



TERMINAL LEAVE REQUEST

SECURITY BATTALION
2043 BARNETT AVE
QUANTICO VA 22134



MUST BE SUBMITTED TO S-1 NLT 25 DAYS PRIOR TO THE COMMENCEMENT DATE OF TERMINAL LEAVE.

1. I respectfully request permission to take Terminal Leave in conjunction with my EAS/Retirement. The following information is provided:

Ref: MCO 1050.3J Chapter 2 para. 24

- Encl: (1) Complete DD 2648 (Transition Counseling)
 (2) Final Physical Sheet (1 page memorandum showing you are fit to separate) (if applicable)
 (3) Check-out sheet
 (4) **Personal letter to CO**

a) Rank, Full Name, EDIPI, MOS, Section _____ Company: _____ EAS/RET: _____
 HQCO / SVCO _____

b) Requested Detachment Date: _____ c) Current Leave Balance: _____
 (Found on leave info section on LES)

d) Requested Dates of Terminal Leave: _____ to _____ Total days requested: _____
 > * Ensure you address the reason, plan and/or intent for your request*
 > *Leave in excess of 90 days must be submitted to CMC (MMEA/MMOA) for approval*

2. I have uploaded all required documents (per IPAC SEPS Checklist) into my Outbound Interview (OBI). I have also submitted my OBI in MOL to my S-1 for review. _____ INITIALS

3. I have completed all separation requirements (i.e. complete final physical, complete TRS process, and have turned in my health and dental records to IPAC). I further understand that I must return to separations/retirements section to pick up my terminal leave order to be considered on terminal leave. _____ INITIALS

4. Copy of check-out sheet _____ INITIALS

5. I understand that it is my responsibility to verify the accuracy of my records via MOL and I will notify IPAC of missing information on my records (awards, schools operation history, etc) prior to my scheduled appointment _____ INITIALS

 Signature of Marine _____ Date

Approved	# of days recommending	Disapproved (provide reason for the CO)	Title	Signature/Date
Y / N			Section SNCOI	
Y / N			Section OIC/Dept. Head	
Y / N			Company 1stSgt	
Y / N			Company Commander	
Y / N			Bn SgtMaj	
APPROVED Y / N	Approved for:		Commanding Officer	