

Pre-Separation Overview Timeline

24 Months Prior to Separation:

- Schedule and attend a Pre-Separation Briefing to receive DD Form 2648.
- Attend a Transition Assistance Program seminar. Contact the Airman & Family Readiness Center at 801-777-4681.
- Submit request for retirement through your service headquarters.
- Establish a financial plan to make ends meet during your transition to military life.
- Assess your job skills and interests to determine how they relate to today's job market. Take a vocational interest inventory.
- If retirement eligible, schedule an appointment with the Survivor Benefits Program.
- Continue education/training needed to qualify for your career objective.
- Begin networking. Track potential network contacts you have lost or may lose contact with.

180 Days Prior to Separation:

- Review your Pre-Separation Counseling Checklist (DD Form 2648) received during your Pre-Separation Briefing.
- Research the job market. Develop a career plan, including a list of possible employers in their career field.
- Review and make a copy of your personnel records.
- Discuss with your family possible options about your career and where to live next.
- Take advantage of academic entry exams, college admission testing or challenge exams. Remember, this is free to service members on active duty.
- Schedule an appointment with the VA Representative for detailed information about disability compensation, benefits and programs.

150 Days Prior to Separation:

- Start networking.
- Attend job fairs.
- Research specific job possibilities, job markets, and the economic conditions in the geographic areas where they want to live.
- If you are separating prior to fulfilling eight years of active service, you must satisfy your obligation by becoming a member of the Selective Reserve or Individual Ready Reserve as stipulated in your Enlistment Contract and/or Amendments.

120 Days Prior to Separation:

- Download your Verification of Military Experience and Training (DD Form 2586) document at <http://www.dmdc.osdmil/vmet>
- Plan to attend TAP seminar, perhaps for the 2nd time
- Seek assistance from your Airman & Family Readiness Center for a resume review and relocation assistance.
- If considering federal employment, frequently check job listings at www.usajobs.com as well as explore special federal programs and hiring opportunities for veterans at federal agencies.
- Continue to network.
- Learn about education benefits you are eligible for under the Montgomery GI Bill.
- Schedule your separation physical and dental examination.
- Contact appropriate offices at your installation to discuss extended medical care (if eligible) or conversion health insurance. Learn about your options for transitional health care.
- Explore the option of joining the Reserves or National Guard.

90 Days Prior to Separation:

- Send out resumes and make follow-up phone calls.
- Start assembling a wardrobe for interviewing and continue to network.
- Arrange for transportation counseling and learn about options for shipment and storage of household goods.
- Schedule a final dental examination.
- Determine eligibility for separation pay.
- Prepare a will while you can still obtain free legal assistance/advice.
- Check with the VA office on special housing loan programs for veterans in the state which you plan to relocate.
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60 Days Prior to Separation:

- Begin planning a visit to the area to which you plan to move.
- Continue to send out resumes. Include in your cover letters the date you plan to move to the area.
- Continue to network.
- Decide whether you want to sign up for the optional Continued Health Care Benefit Program.
- If retiring, choose an appropriate election category under the Survivor Benefit Plan (SBP).

30 Days Prior to Separation:

- Visit the area to which you plan to move, attend job interviews, visit a private employment agency or recruiter in the area.

- Continue to network.
- Review your Certificate of Release of Discharge from Active Duty (DD Form 214).
- Complete your Veteran's Affairs Disability Application (VA Form 21-526) and turn it in the appropriate office.
- Consider converting your Servicemen's Group Life Insurance to Veteran's Group Life Insurance (optional).