

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

- 121 SEPARATION AND RETIREMENT
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- 121 01 DD FORM 214 (CERT OF RELEASE OR DISCHRG FROM ACTIVE DTY)
- 121 01 001 Is an agent appointed, in writing, to delegate authority to requisition, control and/or issue the DD Forms 214 and 215 (either paper or electronic)?
Reference
MCO P1900.16F, PAR 1203.2A; DODI 1336.01, ENCL 2.2(B)
- 121 01 002 Does the agent have control and accountability procedures established/ implemented by the Commanding Officer for requisition, store and issue of DD Form 214, 214WS and 215, to include strict access procedures in place for appropriate computer access and password protection, placing the forms on a separate\directory, using LAN security, and restricting access only to Authorized Personnel creating the actual forms?
Reference
MCO P1900.16F, PAR 1203.2; MARADMIN 287/07
- 121 01 003 Is the Commanding Officer periodically monitoring/conducting a review of the control procedures for the DD Form 214/215?
Reference
MCO P1900.16F, PAR 1203.2D
- 121 01 004 Are DD Form 214's being prepared correctly IAW the reference?
Reference
MCO P1900.16F, APP B
- 121 01 005 Are DD Form 214's being issued to Marines with less than 90 days active duty for training, except as specified in subparagraph 1202.2b?
Reference
MCO P1900.16F, PAR 1202.3D
- 121 01 006 Does block # 16 of DD form 214 contain correct leave balance and does it exceed total number days allowable (i.e. 60 days)?
Reference
MCO P1900.16F, APP B

- 121 01 007 Are DD Form 214's being prepared without abbreviations?
Reference
MCO P1900.16F, PAR 1202.4C
- 121 01 008 Are DD Form 214's for Reservists and Active Reservists being presented/
mailed to individuals before the effective date of separation/retirement
date?
Reference
MCO P1900.16F, PAR 1202.1
- 121 01 009 Are copies 2, 3, and 5 through 8 of the DD Form 214's being distributed
the next day following the effective date of separation?
Reference
MCO P1900.16F, PAR 1202.4A; DODI 1336.1, ENCL 3.2(C)
- 121 01 010 Are discharge certificates maintained in the custody of the command or
designated representative who is responsible for their safekeeping,
accountability, and proper issue? (Note: If career planners are issuing
these forms, then same rules apply as stated in the below listed
reference).
Reference
MCO P1900.16F, PAR 1101.2B(1)(A)
- 121 01 011 Are discharge certificates being signed by a commissioned officer?
Reference
MCO P1900.16F, PAR 1101.2B
- 121 02 SEPARATIONS ADMINISTRATIVE PROCEDURES
- 121 02 001 Does the command's separation officer/clerk have adequate desk top
procedures established and does it contain the latest Messages/MARADMINS
and changes to separation procedures?
Reference
MCTFSPRIUM, PAR 10300.2
- 121 02 002 Has the command retained copies of all pertinent separation documents in
command files to include Appendix J (Marines request for Retirement/
FMCR), DD Form 2656 (retired pay data form), check-out sheet, DD
Form 2648 (pre-separation counseling checklist, etc.) for two years?
Reference
SECNAV M-5210.1, PART III, CHAP 1, III-1-40
- 121 02 003 Does the command have established procedures in place to ensure
Marines on Separation/Terminal leave (either with or without PTAD
involved) do not exceed leave accrual through their ECC, thereby resulting
in an excess leave balance upon separation?
Reference

MCO P1900.16F, PAR 1010.1E; MCO P1050.3H

- 121 02 004 Has the command ordered a 90 day supply of the CMC Display Stickers, Letter of Appreciation Signed by the CMC, and Certificate of Appreciation for presentation by the command?
Reference
MARADMIN 669/07
- 121 02 005 Does the command have in place proper safeguards to ensure that unused Certificates of Appreciation are disposed of to prevent unauthorized use or display?
Reference
MARADMIN 669/07
- 121 02 006 Does the command have procedures in place to ensure only First-Term Marines and Junior Offices who are separated honorably and transfer to the IRR receive the Certificate of Appreciation?
Reference
MARADMIN 669/07; MCO P1900.16, PAR 1101.2.C(3)
- 121 02 007 Is the Command ensuring that the Certificate of Appreciation and Display Sticker is being presented in appropriate command presentations?
Reference
MARADMIN 669/07
- 121 03 SURVIVOR BENEFIT PLAN
- 121 03 001 Are Marine spouses being counseled on the SBP and is it documented on the sponsor's NAVMAC 118(A), when the Marine declines to elect SBP coverage, elects less than maximum coverage or elects child only coverage?
Reference
MCO P1070.12K, PAR 4006.3V; MCO 1741.11C, PAR 5(B)
- 121 03 002 Are the spouses of Marines, not geographically located at the Marine's primary duty stations, being provided the proper counseling on SBP?
Reference
MCO P1070.12K, PAR 4006.3V; MCO 1741.11C, PAR 5(C)
- 121 03 003 Is the command utilizing certified mail with receipt to send the DD-2656 and correspondence to the Marine's spouse and is that receipt being attached to the NAVMAC 118(A) with an appropriate entry being made on the sponsor's NAVMAC 118(A)?
Reference
MCO P1070.12K, PAR 4006.3V
- 121 03 004 Did a notary witness the spouse's concurrence (signature) on or after the Marine's election, but before the retirement/transfer date? (The notary may be a commissioned officer with notary authority.)

Reference
MCO P1070.12K, PAR 4006.3V; MCO 1741.11C, PAR 5(C);
MARADMIN 242/08

121 03 005 Does the command forward the completed DD-2656 to DFAS at least 30 days prior to a Marine's retirement/transfer to FMCR?

DFAS Retired Marines
U.S. Military Retirement Pay
P.O. Box 7130
London, KY 40742-7130
Fax to DFAS RAPIDS (1-800-469-6559)
Reference
MARADMIN 242/08

121 03 006 Is the completed pre-separation checklist DD-2648, signed by the separating/retiring Marine and a designated TAMP official, being forwarded to CMC (MMSB-20) for inclusion in the Marine's OMPF?

Reference
MCO P1900.16F, PAR 1101.1C(3)

121 04 CAREER STATUS BONUS (CSB)

121 04 001 Have procedures been established by the Commanding Officer or the Consolidated Administration Center Director to effect Career Status Bonus (CSB) Elections and report TTC 005 for Marines prior to reaching 15 years of service?

Reference
MARADMINS 241-01, 56-01, 538-00, 244-00, 121-00 AND 117-00,
PAA 4-00; MCTFSPRIUM, PAR 91401

121 04 002 Has the Commanding Officer, Executive Officer or Sergeant Major of the Marine making the election to receive the Career Status Bonus (CSB) signed Block 13 of DD Form 2839 (witness block of CSB election form), testifying to their personal counseling of the Marine?

Reference
MARADMIN 699/07