

Retirement/Seperation Checklist (All time is worked back from EAOS, not terminal leave)		
24 Months out		
Done	Event	Notes
	Identify key priorities (place, purpose, pay)	
	Identify all medical issues during your annual physicals & make appointments for evaluation & treatment	Ensure you are still following up on previous medicaly diagnoses. (especially post Surgeies)
	Ensure all "off-base" treatment is in records	
	Accrue 60 days of leave	Will allow for 80 days terminal when house and job hunting is added
	Verify status of GI Bill	
	Verify awards are in record	CAR, OIF, OEF GWOT Expeditionary, Purple Heart, Bronze, Silver stars
	Verify all military/civilian Schools are in record (NECs are correct)	
18 Months out		
Done	Event	Notes
	NLT attend pre-separation counseling (TGPS)	
	Register with eBenefits	
	Create DS User ID & Password to access	
	Review TS/SCI Periodic Reinvestigation dates (consider adjusting retirement date if beneficial)	
	Start writing resume	
	Develop your elevator pitch	
	Establish or modify LinkedIn account	
12 Months out		
Done	Event	Notes
	NLT Meet with unit Medical personnel. Set up clinic final physical, fix/document results as required before VA physical	
	Submit retirement paperwork, NET 1-yr out (get orders)	
	Meet with Financial Advisor. Update financial plan and determine Life (VGLI?) insurance needs	Start planning on no pay on the 15th of the month. DoD retirement and VA are paid on the first.
	Final resume draft complete	
	Determine medical (TRICARE Prime or Select), supplemental, dental (DELTA), vision insurance requirements	
	Decide on retirement ceremony	
9 Months out		
Done	Event	Notes
	NLT get electronic copy of Medical Records to review for completeness (update regularly with additional treatment).	AHLTA, HAIMS and SPEARS
	Meet with VA services representative to review VA claim process	
	Choose a retirement sponser for ceremony	
6 Months out		
Done	Event	Notes
	NET Submit VA claim paperwork (BDD process). This initiates, VA/Retirement physical	
	Start submitting resumes	
	Make appointment with Household goods if moving from local area	
	Last Dental Cleaning	
	Turn in operational gear (if retiring)	
3 Months out		
Done	Event	Notes
	NLT Submit VA Claim paperwork for BDD process	
	Schedule ID Card appointments for each family member	http://www.dmdc.osd.mil/rs/
	Conduct Capstone	
	Conduct retirement ceremony	
	Turn in operation gear (if seperating)	
	Update Will and any needed POAs	
1 Months out		
Done	Event	Notes
	Renew perscriptions to carry till TRICARE and/or VA takes over	