

Active Duty Pre-Separation Planning Checklist

18 Months Prior to Discharge

- Review your [GI Bill](#) and [Tuition Assistance](#) benefits.
- Review [GI Bill Transferability Requirements](#) – transferring your education benefits may require reenlisting.
- Use the DoD [Online Academic Skills Course](#) to assess your academic skills and prepare for SAT, ACT, or GMAT exams as needed.
- Take a skills/interest assessment - Contact your Local ESO or Career Counselor for assistance.
- Consider taking [CLEP exams](#) to get your general education requirements — contact your Local ESO for assistance.
- [Find a mentor](#) – a veteran who has successfully made the transition.
- Develop your [personal/professional network](#).
- [Review your budget](#) and begin planning for your financial transition.

12 Months Prior to Discharge

- Begin to develop an [Individual Transition Plan](#).
- Review your [Pre-Separation Checklist](#) (DD 2648).
- Get your [Verification of Military Experience and Training](#) (VMET).
- Research [cost of living in your new location and plan accordingly](#).
- Learn [about veteran's home loan](#) benefits.
- Contact your Local ESO or Career Counselor to take a skill/interest assessment.
- [Make an appointment with your local Transition Counselor](#).
- Attend a [Transition GPS 5-Day Workshop](#).
- Check [Job Boards](#) and begin [the career exploration process](#).
- Begin the [degree selection](#) and [college selection](#) process.
- Request “House Hunting” orders. ([See DoD Policy](#))

9 Months to Discharge

- Continue working on your [personal/professional network](#).
- Use the [Military.com Skills Translator](#) to begin developing a resume.
- Assess your need for [employment assistance programs](#).
- Begin [writing your resume](#).
- Begin your job search - use the [Military.com Skills Translator](#) to refine your search.
- Begin [job search](#) based on skill/interest assessment findings.

- Research job potential, affordability and community – review “[USAA and Military.com’s Best Places.](#)”
- Arrange for [household goods](#) (HHG) transportation counseling.
- Research your health care insurance options:
 - Employer Provided Civilian Health Care (HMO) – If you already have employment lined up, your employer may be able to provide a less expensive option.
 - [Continued Health Care Benefit Program](#) (CHCBP)
 - [Transitional Health Care Benefits](#) (All Military Services)
 - [Civilian Health and Medical Program of the Department of Veterans Affairs](#) (CHAMPVA)
- Budget and prepare to pay for health insurance coverage.

6 Months Prior to Discharge

- [Start applying for jobs.](#)
- Begin to assemble appropriate [professional wardrobe.](#)
- Continue to expand [career networks.](#)
- Begin attending [career fairs.](#)
- Review and update your [will and other financial documents.](#)
- Consider whether to take terminal leave or sell back your balance. ([See DoD Policy](#))
- Schedule appointments for [household goods shipment and storage.](#)
- Schedule final checkups for family members.
- Visit the local [Legal Assistance Office](#) for assistance with updating your will and other financial documents.
- Determine if you are eligible for [Separation Pay](#) or early retirement.
- Begin your [PCS and Housing Checkout](#) procedures.

3 Months Prior to Discharge

- Visit [Military.com Veteran Job Boards](#) and [Skills Translator.](#)
- Consider [job placement services.](#)
- Continue your job search on [Military.com.](#)
- Use [Department of Veterans Affairs’ Pre-discharge programs](#) to determine your eligibility for [VA Disability Compensation.](#)
- Review finances to ensure you are [financially ready for civilian life.](#)
- Compare [SGLI](#) to [VGLI](#) and review other [Life Insurance Options.](#)
- Get to know more about your future home town.
- [Contact your medical treatment facility](#) to get copies of your health and dental records.
- Learn more about Wounded Warrior Programs – If you have a military service related injury or illness, it is important for you and your family to contact your military service’s Wounded Warrior Program. The following programs focus on Help, Healing, and Hiring:
 - [Army Wounded Warrior \(AW2\) Program](#)
Call: (800) 237-1336

- [Marines for Life Injured Support Program \(M4L\)](#)
E-Mail: injuredsupport@M4L.usmc.mil
Call: (866) 645-8762
- [Navy Safe Harbor Program](#)
E-mail: SafeHarbor@navy.mil
Call: (877) 746-8563
- [Air Force Wounded Warrior Program](#)
- [Wounded Warrior Resource Center](#)
Email: wwrc@militaryonesource.com
Call: 800-427-7890 x 5858
- [Deployment Health & Family Readiness Library](#)
- Military and Veterans Service Organizations and local community groups provide a full range of support services for veterans with disabilities and their family members.
- Schedule a physical. Visit these sites to find the closest facility:
 - [Military Treatment Facility Locator](#)
 - [VA Medical Facility Locator](#)
- Ensure you take advantage of the [2-day TAP GPS](#) career tracks for Education, Entrepreneurship or Technical Training/Certification.”

1 Month Prior to Discharge

- Finalize relocation appointments and [review your benefits](#).
- Arrange for inspection of government housing.
- Choose a transitional healthcare plan [TAMP](#) or other healthcare option:
 - Employer Provided Civilian Health Care (HMO) – If you already have employment lined up, your employer may be able to provide a less expensive option.
 - [Continued Health Care Benefit Program](#) (CHCBP)
 - [Transitional Health Care Benefits](#) (All Military Services)
 - [Civilian Health and Medical Program of the Department of Veterans Affairs](#) (CHAMPVA)

Post-transition

- Continue your job search – consider [job placement services](#), and attend [career fairs](#).
- Keep up with the [veteran benefits](#) you qualify for, and stay informed about the [latest changes](#) to those benefits.
- Consider further [education](#) to increase your skills and marketability – check out options like [credit-by-exam tests](#).
- Stay on top of important benefits such as [disability compensation](#).
- Continue to build your [career network](#).
- [Update and refresh your resume](#).