**DATE:**

* **REQUESTS MUST INCLUDE THE FOLLOWING:**

LETTER OR AA FORM

COMPANY COMMANDER ENDORSEMENT (**IF APPLICABLE**)

COMMANDING OFFICER ENDORSEMENT

* **ENCLOSURES**

TBIR

PROOF OF EMPLOYMENT (**IF APPLICABLE**)

DD FORM 2648, PRE SEPARATION COUNSELING CHECKLIST (**IF APPLICABLE**)

PROOF OF CORRESPONDENCE BETWEEN THE MEMBER AND THE REQUESTED SEPARATION SITE STATING SUPPORT IS AVAILABLE

MISC ENCLOSURES

* **REFERENCES**
	+ MCO 1900.16 CH2
		- MARINE CORPS ASSIGNMENT MANUAL
* MARADMIN 457/07

 **THIS PACKAGE HAS MET ALL CRITERIA ON THE CHECK LIST**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

S-1 Signature