

# Separation Timeline Checklist

## Military Transition: The Spouse Edition

The following checklist is a guide to assist in the completion of pre-separation transition tasks. You and your spouse must decide whether you will take Terminal Leave or sell back your leave. Each month count on this checklist is based on your Terminal Leave begin date. Some items may not apply.

Color Key	
Financial/Transition	Child Education
Health	Day-Care
Continuing Education*	Employment

### 18 Months Out \_\_\_\_\_, 20 \_\_\_\_\_.

- Attend TGPS or TRS
- Review VA Benefits/Health & Life Insurance Options
- Service member and Spouse Sign-up for E-Benefits
- Explore CalVet if staying in California
- Research education options using GI-Bill benefits & FAFSA (be aware of institution deadlines/waitlists)

### 12 Months Out \_\_\_\_\_, 20 \_\_\_\_\_.

- Consult with personal financial manager to establish transition spending plan and emergency fund
- Schedule last annual check-ups for entire family
- If staying in CA, begin establishing residency (State ID, taxes, voting, etc.)
- Assess career goals and research continuing education institutes for degree programs and technical certifications\*
- Visit an Education Service Office or Navy College
- Assess employment goals, personal job skills, & credentials
- Begin establishing a professional network
- Build a resume

### 9 Months Out \_\_\_\_\_, 20 \_\_\_\_\_.

- Research neighborhoods to move into
  - Look for apartments or homes in the area
  - Look for schools
    - Identify local school district
    - Research enrollment requirements
    - Talk to current school liaison
  - Look for day cares
    - Apply for daycare waitlists
    - Keep copy of all applications
- Visit legal to update your legal documents for free
- Have service member make copies of medical records for VA Disability Compensation Application
- Visit a Career Center for free career readiness skills (see the employment tip sheet)
- Assess job market
- If considering federal employment, submit applications
- Discuss career/parenting options

### 6 Months Out \_\_\_\_\_, 20 \_\_\_\_\_.

- Review and reassess post-transition spending plan
- Narrow down new residence options

- Apply for VA Disability Compensation, a Veterans Service Organization can help
- Have service member start separation physical
- Complete vaccinations and other medical requirements for school enrollment
- Follow up on day care wait lists
- Identify local businesses in area for potential employment options and check their websites often

### 4 Months Out \_\_\_\_\_, 20 \_\_\_\_\_.

- Schedule Military Housing Pre-Inspection
- Practice job interviews
- Assemble a wardrobe for next job (check thrift shops)

### 3 Months Out \_\_\_\_\_, 20 \_\_\_\_\_.

- Look into shipment/storage options for furniture with move.mil or other services
- Select a location and neighborhood to move
- Look into first/last month's rent, deposits, etc.
- Have service member schedule any final medical appointments (vision, dental, etc) with military clinic
- Attend any final family medical appointments and obtain medical records

### 2 Months Out \_\_\_\_\_, 20 \_\_\_\_\_.

- Get service member's TSP Account # and password, MyPay password, & E-Benefits password
- If possible, visit the area you plan to move
  - Meet or call new landlord, sign lease
  - Visit new school, meet new school liaison
  - Research after-school programs
  - Visit new day care
- Submit resume and job applications

### 30 Days Out \_\_\_\_\_, 20 \_\_\_\_\_.

- Start packing or schedule move date with move.mil
- Look into public benefits that you might be eligible for (e.g. CalFresh, Covered California), call 211
- Use Healthcare.gov to choose health care plan (for family members not on VA Benefits or a group plan)
- Choose doctors on insurance plan that meet needs
- Visit new doctor's offices (drop off medical records)
- Prepare supplies for school and day care
- Follow up on job applications and continue interviews

### \*College/University Timeline (for August start date)

- Contact university Veteran Admissions Office in Jan
- Fill Out FAFSA in Feb/March
- Review institution application deadlines
- After acceptance, review benefits for payment

### Our Terminal Leave Begin Date Month:

\_\_\_\_\_, 20 \_\_\_\_\_.