

"FOUO (Privacy sensitive when filled in)"

### Appendix E

#### Commanding Officer's Involuntary Separation Pay Determination Checklist

1. Involuntary separation pay is provided to career Marines who have been denied further service. The purpose is to ease the transition to civilian life for Marines forced out of the career force.
2. To qualify for involuntary separation pay, Regular enlisted Marines must have completed at least six years of active duty service prior to separation. The qualifying years do not have to be continuous; however, the last phase of the qualifying term must end immediately before the separation, discharge, or release.
3. **A Marine who satisfies the basic criteria and denied further service will be evaluated for the level of separation pay based on the following checklist. A Marine must satisfy all the conditions (the yes block must be checked) in order to qualify for full separation pay. If, for any reason, a "no" block is checked, the maximum entitlement a Marine may receive is half separation pay.**
4. Marines reaching their EAS who are drug or alcohol abuse rehabilitation failures will receive only half separation pay.
5. A Sergeant who elects voluntary discharge under section 6412 of reference (h) (not selected for promotion to staff sergeant) shall be treated as an involuntary separation for the purpose of entitlement to separation pay.
6. When applying the below criteria, the evaluation will be based on the entire length of the present enlistment period or 5 years, whichever is greater.
7. This form is to be completed by the unit Career Planner. Verification of information will be made on page 3 of this checklist.

#### Specific Criteria for Determination of Separation Pay for:

RANK	NAME	L4 SSN/MOS
------	------	------------

#### **QUALIFIED**

**YES   NO**

- |   |   |   |
|---|---|---|
| — | — | Pass the PFT/CFT. A Marine will not be considered a PFT/CFT failure if he or she has a valid medical excuse.  |
| — | — | Meets military appearance and height/weight standards.  |
| — | — | Does not have an incident involving confirmed use, possession, or distribution of an illegal drug.  |
| — | — | Have no known dependency or hardship that is not <u>temporary in nature</u> and that causes the Marine to be non deployable or not available for world wide assignment at any time.   |
| — | — | Have no known convictions by civil authorities (foreign or domestic), or action taken which is tantamount to a finding of guilty of an offense for which the maximum penalty under the UCMJ is confinement for six months or more and/or a fine of \$500 or more. |

**FOR OFFICIAL USE ONLY**

"FOUO (Privacy sensitive when filled in)"

RANK	NAME	L4 SSN/MOS
___	___	Have no more than 2 NJPs.
___	___	Have no courts-martial convictions.
___	___	<p>Performance record during the current enlistment must demonstrate high standards of leadership, professional competence, and personal behavior required to maintain the prestige and quality standards of the Marine Corps. A Marine must satisfy all of the following criteria in order to be considered for full separation pay. Use the following criteria to determine/judge whether a Marine's record is satisfactory:</p> <ul style="list-style-type: none"> <li>-Does not have Fitness Reports which contain marks/comments indicating a trend of substandard performance.</li> <li>-Does not have series of page 11's indicating a trend of substandard performance.</li> <li>-Does not have incident(s) which reflects discredit on the Marine Corps.</li> <li>-Has not been placed on a formal weight control program more than 2 times.</li> <li>-Has not failed the PFT/CFT more than twice without valid Medical excuse during the entire enlistment period.</li> <li>-Has no more than 2 separate incidents of financial irresponsibility.</li> <li>-Does not have any incident of personal irresponsibility to include abuse of family members.</li> <li>-Does not have more than one incident of irresponsible alcohol abuse.</li> <li>-Marine requests discharge as an only surviving child.</li> </ul>

#### 8. NO ENTITLEMENT TO SEPARATION PAY

a. Marines separation is a voluntary action and he/she has not applied for and been denied further service. A Marine who elects to go on terminal leave is considered voluntary separation and will not rate a separation pay determination.

b. Marine is a conscientious objector. To be classified as a conscientious objector, the Marine must voluntarily request such action. To accept conscientious objector status, the Marine must be willing to accept that he or she will not be allowed to reenlist. As such, we do not consider a subsequent denial of reenlistment an involuntary separation and therefore there is no entitlement to separation pay.

c. Marine refuses orders, i.e., refuses to extend/reenlist to satisfy obligated service requirements for PCSO/UDP.

**FOR OFFICIAL USE ONLY**

**"FOUO (Privacy sensitive when filled in)"**

RANK	NAME	L4 SSN/MOS
------	------	------------

d. Marine refuses to incur obligated service to carry out assigned tour of duty; actions do not warrant consideration for reenlistment; and therefore, denial of a request for additional service is not considered an involuntary separation. Marines who have a draw case code of RE-30 fall into this category.

e. Marine is separated for misconduct or for other punitive reasons established in reference (h) or the characterization of service of Other Than Honorable (OTH) or more adverse.

f. Marine was not on active duty on or after 30 September 1990 in compliance with chapter 58, title 10, United States Code.

g. Marine(s) who submit a letter to a selection board requesting not to be selected may adversely affect entitlement to separation pay.

Career Planner's Printed Name	Rank
-------------------------------	------

Career Planner's Signature	Date
----------------------------	------

Marine's Printed Name	Rank
-----------------------	------

Marine's Signature	Date
--------------------	------

Commanding Officer's Printed Name	Rank
-----------------------------------	------

Commanding Officer's Signature	Date
--------------------------------	------

**FOR OFFICIAL USE ONLY**