



Separations and Retirement

MCAGCC 29 Palms

TIMELINE

1. The separation process with IPAC begins when one of the following applies:
 - a. EAS is within 180 days.
 - b. Retirement is approved by MMSR.
 - c. Medical separation is approved by the PEB.
 - d. Admin Sep is approved by the first CG.
2. Marines separating or retiring may initiate their Outbound Interview (OBI) as soon as one of the criteria is met above.

3. OBI must be approved and submitted to IPAC **no later than 10 days from requested departure date** to allow adequate time to process orders and DD214.

RESPONSIBILITIES

Marine:

1. Frontloads general requirements found on the Separations Checklist. Most requirements can be completed 180 days out.
2. Fills out and submits OBI to their Command.
3. Thoroughly plan departure date ensuring sufficient leave is saved for Terminal Leave.
4. Keep Command informed of separation plans and progress.
5. Make contact with IPAC to schedule an audit and review of orders and DD214.
6. Must turn in all required documentation to IPAC **no later than 10 days from requested departure date** in the Uniform of the Day. Failure to do so will result in delays.

Command:

1. Provides checkout sheet to Marine.
2. Verifies completion of separation requirements.
3. Reviews and approves OBI **no later than 10 days from Marine's requested departure date**.

IPAC:

1. Process OBI as approved by the Command.
2. Initiates the order-writing process and certifies the DD214.
3. Verifies completion of separation requirements prior to departure.

GENERAL INFORMATION

Terminal Leave:

1. Terminal Leave is a privilege and not a right. All separation requirements must be met prior to the execution of terminal leave.
2. Commanders can approve up to 90 days of Terminal Leave. Additional days require CMC approval.

3. Terminal Leave requests must be submitted via OBI **no later than 10 days from requested departure date**.

Transition PTAD:

1. Marines who meet one of the following criteria may be authorized up to 20 days. Transition PTAD: Retirees, TDRL/PDRL included, or being involuntarily separated as a result of a 2P.
Reference: MARADMIN 170/14

2. Marines approved for Admin Sep **are not eligible**.

3. Transition PTAD is submitted via OBI if taking in conjunction with Terminal Leave.

4. Marines can submit 5 day increments for 4 weeks (5x4) via the Leave and Liberty module if Transition PTAD will not be taken ICW Terminal Leave; however, you will still need to check-in after PTAD to receive orders and DD214.

Travel/HHG:

1. Reimbursement of travel expenses for the service member and dependents are calculated using the estimated cost from last duty station to Home of Record (HOR) or to the Home of Selection (HOS) for retirees.

2. Arrangements for the shipment of household goods (HHG) is initiated when the DMO Endorsement has been digitally signed in OBI by IPAC.

3. Shipment of HHG can be delayed up to 180 days out from EAS and 365 days to the HOS for retirees. Check with DMO for more details.

Common Errors:

1. OBI not approved by Chain of Command
2. Missing documents (pg11 for RE code other than 1A, incomplete checkout sheet etc)
3. IPAC not aware of DAP process, Admin Separation or other status changes.
4. Marine submits transitional PTAD with command vice OBI when desiring to take in conjunction with terminal leave.

FREQUENTLY ASKED QUESTIONS

Q: I am separating and plan to request *Terminal Leave*, how do I calculate my remaining leave balance?

A: OBI already factors in your remaining leave balance which auto computes your current and future leave balance up to your EAS.

Q: I am eligible for *Transition PTAD*, how do I submit my request if I want to take it ICW Terminal Leave?

A: Transition PTAD must be submitted via the OBI ensuring **no gap** between the Transition PTAD end time and the Terminal Leave start time.

Q: I am retiring, do I need to make a *Survivor Benefit Plan (SBP)* election?

A: Yes, you must submit a completed DD Form 2656 and fax to DFAS, London, KY at (800) 469-6559 no later than 30 days prior to your effective date of retirement or mail to DFAS, US Military Retirement Pay, P. O. Box 7130, London, KY 40742-7130. Maintain a copy of your DD Form 2656, fax or mail receipts for confirmation.
Reference: MCO 1741.11D

Q: I am retiring and have no dependents, do I still need to take the *SBP training*?

A: Completion of the SBP for Retirees training via MarineNet, course #SBPFORRETO, is required prior to retirement regardless of marital or dependent status.

Q: What happens if I don't make an SBP election or if I make an invalid election?

A: If you fail to submit your DD Form 2656 or if you make an invalid election, **you will be automatically enrolled** in the program. This means that your retirement will be deducted at full gross pay at 6.5% for the SBP premium. DFAS will not accept your DD Form 2656 if any of the following discrepancies are found:

1. Incorrect dates, spouse & notary dates don't match.
2. Spouse signs & dates before the Marine.
3. Election coverage improperly marked or not marked at all
4. Spouse signature is missing.
5. Marine's signature not witnessed.
6. Form is not notarized where required.



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REQUIREMENTS FOR ALL TYPES OF SEPARATIONS

- | | |
|---|---|
| <input type="checkbox"/> OBI completed and approved. | <input type="checkbox"/> TRS and Cap stone completion (DD Form 2648) |
| <input type="checkbox"/> Completed Final Physical (must state Fit for separation, Fit for duty etc) | <input type="checkbox"/> NAVMC 6 (if you are missing gear) |
| <input type="checkbox"/> Completed Command checkout sheet. | <input type="checkbox"/> Approved EN Pro/Con's Cpl and below |
| <input type="checkbox"/> NMCRS letter (If you owe money) | <input type="checkbox"/> Medical and Dental records |
| <input type="checkbox"/> CO's interview (Battalion CO for non-1A) | <input type="checkbox"/> STR DD Form 2963 (You get this from Medical) |

*** If you are retiring or you are an Officer, you do not need a CO EAS interview***

ADDITIONAL REQUIREMENTS FOR RETIREES TO INCLUDE PDRL/TDRL

- | | |
|--|---|
| <input type="checkbox"/> SBP Election DD Form 2656 (35 Days prior to retirement) | <input type="checkbox"/> SBP Training Certificate (MarineNet) |
| <input type="checkbox"/> SBP Pg.11 entry | <input type="checkbox"/> SBP Training Certificate (MarineNet) |

ADDITIONAL REQUIREMENTS FOR ADMINISTRATIVE SEPARATIONS

- | | |
|---|--|
| <input type="checkbox"/> 5/10/15 Day Letter signed by the CG | <input type="checkbox"/> Pg.11 entry for RE code |
| <input type="checkbox"/> NAVMC 6 (OTH must turn in uniforms to unit supply) | <input type="checkbox"/> Pg.11 entry for Pro/Con's below 4.0/4.0 |
| <input type="checkbox"/> Military ID and Dependent ID must be turned in | <input type="checkbox"/> Battalion Level CO EAS interview |

ADDITIONAL REQUIREMENTS FOR MEDICAL SEPARATIONS

- | | |
|--|--|
| <input type="checkbox"/> PEB Findings | <input type="checkbox"/> Battalion Level CO EAS interview |
| <input type="checkbox"/> Disability Transition Assistance Program (From PEBLO) | <input type="checkbox"/> SPD Code of JFV1 requires an ICD CD on pg 3 of the medical form DD 2808 |
| <input type="checkbox"/> Pg.11 entry for RE-3P | |

OTHER REQUIREMENTS (IF APPLICABLE)

- | | |
|---|--|
| <input type="checkbox"/> NAVMC 763 (Officer Resignation or Inter-Service Transfer only) | <input type="checkbox"/> IRR Reenlistment (Marines over EOS or with Seps pay only) |
| <input type="checkbox"/> Direct Affiliation Package (DAP) | <input type="checkbox"/> Approved Sep Pay RELM (EAS with Seps pay only) |

STATEMENT OF UNDERSTANDING (SOU)

1. All visits to IPAC including when I pick up my DD-214 and final orders must be conducted in the Uniform of the Day.
2. I am required to complete the Outbound Interview process and submit all required documents to IPAC **no later than 10 days from my requested departure date.**
3. I fully understand that failing to produce the required documents, completing Outbound Interview (to include approval of my OBI) or arriving in civilian attire will delay the separation process up to and including shifting my departure date.

Marine Signature: _____ Date: _____ IPAC/S-1 Signature: _____ Date: _____