

- 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)

Retirement Ceremony (optional)

Job Hunting & Interviewing
*Targeted and Tailored Resumes

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

Register for VA eBenefits
 Get DS login password
 #burnpit registry

Business Card
 Non-military/sanitized
 Vistaprint.com

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

Prep Disability claim with local VSO

VA Physical *disability determination after retirement*

SFL-TAP Capstone Event (NLT 90 days out)

Jump Log Closed Out

Industry Internships <180 days

- DoD Skillbridge Program
- SOCOM Care Coalition Fellowship

FEDVIP enrollment

Register Self/Family for Tricare Prime or Select

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

Terminal Leave (60 Days)

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

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

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

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

Last Full Paycheck!
File PTDY Voucher w/ DFAS Rome
Retirement ID Card
 Appointment Only at some installations
 DD214
 Copy of Orders

Transportation
 Will move HHG up to 1 year post retirement
 + multiple extensions