

RPAC CAMLEJ SEPARATIONS CHECKOUT SHEET

DATE ISSUED: _____

ISSUED BY: _____

RANK :	NAME :	
EDIPI:	UNIT:	EAS:
SEPS: 451-2016/2081	RET: 451-2206/2268	ADSEPS: 451-2058/2161

ID CARD CENTER (BLDG 59)	IIF
VEH REG/BASE PMO (Bldg 60)	NBC
DMO (w/DMO endorsement) (BLDG 1011)	DISBURSING TRAVEL (W9Ls/Reservist only) (BLDG 10)
Family Housing (Bldg TT 43)	BN S-1 (verifies SNM has completed all Bn check out requirements)
Prior Service Recruiter (Bldg 59, Rm 132)	_____ (SIGNATURE/DATE)
	_____ PRINTED NAME/RANK/BILLET

Documents required to be turned into RPAC Separations prior to departure:

- Career Planner/CO EAS Interview (Enlisted only)
- RELM (over 6 years active service or more, or involuntary separations – Enlisted only)
- Completed RPAC checkout sheet
- NAVMC 2648 w/Capstone (TRS)
- Final Physical: DD 2807/2808/2697
- STR: Medical and Dental Records w/ DD 2963 (2963 completed at Local BAS)
- DD 2656 Retired Pay Data Form - 30 days prior to EAS (Retirees/TDRL/PDRL only)
- SBP MarineNet Course Completion Certificate (Retirees/TDRL/PDRL only)

All AdSeps are required to have an NCO escort.

I UNDERSTAND IF MY EAS FALLS ON A WEEKEND OR HOLIDAY, I MUST CONDUCT A PRE-CHECK OUT WITH THE SEPARATIONS SECTION ON THE LAST WORKING DAY PRIOR TO THE WEEKEND. FAILURE TO DO SO MAY DELAY RECEIPT OF MY DD-214 DUE TO FAILURE TO PROPERLY COMPLETE THE SEPARATIONS PROCESS.

PER MARADMIN 559/14, I UNDERSTAND THAT I AM NOT PERMITTED TO COMMENCE PTAD/TERMINAL LEAVE UNTIL MY MEDICAL, DENTAL RECORDS AND DD FORM 2963 HAVE BEEN TURNED INTO RPAC SEPARATIONS.

MARINE'S SIGNATURE: _____

DATE: _____