



Active Duty Pre-Separation Checklist

- Plan Your Military Transition Through www.TurboTAP.org** – The DoD Transition Assistance Program (TAP), designed by the Department of Defense, offers the tools needed for a smooth transition for military personnel (and family members) leaving active duty. Resources such as Pre-Separation counselors, Department of Labor TAP Workshops, disabled veterans briefings, job searches, individualized transition plans (My DecisionPoint), benefits, compensation and resource guides can be accessed through the www.TurboTAP.org website.

- Learn About Your VA Benefits** – During the transition process, you will be briefed on the various benefits available to veterans. You can also find additional information and details by visiting <http://www.vba.va.gov/VBA/>.

- Enroll in VA Benefits** – The first step to receiving VA benefits is to complete the necessary Department of Veteran Affairs (DVA) forms. Visit: <http://vabenefits.vba.va.gov/vonapp/main.asp>

- Check Your Qualifications for Unemployment Compensation (UCX)** – Service members being released from active duty may qualify for unemployment compensation if they are unable to find a new job. Unemployment compensation is handled by each state individually. To learn more about the unique veteran's benefits and unemployment compensation in your state home of record, visit <http://www.military.com/benefits/veteran-benefits/state-veterans-benefits-directory>.

NOTE: Receiving separation pay may influence the receipt of unemployment compensation so be sure to contact your Command Financial Officer and Separation Counselor to better understand the conditions of unemployment compensation.

- Learn About the Veterans' Group Life Insurance (VGLI) Program** – VGLI is a program of post-separation insurance, which allows Service members to convert their SGLI coverage to renewable term insurance. To learn more visit the VA Life Insurance website at <http://www.insurance.va.gov/>. To sign-up for VGLI, complete the form found at: [http://www.insurance.va.gov/sqliSite/forms/8714\(03-2007\).pdf](http://www.insurance.va.gov/sqliSite/forms/8714(03-2007).pdf).

Note: This checklist is intended to be a quick reference for planning your pre-separation needs. 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.



You must submit the form to the Office of Servicemembers' Group Life Insurance with the required premium within one year and 120 days from discharge. To learn more visit:

<http://www.insurance.va.gov/sqliSite/vgli/vgli.htm>

- Get a Copy of Your Military Service Record** – Once you leave military service, your Military Record is stored by the National Archives. Visit: <http://www.archives.gov/veterans/military-service-records/> to learn how to obtain a copy of your DD-214 (Report of Separation) and your Military Record.

- Learn About Other Government Benefits** – http://www.govbenefits.gov/govbenefits_en.portal

- Check Your Qualifications for Separation Pay** – Service members **may** qualify for separation pay if they meet certain criteria:
 - Completed their first term of enlistment or period of obligated service, and
 - Have six years of service, and
 - Separating involuntarily (i.e. based on mission directive), and
 - Not eligible for retirement, and
 - Not separating under adverse conditions

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