

Retirement Planning (+12 Month Countdown)

- 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)
 - Prep for Employment
 - Prep for Education
 - Prep for Vocational Training
 - 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)
 - Outpatient records
 - Surgical Records
 - Radiology
 - X-Rays on disk (same day service)
 - Make 2x copies of your records

- WWW.U.S.A.J.O.B.S.G.O.V**
- Create Account
 - Upload Resume/CV

- Prep Disability claim with local VSO**

- VA Physical *disability determination after retirement***

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

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

- 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*

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)
 - 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
 - Transportation
 - AER
 - Housing Office
 - SFL-TAP
 - Education Center
 - 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!
 - Make 200+ connections
 - Join 20+ veteran/interest groups
 - Follow 20+ companies
 - 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