

PRE-SEPARATION TO DO LIST

STEP 1: PLAN FOR YOUR TRANSITION

- Identify the CRSs you are required to complete.
 - Prepare your eForm and sign for Pre-Separation Counseling
 - Plan to schedule a time to review your DD 214 prior to transition
 - List additional tracks you want to complete
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STEP 2: BUILD YOUR TRANSITION TEAM

- TOL (TAP Online Learning or LMS) - take the Refresher during or after transition
 - Explore resources on-base
 - Explore resources off-base
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STEP 3: KNOW YOUR VA BENEFITS

- If you transferred your Post 9-11 GIB benefits, confirm that you have completed your obligation terms before you separate or retire
 - Research VA benefits & services that are of interest—write down questions for the VA brief on Wednesday
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STEP 4: PLAN FOR HEALTH/MENTAL CARE AND HEALTH INSURANCE

- Determine eligibility for TRICARE
 - Explore healthcare options
 - Research MH resources
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STEP 5: PLAN FOR CIVILIAN EMPLOYMENT/VOCATIONAL TRAINING

- Review DOL resources
- Research current occupations & possible career choices
- Download & view VMET

Consider volunteering after transition

STEP 6: LEARN ABOUT FEDERAL EMPLOYMENT

Visit Feds Hire Vets website

Review special hiring authorities to determine eligibility

Take the Transition to Federal Employment course (Military Life Cycle course)

Receive counseling on Gov't restrictions to employment (Handout at MAFB)

STEP 7: PLAN FOR FURTHER EDUCATION

Consider taking DoD Education Track

Visit Education Counselor

Utilize DAN TES Resources

Research state & federal education benefits

STEP 8: CONSIDER STARTING A BUSINESS

Consider taking the SBA Entrepreneurship Track (B2B)

Research the SBA website

Contact VA Small & Veteran Business Programs

Explore DoD Procurement Technical Assistance Center Program

STEP 9: EXPLORE ADDITIONAL INFORMATION AND BENEFITS

Mark your eForm 'YES' if you want expedited immigration status

Speak with the SBP counselor if you are retiring—20+ or Medical

Update legal documents

Change voting registration

STEP 10: KNOW WHERE TO GO FOR ASSISTANCE

Lean on resources

Ask questions

Seek assistance