



UNITED STATES MARINE CORPS

FORCE HEADQUARTERS GROUP
2000 OPELOUSAS AVE
NEW ORLEANS LA 70146-5400

IN REPLY REFER TO:

1040
CarPlan

From: _____ USMCR
(Rank) (FName) (MI) (LName) (SSN)

(Address) (Home Phone)

To: Commandant of the Marine Corps (MMSR-5)

Via: Director, MCIRSA

Subj: APPLICATION FOR TRANSFER TO THE RETIRED RESERVE AWAITING PAY
AT AGE 60

Ref: (a) MARCORSEPMAN

1. Per the reference, I request to be transferred to the Retired Reserve effective the first day of the month of _____. The effective date of my request is no less than 150 days from my Reserve End of Current Contract (RECC) to allow sufficient time for processing.

2. I believe I am eligible for retirement due to completion of 20 or more qualifying federal years (with at least 50 retirement points per year) of honorable service in the Armed Forces. I also have served the last 6 qualifying years in a Reserve component.

3. Per the reference, I elect the following option (select one):

___ a. I do not wish to have a retirement ceremony. Please mail the retirement package directly to my home.

___ b. I wish to have a retirement ceremony held in my honor, with the retirement package presented to me. The retirement ceremony will be held at (complete unit mailing address): _____

The date of the ceremony is: _____.

The point of contact (Grade/Rank full name) and telephone number at the above command is: _____

4. I understand that I must coordinate my retirement ceremony with the Marine Corps unit listed in paragraph 3b above if elected.

5. My date of birth is: _____.

Signature _____ Date _____