

Departing the Service Checklist

2 Years Prior to Discharge

- Review Pre-Separation Counseling Checklist DD2648 and identify needs
- Attend a Transition Assistance Program Workshop
- Family should start evaluating plans
 - Decide if member plans to continue working, change careers or volunteer
 - Spouse career decisions
 - Post-retirement income requirements
 - Identify if supplement income is required
 - Family Needs and requirements (College, eldercare for family members)

12-24 Months Prior

- Consider retirement location
- Research Survivor Benefit Program and insurances
- Update Legal Documents
- Identify medical/dental problems and arrange treatment
- 12 months prior member should schedule Pre-Separation Counseling fill out the Pre-Separation Checklist DD2648
- Review GI Bill and tuition assistance benefits
- Review GI Bill transferability requirements
- Arrange for household goods (HHG) transportation counseling

120-180 days prior to retirement

- Network with friends for employment opportunities
- Review and copy medical and dental records
- Schedule medical separation examination -- be sure to list all injuries while on active duty for VA disability claims
- Assemble wardrobe for interviewing and career success
- Visit your SPO and determine leave allowances and if selling back leave
- Schedule appointments for household goods shipment and storage
- Schedule final checkups for family members
- Compare SGLI to VGLI and review other Life Insurance Options

30-60 Days Prior to Retirement

- Complete Survivor Benefit Plan paperwork
- Review information about disability compensation benefits and program
- Choose transition health care options
- Arrange for inspection of government housing