



IPAC SEPARATIONS SMART PACK

OUTBOUND BRANCH
Building 22162

OCTOBER 24, 2025

IPAC Camp Pendleton Separations Smart Pack

This Smart Pack is a comprehensive guide designed for Marines transitioning from active duty while assigned to Camp Pendleton. It aims to streamline the transition process, providing invaluable insights, step-by-step instructions, and answers to common questions that may arise. With a focus on easing stress and uncertainty, this Smart Pack serves as a trusted companion, empowering Marines with the knowledge and support they need to navigate this pivotal process confidently and clearly.

When should I consider starting my transition from active duty?

The preferred time to consider planning your transition from active duty is 12 months from your EAS date. At the earliest, you will be able to start working your Outbound Interview (OBI) in MOL. To access your OBI, click on the **TRAVEL** tab at the top right, click on **Outbound Interview** underneath **INDIVIDUAL MEMBER**. You will be able to work on your OBI one year from your EAS date.

Outbound Interview Approval

To begin the separation process, your OBI must be submitted and approved by your S-1 to IPAC Outbound. The minimum requirements needed by IPAC initially is your Commanding Officer's EAS Interview and Separation Page 11 (*only applicable if you are being assigned a re-entry assignment code other than RE-1A*).

What if I do not have my Commanding Officer's EAS Interview?

You will need to visit your Battalion Career Planner to schedule an interview with your Commanding Officer.

What if I do not have a copy of my TRS/Capstone Interview (DD Form 2648)?

First, attempt to log into MilConnect to verify completion. If the document still needs to be completed, you must coordinate with MCCS aboard Camp Pendleton to complete the Capstone process.

What is the Distribution Management Office (DMO), what do they do, and where are they located?

When you EAS, DMO is responsible for the pickup, receipt, storage, shipment, and delivery of your personal property to your home of record. IPAC Outbound will provide you with a DMO Endorsement Letter that contains appropriation lines of accounting that you may use to schedule household goods pickup/storage prior to your final departure. DMO is in Building 2263 and can be reached at (760) 725-8666 Monday through Friday from 0730 to 1630.

The following documents must be scanned and uploaded to OBI provided to IPAC to receive your DD Form 214:

Other Required Documents for Separation

- TRS E-Form (DD Form 2648)
- Unit Checkout Sheet (Completed)
- SkillBridge Package (If Applicable, Must Be Approved IAW MARADMIN 280/24)

- Final Physical Forms (DD Form 2807-1/2808)
- PEB Findings (Medical Separations Only)
- HQMC Approval for over 90 days of Terminal Leave (If Applicable)
- Early Release for Education Approval Letter (If Applicable)
- Dependent Certificates (Only if Updates are Needed, or Missing in OMPF)
- Original Medical and Dental Records
- Service Treatment Record (STR) Certification (DD Form 2963)
- Medical Separation Page 11 (RE-3P Reenlistment Code Assignment)
- DAP Orders (If Applicable)
- Missing Gear Statement (If Applicable)

Reservists

- Original MROWS Orders and All Modifications
- Reporting Endorsement
- Detaching Endorsement
- Unit Checkout Sheet (Completed)
- Final Physical Forms (DD Form 2807-1/2808)

What if I am approved for SkillBridge prior to separation?

SkillBridge may be used in conjunction with terminal leave. Scan the QR code below to help assist you in the SkillBridge process



What if I need to adjust my Estimated Departure Date (EDD) after my OBI has been approved by my S-1?

If there are any changes to your EDD after your OBI has been approved by your S-1, please notify IPAC Outbound at the earliest convenience so you are not detached on your original EDD. Your OBI will be returned to your S-1 for reapproval at the unit level and your terminal leave dates may be adjusted depending on your unused leave information in MOL.

Will I lose leave on October 1st if my leave balance is over 60 days, and my terminal leave is already approved?

Yes. Marines can carry up to 60 days of annual leave from one fiscal year to the next unless they have Special Leave Accrual (SLA) authorization. Every year on October 1st, any unused leave exceeding 60 days will be lost, even if you are on terminal leave. You need your command to approve and report your SLA request before you detach on terminal leave. IPAC Camp Pendleton is not responsible for handling your SLA request. For more detailed information on the SLA process, refer to the most recent MARADMIN regarding SLA.

How do I submit my final travel claim?

You are required to submit your final travel claim through the 'Travel' tab located in Marine Online. Scan the QR code below to help assist you in submitting your final travel claim.



What do I include in my final Travel Claim?

- DD Form 214
- Separations Orders

Will the Marine Corps pay for my travel to my Home of Record?

Yes, the Marine Corps will pay for your travel to your Home of Record (HOR). The preferred method of travel is utilizing POV as you will be reimbursed mileage and per diem. If you elect to fly, you can make travel arrangements with CWT Sato Travel Office using your DMO orders that are available in MOL. If you are traveling to a location that is not your HOR, you will only be reimbursed up to the amount it would have cost to travel to your HOR.

IPAC Outbound Branch Points of Contact

IPAC Outbound Branch Leadership

Branch OIC – (760) 763-6025

Branch SNCOIC – (760) 763-7712

Separations Section Points of Contact

OIC – (760) 763-5487

SNCOIC – (760) 763-1062

Personnel Clerks – (760) 763-1066

Medical Separations/W9P – (760) 763-7568

Useful References

MCO 1900.16 CH 2 – Marine Corps Separations Manual

MCO 1050.3J – Leave, Liberty, and Administrative Absence Manual

MARADMIN 280/24 – Interim Guidance on the SkillBridge Program

IPAC SkillBridge SmartPack