

## Your Military-to-Civilian Transition Checklist

- Visit the transition office and attend the required preseparation briefing. Complete the DD 2648 or DD 2648-1, Preseparation Counseling Checklist.

Date scheduled: \_\_\_\_\_ Date completed: \_\_\_\_\_

- Get an education. Take advantage of TAP, DTAP, DoL, and /or VA workshops. Understand all of your potential benefits, entitlements, and periods of eligibility.
- Start assessing your marketable skills and researching the job market. For help in this area, see Step 2 of the *Quick Military Transition Guide*.
- Investigate future employment restrictions that may apply to you based on your military experience and security clearance levels. The legal office or your site security officer can give you the lowdown on what's up here. The Preseparation Guide also lays it out nicely. (You can access the Preseparation Guide at [www.turbotap.org](http://www.turbotap.org).)
- Network, network, network (see Step 5 for tips). Begin to apply for concrete jobs, however, when you are about three months from being able to begin work.
- Get copies of your medical and dental records. Schedule appointments now while you aren't paying for them.
- Make arrangements to clear housing. If you live on a military installation, contact the housing office for detailed clearing information.
- Visit the finance office to determine what, if any, separation pay you may be entitled to. Look at your own finances as well and make improvements where you can.
- Take advantage of free legal services now. Update your will and power-of-attorney and/or obtain legal advice through the legal office.
- Line up your transitional health care plan and future insurance benefits.
- If applicable, apply for VA disability benefits.
- Review your draft DD 214 worksheet.
- Inquire about potential unemployment benefits through the Department of Labor.
- Upgrade your professional wardrobe. Green, blue, and black aren't the only colors you can wear.