

Date:

From: _____
(Grade) (First and Last Name) (SSN)

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

Via: (1) Commander, Marine Forces Reserve

(2) Commanding Officer, (insert your SMCR Unit) *(for SMCR Unit Marines only)*

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

Ref: (a) MCO P1900.16F

1. Per paragraph 3016 of the reference, I request to be transferred to the Retired Reserve effective the first day of the month of _____(Month/Year).

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

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

___a. I do not desire to have a retirement ceremony. Please mail the package directly to my home address as follows:_____.

___b. I desire to have a retirement ceremony. Details for my retirement ceremony are as follows (if known):

Date of ceremony: _____

Unit mailing address: _____

Grade Rank and full name of POC at unit: _____

Retiring Official (rank and full name): _____

4. I understand the following (please initial each block):

___a. I must retire on the first day of the month.

___b. (Enlisted only) I must retire while I am on a valid contract. Therefore my requested retirement date must be prior to my Reserve End of Current Contract (RECC). If I fail to obtain an extension to my current contract, I understand that my retirement request will be denied if I do not currently have sufficient time remaining on my current Reserve contract.

___c. (Officer only) I must retire on or before my Mandatory Removal Date. I may not be placed on medical hold beyond my MRD unless approved by the Secretary of the Navy prior to my MRD.

___d. (Enlisted only) My request for retirement will cause my deletion from promotion eligibility. If I have twice failed selection and my RECC is after the adjournment date of the

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board, I may request via message to be considered for promotion while voluntarily processing for retirement. I understand that this request must be submitted to HQMC (MMSR-5 and MMPR-2) at the time I request retirement. I understand that if selected for promotion and my name is on a promotion selection list, my request for retirement will result in the removal of my name from that list.

____e. (Officer only). (1) If my requested retirement date is approved and occurs within 90 days of the convening date of a promotion board for which I am to be considered, I will no longer be eligible for consideration. This will cause my deletion from the eligibility zone and counts as a failure of selection even if I successfully withdraw my retirement at a later date. (2) If my requested retirement date is more than 90 days after the convening date of a promotion board for which I am to be considered, and if I am selected for promotion after having submitted my request to retire, I may request withdrawal of my retirement.

____f. I must EAS at least 2 weeks prior to my desired retirement date in order to allow sufficient time for administrative transactions to properly post in MCTFS.

____g. I may not request cancellation of my application for retirement or modify the effective date except for one of the following reasons: (1) For a fully documented humanitarian or hardship circumstance that has occurred since my application was submitted. (2) In the best interest/needs of the Marine Corps. I understand that this determination will ultimately be made by HQMC and not by my present command.

____h. 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 Physical Evaluation Board or I am hospitalized on my actual retirement date as an in-patient.

____i. 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.

____j. I understand that the Defense Finance and Accounting Service, Cleveland (DFAS-CL) computes retired pay under the applicable formula established by law, according to my grade, and total number of retirement points per para 3013 of the reference.

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

____l. 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.

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____m. I may be eligible to receive retired pay prior to Age 60 per DoDI 1215.07 and National Defense Authorization Act of 2008. For each 90 days of qualifying active duty service after 28 January 2008 during a fiscal year, my date first eligible to receive retired pay will be reduced from age 60 by three months. Upon submission of this retirement request, MMSR-5 will calculate my date first eligible which will be included in my "awaiting pay" orders.

5. Whether retirement is a voluntary decision or due to service limitations imposed by law or policy, the transition 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. HQMC is committed to assisting in making your retirement processing and subsequent transition as smooth as possible. Additional information is available on the Separation and Retirement Branch web page.

ACKNOWLEDGMENT OF UNDERSTANDING:

I acknowledge that I have been advised of the effects of my application for transfer to the Reserve Retired List Awaiting Pay at Age 60, the consequences of its official submission, and I am satisfied that all topics in this checklist have been adequately covered.

Signature _____ Date _____

FIRST ENDORSEMENT

Date _____

1. Forwarded recommending (approval / disapproval). I have been advised of this Marine's desire to request to retire and have discussed with this Marine his/her desire for a retirement ceremony.

(Signature of endorsing official)

Endorsing official: SMCR (CO), IMA (OpSponsor), IRR, ISL, ASL (MFR G1)

Copy to:
MMSB-20