

**RPAC SEPARATIONS**  
**BLDG 60, Camp Lejeune, NC**  
**Administration Separations**

The final steps required after you have been approved to be Administratively Separated are completed by the RPAC Administrative Separations Section. We are located on the second deck of building 60, Room #226. Once the separation authority approves the package in the Command Legal Action (CLA) application, the Commanding General's approval letter (commonly known as the "Five Day Letter") will generate. After receiving the Five Day Letter, the Marine should immediately report to the Administrative Separations Section with an escort senior in rank, and all separations documentation. Marine whose administrative support is at one of our Satellite Support Centers will submit their letter via EPAR via their S-1.

What is required of you?

At a minimum, the following documents need to be turned in in order to establish an EAS:

- Commanding General's AdSep Approval letter.
- Notification of Separation.
- Acknowledgement of Rights.

The EAS will be established while you complete all other checkout requirements. Upon checkout, the Marine will need the following:

- RPAC and Unit check out sheets.
- TRS with the Capstone review completed.
- Medical/Dental records.
- Service Treatment Record (STR).
- Final physical.

\*\*\* The five working day clock starts when the Marine turns in the minimum required documents. Upon an agreed EAS date, the Separations Clerk will date stamp the Marines' 5 day letter with the new EAS date \*\*\*

Valuable Information:

- Pay
  - After the separation authority approves the package in CLA, the Marines' pay and allowances will be automatically suspended. Once the separation process is complete and you are dropped, the pay account will be balanced out and you will receive all pay and allowances due minus any pending checkages.
- Confinement
  - Some Marines confined in the base brig are awarded a Separation in Lieu of Trial (SILT). Marines who are in receipt of a SILT need to come to the Separations Section immediately once released with their Prisoner Release Order. This will give us the ability to adjust your record to reflect from confinement and establish an EAS.

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- Physical Evaluation Board (PEB) case accepted
  - If a Marine is pending a Medical Board (Duty Limit V or Y) by the Physical Evaluation Board and then later recommended for Administrative Separation by their commands, we cannot move forward with the separation until MMSR-4 returns the Marine back to a full duty status. Marines may check their duty status and duty limit by looking at their TBIR in MOL.
  - Immediately upon receipt of the approved five day letter from the separation authority, a PEB Termination letter signed by the Separation Authority (CG) is required. The separation authority also has to sign an endorsement approving the PEB termination. Forward this letter via email to MMSR-4 at (SMB.Manpower.MMSR4@usmc.mil) in order for them to appropriately return the Marine to full duty. After being returned to full duty, RPAC Separations Section will be able to complete that individual's separation.