

How to EAS (RPAC CAMP LEJEUNE SATELLITES)

What is required of you?

- Attend TRS 1 year to 6 months from EAS. (Your Unit Transition Coordinator will help schedule this)
- Complete and submit your Outbound Interview (OBI) in MOL and attach the RPAC Seeps Statement of Understanding (obtained from your S-1/) to OBI
- 10 working days after your unit approves your OBI, the OBI status should change to ADMIN CERTIFIED.
 - Once ADMIN CERTIFIED, go back into OBI to print out your approved DMO endorsement from OBI (listed under “attachments”) and take it to DMO to arrange household goods move and/or transportation.
- Final Physical. (good for only 6 months from departure date)
- RPAC Checkout Sheet complete with stamps and signatures. (available on the RPAC website under useful links or your Unit S-1)
- CIF/Supply (30 Days out) – suggest even further out if there is missing gear.
- At least 14 working days prior to your PDD, submit all required check out documents (minus the STR) to your Satellite Support Center (SSC).
- Your draft DD-214 will be available at your SSC 14 working days prior to your PDD. Please go to your (SSC) to review your DD-214, if there are questions and or corrections, the SSC clerk will call the RPAC while you are there so you may speak to a SNCO/OIC/NCO about your DD-214. If corrections need to be made, it will be completed within 2 days and available for another review at your SSC
- On your actual PDD, bring your completed STR and any other documents you are missing to your SSC. Beginning at 0800, your signed DD-214 and Orders will be available to you.

***MARADMIN 307/16 mandates the use of the Outbound Interview (OBI) Module within MOL for Marines that are separating/retiring from the Marine Corps. ***

***To provide you with the best possible service, we request your OBI be completed and approved by your Command no later than 60 days out from your Plan Departure Date. ***

***Marines will not be given their orders and DD Form 214s until the day they are scheduled to detach. Any incomplete checkout requirements will cause a delay in your departure. ***

The following must be completed and turned into the SSC in order to receive your DD-214:

- Completed RPAC Checkout Sheet.
- Completed DD Form 2648 (TRS w/ Capstone)
- Completed Career Planner Interview (obtained from Unit Career Planner)
- Completed Final Physical (DD Forms 2808, 2807, 2697)
- Complete Medical and Dental records w/ STR DD Form 2963 (2963 from local BAS. Outpatient Records at local Naval Hospital will provide CD copy of medical records to member)
- Completed Missing Gear Statement (completed NAVMC 6 – If applicable)
- Completed TFRS message (only ECFC, SEPS Pay, etc.)
- Signed Page-11 for RE Code if not 1A or characterization not Honorable. (obtained from Unit S-1) Not applicable for Adsep.

Valuable Information:

- Update your MOL and MyPay password and personal email before you depart your SSC.
- Make sure you complete your travel claim via MOL/OBI once you reach your final destination. It is money you are entitled to.
- On MOL take a look at your Personal Statement of Military Compensation PSMC is a good breakdown of what entitlements you receive in the military. It may shed some light on what it will take for you to maintain your current quality of life. COOL shows the courses you attended while on active duty and whether they are creditable for college credits.

It is your responsibility to ensure MCTFS has correct information about your awards, MOS', schools/courses, dependents, contingency operations, foreign and sea service. Please review MOL ASAP and if there are discrepancies, gather your supporting documentation and submit an EPAR to the appropriate RPAC Section (not Separations) to get that information corrected. Per the Marine Corps Separations Manual, only information resident in MCTFS can be on your DD-214.

Marines are welcome to call the RPAC Separation Section regarding any questions or concerns they have at any point during the process.

RPAC Separations: OIC: 910-451-5615 SNCOIC: 910-451-2081 Clerk: 910-451-2016

RPAC AdSeps: OIC: 910-451-2161 SNCOIC: 910-451-2058