

How to EAS (Camp Lejeune)

- **MARADMIN 307/16 mandates the use of the Outbound Interview (OBI) Module within MOL for Marines that are separating/retiring from the Marine Corps.**
- **THINGS YOU NEED TO DO:**
- Attend TRS 1 year to 6 months from EAS (your Unit Career Planner will help schedule this)
- Complete and submit your Outbound Interview (OBI) in MOL (180 days out, no later than 60 days out from requested departure date). Attach the IPAC Seeps Statement of Understanding (obtained from your S-1) to OBI.
- 10 working days after your unit approves your OBI, the OBI status should change to ADMIN CERTIFIED
 - Once ADMIN CERTIFIED, go back into OBI to print out your approved DMO endorsement from OBI (listed under “attachments”) and take it to DMO to arrange household goods move and/or transportation.
- Final Physical (good for only 6 months from departure date)
- IPAC Checkout Sheet COMPLETE WITH STAMPS AND SIGNATURES (available from your Unit S-1)
- CIF/IIF/Supply (30 Days out) – suggest even further out if there is missing gear
- 2 working days prior to departure date, go to IPAC with all separation documentation to conduct pre-checkout to identify any potential last minute issues.
 - Marines will not be given their orders and DD Form 214s until the day they are scheduled to detach.
 - Any incomplete checkout requirements will cause a delay in your departure.
- **THINGS YOU NEED TO HAVE COMPLETED AND TURNED INTO IPAC SEPS TO RECEIVE YOUR DD-214:**
 - Completed IPAC Checkout Sheet
 - Completed DD Form 2648 (TRS w/ Capstone)
 - Completed Career Planner Interview
 - Completed Final Physical (DD Forms 2808, 2807, 2697)
 - Complete Medical and Dental records w/ STR DD Form 2963 (2963 from local BAS. Outpatient Records at Naval Hospital Camp Lejeune will provide CD copy of medical records to member)
 - Completed Missing Gear Statement (completed NAVMC 6 – If applicable)
 - Completed RELM (only for those being involuntarily separated, ECFC, SEPS Pay, etc.)
- **OTHER STUFF THAT IS GOOD TO KNOW:**
- 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.
- Personal Statement of Military Compensation and Verification of Military Education (VMET) on MOL (anytime you want to look). 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. VMET shows the courses you attended while on active duty and whether they are creditable for college credits.

If you are PDRL/TDRL please note your adjusted timeline and additional requirements below:

- Once your PEB has been submitted, complete the MarineNet Course “SBP for Retirees”. Come to IPAC (Retirements) for information on how to complete a DD Form 2656 (Retired Pay Data Form)
- Once your PEB findings are returned and your new EAS has posted in MOL/MCTFS, immediately start your OBI interview.
- Completed DD Form 2656 turned into IPAC (Retirements) at least 30 days prior to your EAS

Marines are welcome to come into the IPAC Separation Section regarding any questions or concerns they have at any point during the process.