

Preseparation Timeline:

The following timeline shows major events during the period from 180 to 90 days prior to separation:

180-150 Days:

- Schedule Preseparation Counseling Appointment.
- Attend a Transition Assistance Program Workshop.
- Develop Individual Transition Plan.
- Research job market. Assess your skills and interests.

150-120 Days:

- Start networking - contact friends in the private sector.
- Attend job fairs.
- Research job possibilities, markets and economic conditions.
- Make a financial plan for your transitional period.

120-90 days:

- Visit your Reserve Component Career Counselor
- Receive your Verification of Military Experience and Training (DD Form 2586) document.
- Complete first draft of your resume.
- Visit your Education Counselor.
- Schedule your physical examination.
- Learn about your transitional health care options.
- Submit DA Form 31 (Leave/Permissive TDY) to unit commander and Transition Center.

90-60 days:

- Obtain separation orders from Transition Center.
- Arrange transportation counseling
- Schedule final dental examination.
- Make copies of personnel and medical records.
- Determine eligibility for separation pay.
- Obtain free legal advice/prepare will at local Staff Judge Advocate/Legal Assistance.
- Begin automated job search.
- Send out resumes. Assemble your civilian job search wardrobe. Assemble your civilian job search wardrobe.