



# Preparing for Separation

## Separation Briefing

Upon receipt of separation orders, members will submit an inquiry to CSP, requesting a final out-processing package. A military pay technician will provide the pertinent forms to be completed prior to separation. Upon completion of the retirement package, the technician will discuss the member's leave opportunities. Once leave is approved, Finance will provide applicable leave authorization numbers. A final travel voucher package will also be provided at this time. This package is to be completed upon relocating to the member's home of record.

## Terminal Leave

Terminal leave is the last bit of accrued leave before the last day on active duty. Terminal leave requests can be put in up to 60 days in advance. This leave request must be separate from a permissive leave request. Leave is routed to the member's supervisor first and Commander as the back-up approver. Once approved by the Commander, Finance will assign a leave number within 14 days of the leave start date. Submit a CSP inquiry requesting leave approval after the Commander's approval.

## Important

Leave requests will NOT be approved without a leave memorandum uploaded in LeaveWeb. MPF will NOT provide a final out date until members' leave balance has been verified by Finance.

## Permissive Temporary Duty (PTDY) Leave

When members are ready to search for a post-separation job or housing they may be eligible for authorized PTDY. PTDY facilitates transition into civilian life by providing time off for house and job hunting. This is only authorized for specific Separation Program Designator (SPD) codes. The authorized SPD codes are listed below.

## Requesting Permissive Leave

PTDY will need to be requested through LeaveWeb (<https://leave.af.mil/login>). Leave is routed to member's supervisor first and Commander as the backup approver. Once approved by the Commander, Finance will assign a leave number within 14 days of the leave start date. Use 'Rule 2' and mark the box for 'in conjunction with terminal leave' when input. Permissive is up to 20 days of leave to use within 180 days of separation. A leave memo must be attached to the leave request in LeaveWeb. Submit a CSP inquiry requesting leave approval after the Commander's approval.

**Find your SPD code in Block 23 on your orders. See authorized SPD codes for permissive leave.**

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23. REMARKS

01. SEPARATION PROGRAM DESIGNATOR (SPD) CODE IS MGQ.

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02. ENLISTED REENLISTMENT ELIGIBILITY (RE) CODE IS 3A.

A. TAMP eligible SPD codes, in alphabetical order, are: BCR, BDG, BDK, BFT, BFV, BFX, BHF, BRB, FCA, FCB, FCQ, GCN, GCR, GDG, GDK, GPC, GET, GFV, GEX, GGI, GHE, GRB, ICR, HDG, HDK, HFC, HFT, HJV, HFX, HGH, HHF, HRB, JBB, JBC, JBK, JBM, JCC, JCP, JCR, JDF, JDE, JDG, JDK, JEA, JEB, JFC, JFF, JFG, JFH, JFI, JFL, JFM, JFN, JFO, JFQ, JFR, JFT, JFV, JFW, JEX, JGB, JGH, JHE, JND, JRB, KCA, KCB, KED\*, LBB, LBC, LBD, LBG, LBM, LCC, LCN, LCR, LDG, LFC, LFF, LFG, LFH, LFI, LPW, LPX, LGB, LGC, LGH, LGJ, LND, MCA, and MCB.  
\*Recently added SPD codes that convey TAMP benefits.

## Final Pay Information

Members will receive a final paycheck when separating. This will include payment for prorated clothing allowance (enlisted only) and remaining unpaid days for the month of separation. If applicable, all accrued leave not used will be sold back automatically (no extra paperwork is required). Members are authorized to sell back 60 days of leave in their career. Leave is payable at a daily rate of their base pay and taxed at 22% for FITW as well as SITW if applicable. Final pay is processed at base level. No payments will be made before date of separation. All established debts on a member's record will be deducted from their final pay. Payments could take up to 30 days if retirement data is not input by DFAS and AFPC. Members will receive a final LES approximately 4-6 weeks after date of separation. Members will need to have a username and password set up for MyPay and will need to access MyPay for their last LES and W-2 form. MyPay: (<https://mypay.dfas.mil/#>).

For assistance with separation, submit an inquiry on CSP:  
<https://usaf.dps.mil/teams/SAFFMCSP/portal/SitePages/userprofile.aspx>