

PRE-SEPARATION CHECKLIST

180 DAYS PRIOR TO SEPARATION:

- ___1. MAKE AN APPOINTMENT WITH YOUR CAREER COUNSELOR FOR YOUR SEPARATION INTERVIEW **180 DAYS** PRIOR TO YOUR SEPARATION OR SEPARATION LEAVE DATE, IN ORDER TO COMPLETE DD FORM 2648, INDIVIDUAL TRANSITION PLAN.
- ___2. OBTAIN A TAP QUOTA VIA YOUR COMMAND CAREER COUNSELOR OR FAMILY SERVICE CENTER (FSC). IF UNABLE TO ATTEND TAP, ATTEND THE MANDATORY CAREER INFORMATION TEAM (CARIT) PRESEPARATION BRIEF **120 DAYS** PRIOR TO SEPARATING FOR A COMPLETE REVIEW OF ALL RIGHTS, BENEFITS AND SERVICES AVAILABLE TO VETERANS. (ALL OFFICERS AND ENLISTED ARE REQUIRED TO ATTEND PER OPNAVINST 1900.1D).
- ___3. **OFFICER RESIGNATIONS ONLY:** REQUEST TO RECEIVE RESERVE COMMISSION VIA RESIGNATION LETTER (USN).
- ___4. MAKE APPOINTMENT FOR YOUR MANDATORY SEPARATION PHYSICAL. ENSURE:
 - A. DENTAL CLASSIFICATION IS ON THE PHYSICAL FORM SF-88 IN BLOCK 44. IF DENTAL WORK IS NEEDED AND CANNOT BE COMPLETED PRIOR TO SEPARATION, ENSURE "CLASS II OR III" IS DOCUMENTED IN BLOCK 44.
 - B. HIV RESULTS DOCUMENTED IN BLOCK 50 OF THE SF-88. IF NOT AVAILABLE, SEE MEDICAL PERSONNEL FOR PROPER NOTIFICATION PROCEDURES OF RESULTS AFTER SEPARATION.
- ___5. CONTACT THE DISABLED AMERICAN VETERANS (DAV), AMERICAN VETERANS (AMVETS), VETERANS OF FOREIGN WARS, OR STATE VETERANS ADMINISTRATION TO REVIEW YOUR MEDICAL RECORD AND EVALUATE FOR POSSIBLE DISABILITIES INCURRED DURING SERVICE.

90 - 120 DAYS PRIOR TO SEPARATION:

- ___1. COMPLETE AN AUDIT OF YOUR SERVICE RECORD AND REQUEST "CERTIFIED TO BE A TRUE COPY" OF PAGE 4'S (ENLISTED), PAGE 13'S (OFFICERS), OR EQUIVALENT FOR OTHER SERVICE VETERANS.
- ___2. CONTACT NAVY CAMPUS OR YOUR LOCAL PSD TO FILL OUT DD FORM 295 (APPLICATION FOR THE EVALUATION OF LEARNING EXPERIENCES DURING MILITARY SERVICE). COVERS ENLISTED SERVICE ONLY.
- ___3. OBTAIN A COPY OF YOUR SKILLS VERIFICATION DOCUMENT (DD FORM 2586) FROM YOUR COMMAND CAREER COUNSELOR (PREPARED BY PERS-662D). SEE SAMPLE REQUEST.
- ___4. VERIFY ELIGIBILITY FOR "GI BILL" WITH COMMAND CAREER COUNSELOR, WITH THE VETERANS REPRESENTATIVE AT THE INSTITUTION YOU WILL BE ATTENDING, AS WELL AS CONFIRMATION OF APPROPRIATE REDUCTION OF PAY WITH DISBURSING. ENSURE THE DEPARTMENT OF VETERANS' AFFAIRS (DVA) HAS CORRECT INFORMATION.
- ___5. CONTACT DIRECTOR OF STATE VETERANS AFFAIRS IN THE STATE IN WHICH YOU PLAN TO RESIDE TO VERIFY YOUR BENEFITS AND ENROLLMENT PROCEDURES.
- ___6. IF APPLYING FOR WAIVER OF RESIDENCY TO ATTEND COLLEGE, COMPLETE A CHANGE OF STATE RESIDENCY DD FORM 2058 OBTAINED FROM PSD PRIOR TO LEAVING ACTIVE DUTY.

60 - 90 DAYS PRIOR TO SEPARATION:

- ___1. MAKE A COPY OF SERVICE RECORD (SEE YOUR COMMAND PASS LIAISON TO OBTAIN RECORD IF SERVICED BY PSD).
- ___2. MAKE HOUSEHOLD GOODS APPOINTMENT EVEN IF YOU ARE MOVING YOURSELF. TAKE A MINIMUM OF 6 COPIES OF YOUR SEPARATION ORDERS PER SHIPMENT. (ORDERS OBTAINED FROM SEPARATIONS CLERK).
- ___3. ENROLL IN THE DEPARTMENT OF DEFENSE JOB SERVICE (DODJS) AND THE RELOCATION ASSISTANCE PROGRAM (RAP) AT YOUR LOCAL FAMILY SERVICE CENTER (FOR FAMILY MEMBERS ALSO).
- ___4. CONTACT LOCAL NAVAL RESERVE RECRUITER.

30 - 60 DAYS PRIOR TO SEPARATION:

- ___1. INITIATE SEPARATION PROCEDURES WITH THE PSD OR PERSONNEL OFFICE (AFLOAT UNITS) 45 DAYS PRIOR TO DETACHMENT DATE.
- ___2. MAKE A COPY OF THE MEDICAL/DENTAL RECORDS FOR YOURSELF AND ALL FAMILY MEMBERS (CHECK OUT THROUGH LOCAL CLINIC AND SPECIALITY CLINICS). UPDATE SHOT RECORDS AND MAKE COPIES. TAKE DENTAL X-RAYS WITH YOU.
- ___3. **RETIREES/FLEET RESERVE - INITIATE SURVIVOR BENEFIT PLAN (SBP) ELECTION NO LATER THAN 45 DAYS PRIOR TO RETIREMENT DATE. DESIGNATE A FINANCIAL INSTITUTION TO ENSURE RECEIPT OF RETIRED/RETAINER PAY.**
- ___4. START "SHOPPING" FOR MEDICAL AND LIFE INSURANCE.
- ___5. OBTAIN A COPY OF YOUR LATEST NAVY ENLISTED EXAMINATION PROFILE INFORMATION.
- ___6. OBTAIN TRAINING RECORD (OR A COPY) AND RETAIN.
- ___7. **MEMBERS GOING ON SEPARATION LEAVE WHO ARE PLANNING TO ATTEND SCHOOL SHOULD COMPLETE VA FORM 22-1990 (APPLICATION FOR EDUCATION BENEFITS). OBTAIN AUTHORIZING SIGNATURES (CO OR DESIGNEE AND ESO) IN PART II, PRIOR TO LEAVING COMMAND, IN ORDER TO EXPEDITE APPLICATION PROCESSING WITH THE DVA.**

PRIOR TO SEPARATION

- ___1. OBTAIN 2 - 3 COPIES OF DD FORM 1351-2 (TRAVEL VOUCHER). UPON CHECKOUT, TRAVEL CLAIM(S) MUST BE COMPLETED AFTER TRAVEL AND MAILED TO SEPARATING ACTIVITY FOR LIQUIDATION.
- ___2. OBTAIN NAMES AND PHONE NUMBERS OF "POINTS OF CONTACT" IN SEPARATIONS, DISBURSING, AND MEDICAL AT SEPARATING ACTIVITY, AS WELL AS OFFICIAL MAILING ADDRESS. RETAIN WITH OTHER IMPORTANT SEPARATION PAPERWORK FOR FUTURE REFERENCE OR FOLLOW-UP.
- ___3. ENSURE DD 214 IS **COMPLETE, ACCURATE AND SIGNED BY YOU AND AUTHORIZING OFFICIAL!**
- ___4. IF ELIGIBLE, OBTAIN A RESERVE ID CARD OR A SIGNED APPLICATION FOR A RESERVE ID CARD FOR YOURSELF AND ALL FAMILY MEMBERS.