

How to Retire/TR FMCR/TDRL/PDRL/ (RPAC CAMP LEJEUNE)

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

- Attend TRS 2 years 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. PDRL/TDRL Marines must submit their OBI at least 15 days prior to desired PDD.
- 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) or Physical Evaluation Board (PEB) findings if TDRL/PDRL.
- Complete DD Form 2656 (Retired Pay Data Form) and turn into the RPAC Retirement Section at least 30 days prior to EAS for submission to DFAS. It must be received at DFAS at least 30 days prior to your EAS to avoid retirement pay discrepancies.
- Unit Checkout Sheet (to include CIF) complete with stamps and signatures.
- Complete the MarineNet Survivor Benefit Plan (SBP) for Retirees Course.
- 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 the RPAC in order to receive your DD-214:

- Completed Unit Checkout Sheet.
- Completed DD Form 2648 (TRS w/ Capstone).
- Completed Final Physical (DD Forms 2808, 2807, 2697) or PEB finding if TDRL/PDRL/Disability Severance Pay.
- Complete Medical and Dental records w/ STR DD Form 2963. (2963 from local BAS.) Outpatient Records the Naval Hospital will provide CD copy of medical records to member.
- Completed Missing Gear Statement (completed NAVMC 6) if applicable.
- Completion Certificate for MarineNet SBP for Retirees Course.
- Required to submit your completed 2656 (Retired Pay Data Form) to RPAC retirements.
- All supporting dependency documentation (birth certs, marriage licenses, custody agreements, etc.) must be resident within OMPF or provided to RPAC Retirements for OMPF 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 (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 Camp Lejeune. 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).
- Personal Statement of Military Compensation (PSMC) and Joint Services Transcript (JST) . 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. JST shows the courses you attended while on active duty and whether they are creditable for college credits.
- For TDRL/PDRL/Disability Severance Pay Marines, once your PEB findings are returned and your new EAS has posted in MOL/MCTFS, immediately start your OBI interview. 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 Retirements) to get that information corrected. Per the MarCorSepsMan, only information resident in MCTFS can be on your DD-214.

Marines are welcome to contact the RPAC Retirement Section regarding any questions or concerns they have at any point during the process. RPAC Ret OIC: 451-4220 SNCOIC: 451-2206 Clerk: 451-2268