actual travel UP TO the maximum authorized as outlined above. Mileage is paid based on the DOD Official Table of Distance.*

3. **RETIREMENT FROM OTHER THAN FORT LEONARD WOOD:** Service members who elect to retire at stations other than Fort Leonard Wood will be authorized travel allowances from Ft Leonard Wood to home of selection only. The Service member **will not** be authorized travel time to travel from Fort Leonard Wood to their *elected* retirement station. All elapsed time after they depart Fort Leonard Wood will be charged as leave or permissive TDY. It is imperative that the DA 31 includes all permissive TDY and leave up to the date of retirement from active duty and that the service member not be permitted to depart early. Early departure will result in excess leave and indebtedness to the US. Service members who are directed to retire at stations other than Fort Leonard Wood (i.e., Fort Huachuca) will be entitled to travel allowances from Fort Leonard Wood to directed retirement location and then to home of selection.
4. **DISLOCATION ALLOWANCE (DLA):** DLA is not authorized upon retirement.
5. **TEMPORARY LODGING EXPENSE (TLE):** TLE is not authorized upon retirement.
6. **PAYMENT OF TRAVEL ALLOWANCE:** Service members who retire at Fort Leonard Wood will not receive advance travel allowances. Service members will have to submit the travel voucher once they have selected their home of selection.
7. **SUBMISSION OF FINAL TRAVEL VOUCHERS:** Service members who retire have one (1) year from the date of retirement to submit their final travel vouchers to the following address:

DFAS-Rome Attn: Travel  
325 Brooks Road Rome, NY 13441  
DFAS TRAVEL SERVICE-RETIREMENT: TOLL FREE 1-888-332-7366

8. **ACCRUED LEAVE:** Service members will be paid a few days after retirement for any unused accrued leave. For each day of leave accrued, the Service member will receive one day's base pay minus the standard 25% deduction for federal tax and any state tax, if applicable. Effective February 10, 1976, there is a limit of 60 days accrued leave payable in a military career (refer to your LES for the number of days leave previously paid). Settlement for leave accrued on or after 1 September 1976, will include base pay only.

9. **FINAL PAY:** Service members must recertify BAH on a DA 5960. All pay and allowances, including clothing and accrued leave days, are paid to you on your last active duty payment. When checking your final active duty LES on MyPay, it will indicate your pay is in a held pay status; there is no need to call Finance - we are manually computing and releasing your pay. Your payment should be in your account within five to seven working days after retirement. Payments will be electronically transferred; leave the account where your paychecks are deposited open for a full year.

10. **Thrift Savings Plan (TSP):** Contributions terminate one-month prior to date of separation. This may cause a disadvantage by missing the ability to make a final contribution. If there is a desire to make the final contribution to TSP, notify the separation technician. For changes made after separation, Form TSP-U-9 (Address Change for Separated Participant) must be completed and mailed/faxed directly to TSP, as noted on the information and instruction sheet. The form is available at [www.tsp.gov](http://www.tsp.gov) (1-877-968-3778).

11. **TRANSITION LEAVE:** Service members going on transition leave must ensure the Finance retirement technician receives a signed out copy of the DA 31 to complete their packet.

12. **ALLOTMENTS:** Paid through the month of separation and are automatically rolled-over from the active pay system to the retired pay system unless changed.

13. **Basic Allowance for Housing (BAH):** Service members living in government quarters (to include single Soldier housing) must ensure that the Finance retirement technician receives a copy of quarter's termination order upon clearance. All Soldiers will recertify their BAH.

14. **RETIREMENT PAY:** The Defense Finance and Accounting Service - London Kentucky prepares retirement pay based on information submitted by Retirement Services. Retirement services prepares a DD Form 2656, with attachments, and forwards to U.S. Military Retired Pay. All allotments deducted from final LES are also deducted from retirement pay unless a DD Form 2558 (STOP) is received by the cut-off date for processing during the final month of active duty (usually the 20<sup>th</sup>) or submitted with retirement packet. Effective September 01, 2002 Army retirements will be processed by:

**DFAS, ATTN: U.S. Military Retired Pay P.O. BOX 7130  
London, KY 40742-7130  
1-800-321-1080**

14. **CHANGES DURING PROCESSING:** Any changes in retirement processing should be brought to the attention of the retirement technician as soon as possible.

15. **W-2 Forms:** Mailed at the end of January for the tax year that ended December 31<sup>st</sup> of the previous year to the address shown on the final payment voucher, which should match the member's DD 214. You may also obtain one through MyPay through the DFAS homepage. If the W-2 is not received or received but is incorrect, substantiating documentation should be mailed to: DFAS-IN, ATTN: DFAS- IN/FJED, 8899 East 56<sup>th</sup> Street, Indianapolis, IN 46249-0875; or you may call 1-888-PAY-ARMY. \*\*If you move please notify the DMPO, ATTN: DFAS/MMF-T, 140 Replacement Ave., suite 1122, Fort Leonard Wood, MO 65473-8935, telephone number (573) 596-0021/0024.\*\* All requests must be in writing and should include your full name, date of separation, SSN, the correct address, and signature below the request.

**16. WHAT TO BRING WITH YOU:**

- Copy of orders and amendments (assigning to Transition Point for Retirement)
- DA Form 31 (Permissive TDY and Transition Leave IAW AR 600-8-10 Ch 5-35, 36)
- Marriage Certificate (if married after receipt of retirement orders)
- Birth Certificate(s) of Children (if children born after receipt of retirement orders)
- All Divorce Decrees (BAH status changed; current LES is not updated)
- Death Certificates (previous spouse; if deceased after receipt of retirement orders)
- Terminations of Quarters, if applicable, hand carry to Finance
- Unit Clearance Record (DA Form 137-1-R, Apr 97)
- Installation Clearance Record (DA Form 13 72-R, Apr 97) Fort Leonard Wood Service members
- Permanent Mailing Address and Telephone Number
- Bank Information — routing and account numbers (for retirement pay and final active duty pay)

RETIREMENT PAY INFORMATION, CALL TOLL FREE: 1-800-321-1080 (London, KY) or 1-888-332-7366 (Customer Service Center)

**\*\*\*\*THIS IS STRICTLY A GUIDE - YOUR CIRCUMSTANCES MAY DIFFER\*\*\*\***