

Pre-Separation Timelines

24 Months Prior to Anticipated Retirement or 12 Months Prior to Separation:

- Contact Career Planner or Unit Transition Counselor to schedule the Pre-Separation Counseling Interview
- Attend a Pre-Retirement Seminar or a Transition Readiness Seminar. If you are disabled, attend the Disabled Transition Assistance Program workshop.
- Begin establishing a financial plan to make ends meet during their transition to civilian life.
- Take an assessment inventory, such as, Kuder Journey. www.dantes.kuder.com
- Develop their Individual Transition Plan.

180 Days Prior to Separation:

- Review their Pre-Separation Counseling Checklist (DD Form 2648)
- Service member begins researching the job market. They should develop a career plan, including a list of possible employers in their career field.
- Review and make a copy of their personnel records.
- Discuss with their family possible options about their career and where to live next.
- Contact and network with family, friends, colleagues and organizations.

150 Days Prior to Separation:

- Service members should seek help if the stress of their transition to civilian life becomes too much to handle. Contact their friends in the private sector who may help them find a job. Start networking.
- Begin attending job fairs.
- Develop a fall-back plan in case their first career plan falls through.
- Research specific job possibilities, job markets, and the economic conditions in the geographic areas where they want to live.
- If they are separating prior to fulfilling eight years of active service, they must satisfy their obligations by becoming a member of the Selective Reserves of Individual Ready Reserves as stipulated in their Enlistment Contract and/or Amendments.
- Service members consolidate personal files and records.

120 Days Prior to Separation:

- Service members should download their Verification of Military Experience and Training (VMET) (DD Form 2586) document at <https://www.dmdc.osd.mil/vmet> or contact the Transition Readiness Branch for assistance at Camp Lejeune (910) 451-3781 or 451-3754 or New River (910) 449-4914.
- Seek assistance from their transition office after completing the first draft of a resume.
- If considering federal employment, service members should check job listings on the <http://www.usajobs.gov> web site as well as explore special federal programs and hiring opportunities for veterans at federal agencies they are interested in by reviewing the Federal Job Opportunities Listing, and other available employment data banks.
- Service members should continue to network.
- They should visit the Information and Referral Program Office, Building 60, to learn about relocation options, entitlements and assistance.
- If living in government housing, arrange for a pre-inspection and obtain termination information.
- Learn about the education benefits they are eligible for under the Montgomery GI Bill (MGIB). If enrolled in the Vietnam-era GI bill, learn how to convert to MGIB. Contact their local Department of Veterans Affairs (VA) representative or log on to <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal> for details.
- Take an academic entry exam, college admission test, or challenge exam if preparing for college after separation. Remember, this is free to service members on active duty.
- Obtain a copy of their Joint Service Transcript (Transition Counselors can assist with this).

- Schedule their separation physical examination.
- Service members contact appropriate offices at their installation to discuss extended medical care (if eligible) or conversion health insurance. They should learn about their options for transitional health care. If they have specific questions about Veterans medical care, they need to contact the VA, use <http://www.va.gov> or make an appointment with the local VA counselor.
- Even if they have fulfilled eight years of military service, they may want to explore the option of joining the Reserves or National Guard.
- Service members consult with ethics division of legal office on separation or retirement employment restrictions.

90 Days prior to Separation:

- Service members should start a subscription to a major newspaper in the area to which they plan to move and begin replying to want ads.
- They should begin an automated job search for themselves and their spouse (if applicable) using <http://www.indeed.com> and other available employment data banks.
- They need to start assembling a wardrobe for interviewing and continue to network.
- Determine if they are eligible for separation pay.
- If they would like to prepare a will or if they have legal questions or problems, they can obtain free legal advice.

60 Day prior to Separation:

- Service members should begin planning a visit to the area to which they plan to move.
- Continue to send out their resume. Include in their cover letters the date they plan to move to the area.
- Decide whether they want to sign up for the optional Continued Health Care Benefit Program medical coverage.
- Choose their transitional health care option: they need to use military medical facilities to sign up for TRICARE, if eligible.
- If retiring, they choose an appropriate election category under the Survivor's Benefit Plan (SBP).
 - For detailed information about disability compensation, benefits, and program, Service members should call the VA.
- Conduct information interviews.

30 Days Prior to Separation:

- Service members should conduct a job preparation visit to the area to which they plan to move, attend job interviews, and visit a local Veterans Employment Representative.
- Continue to network.
- Review their Certificate of Release or Discharge for Active Duty (DD Form 214).
- Several government agencies offer special loans and programs for veterans, have them check with their local VA office or with the state they plan to relocate.
- Review and copy their medical and dental records, have them get a certified true copy of each.
- Complete their Veteran's Affairs Disability Application (VA Form 21-256) and turn in to appropriate office.
- Consider converting their Servicemen's Group Life Insurance to Veterans Group Life Insurance (optional).

Transition Readiness Branch Locations

MCB Camp Lejeune
824 Stone Street
Camp Lejeune, NC 28547
(910) 451-3781/451-3754

MCAS New River
AS 912/913 Longstaff St.
New River, NC 28540
(910)449-4914