

IPAC SEPARATIONS CHECKLIST

ALL DOCUMENTS WILL BE TURNED IN PRIOR TO DETACH DATE!
MISSING DOCUMENTS WILL DELAY DEPARTURE AT NO FAULT OF THE IPAC

- **The following documents will be required in order to separate: All documents can be uploaded into member's Outbound Interview.**
 - *Submit 10-14 days prior to planned departure date***
 - Outbound Interview
 - Oral Exam (stamped by dental)
 - TRS DD Form 2648
 - Final Physical or PEB findings (IF BEING MEDICALLY SEPARATED)
 - CO's Interview (Enlisted Marine Only)/ Pg 11 for Reentry code other than RE-1A
 - *Submit on day of departure***
 - CBQ Checkout Sheet (If applicable)
 - Command Checkout Sheet
 - Medical and Dental Records
 - DD Form 2963 (STR) From Medical Records Department, NMC MCAS Miramar
- **Retirees/TDRL/PDRL also require the following:**
 - DD Form 2656 (Survivor Benefit Plan) (Submit at least 30 days prior to EAS or departure. If SBP is not submitted, it is at no fault of IPAC when the auto enrollment is started by DFAS!)
- **Skillbridge PTAD in conjunction with Separations (S-PTAD):**
 - Commander's Skillbridge Authorization Letter
 - Signed Skillbridge Approval Form (1320/1 & 2)
 - Command Authorization Letter to Separate in Conjunction with Skillbridge. (Incentive pay will be terminated for Marines executing Skillbridge ICW terminal leave)
- **Administrative Separations:**
 - 5-Day Letter
 - Characterization and Re-entry code Page 11
 - ID Card Turn in Receipt
 - Dependent IDs will be turned in as well. This is completed the last day.
 - Uniform Turn in NAVMC 631 (reasons for turn in below per Separations Manual)
 - Good of Service, misconduct, security, and unsatisfactory performance

For questions please call (858) 307-4321/8834/8874 (clerk) or extension 4489 (OIC).

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