



# IPAC SEPARATIONS SMART PACK

IPAC MIRAMAR, CA  
Building 8380 Rm 114

JUNE 2025

# IPAC Miramar Separations Smart Pack

This Smart Pack is a comprehensive resource tailored for Marines transitioning from active duty while stationed at Marine Corps Air Station (MCAS) Miramar. Designed to simplify the process, it offers essential guidance, step-by-step instructions, and answers to common questions that may arise. With a strong emphasis on reducing stress and uncertainty, this Smart Pack serves as a reliable companion—equipping Marines with the knowledge, tools, and support necessary to navigate this critical transition with confidence and clarity.

## **When should I consider starting my transition from active duty?**

The preferred time to consider planning your transition from active duty is 12 months from your EAS date. At the earliest, you will be able to start working your Outbound Interview (OBI) in MOL. To access your OBI, click on the **TRAVEL** tab at the top right, click on **Outbound Interview** underneath **INDIVIDUAL MEMBER**. You will be able to work on your OBI one year from your EAS date.

## **Outbound Interview Approval**

To begin the separation process, your OBI must be submitted and approved by your S-1 to IPAC Outbound. The minimum requirements needed by IPAC initially is your Commanding Officer's EAS Interview and Separation Page 11 (*only applicable if you are being assigned a re-entry assignment code other than RE-1A*).

## **What if I do not have my Commanding Officer's EAS Interview?**

You will need to visit your Career Planner to schedule an interview with your Commanding Officer.

## **What if I do not have a copy of my TRS/Capstone Interview (DD Form 2648)?**

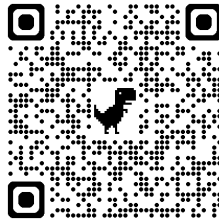
First, attempt to log into MilConnect to verify completion. If the document still needs to be completed, you must coordinate with MCCS aboard MCAS Miramar to complete the Capstone process.

## **What is the Distribution Management Office (DMO), what do they do, and where are they located?**

When you EAS, DMO is responsible for the pickup, receipt, storage, shipment, and delivery of your personal property to your home of record. IPAC Outbound will provide you with a DMO Endorsement Letter that contains appropriation lines of accounting that you may use to schedule household goods pickup/storage prior to your final departure. DMO is in Building 2258 and can be reached at (858) 307- 1670/1671 Monday through Friday from 0730 to 1630. **\*\*OBI must be approved to generate your DMO Endorsement.\*\***

**The following documents must be scanned and uploaded to OBI provided to IPAC to receive your DD Form 214:**

Scan the QR code below to help assist you in the checkout process:



### **Other Required Documents for Separation**

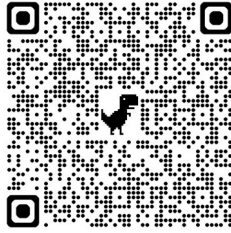
- Dependent Certificates (Only if Updates are Needed, or Missing in OMPF)
- TRS E-Form (DD Form 2648)
- Original Medical and Dental Records (Genesis Records are exempt)
- Service Treatment Record (STR) Certification (DD Form 2963)
- Oral Exams (stamp by dental)
- SkillBridge Package (If Applicable, Must Be Approved IAW MARADMIN 280/24)
- Final Physical Forms (DD Form 2807-1/2808)
- PEB Findings (Medical Separations Only)
- HQMC Approval for over 90 days of Terminal Leave (If Applicable)
- Early Release for Education Approval Letter (If Applicable)
- Medical Separation Page 11 (RE-3P Reenlistment Code Assignment)
- Characterization and Reentry Code Page 11 (AdSep)
- ID Card Turn in receipt (AdSep)
- DAP Orders (If Applicable)
- Missing Gear Statement (If Applicable)
- Uniform Turn in NAVMC 631 (Good of service, misconduct, security, and unsatisfactory performance; Ref: MCO 1900.16 (Seps Man) para 1101.5.b. 4.a.)
- Unit Checkout Sheet (Completed)

### **Reservists**

- Original MROWS Orders and All Modifications
- Reporting Endorsement
- Detaching Endorsement
- Unit Checkout Sheet (Completed)
- Final Physical Forms (DD Form 2807-1/2808)

### **What if I am approved for SkillBridge prior to separation?**

SkillBridge may be used in conjunction with terminal leave. Scan the QR code below to help assist you in the SkillBridge process:



**What if I need to adjust my Estimated Departure Date (EDD) after my OBI has been approved by my S-1?**

If there are any changes to your EDD after your OBI has been approved by your S-1, please notify IPAC Outbound at the earliest convenience so you are not detached on your original EDD. Your OBI will be returned to your S-1 for reapproval at the unit level and your terminal leave dates may be adjusted depending on your unused leave information in MOL.

**Will I lose leave on October 1st if my leave balance is over 60 days, and my terminal leave is already approved?**

Yes. Marines can carry up to 60 days of annual leave from one fiscal year to the next unless they have **Special Leave Accrual (SLA)** authorization. Every year on October 1st, any unused leave exceeding 60 days will be lost, even if you are on terminal leave. You need your command to approve and report your SLA request before you detach on terminal leave. IPAC Miramar is not responsible for handling your SLA request. For more detailed information on the SLA process, refer to the most recent MARADMIN regarding SLA.

**How do I submit my final travel claim?**

You are required to submit your final travel claim through the 'Travel' tab located in Marine Online. Scan the QR code below to help assist you in submitting your final travel claim.



**What do I include in my final Travel Claim?**

- DD Form 214
- Separations Orders

**Will the Marine Corps pay for my travel to my Home of Record?**

Yes, the Marine Corps will pay for your travel to your Home of Record (HOR). The preferred method of travel is utilizing POV as you will be reimbursed mileage and per diem. If you elect to fly, you can make travel arrangements with CWT Sato Travel Office using your DMO orders that are available in MOL. If you are traveling to a location that is not your HOR, you will only be reimbursed up to the amount it would have cost to travel to your HOR.

## **IPAC Outbound Branch Points of Contact**

### **IPAC Outbound Branch Leadership**

Branch OIC – (858) 307-4489

Branch SNCOIC – (858) 307-8998

### **Separations Section Points of Contact**

Branch NCOIC – (858) 307-4321

Separation Manager – (858) 307-1471

**Email Distribution List:** miramaripacoub@usmc.mil

### **ID Card Center**

Supervisor – (858) 307-4207

NCOIC – (858) 307-1142/1421

### **DMO/SATO**

Clerk – (858) 307- 1670/1671

### **Useful References & Web Links**

MCO 1900.16 CH 2 – Marine Corps Separations Manual

MCO 1050.3J – Leave, Liberty, and Administrative Absence Manual

MARADMIN 280/24 – Interim Guidance on the Skillbridge Program

MCAS Miramar MCCS Skillbridge Coordinator - <https://miramar.usmc-mccs.org/marine-family-support/transition-readiness-program/skillbridge>

