

Navigating Military Retirement: +12 Month Transition Planner ©



FEB 2022

- Accrue 60 days of leave for transition
- Financial prep & savings (>3 months cash)
- Assess private life insurance options
- Transfer 9/11 GI Bill (4 year ADSO)

- Determine your Pathway:**
- ❖ Private Sector/Corporate jobs (LinkedIn)
 - ❖ Mil/Govt Contracting (LinkedIn)
 - ❖ GS / Federal Employment (USAJOBS)
 - ❖ Start your own business/entrepreneur
 - ❖ Continuing Education

- Register for VA [eBenefits](#)
- Get DS login password
 - #burnpit registry

- Business Card**
- Non-military/sanitized

Retirement Ceremony (optional)

Job Hunting & Interviewing
**Targeted and Tailored Resumes*

SGLI Ends 120 days post-retirement
[VGLI](#) or Private Insurance (optional)

- 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)

- Industry Internship search & prep (>12 mo)

- Medical Records Prep**
- Patient Records (sent by email)
 - Outpatient records
 - Surgical Records
 - Radiology (X-Rays on a disk)
 - Mental Health Records
 - Dental Records
 - Scrub ALL for missing info/errors

Prep VA Disability Claim with local VSO

VA Claim (180-90 days)
[Benefits Delivery at Discharge \(BDD\)](#)

TAP Capstone Event (NLT 90 days out)

Final Out + Permissive TDY (20 Days) ICW terminal leave

- [OGE Form 278](#) financial disclosure (for certain defense jobs)

- Transportation**
- Will move HHG up to 1 year *post-retirement*
 - + 5 annual extensions

- Federal Employment**
WWW.USAJOBS.GOV
- Create Account
 - Upload Resume/CV
 - * 180 day rule for retirees (DoD GS/GG)

- Jump Log Closed Out >6 Months

Job Interview Rehearsals

Permissive TDY (5+5+5+5) then 10 regular duty days + 2 days final out

- DFAS: download last 12 mo. LES

- Retirement ID Card**
- Appointment Only at some installations
 - DD 214
 - Copy of Orders

Terminal Leave (60 Days)



- Skills & Credentialing**
ID skill gaps for transition employment
- Degree Completion
 - Relevant Industry Certifications for your field of interest
 - Join Veteran Transition Assistance Groups
 - Have a mentor(s) for transition

- Unit Personnel Office**
- Intent to Retire memo
 - Request for Vol. retirement
 - Leave form (Terminal & PTDY)
 - ↳ gets you:
 - Retirement Orders
 - Installation Clearance Record

- Separation Physical @ 12-9 months**
- 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
 - TAP Office
 - Education Center
 - **Retirement Services Office**

- Unit Out-Processing (will vary upon unit)**
- S1/SJA/CIF/PBO
 - HHBN S3/NBC/SAP
 - RM Pay
 - Duty Section
 - LAST DAY**
 - RM Travel/GTCC
 - SSO/InfoSec
 - Physical Security
 - S1 Rep/PERSTEMPO
 - S1 Reception Center

Last Full Paycheck!

- File PTDY Voucher w/ DFAS Rome

- Register for Tricare *Prime or Select (R + 90)*
www.tricare.mil

- FEDVIP enrollment
www.benefeds.com
31 days before R, NLT R + 60

- LinkedIn Account**
- [1 yr free premium account for MIL](#)
 - Job-Seeker Headline
 - All Star Profile
 - Work experience & achievements
 - Network Network Network!*
 - Make 200+ connections
 - Join 20+ veteran/interest groups
 - Follow 20+ companies
 - Conduct informational interviews

- Purchase Business Attire
- Professional Photo/Headshot (LI profile)

- Resume' & Curriculum Vitale**
- Build a Master Resume with all employment experience (5-6 pages)
 - Professional Summary (1-2 pages) tailored!
 - Accomplishments, Awards, Publications
 - Education and Training (translated skills)
 - Professional /Personal References
 - Elevator Pitch (verbal business card)

- 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/S1 will provide packet and schedule
- Mandatory Retirement Brief
 - Mandatory Survivor Benefit Brief
 - [SBP](#) Election Appointment (w/spouse)
 - Review Final DD Form 214/Signature
 - DD 214 Pickup

SGLI to VGLI conversion period with no physical ends R + 240

VGLI enrollment window ends R + 1 year and 210 days

SBP disenrollment window 24-36 months after retirement