

- 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

- WWW.UAJOBS.GOV
- Create Account
 - Upload Resume/CV

- Prep Disability claim with local VSO

- VA Physical
disability determination after retirement

Jump Log Closed Out

- SFL-TAP Capstone Event (NLT 90 days out)

- Industry Internships <180 days
- DoD Skillbridge Program
 - SOCOM Care Coalition Fellowship

Retirement Planning (+12 Month Countdown)

- Register for VA eBenefits
- Get DS login password
 - #burnpit registry

- Business Card
- Non-military/sanitized
 - Vistaprint.com

Retirement Ceremony (optional)

Job Hunting & Interviewing
*Targeted and Tailored Resumes

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)



- 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