



Employment Checklist For Active Duty

- Discover Your Skills and Career Interests** – Contact your installation's Education Center, Transition Assistance Office, or One-Stop Career Center to take a Vocational Skills and Career Interest Inventory. This program can help you determine your career options. for assistance. Visit <http://www.militaryinstallations.dod.mil/ismart/MHF-MI/> for assistance in finding the office nearest you.

- Research the Job Market** – Use the TurboTAP Employment Hub to research the job market, develop a career plan, start a list of possible employers in your field, and learn more about writing résumés. The Employment Hub can be found at:
http://www.transitionassistanceprogram.com/portal/transition/resources/Employment_Hub.

- Get Your Official Military Education and Training Transcripts** – Visit one of the following websites to request your official transcript:
 - **Army:** To get the Army/American Council on Education Registry Transcript System (AARTS), go to <http://aarts.army.mil>
 - **Navy and Marine Corps:** To get the Sailor/Marine American Council on Education Registry Transcript (SMART) go to <http://www.navycollege.navy.mil>.
 - **Air Force:** Get your Air Force transcript information at the following website:
<http://www.au.af.mil/au/ccaf/>
 - **Coast Guard:** Get Coast Guard transcript information at the Coast Guard Institute website:
<http://www.uscg.mil/hq/cgi/forms.html>.

- Get a Copy of Your Verification of Military Experience and Training Document** – Your DD Form 2586, “Verification of Military Experience and Training” documents your skills and knowledge for potential employers or school officials. See your Transition Assistance Counselor or Education Office for assistance. Visit the MilitaryINSTALLATIONS website:
<http://www.militaryinstallations.dod.mil/ismart/MHF-MI/> to locate the office nearest you.

Note: This checklist is intended to be a quick reference for planning your employment. It is for informational purposes only and is not a replacement for the DD 2648 or DD 2648-1. Additionally, you need to check your eligibility for any benefit with the appropriate agency.



- Begin Networking and go to Job Fairs** – Contact friends in the private sector who may help you find a job. Start networking. Visit <http://military.nationalcareerfairs.com/> to find a career fair near you. Also, check out career fairs sponsored by our major military medical treatment facilities and our civilian personnel offices. These websites may have facility, office and schedule information: www.MilitaryInstallations.dod.mil, www.MilitaryHOMEFRONT.dod.mil, www.MilitaryOneSource.com or www.TurboTAP.org.

- Create a Résumé** – Complete the first draft of your résumé, and contact your local Veterans' Outreach Program Specialists (DVOP) or Local Veterans' Employment Representatives (LVER) at the One-Stop Career Center. Find your nearest One-Stop Career Center at www.ServiceLocator.org. These centers can offer you personalized assistance and help review your résumé.

- Determine Your Future Compensation Needs** – If you have decided to leave the military, visit the **Navy's Pay and Compensation Calculator** at <https://staynavytools.bol.navy.mil/PCC/Default.aspx?B3=Launch+Calculator>. Regardless of which military service you are separating from, the tools found at this website can help you determine the civilian pay and compensation you will need to maintain your current income level.

- Find Resources for Starting a Business** - If you are considering self-employment, begin researching economic data and business resources in your chosen new home community. See chapter 4 of the Pre-Separation Guide for more information. The guide can be downloaded from the TurboTAP website at: <http://www.turbotap.org>.

- Check Out Your Federal Employment Options** - Consider federal employment; explore special federal programs and hiring opportunities for veterans. Visit the following sites to learn more:
 - <http://www.fedworld.gov>
 - <http://www.goDefense.com>
 - <http://www.opm.gov>

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- <http://www.cpol.army.mil/>
- www.HelmetsToHardhats.org

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