

### **180 Days Prior to Separation:**

- Schedule your Pre-separation Counseling appointment.
- Attend a Transition Assistance Program workshop. (TAPS class)
- Begin researching the job market. Develop a career plan, including a list of possible employers in your career field.
- Review and make a copy of your personnel records (Field Service Record, Medical, and Dental records)
- Discuss with your family possible options about your career and where to live next.
- <http://www.careers.org> – Website for posting resumes and conducting online job search.

### **150 Days Prior to Separation:**

- Seek help if the stress of your transition to civilian life becomes too much to handle.
- Contact friends in the private sector who may help you find a job. Start networking.
- Begin attending job fairs.
- Develop a fall-back plan in case your first career plan falls through.
- If you are separating prior to fulfilling eight years of active service, you must satisfy your Military Service Obligation (MSO) by becoming a member of Reserves.
- <https://www.navycollege.navy.mil> – Website on the Navy College Program.

### **120 Days Prior to Separation:**

- If you live in government housing, arrange for a pre-inspection and obtain termination information
- Learn about the education benefits you are eligible for under the Montgomery GI Bill (MGIB).
- Schedule your separation physical 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. If you have specific questions about veterans' medical care, contact the VA, use the VA website or make an appointment with your local VA counselor.
- <http://www.va.gov> – Department of Veterans Affairs Website containing valuable information for veterans.

### **90 Days Prior to Separation:**

- Start a subscription to a major newspaper in the area to which you plan to move, begin replying to want ads.

- **Begin an automated job search for you and your spouse using the Transition Bulletin Board, DoD Transportal, DoD job search, the Federal Job Opportunities Listing, and other available employment data banks.**
- **Send out resumes and make follow-up phone calls to check if they arrived. Submit your resume through the DOD Job Search website at <http://dod.jobsearch.org> .**
- **Once you have chosen where you will live next, arrange for transportation counseling with the Personal Property Office.**

**30 Days Prior to Separation:**

- **Review your Certificate of Release or Discharge from Active Duty (DD Form 214) – this will be the most important document!!!**
- **If you are unemployed you may qualify for unemployment compensation once you are a civilian, see your local state employment office for eligibility.**
- **Review and copy your medical and dental records for new and other pre-separation documents.**
- **Consider converting your Servicemen’s Group Life Insurance to Veteran’s Group Life Insurance (optional)**