

Fort Bragg Pre-Separation Timeline

Retiree

Two Years Prior to Separation

- Attend Pre-Separation Orientation for Retirees (second Monday of each month in Soldier Support Center, room 1-F-1, 0900-1130).
- Schedule your Pre-separation Counseling appointment at the ACAP Center.
- Review the Pre-separation Counseling Checklist (DD Form 2648). Identify individual service providers who will provide assistance.
- Register in www.pipelinenc.com or <http://usmilitarypipeline.com> and complete Skill Assessment.

18 Months Prior to Separation

- Attend a Transition Assistance Program workshop. If your service connected disabilities makes you eligible or if you are planning to file for disability, attend the Disabled Transition Assistance Program workshop, Thursday 1330, Soldier Support Center.
- Develop your Individual Transition Plan (at home, self-directed). Seek assistance from your ACAP Center counselor, if needed.
- Make fundamental life decisions (continue working, change careers, volunteer, etc.) and determine future goals.
- Capitalize on current career stability to prepare for future career goals. Identify training, education and/or certification requirements and determine how to achieve goals (e.g., use tuition assistance). Start classes.
- Evaluate family requirements (college tuition, eldercare for parents, etc.)
- Determine post-retirement income requirements. Project retirement take-home pay. Identify if you need to supplement retirement take-home pay.

12-24 Months Prior to Separation

- Continue training/education needed to qualify for your objective career/pursuit.
- Investigate health and life insurance alternatives, including long-term health care coverage.
- Consider whether you will take terminal leave or cash in unused leave.
- Consider retirement locations.

- Identify medical/dental problems and arrange treatment for yourself and/or your family.
- Begin networking. Track potential network contacts you have lost or may lose contact with.
- Contact Fort Bragg Retirement Services Office (RSO), first floor, Soldier Support Center, to receive pre-retirement and Survivor Benefit Plan (SBP) briefing.
- Consider spouse education and career desires.
- Update legal documents (will, powers of attorney, etc.)

12 Months Prior to Separation

- Submit retirement application NET 12 months from retirement date but NLT 9 months from retirement date
- Attend mandatory Pre-Retirement Briefing (second Friday of each month in Soldier Support Center, room 1-F-1, 1300-1500) from the date of retirement application is submitted but NLT 120 days before the retirement date.
- Survivor Benefit Counseling NET the submission of retirement application but NLT 60 days from retirement date.

180 Days Prior to Separation

- Continue training/education needed to qualify for your objective career/pursuit.
- Research specific job possibilities, job markets and the economic conditions in the geographic areas where you want to live.
- Contact friends in the private sector who may help you find a job. Actively network.
- Seek assistance from your ACAP counselor after completing the first draft of your resume.
- Attend employment and career fairs to connect with potential employers.
- Develop an alternate plan in case your first career plan falls through.
- Review and request copy your medical and dental records. Get a certified true copy of each.
- Schedule medical/dental appointments, as needed.
- Go online at <https://www.dmdc.osd.mil/appj/vmet/index.jsp> to request your Verification of Military Experience and Training (DD Form 2586) document. You will receive a copy during your initial counseling session at the Fort Bragg ACAP Center.

150 Days Prior to Separation

- Continue training/education needed to qualify for your objective career/pursuit.
- Start actively applying for jobs. Make contact with employers who you will interview with.
- Start assembling a wardrobe for interviewing. Check with the ACAP Center for Dress for Success information.
- Seek help if the stress of your transition to civilian life becomes too much to handle.
- If you are separating prior to fulfilling eight years of active service, you must satisfy your obligations by becoming a member of the Reserves.
- Start posting resumes to career websites.
- Research websites for posting resumes and conducting online job search (e.g., <http://www.careers.org>.)

120 Days Prior to Separation

- Complete training/education needed to qualify for your objective career/pursuit.
- If you are considering federal employment, check online at <http://www.usajobs.opm.gov> to determine the appropriate documents to submit. Explore special federal programs and hiring opportunities for veterans.
- Consider using RESUMIX, an automated tool that allows you to use an online application to create a resume for applying for federal jobs. You can print the resume for your use as well as save it to the system to retrieve and edit for future use. For some federal jobs, you may be able to submit your resume electronically. You may obtain more information from the USAJOBS website at <http://www.usajobs.opm.gov/>.
- Continue to network aggressively.
- Visit the Relocation Assistance Program Office located at your Army Community Service Center to learn about relocation options, entitlements and assistance.
- If you live in government housing, arrange for a pre-inspection and obtain termination information.
- Attend the Veterans Affairs Claims Form Class conducted by the AMVETS Representative, Fridays, 0900-1030, classroom 1-F-1, Soldier Support Center.
- If filing a VA claim, complete and turn in your claims form and a copy of medical records to the Fort Bragg Veterans Affairs Office, first floor of Soldier Support Center, Bldg. 4-2843 Normandy Drive, seventy (70)

days prior to last day on Fort Bragg. This will give the VA staff time to schedule you for the VA physical while you are still on active duty.

- 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 veteran's medical care, contact the VA, use the VA website or make an appointment with your local VA counselor.
- Research Reserve programs to continue to receive part-time benefits, earn a future retirement and continue to grow and train in your field. Even if you have fulfilled eight years of military service, you may want to explore the option of joining the Reserve or National Guard.
- Department of Veterans Affairs website containing valuable information for veterans: <http://www.va.gov>.
- Start a subscription to a major newspaper in the area where you plan to move. Begin replying to want ads.
- Visit and evaluate the area where you plan to move. Attend job interviews there. Visit a private employment agency or executive recruiter in the area.
- 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>.
- Schedule Part I of your separation physical. Part II will be scheduled upon completion of Part I.
- S-1s are responsible for identifying their assigned Soldiers that are going to ETS and submitting the Military Personnel Files (MPF) with required documentation to the Transition Center 60 to 90 days prior to their assigned Soldiers' ETS date and 3-5 days later ETS orders will be published.

90 Days Prior to Separation

- Continue to post resumes to websites. Conduct an automated job search for you and your spouse using ACAP On-Line and other available employment data banks.
- Continue to expand your network.
- Website that helps you locate a home, realtor or neighborhood (database of homes for sale) <http://www.realtor.com>.
- Once you have chosen where you will live next, arrange for transportation counseling. Learn about your options for shipment and storage of household goods.
- Schedule a final dental examination.
- Determine if you are eligible for separation pay.
- If you would like to update your will or if you have legal questions or problems, obtain free legal advice.

60 Days Prior to Separation

- Begin planning additional visits to the area where you plan to move.
- Continue to send out your resume. Include the date you plan to move to the area in your cover letter.
- Continue to network at all levels.
- Choose your transitional health care option: use military medical facilities or sign up for TRICARE, if eligible.
- For detailed information about disability compensation, benefits and programs, call the VA at 1-800-827-1000.

30 Days Prior to Separation

- Continue to network.
- Review your Certificate of Release or Discharge from Active Duty (DD Form 214) worksheet.
- Several government agencies offer special loans and programs for veterans. Check with your local VA office.
- If you are unemployed, you may qualify for unemployment compensation once you are a civilian. See your local state employment office for eligibility.
- Decide whether to sign up for the optional Continued Health Care Benefit Program medical coverage.
- Complete your Veteran's Affairs Disability Application (VA Form 21-526) and turn it in to the appropriate office. Check with your local ACAP Center or VA representative.
- Consider converting your Servicemen's Group Life Insurance to Veteran's Group Life Insurance (optional).
- Visit websites for military personnel and their families who are relocating that contain relocation information for major military installations worldwide at <http://www.militaryonesource.com> or <http://www.MilitaryHOMEFRONT.dod.mil/moving>.
- Website on the Military Health System: <http://www.tricare.osd.mil>.