

SEPARATION AND RETIREMENT CHECKLIST

Documents required for member to receive DD Form 214 and orders on PDD (all Marines)

Completed Outbound Interview Module: (leave and PTAD will be submitted within the module unless PTAD is taken incrementally; incremental PTAD is taken with the command). **Separating Marines** may complete the Outbound Interview 120 days prior to their EAS. **Retirees** may complete their Outbound Interview 180 days prior to their EAS.

Final Physical: (Scheduled 6-12 months prior to separation). A final physical is not required if Marine is being processed for medical separation.

DD Form 2648/DD Form 2958: Pre-separation counseling checklist/individual transition plan checklist. Must be stamped and dated by TRP and chain of command.

DD Form 2963 and Service Treatment Records: Medical and dental records must be checked out from medical and turned into the IPAC for forwarding to the VA.

Check out sheet (S-1): Check out sheet must be completed and signed by chain of command as required.

Meal Card (as applicable): Not all Marines will possess a meal card.

Additional documents required for member to receive DD Form 214 and orders on PDD (separation)

Commanding Officer's Interview: Required for all enlisted Marines to determine RE code.

RELM: Required for separations pay or for members reenlisting into the Marine Corps Reserves.

Applicable Page 11: A Page 11 entry may be required for specific separation codes or separation programs (not all Marines will receive a Page 11 entry).

Additional documents required for member to receive DD Form 214 and orders on PDD (retirement)

DD Form 2656: Data for payment of retired personnel and Survivor Benefit Program (SBP) election. Signatures must be witnessed by an IPAC Marine or be notarized. *A member who was previously divorced must provide a copy of a divorce decree for each divorce.*

Survivor Benefits Class Marinet Certificate: Must be completed within 6 months of EAS (not planned departure date).

DMO Endorsement

A DMO Endorsement may be retrieved through the MOL Outbound Interview Module utilizing the following steps:

1. Complete the Outbound Interview.
2. Wait for the Outbound Interview to be "MOL Approved" (approved by your S-1 and forwarded to IPAC).
3. Contact IPAC via phone, email, or in person. (703) 784-5197
4. Wait 24 hours, enter the Outbound Interview, select "Submit Package" and then "View Attachments." Print as many copies as you need.

Process and Review

The IPAC will review your package **30 days prior** to your estimated date of departure. It is imperative that you route your Outbound Interview **at least 45 days prior** to your planned departure date when feasible. You will be called into the IPAC **at least 10 days prior** to your planned departure date to review your DD Form 214 and orders for accuracy and to ensure that all required documents are completed. **Statements of Service (in lieu of DD Form 214) can be obtained through your S-1.**

Failure to report to the IPAC Outbound Separations Section on the date of your orders may result in an unauthorized absence. Failure to complete and provide any of the above listed documents will prevent you from receiving your DD Form 214 and orders and may result in delay of your final payment. The DD Form 214 is a controlled document and will only be issued upon completion and certification on the date indicated on your orders to start PTAD (if taken in conjunction with leave), or the date your leave begins.