

- ☐ Accrue 60 days of leave
- ☐ Financial prep/savings
- ☐ Life Insurance/kid's college

SFL TAP (>2 yrs out / NLT 1 yr)

- ☐ Ind. Initial Counselling (IC)
- ☐ Pre Sep Counselling
- ☐ Pre Sep Training Day (1 Day)
- ☐ VA Benefits and Services (1 Day)
- ☐ Dept. of Labor Workshop (1 Day)
- ☐ Track Training (2 Days)
 - o Prep for Employment
 - o Prep for Education
 - o Prep for Vocational Training
 - o Prep for Entrepreneurship
- ☐ Capstone Event (NLT 90 days before separation)

Determine your Pathway:

- ❖ GS / Federal Employment (USAJOBS)
- ❖ Mil/Govt Contracting
- ❖ Private Sector/Corporate jobs (LinkedIn)
- ❖ Start your own business/entrepreneur
- ❖ Continuing Education

Medical Records Prep

- ☐ Patient Records (30 days via mail)
 - o Outpatient records
 - o Surgical Records
- ☐ Radiology
 - o X-Rays on disk (same day service)
- ☐ Make 2x copies of your records

Retirement Planning (+12 Month Countdown)

Register for VA eBenefits

- ☐ Get DS login password
- ☐ #burnpit registry

Business Card

- ☐ Non-military/sanitized
- ☐ Vistaprint.com

Prep Disability
claim with local
VSO

VA Physical
*disability determination
after retirement*

SFL-TAP
Capstone
Event (NLT
90 days out)

Final Out +
Permissive
TDY
(20 Days) ICW
terminal leave

OR
Permissive
TDY
(5+5+5+5)
then 10
regular duty
days + 2 days
final out

SGLI Ends 120 days post retirement
VGLI or Private Insurance (optional)

SF 278
ethics clearance /
financial
disclosure
(for certain
defense jobs)

FEDVIP
enrollment

Register
Self/Family
for Tricare
Prime or Select

Terminal Leave
(60 Days)

WWW.USAJOBS.GOV

- ☐ Create Account
- ☐ Upload Resume/CV

Jump Log Closed Out

Industry Internships <180 days

- ☐ DoD Skillbridge Program
- ☐ SOCOM Care Coalition Fellowship

1-3 years

12

11

10

9

8

7

6

5

4

3

2

1



Skills & Credentialing (optional)

- *ID skill gaps for transition employment*
- ☐ MBA program
- ☐ Lean Six-Sigma/Scrum Master
- ☐ Project Management Professional (PMP)
- ☐ Relevant Industry Certifications
- ☐ Tech Training/computer skills
- ☐ Veteran Transition Assistance Groups

Personnel Office (G1)

- ☐ Intent to Retire memo
- ☐ Request for Vol. retirement
- ☐ Leave form (Terminal & PTDY)
 - ↳ gets you:
- ☐ Retirement Orders
- ☐ Installation Clearance Record

Separation Physical

- ☐ Labs and X-Rays
- ☐ Eye exam
- ☐ Audiology
- ☐ Dental
- ☐ Sleep Study?
- ☐ Physical
- ☐ Final Records review by Docs before VA exam

Installation Clearance

- ☐ Installation Clearance Record
 - o Transportation
 - o AER
 - o Housing Office
 - o SFL-TAP
 - o Education Center
 - o **Retirement Services Office**

Unit Out-Processing (will vary upon unit)

- ☐ J1/SJA/CIF/PBO
- ☐ HHBN S3/NBC/SAP
- ☐ RM Pay
- ☐ Duty Section
- LAST DAY
- ☐ RM Travel/GTCC
- ☐ SSO/InfoSec
- ☐ Physical Security
- ☐ J1 Rep/PERSTEMPO
- ☐ J1 Reception Center

Last Full Paycheck!

File PTDY Voucher
w/ DFAS Rome

Retirement ID Card

- ☐ Appointment Only at some installations
- ☐ DD214
- ☐ Copy of Orders

LinkedIn Account

- ☐ 1 yr free premium account for MIL
- ☐ Professional Photo (suit & tie)
- ☐ Job-Seeker Headline and Profile
- ☐ List work experience/achievements
- ☐ *Network Network Network!*
 - o Make 200+ connections
 - o Join 20+ veteran/interest groups
 - o Follow 20+ companies
 - o Conduct informational interviews

Resume' & Curriculum Vitale

- ☐ Elevator Pitch (verbal business card)
- ☐ Professional Summary (1 page)
- ☐ Build a Master Resume with all employment experience (5-6 pages)
- ☐ Education and Training
- ☐ Awards & Publications
- ☐ Professional /Personal References

Retirement Ceremony Planning

- ☐ Select date
- ☐ select and reserve venue
- ☐ Guest list and invitations
- ☐ Block hotel rooms
- ☐ Request Officiating Officer
- ☐ Master of Ceremonies
- ☐ Bio & agenda
- ☐ Flowers/gifts
- ☐ Catering/Reception

Retirement Services Office

- *G1 will provide packet and schedule*
- ☐ Mandatory Retirement Brief
- ☐ Mandatory Survivor Benefit Brief
- ☐ SBP Election Appointment
- ☐ Review Final DD Form 214/Signature
- ☐ DD 214 Pickup

Transportation

- ☐ Will move HHG up to 1 year *post retirement*
- ☐ + multiple extensions