

How to EAS (RPAC CAMP LEJEUNE)

What is required of you per MCIE/MCB CAMLEJO 5000.2A (RPAC SOP):

- 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 at least 60 days prior to your requested departure date.
- RPAC has 10 working days to certify your OBI once your Unit approves it. Once the OBI is ADMIN CERTIFIED, go back into your OBI under “attachments” to obtain your DMO endorsement (required by DMO to arrange for HHG movements).
- Final Physical. (good for only 6 months from departure date)
- Unit Checkout Sheet (to include CIF) complete with stamps and signatures.
- 2 working days prior to departure date, go to RPAC with all separation documentation to conduct pre-checkout to identify any potential last minute issues.

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

- Unit Checkout Sheet complete with stamps and signatures
- Completed DD Form 2648 (TRS w/ Capstone)
- Completed CO EAS Interview (obtained from Unit Career Planner)
- Completed Final Physical (DD Forms 2808, 2807, 2697)
- Complete Medical and Dental records DD Form 2963 (2963 is provided by your unit BAS.)
- 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 is not Honorable. (obtained from Unit S-1) Not applicable for Adsep.
- All supporting dependency documentation (birth certs, marriage licenses, custody agreements, etc.) must be resident within OMPF or provided to RPAC Separations for inclusion prior to receiving a DD Form 214.

Valuable Information:

- Marines will not be given their orders and DD Form 214s until the day they are scheduled to detach or if the PDD is a weekend/holiday, the last working day prior to the PDD.
- Update your MOL and MyPay password and personal email before you depart your Unit.
- Make sure you complete your travel claim via MOL/OBI once you reach your final destination. It is money you are entitled to. The DMO claim is something entirely different and must also be completed (if applicable).
- On MOL, take a look at your Personal Statement of Military Compensation (PSMC). This 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. JST 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