

SEPARATION AND RETIREMENT CHECKLIST

Rev. 20200414

Documents required for member to receive DD Form 214 and orders on Planned Detach Date:

- Final Physical. (Scheduled 6-12 months prior to separation). ONLY page 3 of DD2808 or DD2807 that states "Medically Qualified for Separation/Retirement" is required. A final physical is not required if Marine is being processed for medical separation.
- DD Form 2648 Service Member Pre-Separation/Transition Counseling Capstone. Electronically signed and dated by TRP and chain of command. Coordination with Unit Transition Coordinator is required in order for "TA" (TRS) and "TZ" (Capstone) training codes is reported in MCTIMS for all Marines in possession of the eForm.
- Commanding Officer's Interview. Required for all enlisted Marines SEPARATING to determine RE code. Not applicable for retirees.
- DD Form 2963 Service Treatment Record. MEDICAL and DENTAL RECORDS MUST be checked out from medical and turned into the IPAC for forwarding to the VA.
- Survivor Benefits Class MarineNet Certificate. Only applicable for Retirees. Must be completed within 6 months of EAS (not planned departure date).
- DD Form 2656: Data for Payment of Retired Personnel and Survivor Benefit Program (SBP) election. Signatures must be witnessed by a notary. MEMBER will need to FAX the DD Form 2656 to 1-800-469-6559. A member who was previously divorced must provide a copy of a divorce decree for each divorce
- Check out sheet (S-1). Check out sheet must be completed and signed by chain of command as required.
- 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 (OBI) 120 days prior to their EAS. Retirees may complete their OBI 180 days prior to their EAS.
- Attached Source Documents to Outbound Interview. Prior to submitting your OBI ensure the following documents are attached. Failure to do so could result in OBI being returned.
-DD2648, Final Physical (page 3 of DD2808 or DD2807), C/O Interview and DD2656 SBP (If Applicable)

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

*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).