



Last Reviewed October 2021

Separating from Active Duty

Your Options For Care After Separating From Active Duty

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Terminal Leave

Terminal Leave

Sponsors	Family Members
<ul style="list-style-type: none">• Get care as an active duty service member (ADSM)• May seek care at any military hospital or clinic, but must remain enrolled in TRICARE Prime at current duty station• May not transfer enrollment	<ul style="list-style-type: none">• Remain covered by their current program (for example, TRICARE Prime or TRICARE Select)• Can transfer enrollment to another TRICARE Prime or TRICARE Select location

Coverage Options

- Transitional health care options:
 - Transitional Assistance Management Program (TAMP)
 - Continued Health Care Benefit Program (CHCBP)
- If you're transitioning to the National Guard or Reserve, you may qualify to purchase TRICARE Reserve Select (TRS). For more information, go to **www.tricare.mil/trs**.
- Active duty coverage ends on your last day of active duty.



TAMP Overview

- 180 days of transitional health care benefits
- Begins the day after you separate from active duty
- You have 90 days from the start of TAMP to enroll or reenroll in a TRICARE plan.
- All beneficiaries covered as active duty family members (ADFMs), including the sponsor

TAMP Eligibility

- You and your eligible family members may get TAMP health care benefits after active duty if you:
 - Involuntarily separate from active duty under honorable conditions. This includes service members who receive a voluntary separation incentive or voluntary separation pay and aren't entitled to retirement pay.
 - Are a National Guard or Reserve member separating from a period of active duty that was more than 30 consecutive days in support of a contingency operation
 - Separate following involuntary retention (stop-loss) in support of a contingency operation
 - Separate following a voluntary agreement to stay on active duty for less than one year in support of a contingency operation
 - Separate and agree to immediately become a member of the Selected Reserve with no gap in service
 - Separate due to a sole-survivorship discharge

Program Options

Program Options

TRICARE Prime®	TRICARE Select®
Available in Prime Service Areas (PSAs)	Available anywhere
Enrollment required	Enrollment required
Get most care from a PCM	Freedom to choose your provider <ul style="list-style-type: none">• Network = lower costs• Non-network = higher costs
Need a PCM referral for care your PCM can't provide to avoid additional charges	Referrals not necessary; prior authorization from your regional contractor may be required
No deductibles or cost-shares	Deductible, copayments and cost-shares apply

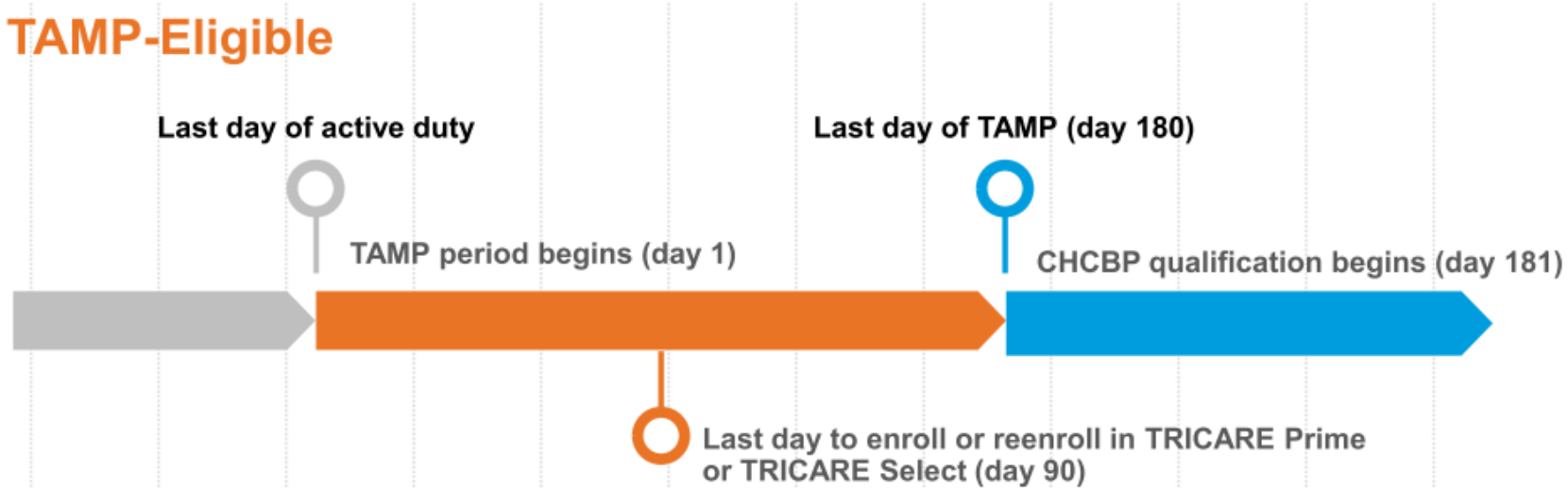
Continued Health Care Benefit Program



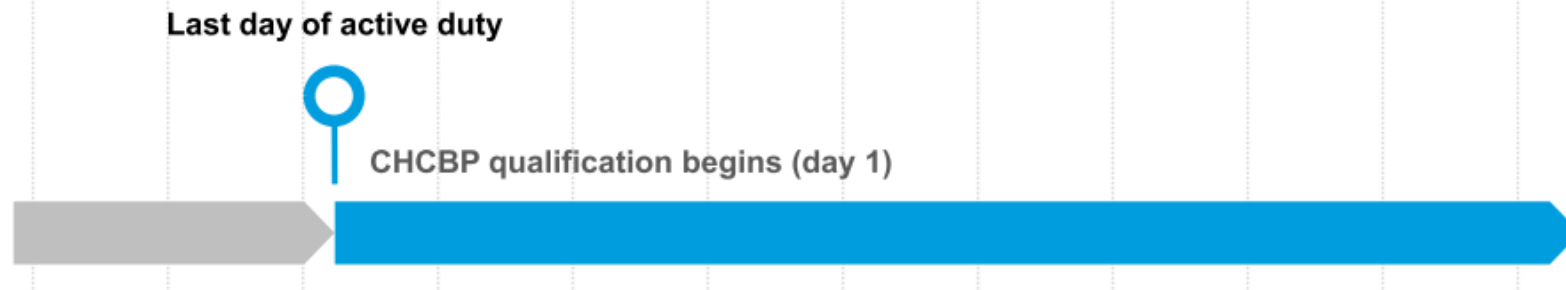
- Premium-based, continued health care coverage
- Available for 18-36 months after you lose all TRICARE eligibility
- Similar to TRICARE Select, but with premium payments
- No dental benefits
- Requires enrollment within 60 days after loss of regular TRICARE eligibility or TAMP coverage

Transitional Coverage Timeline

TAMP-Eligible



Not TAMP-Eligible





Dental Coverage

Dental Coverage

	Terminal Leave	TAMP	CHCBP
ADSMs	<ul style="list-style-type: none">• Seek care at military dental clinics• May be eligible for the Active Duty Dental Program	<ul style="list-style-type: none">• Space-available care at military dental clinics	<ul style="list-style-type: none">• No dental benefits
ADFMs	<ul style="list-style-type: none">• Remain enrolled in the TRICARE Dental Program (TDP)	<ul style="list-style-type: none">• Space-available care at military dental clinics	<ul style="list-style-type: none">• No dental benefits



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Transitioning from Active Duty to Retirement

Health Care Coverage Options As You Approach Retirement

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Keep DEERS Information Up To Date



Being able to use TRICARE depends on keeping DEERS up to date.

Update DEERS after you have a life event, like getting married or divorced, moving, giving birth, adopting a child, retiring, and other changes.



Go to an **ID card office**. Find an office at www.dmdc.osd.mil/rsi.

Note: You must use this option to add family members in DEERS.



Log on to <https://milconnect.dmdc.osd.mil>.



Call **1-800-538-9552**.



Fax **1-800-336-4416**.

Medicare-Eligible Family Members

- To remain eligible for TRICARE, you must be entitled to Medicare Part A and have Medicare Part B:
 - Sign up for Medicare Part B before your sponsor's retirement date to avoid a break in TRICARE coverage. Medicare Part B is effective the month after you enroll.
- Beneficiaries under age 65 who are entitled to Medicare Part A and have Part B may:
 - Enroll in TRICARE Prime (enrollment fee waived)
 - Be covered by TRICARE For Life (TFL)
- For Medicare information, visit:
 - www.ssa.gov
 - www.medicare.gov

Terminal Leave Status

- Current TRICARE program options stay in effect until your retirement date. If covered under TRICARE Prime:
 - Active duty service members (ADSMs) cannot enroll with another military hospital or clinic.
 - ADSMs cannot switch their primary care manager (PCM).
- If you move to a new area:
 - Coordinate all care with your current PCM.
 - Family members may be able to change their PCMs.
- Remember to update your information in DEERS.

TRICARE Eligibility after Retirement

- Retired service members
- Spouses, surviving spouses, and qualifying former spouses
- Unmarried dependent children (certain eligibility requirements apply)
- Dependent parents are not eligible for civilian TRICARE benefits; however, they may be eligible to receive care at certain military hospitals and clinics if space is available.
- For more information, visit www.tricare.mil/retiring.

TRICARE Prime

- Enroll with a military hospital or clinic (space permitting), TRICARE civilian network provider within a PSA, or US Family Health Plan provider.
- Obtain a PCM referral for civilian specialty care (otherwise, higher costs apply).
- Military hospitals and clinics have the “right of first refusal” to deliver nonemergency care within the PSA.
- If you plan to travel or move:
 - **Routine care:** Receive care before you travel.
 - **Urgent care:** Call your PCM or regional contractor for assistance.
 - **Emergency care:** Call 911 or go to the nearest emergency room.
 - **Seasonal moves:** Transfer your enrollment to keep costs low.

TRICARE Select

- TRICARE Select is a self-managed, preferred-provider option for eligible beneficiaries (except ADSMs and TFL beneficiaries) not enrolled in TRICARE Prime.
- With TRICARE Select you have the freedom to choose providers.
- There are no referrals required.
- Yearly deductible and cost-shares apply.
- Enrollment in TRICARE Select is required.
- Some services require prior authorization.
 - Visit your regional contractor's website for services that require prior authorization.
- In overseas locations, TOP Select is available to eligible family members not enrolled in TOP Prime.

TRICARE Overseas Program (TOP) Select



- Freedom to choose providers from a purchased care sector provider in your overseas area. (Different rules apply in the Philippines).
- No referrals required.
- Yearly deductible and copayments apply.
- Enrollment required.
- Some services require prior authorization.
- Expect to file your own claims.
- You may receive medically necessary covered services from a non-network, TRICARE-authorized provider, if a network provider isn't available.
 - You will be subject to cost-sharing amounts applicable to out-of-network care.

TRICARE Young Adult

- TRICARE Young Adult (TYA) is a premium-based health care plan available for purchase by qualified young adult dependents. You may qualify to purchase TYA coverage if you are all of the following:
 - An unmarried dependent of a TRICARE-eligible uniformed service sponsor
 - At least age 21 (or age 23 if previously enrolled in a full-time course of study at an approved institution of higher learning and if the sponsor provided over 50 percent of the financial support), but have not yet reached age 26
 - Not eligible for an employer-sponsored health plan under your own employment as defined in TYA regulations
 - Not otherwise eligible for TRICARE program coverage
- For more information, visit **www.tricare.mil/tya**.



TRICARE For Life

TRICARE For Life (TFL) is Medicare-wraparound coverage for TRICARE beneficiaries who are entitled to Medicare Part A and have Medicare Part B, regardless of age or place of residence.

- Beneficiaries entitled to Medicare Part A and who have Medicare Part B:
 - Are automatically covered under TFL. There are no enrollment forms or enrollment fees.
 - Should obtain a new uniformed services ID card at age 65.
 - May get care from any Medicare-participating, nonparticipating, or opt-out provider, or military hospital or clinic if space is available.
- For more information on TFL, visit www.tricare.mil/tfl or call **1-866-773-0404**.

Federal Employees Dental and Vision Insurance Program

- The U.S. Office of Personnel Management offers eligible TRICARE beneficiaries the option to enroll in a FEDVIP dental plan.
- FEDVIP offers a range of plans from a number of dental plans.
- FEDVIP is available to:
 - Retired service members and their eligible family members
 - Certain retired National Guard and Reserve members and their family members
 - Certain survivors
 - Medal of Honor recipients and their immediate family members or survivors
- Former spouses and remarried surviving spouses don't qualify to purchase dental coverage.

For FEDVIP plans and enrollment information, visit www.benefeds.com.



FEDVIP Vision Options

- FEDVIP offers vision coverage for eligible TRICARE beneficiaries who are enrolled in or are using a TRICARE health plan including:
 - TRICARE Prime, including USFHP
 - TRICARE Select
 - TRS
 - TRR
 - TFL
- FEVIP vision coverage is available to:
 - Active duty family members
 - Retired service members and their eligible family members
 - National Guard and Reserve members and eligible family members

Visit www.benefeds.com for eligibility, carrier, and enrollment information.

Stateside Regional Contractors

- TRICARE East Region
Humana Military
1-800-444-5445
HumanaMilitary.com
www.tricare-east.com
- TRICARE West Region
Health Net Federal Services, LLC
1-844-866-WEST (1-844-866-9378)
www.tricare-west.com

Overseas Regional Contractor

- TRICARE Overseas Program (TOP)
International SOS Government Services,
Inc.
www.tricare-overseas.com/contact-us

More Resources

- TRICARE Website
www.tricare.mil



- Publications
www.tricare.mil/publications
- milConnect
https://miltconnect.tricare.mil



86th Medical Group



Separation History and Physical Examination (SHPE)



POC: Flight Medicine SHPE Nurse

DSN: 479-2282

Email: usaf.ramstein.86-mdg.mbx.omrs-flight-medicine@mail.mil



What is a SHPE?

- **Provides a separation examination that supports the Department of Veterans Affairs (VA) disability compensation program and the Department of Defense (DoD) mandatory separation history and physical exam.**
 - A standardized health assessment with components that have been agreed upon by all three Military Services and the VA.
 - Allows for a medical evaluation of each Service Member prior to separation from Active Duty service.
- **What's the benefit of a VA SHA?**
 - Examinations completed by the VA benefit the member by initiating the disability claims prior to separation. Exams with the VA completed within 180-90 days prior to separation, qualify for Benefits Delivery at Discharge (BDD) program.



Benefit Delivery at Discharge (BDD)



Landstuhl VA BDD Office:

Email: GermanyBDD.VBAPIT@va.gov

DSN: 590-8200

Commercial: +49 06371-9464-8200

Contact Us

Location:

Bldg. 3724, rooms 110 and 112

Contact Us:

GermanyBDD.VBAPIT@VA.gov

Hours:

Monday through Friday

8 a.m. to 4 p.m.

Walk In Availability: Monday through Thursday

9 a.m. to noon and 1 to 3 p.m.



Who requires a SHPE?



- All AD SMs who are scheduled to separate (which includes retirement) after serving on AD orders for 180 days or more.
- AD SMs who have received tentative approval for Palace Chase transition.
- Reserve Component (RC) members who are scheduled to end a period of AD service for 180 days or more of continuous duty (e.g. Active Guard Reserves (AGR), Military Personnel Appropriation (MPA) tours).
- RC members who are scheduled to end a period of AD service after >30 days of continuous duty in support of a contingency operation (as identified on their orders).



Who requires a SHPE? (Cont'd)



A SHPE is **NOT** required if:

- The member is separating or retiring after being found unfit and is referred to the Integrated Disability Evaluation System (IDES).
- **NOTE:** Initial Review in Lieu of (IRILO) or referral to a Medical Evaluation Board (MEB) does not negate the SHPE requirement. MTF staff must wait until the MEB decision is established in order to determine if the SHPE is required.
 - Speak to your PEBLO about completing the VA SHA and waving the DoD SHPE.

WAIVER

- The SHPE may be waived in cases that the member is not under the control of the Secretary of their Military Department or the Commandant of the United States Coast Guard (USCG), such as unauthorized absences or civilian incarceration, in accordance with (IAW) DoDI 6040.46. The Secretary of the Air Force (SECAF) is the waiver authority for AF members.



Timeline



Members will adhere to the SHPE timeline, specified below, to help prevent unnecessary appointments, adjustment of terminal leave, or delay of BDD. The member's official date of separation cannot be changed in order to accommodate the completion of the SHPE, but terminal leave may be adjusted with approval from the SM's unit commander (CC):

Filing a VA Claim:

- Greater than 180 days prior to separation or retirement
 - Begin preparing for the claim process. Contact local BDD office.
- 180-90 days prior to separation or retirement
 - Go to <https://imr.afms.mil/imr/MyIMR.aspx> and complete DD Form 2807-1.

Contact local BDD office to begin claim process or file online at <https://www.ebenefits.va.gov/ebenefits/homepage>.



Timeline (cont'd)



Not Filing a VA Claim?

- 180-90 days prior to separation or retirement- SHPE will be conducted at the Medical Treatment Facility.

Go to <https://imr.afms.mil/imr/MyIMR.aspx> and complete DD Form 2807-1.

Less than 90 days prior to separation or retirement:

- Due to DoD/VA policy, SHPE will need to be completed at the MTF.
Go to <https://imr.afms.mil/imr/MyIMR.aspx> and complete DD Form 2807-1 to initiate the SHPE process.
- A VA claim can still be processed; however, any VA exams conducted will **NOT** be able to take the place of the SHPE and may not be completed prior to separation. VA benefits may also be delayed pending VA exams.



MyIMR Guidance

1.

IMR	Immunizations	Deployment and DrHA	Medical Clearance	SHPE	MTF Instructions	
IMR ACTION LIST						
(Nothing due)						
Action List Help						
MyIMR User Guide						
Overall Status: Current						
PHA		Dental	Labs	Profile	Med Equipment	Other
Current		Current	Current	Ready	Current	

2.

IMR	Immunizations	Deployment and DrHA	Medical Clearance	SHPE	MTF Instructions
BOMC Contact Information					
EMAIL: usaf.ramstein.86-mdg.mbx.omrs-msme@health.mil					
Phone: 314-479-2315					
SHPE Instructions					
PLEASE GO TO MY IMR SHPE TAB.					
314-479-2282					
1.) ALL MEMBERS MUST SELECT START NEW SHPE, answer questionnaire to the best of your ability. If you are doing a VA SHPE, please select VA SHPE option and email GermanyBDD.vbapit@va.gov to begin your VA SHPE. * For the VA SHPE, you must start the process no later than 90 days from your Date of Separation. You must also be in the country of Germany for a minimum of 45 days, but more than likely this process will take 60-90 days to complete. If you do not meet these timelines, you will have to complete a SHPE with the MTF.					
2.) After completing the questionnaire, call 479-2269 to schedule your Audiogram (an Audiogram within 6 months of Date of Separation is required for ALL members.)					
3.) Flyers/PRP/AUoF/GSU members- call Flight Medicine Clinic to schedule your SHPE Exam once ALL other steps are completed.					
4.) All other members- Once you have completed ALL requirements, you will be placed in our queue and will be contacted with an appointment date and time via government email. * THESE ARE MANDATORY APPOINTMENTS, if you need					
If you do not see an "Edit" hyperlink next to your DD2807-1, you can no longer edit this form. If you have recent changes to your health status that you need to have documented, you may provide that information to the provider during your SHPE exam.					
Start New SHPE					

Read this carefully!



MyIMR Guidance

DD2807-1 Pre-Screening Questions	
3. Purpose of examination?	<input checked="" type="radio"/> Separation from AD career
	<input type="radio"/> Retirement from AD career
	<input type="radio"/> Administrative Discharge (this includes involuntary separation) <small>Service members separating with a general discharge, under other than h Administrative discharge DOES NOT pertain to service members who are s</small>
	<input type="radio"/> ARC coming off Title 10 Non-contingency Orders >=180 days
	<input type="radio"/> ARC coming off Title 10 Contingency Orders >30 days
You have more than 180 days remaining before your DOS, therefore this electronic SHPE will not be accepted. Please contact your local BOMC office for instructions.	
What is your Date of Separation/Retirement? (For Admin Separations or for Palace Chase use estimated date.)	(MM/DD/YYYY) <input type="text" value="10/12/2019"/> ← End of Military Enlistment contract
What is your Final Out Date?	(MM/DD/YYYY) <input type="text" value="10/01/2019"/> ← Possible Terminal leave start / Leave for Skills Bridge Program / MPF Final Out
Do you plan to file a VA claim?	<input type="radio"/> Yes <input checked="" type="radio"/> No DO NOT LEAVE DATES BLANK!
<input type="button" value="Back"/> <input type="button" value="Next"/>	



MyIMR Guidance



4.

Demographics			
Last Name:	<input type="text"/>		
First Name:	<input type="text"/>		
Middle Name:	<input type="text"/>		
Grade:	<input type="text"/>		
DOB:	<input type="text"/>		
Gender:	Female ▾		
Duty Phone:	NO Phone Trees		
Duty EMAIL:	Military Email only		
Home Street:	<input type="text"/>		
Home City:	<input type="text"/>		
Home State:	<input type="text"/>		
Home Zip Code:	<input type="text"/>		
Home Phone:	<input type="text"/>		
RACIAL CATEGORY (X one or more):	<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
	<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	

RATING OR SPECIALTY (Aviators Only)	<input type="text"/>
TOTAL FLYING TIME	<input type="text"/>
FLYING TIME LAST SIX MONTHS	<input type="text"/>
Service:	Air Force ▾
Component:	Active Duty ▾
Duty Title:	FLT OPERATIONAL MED TECH
USUAL OCCUPATION:	<input type="text"/>
CURRENT MEDICATIONS (Prescription and Over- the-counter):	<input type="text"/>
ALLERGIES (Including insect bites/stings, foods, medicine or other substance):	<input type="text"/>



Separation Memorandum



- You will be required to bring in your Memorandum to Flight Medicine Clinic for signature AFTER your Audiogram/PCM visit.

**** Memorandum is a requirement for Final Out process ****

- To locate this form please reference your Retirement/Separation email that was sent from MPF.



86th Medical Group



Questions?



POC: Flight Medicine SHPE Nurse

DSN: 479-2282

Email: usaf.ramstein.86-mdg.mbx.omrs-flight-medicine@health.mil



TMO PERSONAL PROPERTY



OUTBOUND BRIEF



OVERALL BRIEFING CLASSIFICATION:
UNCLASSIFIED

“Virtus Perdurat – Enduring Courage!”



Ramstein AB Personal Property Processing Office (PPPO)



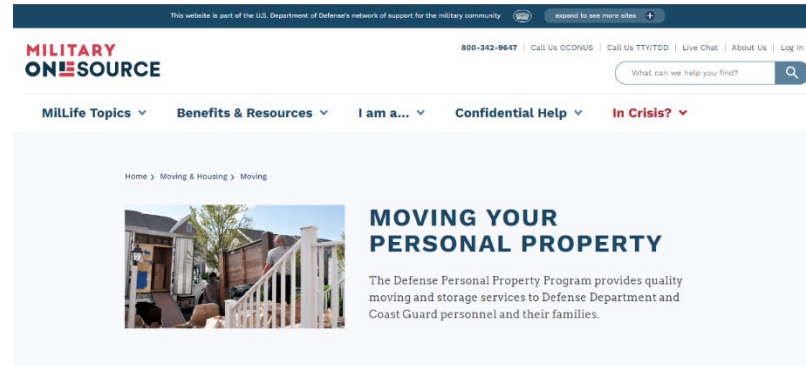
Ramstein AB Bldg. 2106, RM 212
Walk-In Hours: 0730-1200, Mon-Fri
314-480-2163 Option 1
(+49) 6371-47-2163 Option 1
86lrs.lgrdppo@us.af.mil



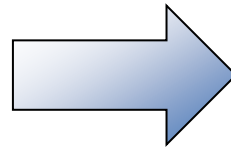
“Virtus Perdurat – Enduring Courage!”



Military OneSource / DPS



Moving Resources



Moving Season 2022: Personal Property Support

Resources

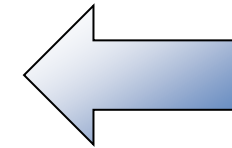
- Online Tools
- Guides and FAQs
- Videos and podcasts
- Forms and fact sheets

Customer Service Contacts

- Local Transportation Offices
- DPS Help Desk
- POV shipping and storage
- Service branch moving assistance

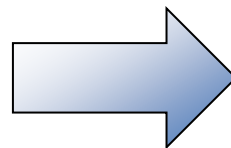
Special Notices

- [Hurricane Ian Special Notice](#)
- [Managing Capacity Issues Impacting the 2022 Moving Season](#)
- [COVID-19 Guidance When Moving Personal Property](#)
- [Passenger and Pet Transportation for PCS Moves](#)
- [Alert Message From Air Mobility Command: Pet Travel on Patriot Express](#)
- [Privately Owned Vehicle, or POV, Proof of Ownership Changes - effective April 1, 2022](#)
- [Update on POV Storage Reimbursement Amounts](#)



Customer Support

DPS Login



Ready to schedule your move?

The Defense Personal Property System, DPS

DPS allows you to schedule your move, track your shipment or file a claim:

[LOG IN TO DPS](#)

DPS Help Desk

Unable to access DPS or getting security errors? Call the DPS Help Desk.

Call: [800-462-2176](#) (toll-free)
Call **OCONUS**: call local operator for DSN dialing
Email: [Message DPS](#)

“Virtus Perdurat – Enduring Courage!”



Setting up your move in DPS



1. DPS Login and password
2. Hard/Electronic Copy Orders or Letter in Lieu (w/ funding)
3. Estimated weights for HHG/UB
 - Approximately 1000 lbs per room
4. Planned dates for pack/pickup
 - Not within port call window
 - No German/American holidays
 - No weekends
5. Once shipment(s) are entered in DPS: Email DD Form 1299 and Orders to our Org Box 86LRS.LGRDPPO@US.AF.MIL a counselor will reach out to you to finalize your shipments and schedule you for a briefing.
Do NOT wait until you receive your port call to schedule your shipment



Transit Times



TRANSIT TIMES	HOUSEHOLD GOODS	UNACCOMPANIED BAGGAGE
STATESIDE	75-100 DAYS	34-43 DAYS
OVERSEAS	120-150 DAYS	60 DAYS

“Virtus Perdurat – Enduring Courage!”



Weight Allowances (HHG)



GRADE	WITH DEPENDENTS	WITHOUT DEPENDENTS
	OFFICER PERSONNEL	
O-10 to O-6	18,000 lbs	18,000 lbs
O-5/W-5	17,500 lbs	16,000 lbs
O-4W/-4	17,000 lbs	14,000 lbs
O-3/W-3	14,500 lbs	13,000 lbs
O-2/W-2	13,500 lbs	12,500 lbs
O-1/W-1	12,000 lbs	10,000 lbs
	ENLISTED PERSONNEL	
E-9	15,000 lbs	13,000 lbs
E-8	14,000 lbs	12,000 lbs
E-7	13,000 lbs	11,000 lbs
E-6	11,000 lbs	8,000 lbs
E-5	9,000 lbs	7,000 lbs
E-4	8,000 lbs	7,000 lbs
E-3 to E-1	8,000 lbs	5,000 lbs
CIVILIANS	18,000 lbs	18,000 lbs

“Virtus Perdurat – Enduring Courage!”



Weight Allowances (UB)



O-10	2,000 lbs
O-9	1,500 lbs
O-7 to O-8	1,000 lbs
O-4 to O-6	800 lbs
O-1 to O-3	600 lbs
CMSAF	800 lbs
E-9	600 lbs
E-1 to E-8	500 lbs
DEP ABOVE 12 YRS	350 lbs
DEP BELOW 12 YRS	175 lbs

“Virtus Perdurat – Enduring Courage!”



Unaccompanied Baggage

- Unaccompanied baggage (UB) is anything smaller than a 32” TV.
- Anything you will need immediately upon arrival at your destination such as:
 - Pots and Pans
 - Air Mattress
 - Pack n’ play
 - Clothes
 - Books
 - Kitchen Items
- Contact TMO PPPO if you have any further questions regarding TMO
- Anything larger than a 32” TV cannot be sent in your UB



Separation



Members are authorized:

- To ship to HOR (Home of Record) within 180 days from the effective date of separation (any other location is subject to excess cost). This constitutes final move at Government expense.
- To ship to Non-Temporary storage for 180 days if the final destination of the HHG is currently unknown. HHG will be sent to NTS in Suffolk VA. Goods can be reshipped from NTS to HOR/POE (any other place is subject to excess cost). Upon expiration storage will be converted to members expense.
- Separatees may be authorized HOS (Home of selection) but it must state it on their orders. Otherwise it will be a HOR (Home of Record) move.
- Non-temporary storage should only be released once the member has a permanent residence and will need to contact Ramstein PPPO to release it.

“Virtus Perdurat – Enduring Courage!”



Retirement



- Members are authorized:
- On or after 24 June 22 retirees are allowed to ship to HOS (Home of selection) within 3 years from the effective date of retirement (within the continental U.S. any other location is subject to excess cost). This constitutes final move at Government expense.
- On or before 23 June 22 retirees are only allowed to ship to HOS within 1 year from the effective date of retirement.
- For Non-Temporary storage for it is still 1 year if the final destination of the HHG is currently unknown. HHG will be sent to NTS in Suffolk VA. Goods can be reshipped from NTS to HOS (within the continental U.S. any other place is subject to excess cost). After a year the storage cost will be converted to the members expense.
- Non-temporary storage should only be released once the member has a permanent residence and will need to contact Ramstein PPPO to release it.



Additional Information



- Contact the Ramstein PPPO once you have done DPS or if you have any further questions regarding your move or DPS.
- Schedule your move as soon as you get your orders.
- Move.mil and Military OneSource have a weight estimator tool.
- If you need to file a claim you would complete it through DPS and your TSP carriers.
- If you are authorized to ship your POV please reference PCSmyPOV.com. You do not need a letter from TMO to ship your POV through Kapaun VPC.



QUESTIONS?

Ramstein AB Bldg. 2106, RM 212
Walk-In Hours: 0730-1200, Mon-Fri
314-480-2163 Option 1
(+49) 6371-47-2163 Option 1
86lrs.lgrdppo@us.af.mil



TMO PASSENGER TRAVEL

Separation/Retirement
Completion Steps

- DTR 4500.9-R Part I Passenger Movement Chapter 0510
- AFI 24-602 Vol I Passenger Movement

- Please contact us to get your separation/retirement port call form.

Org box: 435lrs.lgrtp@us.af.mil

DSN: 480-5373 or 480-5374

Comm: 06371-47-5373 or 06371-47-5374

Passenger Travel Office
SEPARATION / RETIREMENT TRAVEL REQUEST
 All fields required if applicable
 Note: Scroll mouse over the red triangles on electronic form for instructions on how to fill out form
 NEEDS TO BE TYPED handwritten will not be accepted

Member(s) and/or Dependent(s) Name(s): (All passengers traveling on orders) (Use remarks for additional travelers and DOB)

Last Name	First Name (middle initial is a mandatory TSA requirement)	MI	Rank	Relation	Member's and Dependent(s) DOB or Passport Number
1					
2					
3					
4					
5					
6					
7					

Organization: _____ Member's DSN: _____ / _____

Member's Email Address: _____

Complete if shipping pets: Two pets per family, only dogs and/or cats are permitted as pets on AMC. Pets with carrier AMC prices \$120 for 2 pets. This counts as 2 pets. Additional commercial pets travel is members responsibility. (D = dog, C = cat) (S = small, M = medium, L = large, X = extra large) (Dimensions in inches) (Age in years) (M = male, F = female)

1) Type: Kennel size: Kennel dimensions: X X Total weight (pet and kennel): _____ lbs. Request in Cabin? (18x11x10.5)

Breed: _____ Age: _____ Sex: _____

2) Type: Kennel size: Kennel dimensions: X X Total weight (pet and kennel): _____ lbs. Request in Cabin? (18x11x10.5)

Breed: _____ Age: _____ Sex: _____

Departure Month: _____ Mandatory departure Date: _____ (If Applicable - Determined by Outbound Assignments/Separations)

Departure Window: _____ to _____ Preferred Date: _____ (If Applicable - Determined by Outbound Assignments/Separations)

REQUEST TRAVEL TO: (Complete the field for **ONLY one** of the four options below.)

1. Home of Selection: (Must be authorized on orders) City: _____ State: _____

2. Home of Record: City: _____ State: _____

3. Place of Entry on Active Duty or Enlistment: City: _____ State: _____

4. My Authorized Vehicle Port, Car Shipped by Government: City: _____ State: _____

Baltimore International - BWI (PREFER TRAVEL TO BWI ONLY) Mark an 'X' if you would like to travel to **BWI ONLY**

NOTE: (This is only possible if AMC is available. If AMC is not available, you will be booked to one of the four options above.)

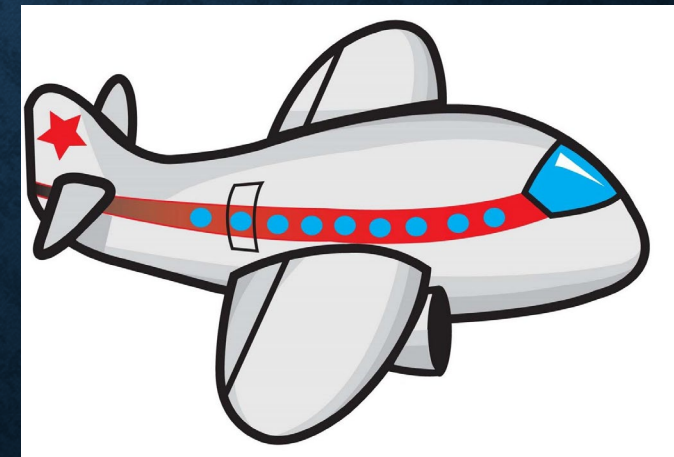
CBA MEMO AUTHORIZED: _____ Passenger Travel Technician

Member's and/or dependent(s) DOB and gender: (Mandatory TSA requirement)

PLEASE INCLUDE DATE OF BIRTH OF EACH MEMBER BELOW:

	DAY	MONTH	YEAR	MF (Male/Female)
1				
2				
3				
4				
5				
6				
7				

REMARKS: PLEASE INCLUDE ANY ADDITIONAL INFORMATION IN THE REMARKS SECTION



- Once the port call form is completed, send the form and your orders to our org box for processing.
- If you do not have orders and are traveling with pets on AMC rotators, we can reserve pet spots in advance. Once your orders have been cut, send them to us and your flight will be confirmed.

NOTE: We can only send you to the location authorized on your orders.

Home of record, home of selection, or place of entry.

If you are taking terminal leave/permissive leave before your effective separation date, we will need a screen shot of your leave via Leave Web.

If you are attending Skill Bridge, we will send you to your Skill Bridge location rather than your HOR or HOS

Separation Orders

17. WILL PROCEED TO	
<input checked="" type="checkbox"/>	PLACE OF ENTRY ON ACTIVE DUTY OR ENLISTMENT
<input type="checkbox"/>	HOME OF RECORD
<input type="checkbox"/>	OTHER (See Remarks)
<input type="checkbox"/>	HOME OF SELECTION

Retirement Orders

PROCEED TO HOME OF SELECTION
[REDACTED]
[REDACTED]
[REDACTED]

AMC & Commercial Air Pet Information

AFI 24-602 V1 Ch. 5 para 5.4 Pet Shipments pg 52.

AMC Pet Info (Dog or Cat only)

2 pets per family

First come, first serve basis

3. Weight limit 150 lbs ea. -including kennel

4. In cabin kennel cannot exceed:

18"Lx11"Wx8x10.5"H and pet must be able to stand up and turn around.



Commercial Pet Info

It is the member's responsibility to reach out to the airline to make sure the pet(s) can get onto the plane.

Pit Bulls, Boxer, Pugs, Boston Terriers, Bull dogs are categorized as a "Snub Nose" which have reparatory issues due to the snout of the animal and change in temp and air quality in the belly of the aircraft. Snub nose pets can fly in as carry on in cabin with an Exception to Policy. Traveler will refer to airline for more information. ***AMC WILL ALLOW THESE PETS***

PET TRAVEL

Governing Regulation: AFI 24-602 V1 Ch. 5 para 5.4 Pet Shipments pg 52.

Frequently asked questions relating to Air Mobility Command (AMC) Pet Travel:

Q: When pertaining to pet travel, how are pets defined?

A: Pets are defined as cats or dogs only and are limited to two pets per family in permanent change of station status **only**.

Q: Who is responsible for pet related shipping expenses?

A: Travelers are responsible for all expenses related to pet shipments. Reimbursement for shipping a pet is **not** authorized for military members however, civilian employees are entitled to reimbursement IAW Joint Travel Regulation (JTR) 054103 and **must** be stated on their orders. All travelers must reference the Foreign Clearance Guide to ensure general entry and health requirements are met prior to pet shipment

Q: How much are the fees associated with shipping pets?

A: Pets are charged as excess checked baggage during AMC check-in at the departure terminal; therefore, travelers are expected to pay at that time. The cost of excess baggage varies depending on the AMC channel and destination.

- Starting at **\$125** per pet up to **70 lbs**. AMC restricts the combined weight of the pet and kennel (shipping container) to **150** pounds

Q: What is the kennel size for AMC?

A: 18" L x 11" W x 10.5" H in cabin. As long as pet can comfortably stand, 360 and lay

Q: What information is required to reserve space on an AMC flight for my pet if I do not have orders?

A: We can reserve space on AMC as long as pet info is provided: kennel dimensions, age and breed.

Q: I have an Emotional Support Pet

A: For AMC, larger size breeds can go in cabin only if member can prove pet is certified by vet as emotional support. Supporting medical document must be provided to AMC Passenger Terminal who will have final say on cabin approval.

***** NOTE:** If AMC is unavailable, customer is responsible for shipping pet by commercial means***

Frequently asked questions relating to Commercial Air Pet Travel:

Q: Who can I contact for pet reservations on commercial air?

A: Scheduled Air Transportation Office (CTO) can place a pet request, but customer must contact airline for availability, reservation and confirmation for pet travel

Q: What are the fees for commercial air pet travel:

A: \$3000-4000 for large dogs ex. Great Dane \$200-300 Small breeds ex. Chihuahua

Q: Does my pet need a passport?

A: Passport is required for commercial air travel with vaccination information and any other required health documents provided by veterinarian.

***** NOTE:** 01 May- 30 Sep Commercial airliners issue a Heat Embargo for during this time of year. Pets can experience health issues such as heat exhaustion and cannot fly in the belly of the aircraft. Travelers will need to utilize other means of pet shipping or seek AMC availability. American Airlines in corporation with GRADLYN is an alternate means of shipping a pet. More information on this service can be provided by contacting GRADLYN at +49 (0) 89 975914-81/82 or www.gradlyn.com. ***



FOLLOW-ON TRAVEL

- We will forward your information to SATO for your follow-on travel. SATO will send your final itinerary 3-5 business day before your departure.
- If you are not taking the rotator (flying commercially), your port call date for out processing will be your preferred departure date you filled out on the port call form.
- The CBA (centrally billed account) will pay for your commercial travel. Separating/retiring member's GTCC will no longer be valid.
- NOTE: If you need to change or cancel your follow-on reservation, please contact us so we can forward that change/cancelation to SATO.

More Information

A Service member and his or her dependent must begin travel to the HOR or PLEAD before the 181st day following separation from Service or release from active duty to receive separation allowances. When travel before the 181st day would impose a hardship on the Service member, a time-limit extension may be authorized or approved for a specific time through the Secretarial Process. The request for a time-limit extension must include the following:

1. A description of the circumstances that prevent travel within the 180 days, the specific amount of additional time requested, and an acknowledgement that the extension is not being granted merely to accommodate personal preference or convenience. The extension must be for the shortest time appropriate under the circumstances.
2. An extension cannot be authorized or approved if it extends travel and transportation allowances for more than 6 years from the date of separation, release from active duty or retirement, or from the date the Service member's dependent receives an official notice that the Service member is dead, injured, missing, interned, or captured. The only time the 6 years may be exceeded is when a Service member's certified on-going medical condition prevents relocation of the dependent for longer than 6 years from the notification date.

This information is for separatees only, retirees are authorized 3 years to decide.



Service Member Discharged from the Service under Other than Honorable Conditions

A. Eligibility.

A Service member who is discharged from the Service under other than honorable conditions may be authorized limited transportation allowances.

B. Allowances.

An eligible Service member may be authorized the least expensive transportation by airplane, train, bus, or ship at Government expense, but not per diem. If the AO does not provide Government procured transportation, then the Service member may be reimbursed for personally procured transportation up to the least-expensive cost the Government would have incurred for transporting him or her. Table 5-31 specifies the authorized destinations and travel allowances when a Service member is discharged or released.

	If...	Then...
1	a Service member has not been confined,	he or she is authorized to travel to either his or her HOR or PLEAD.
2	a former Service member is released or paroled from a U.S. military confinement facility,	he or she is authorized transportation allowances from the place of confinement to the HOR, PLEAD, or Service-approved place of residence as a parolee.
3	a former Service member is released or paroled from a non-U.S. military confinement facility OCONUS,	he or she is authorized transportation allowances to the port of embarkation in the country of the Service member's HOR or PLEAD from either the place of release from confinement or from the U.S. military facility nearest the place of confinement.
4	a former Service member is released or paroled from confinement by civil authorities (Federal, state, county, or local) in the CONUS,	he or she is not authorized transportation.
5	either the Service member's commanding officer or other proper authority	the Service member may be authorized transportation allowances to that destination from the place of

QUESTIONS?

Org box: 435lrs.lgrtp@us.af.mil

DSN: 480-5373 or 480-5374

Comm: 06371-47-5373 or 06371-47-5374

SATO TRAVEL: 06371-98-190



AIR FORCE RESERVE





AIR FORCE RESERVE

Overview

- ⦿ Programs in the Air Force Reserve
 - (Part time & Full time)
- ⦿ Air Force Reserve Benefits
- ⦿ Family/Career/Reserve
- ⦿ Schedule Out Process



AIR FORCE RESERVE

Part Time Participation Options

◎ **Traditional Reserve**

- 1 Weekend per Month
- 1 Annual Tour (2 Weeks)
- Total: 39 Days

◎ **Individual Mobilized Augmentee (IMA)**

- Flexible Schedule and DOES NOT have to be local.
- Ability to be attached to a unit geographically separated from your home of record.
- Serve 26 days/year IMAB or 38 days/year IMAA.



AIR FORCE RESERVE

Full Time Participation Options

◎ **Air Reserve Technician (ART)**

- Full time civil servant M-F.
- Reserve member 1 weekend per month.
- Two Retirements!
- www.usajobs.gov

◎ **Active Guard & Reserve (AGR)**

- Same pay and benefits as active duty.
- Earn an active duty retirement after 20 years.
- MyVector -> Talent Marketplace



AIR FORCE RESERVE

Benefits

- ◎ Maintain/renew/upgrade security clearance
- ◎ SGLI (50k-500k)
- ◎ Retirement= 20 years of service
- ◎ NO testing for rank!
- ◎ Cross-Training
- ◎ Extra income
- ◎ MGIB-SR(extra 12 mos)/ Kicker (\$350)/TA(\$4500)
- ◎ Medical Insurance (Tricare Reserve)



AIR FORCE RESERVE

Extra Monthly Income CY 2022

<u>Rank/TIS</u>	<u>Per UTA (weekend)</u>
◎ Capt w/6 yrs	\$864.28
◎ TSgt w/8 yrs	\$515.24
◎ SSgt w/6 yrs	\$436.44
◎ SrA w/4 yrs	\$371.56

Annual tour is Active Status w/base pay, BAH, BAS

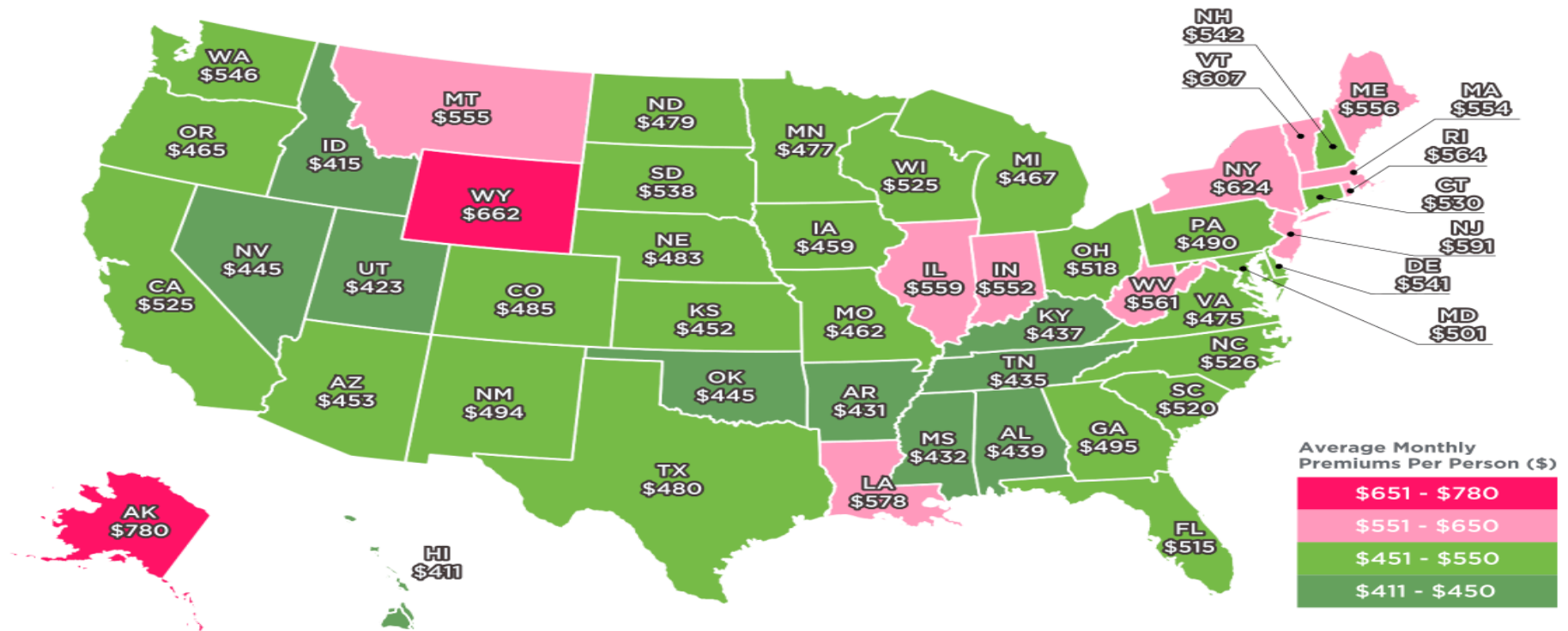


AIR FORCE RESERVE

Rates by States

Health Insurance Rates by State

Average Monthly Premiums Per Person



Average Monthly Premiums Per Person (\$)

\$651 - \$780

\$551 - \$650

\$451 - \$550

\$411 - \$450

Article & Sources:

<https://howmuch.net/articles/health-insurance-rates-by-state>

<https://www.ubabenefits.com/>

howmuch.net



AIR FORCE RESERVE

Transitional Assistance Management Program (TAMP)

- ◎ 180 days of premium-free healthcare benefits after separation from active duty.
- ◎ Eligibility:
 - Involuntarily separating from active duty under honorable conditions.
 - Air National Guard or Reserve member separating from a period of more than 30 consecutive days of active duty served in support of a contingency operation.
 - Separating from regular active duty service and agree to become a member of the of a Reserve Component. The member must become a Selected Reservist the day immediately following release from regular active duty service to qualify.



AIR FORCE RESERVE

TRICARE Reserve Select (TRS)

<http://www.tricare.mil/reserve/reserveselect/index.cfm>

- ◎ Pick your doctor
- ◎ Individual Monthly Premium: \$47
- ◎ Family Monthly Premium: \$238
- ◎ Compare with civilian insurance plans at
www.ehealthinsurance.com



AIR FORCE RESERVE

Educational Benefits

Post 9/11 Transfer Eligibility

- Any member of the armed forces Active Duty or Selected Reserve and meets the following criteria:
 - 6 years in the Armed Forces (Active Duty and/or Selected Reserve) on the date of approval and agrees to serve four additional years in the armed forces from the date of election
 - Transfer requests are submitted and approved while the member is in the armed forces

Air Force Reserve 100% Tuition Assistance

- 100% for Undergraduate Degree Programs & Master's Degree Programs
- Annual cap of \$4,500.00
- Exact same program as Active Duty-apply through the AFPortal



AIR FORCE RESERVE

GI Bill Reserve Select and Kicker

Monthly Rates (as of Oct 1, 2020)

Montgomery GI Bill-Selective Reserve

Full Time Rate \$397.00

*12 Additional Months of Education Benefits after exhaustion of Post-911 GI Bill

GI Bill Kicker-*Requires qualifying AFSC*

Full Time Rate \$350.00



AIR FORCE RESERVE

Family-Career-Reserve

- ◎ Priorities
- ◎ Moving
- ◎ Inactive Status
 - Break in Service
- ◎ Job Security
 - Protection



AIR FORCE RESERVE

Make your Out-processing appointment

*Required for All O-4 (Maj) and Below Members SEPARATING

MSgt Mark Moore

314-480-3940

mark.moore.16@us.af.mil

MSgt Zachary Nusbaum

314-480-3939

zachary.nusbaum@us.af.mil