



UNITED STATES MARINE CORPS
COMBAT SERVICE SUPPORT GROUP-1
MARINE CORPS AIR GROUND COMBAT CENTER
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TWENTYNINE PALMS, CALIFORNIA 92278-8280

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(DATE)

From:

To: Commanding Officer, Combat Service Support Group-1

Subj: RETIREMENT PREAPPLICATION CHECKLIST

For the purpose of this checklist "retirement" includes transfer to the Fleet Marine Corps Reserve (FMCR).

To serve you and recognizing that a Marine's twenty years or more of active service could not have been without considerable sacrifice, Headquarters, U. S. Marine Corps (HQMC) is committed to assisting each Marine with making an informed decision to retire and preclude unnecessary hardship resulting from incorrect information. This checklist should be completed with this in mind. It is also intended to ensure that commanding officers area aware of the Marine's request to retire. If for some reason this checklist is not completed, it will not negate an otherwise qualified voluntary request to retire or transfer to the FMCR. This is an instrument to aid the Marine in planning for retirement. Upon completion, the appropriate page 11 entry may be made in the Marine's service record and the request will be forwarded via unit diary or other appropriate means to HQMC. For administrative purposes, the Marine's parent command will retain the checklist until the actual retirement date.

GENERAL; RETIREMENT APPLICATION:

1. I understand that by applying for retirement, I:
 - a. Remain liable for assignment or training until my release from active duty.
 - b. May be approved for a date other than the date requested, as dictated by needs of the service, service limitations or the laws and policies relating to retirements.
 - c. May not incur a voluntary service obligation which extends beyond my requested or approved retirement date.
 - d. May have to reimburse the Government for the cost of advanced education equal to any unserved or unearned portion of a service commitment incurred due to advanced education assistance programs.

EFFECTS OF RETIREMENT ON PROMOTION ELIGIBILITY:

2. I understand that my request to retire has the following effects on promotion eligibility:

a. If I am selected for promotion and do not desire to incur the obligated service which corresponds with the promotion, I must submit written correspondence to HQMC (MMPR) refusing the promotion, prior to requesting retirement.

b. For an enlisted Marine, my request for retirement will cause my deletion from promotion eligibility and counts as a failure of selection should I later successfully withdraw this request. (Exception: If I have twice failed selection and my EAS is after the adjournment date of the board, I may request via AA form to be considered for promotion while voluntarily processing for retirement. I understand that this request must be submitted to HQMC (MMSR-2) at the time I request retirement.)

c. If, in the case of an officer, I am selected for promotion after having submitted my request to retire, I understand that I must request withdrawal of my retirement or refuse the promotion in writing. Additionally, an approved retirement date that occurs within 90 days of the convening date of a promotion board for which I am to be considered, will cause my deletion from the eligibility zone and counts as a failure of selection should I successfully withdraw my retirement at a later date.

WITHDRAWAL OF APPROVED RETIREMENT OR EXTENSION OF RETIREMENT DATE:

3. I understand that once my request for retirement has been submitted to HQMC:

a. I may **NOT** request withdrawal of my application for retirement or extend the effective date except for one of the following reasons:

1. For a fully documented hardship that has occurred since my application was submitted.

2. In the best interest of the Marine Corps (I understand that this determination will ultimately be made by HQMC and not by my present command)

3. To accept an active duty promotion that I was selected for and notified of after I applied for retirement.

b. Requests for withdrawal or modification will not be favorable considered, in the event PCS orders were canceled.

c. I can expect to retire on the date approved by CMC unless I am placed on legal or on medical hold, as authorized only by HQMC, prior to my actual retirement date. I understand that if I am at service limitations or otherwise pending mandatory retirement, a deferment for medical reasons may only be accomplished if **I HAVE A COMPLETE MEDICAL BOARD ACCEPTED BY THE PRESIDENT OF THE PEB OR I AM REQUIRED TO BE HOSPITALIZED ON MY ACTUAL RETIREMENT DATE.**

d. A request to modify a retirement date must be submitted with appropriate justification and command endorsements no less than 45 days prior to the approved retirement date.

TERMINAL LEAVE:

4. If I plan to request leave in conjunction with my retirement (Terminal Leave), I understand that:

a. I must apply for retirement to allow at least 4 months of lead-time for processing of my application and issuing of orders, plus the desired number of days of leave/PTAD. (EXAMPLE: If my requested retirement date is 1 July and I want 30 days of terminal leave/PTAD, I must submit my application no later than 1 February.) This lead-time is to afford Headquarters, U. S. Marine Corps sufficient opportunity to slate a replacement and properly process my request. Justification for a waiver to the submission time frame must be forwarded in writing.

b. Authorization for terminal leave is not guaranteed. It is still the commander's prerogative to approve.

c. I may not extend my approved retirement date nor does my command have the authority to extend it, solely to allow me to take terminal leave.

d. I will not commence terminal leave until I have an approved retirement date.

e. Departure on terminal leave constitutes my acknowledgment that all required medical and administrative requirements, have been completed.

UNDERSTANDING OF RETIRED PAY COMPUTATION:

5. I have been counseled on the effect that my proposed retirement date will have on my retired pay:

a. I understand that the Defense Finance and Accounting Service Cleveland (DFAS-CL) computes retired pay under that applicable formula established by law, according to my grade and years of service.

b. I understand that military members are paid a specific amount of basic pay when they have served 1 day past any longevity-increase point established within each pay grade. To receive retired pay at any longevity-increase point I must have completed the full number of years of service plus 1 day.

c. I understand how my retired pay multiplier will be credited. Constructive service for enlisted members, and credit for inactive reserve service as outlined in par. 1402 of MCO P1900.6E may be credited to my retired pay multiplier.

d. I fully understand that I may not extend my retirement date, once a date has been requested, solely to increase my retired pay.

e. I understand that If I have received separation, severance or readjustment pay under any provision of the law for service in the armed forces, and if I am now qualified for retired pay, DFAS-CL will reduce each payment of retired pay until the total amount deducted equals the amount of separation, severance or readjustment pay.

6. Whether your retirement is a voluntary decision or due to service limitations imposed by law or policy, the transition from active duty can be challenging. Ensuring that you understand the laws and policies that affect your retirement and answering any questions you may have regarding the above is an essential part of the process. Headquarters, U. S. Marine Corps is committed to assisting in making your retirement processing and subsequent transition as smooth as possible.

ACKNOWLEDGEMENT OF UNDERSTANDING:

I acknowledge that I have been advised of the effects of my retirement application, the consequences of its official submission, and I am satisfied that all topics in this checklist have been adequately covered. I intend to request retirement effective _____ with a planned detachment date of _____.

Signature: _____

Date: _____

I have been advised of this Marine's desire to request to retire and have discussed with this Marine his/her desire for retirement ceremony.

Commanding Officer _____

Date _____