

MARINE CORPS SEPARATION AND RETIREMENT MANUAL

APPENDIX C

CHECKLIST FOR SEPARATIONS

I. PRE-SEPARATIONS INTERVIEW

SUBJECT	REFERENCE	DISCHARGED	RELEASED FROM ACTIVE DUTY	RETIRED/ TRANSFER TO THE FMCR
Career Planning Interview	MCO P1900.16 par. 1101.4a MCO P1040.31	YES*	YES	NO
Reenlistment Benefits	MCO P1040.31	YES*	YES	NO
Marine Corps Reserve Affiliation	MCO 1001.39	YES*	YES	NO
Inform Member of Address of Marine Corps District Commanding Officer	MCO P1900.16 par. 1101.4b	YES*	NO	NO
Selective Service Registration	MCO P1900.16 par. 1101.4h	YES	YES	YES
Separation Physical	MCO P1900.16 par. 1011	YES*	YES	YES
VA Dental Treatment Eligibility	MCO P1900.16 par. 1101.4e	YES	YES	YES
Conversion of SGLI	MCO P1741.8 MCO P1760.8	YES	YES	YES
Maternity Care	MCO 5000.12	YES	YES	NO
Health Care Insurance	MCO P1760.8	YES	YES	NO
BCNR/NDRB Advice	MCO P1900.16 par. 1101.4f	YES	NO	NO
Unemployment Benefits	MCO P1900.16 par. 1101.4g	YES	YES	NO
Civil Readjustment/Veterans Rights and Benefits	MCO P1760.8	YES	YES	YES

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Marine Corps Exit and Retention Census	MARADMIN 147/99	YES	YES	YES
VA Claim (VA Form 21-526e)	MCO P1760.8 chap. 1	YES	YES	YES
Audit Service Record	MCO P1070.12 chap. 5	YES	YES	YES
Wearing of Uniform after Separation	MCO P1900.16 par. 1101.5b MCO P1020.34 MCO P1020.28	YES	YES	YES
Travel	MCO P1900.16 par. 1009 JFTR, Vol I chaps. 4 and 7 MCO P4650.37 chap. 21	YES	YES	YES
Transportation in-kind (if applicable)	JFTR, par. 5300	YES	YES	YES
Separation/Severance and Contract Cancellation Payment (when applicable)	DODFMR Part 4	YES	NO	NO
Shipment of Household Effects (if applicable)	JFTR, Vol I chap. 5, Part D	YES	YES	YES
Allotment Stoppage Bonds in Safekeeping	MCO P7220.31 Must request from DFAS within 60 days after separation**	NO YES	NO YES	YES YES
Recoupment	DODFMR, Part I, chap. 9, MCO P1900.16 par. 6108	YES/NO	NO	NO
Uniform Retention	MCO P10120.28	YES (3 Mos)	YES (for IRR)	YES (3 Mos)

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New (Montgomery) G.I. Bill		YES	YES	YES
Permanent Mailing Address	MCO P1900.16 par. 1101.4j MCO P7220.45 par. 2050S.2e	YES	YES	YES

\* Not applicable in the case of separation/retirement by physical disability

\*\* Bonds in Safekeeping - ensure the Marine provides an address to be recorded in Part V - Permanent mailing address of the NAVMC Form 11060:

Separation/Enlistment Voucher, when safekeeping bonds are not claimed within 60 days after separation, bonds are automatically mailed to the POE address by the Defense Finance and Accounting Service (CPM).

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II. FORMS, ORDERS AND ADMINISTRATIVE MATTERS (ENLISTED)

SUBJECT	REFERENCE	DISCHARGED	RELEASED FROM ACTIVE DUTY	RETIREMENT/ TRANSFER TO THE FMCR
Selective Service Registration (SSS 1 (MC) (SRS) Stock Number 0110-LF-1))-0020)	MCO P1900.16 par. 1101.4h	YES	YES	NO
Security Termination Statement	MCO 5521.3	YES	YES	YES
DD 214 (used only in terminating active duty status)	MCO P1900.16 par. 1101.2	YES	YES	YES
DD Form 2 (Ret)	MCO P5512.11	NO	NO	YES
DD Form 2 MC (Res) Notification to Immigration & Naturalization Service	MCO P5512.11 MCO P1900.16 par. 1103	NO YES	YES NO	NO NO
One copy of "Federal Benefits for Veterans and Dependents" - VA Pamphlet 80-92-1	MCO P1900.16 par. 1101.2c(2)	YES	YES	YES
Discharge Certificate	MCO P1900.16 par. 1101.2c	YES	NO	NO
Honorable Discharge Button/Pin	MCO P1900.16 par. 1101.2c(1)	YES	NO	NO
Fitness Report (sergeants and above)	MCO P1610.7	YES	YES	YES
Issue of Dependent ID Cards and Medical Care				
DD Form 1172 and 1173	MCO P5512.11	NO	NO	YES
Recover Dependent ID Card	MCO PSS12.11	YES	YES	YES

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SUBJECT	REFERENCE	DISCHARGED	RELEASED FROM ACTIVE DUTY	RETIRED/ TRANSFER TO THE FMCR
Dependent Medical Care and 1173 Statement (DD 1407)	SECNAVINST 6320.8 sect. II, par. 7	YES	YES	YES
Survivor Benefits Plan (SBP)	MCO P1741.11	NO	NO	YES
Release from Active Duty Orders (Reserve)	MCO P1001R.1	NO	YES	YES
Unit Diary Entry	MCO P1080.35	YES	YES	YES
Retirement by Reason of Permanent Physical Disability Orders	MCO P1900.16 par. 8202 fig. 8-3	NO	NO	YES (PDRL ONLY)
Temporary Disability Retired List Orders	MCO P1900.16 par. 8302 fig. 8-4	NO	NO	YES (TDRL ONLY)
Closing out Service Record and Transfer of SRB, Health and Dental Records	MCO P1900.16 par. 1101.7 MCO P1070.12 par. 4001	YES	YES	YES

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III. FORMS, ORDERS, AND ADMINISTRATIVE MATTERS (OFFICERS)

SUBJECT	REFERENCE	DISCHARGED	RELEASED FROM ACTIVE DUTY	RETIRED/ TRANSFER TO THE FMCR
Selective Service				
Registration Form (SSS 1 (MC) (SRS) Stock Number 0110-LF-100-0020	MCO P1900.16 par. 1101.4h	YES	YES	NO
Security Termination				
Statement	MCO 5521.3	YES	YES	YES
DD 2 (Ret)	MCO P1070.12	NO	NO	YES
DD 2 MC (Res)	MCO P1070.12	NO	YES	NO
DD 114	NAVSO P3050	YES	YES	YES
Recover Dependent ID Card	MCO P5512.11	YES	YES	NO
Issue Dependent ID Card and Medical Care DD Form 1172 and 1173	MCO P5512.11	NO	NO	YES
Survivor Benefit Plan (SBP)	MCO P1741.11	NO	NO	YES
Release from Active Duty Orders (Reserve Officers)	MCO P1900.16	NO	YES	NO
DD 214 (used only in terminating an active duty status)	MCO P1900.16 par.1102	YES	YES	YES
Temporary Disability Retired List Orders	MCO P1900.16 par. 8303 fig. 8-4	NO	NO	YES (TDRL ONLY)
Permanent Disability Retired List Orders	MCO P1900.16 par. 8202 fig. 8-3	NO	NO	YES (PDRL ONLY)
Fitness Report	MCO P1610.7	YES	YES	YES
Unit Diary Entry	MCO P1080.35	YES	YES	YES

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Closing out the Service Record, Transfer of OQR, Health and Dental Records	MCO P1070.12 par. 4001 MCO P1900.16 par. 1101.7	YES	YES	YES
DD 1787 (major and above)	SECNAVINST 5314.5	YES	YES	YES