

Retirement Transition Checklist

► Employment and Career Goals

18–12 months to retirement

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

12 months to retirement

- Attend a TAP Workshop
- Develop an Individual Training Plan
- Continue career exploration
- Begin job search

12–6 months to retirement

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

6–4 months to retirement

- Start applying for jobs
- Assemble wardrobe

6–3 months to retirement

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

2–1 months to retirement

- Make final decision on job selection

► Education and Training

24 months to retirement

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

24–12 months to retirement

- Take a career or vocational assessment
- Initiate academic counseling

18–12 months to retirement

- Continue taking classes
- Take required admissions exams as required

12–6 months to retirement

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

6–4 months to retirement

- Continue classes

► Financial Security

24 Months to retirement

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

18–12 months to retirement

- Research cost of living at new domicile

6–4 months to retirement

- Cover health insurance

4–3 months to retirement

- Update will
- Determine separation pay eligibility

2–1 months to retirement

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



► Relocation

24 months to retirement

- Consider permanent domicile locations
- Research job potential, affordability and community

24–12 months to retirement

- Evaluate veterans benefits for home purchase, refinancing or adaptation

18–12 months to retirement

- Select permanent residence

12–6 months to retirement

- Arrange for transportation counseling

6 months to retirement

- Schedule appointments for household goods shipment

6–3 months to retirement

- Familiarize yourself with future home town

4–3 months to retirement

- Arrange for inspection of government housing

2–1 months to retirement

- Finalize all transportation appointments

► Health and Well Being

24 months to retirement

- Research insurance choices
- Determine medical and dental requirements

18–12 months to retirement

- Schedule a physical

12–6 months to retirement

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

6–3 months to retirement

- Insure dental readiness

2-1 months to retirement

- 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.cnic.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.