

Separation Transition Checklist

▶ Employment and Career Goals

18–12 months to separation

- Make appointment with Transition Counselor
- Review DD 2648 or DD 2648-1
- Begin career exploration

12 months to separation

- Attend a TAP Workshop
- Develop an Individual Training Plan
- Continue career exploration
- Begin Job Search

12–6 months to separation

- Perform skills assessment
- Network
- Develop a resume
- Determine if skill development is needed
- Refine job search
- Attend job fairs

6–4 months to separation

- Start applying for jobs
- Assemble wardrobe

6–3 months to separation

- Consider reserve affiliation
- Expand career networks
- Maximize web resources

2–1 months to separation

- Make final decision on job selection

▶ Education and Training

18-12 months to separation

- Identify requirements
- Start classes or training
- Evaluate Veteran GI Bill Benefits

12 months to separation

- Take a career or vocational assessment
- Initiate academic counseling
- Take required admissions exams as required

12–6 months to separation

- Continue taking classes
- Secure DD Form 2586 (VMET)

6–4 months to separation

- Continue classes

▶ Financial Security

18-12 months to separation

- Organize personal finances
- Determine post-military income requirements
- Research SBP options
- Terminal leave or cash

12–6 months to separation

- Research cost of living at new domicile
- Cover health insurance

4–3 months to separation

- Update will
- Determine separation pay eligibility

2–1 months to separation

- Determine disability benefits
- Execute SBP
- Convert SGLI to VGLI



► Relocation

18-12 months to separation

- Consider permanent domicile locations
- Research job potential, affordability and community
- Evaluate veterans benefits for home purchase, refinancing or adaptation
- Select permanent residence

12-6 months to separation

- Arrange for transportation counseling
- Familiarize yourself with future home town

4-3 months to separation

- Arrange for inspection of government housing

2-1 months to separation

- Finalize all transportation appointments

► Health and Well Being

18-12 months to separation

- Research insurance choices
- Determine medical and dental requirements
- Schedule a physical

12-6 months to separation

- Secure health and dental records
- Schedule medical appointments
- Initiate BDD Claims

6-3 months to separation

- Insure dental readiness

2-1 months to separation

- Choose a transitional healthcare plan
- Initiate Quick Start

Anytime

- Seek help if needed

► RESOURCES

Branch	Transition Service Program Information
Army	Army Career and Alumni Program (ACAP): www.acap.army.mil
Air Force	Airman and Family Readiness Center: www.afcommunity.af.mil/transition/
Navy	Fleet and Family Support Center (redirect): www.nffsp.org http://www.cnmc.navy.mil/CNIC_HQ_Site/WhatWeDo/FleetandFamilyReadiness/FamilyReadiness/FleetAndFamilySupportProgram/TransitionAssistance/index.htm
Marine Corps	Career Resource Management Center (CRMC)/Transition and Employment Assistance Program Center: www.usmc-mccs.org/tamp/index.cfm
Coast Guard	Worklife Division—Transition Assistance. Coast Guard Worklife staff can be found at the nearest Integrated Support Command: http://www.uscg.mil/worklife/transition_assistance.asp

Branch	Transcripts of Military Service
Army	Army/American Council on Education Registry Transcript System (AARTS): http://aarts.army.mil/
Air Force	Air Force The Community College of the Air Force (CCAF) www.au.af.mil/au/ccaf
Navy	Navy and Marines The Navy and Marine Corps use Sailor and Marine ACE Registry Transcript (SMART) system. www.smart.navy.mil/smart/welcome
Marine Corps	Navy and Marines The Navy and Marine Corps use the Science and Mathematics Access to Retain Talent (SMART) system. www.smart.navy.mil/smart/welcome
Coast Guard	Coast Guard The Coast Guard Institute (CGI) www.uscg.mil/hq/cgi

Branch	Credentialing Opportunities
Army COOL	Army COOL www.cool.army.mil
Air Force	Air Force The Community College of the Air Force (CCAF) http://www.au.af.mil/au/ccaf/certifications.asp
Navy	Navy COOL: www.cool.navy.mil
Other Branches	CareerOneStop Credentialing Center: http://www.careeronestop.org/credentialing/credentialinghome.asp Dantes: http://www.dantes.doded.mil/Dantes_web/certification/index.htm

Veterans Under most circumstances, veterans are eligible to use their former service branch’s transcript program. However if you are not eligible for AARTS, SMART, CCAF, or CGI systems, you will need to fill out DD Form 295, “Application for the Evaluation of Learning Experiences during Military Service” and provide your DD Form 214, “Certificate of Release or Discharge from Active Duty,” to receive credit for your experience.