

## ADF TRANSITION CHECKLIST

Correct as at:

**Instructions:** Activities in **bold** may be considered to be priority tasks.  
 Those in *italics* are specific to medical separations.  
 For detailed instructions or guidance, see the last page.

Planned / Due Date	Activity	Folio Reference	Status / Comment	Complete?
<b>SECTION 1 – WHEN YOU ARE CONSIDERING SEPARATION (or beginning the medical discharge process)</b>				
Step #1	<b>Consider the transition outcome that is best for YOU and YOUR family.</b> Speak to your Supervisor and Career Managers but let them worry about the impact of your possible transition on your workplace or Service. Work out what YOUR goals are. Discuss this with your family. Make a plan and stick to it. Stay consistent in your messaging, regardless of to whom you are speaking. <b>Start focusing on your needs from this point forward.</b>	N/A		<input type="checkbox"/>
	<b>Review the current ADF Member and Family Transition Guide</b>	Folio 4		<input type="checkbox"/>
	<b>Prepare a single list of all key contacts</b>	1-A-1		<input type="checkbox"/>
	Extract and Review the Checklist from the ADF Member and Family Transition Guide	1-A-2		<input type="checkbox"/>
<12 months prior to Separation	<b>Attend an ADF Member and Family Transition Seminar</b> (virtual or live)	Date: Place:		<input type="checkbox"/>
	<b>Complete and submit an AC853 Application to Transfer Within or Separate from the ADF form and forward it electronically to your Chain of Command for approval. <u>Not</u> required for medical transition.</b>	1-C-11a		<input type="checkbox"/>
<b>CMECR-related activities</b>		<i>CMECR Date:</i>		
<b>Before your CMECR</b>				
	<i>Review the Medical Employment Classifications (MEC) and consider the implications of each for you</i>	N/A		<input type="checkbox"/>
	<b>Meet with Rehab Coordinator for Rehabilitation Plan</b>	1-A-5		<input type="checkbox"/>
	<i>Get Unit Welfare Board Notes or Minutes. Note, this may remain ongoing throughout the transition period</i>	1-C-4		<input type="checkbox"/>
<b>At your CMECR</b>				
	<i>Attend your CMECR. Present <b>all</b> medical conditions and your preferred outcomes to the GP</i>	N/A		<input type="checkbox"/>
<b>After your CMECR</b>				
Within 7 days post CMECR	<i>Check that the GP's CMECR review has been confirmed by the Senior Medical Officer. Get a copy.</i>	1-C-3		<input type="checkbox"/>
<b>MECRB-related activities</b>		<i>MECRB Date:</i>		
<b>Before your MECRB</b>				
At least 14 days prior	<b>Submit your Member Health Statement (MHS) and Consent to Disclose Information</b>	1-C-2		<input type="checkbox"/>
Within 28 days post signing MHS	<b><i>Within 28 days of signing your MHS, submit any DVA claims for your Separation Conditions. These conditions will be later listed on the Minutes from your MECRB. Getting the claims in early is important to later requesting your separation to be Held-in-Abeyance.</i></b>	Folio 2		<input type="checkbox"/>
	<i>Request referral to JHC's Meaningful Engagement (ME) program from your rehab coordinator if required</i>	1-A-5		<input type="checkbox"/>

Planned / Due Date	Activity	Folio Reference	Status / Comment	Complete?
<b>MECRB Day</b>				
	MECRB convenes	N/A		<input type="checkbox"/>
<b>After your MECRB (or your personal decision to transition)</b>				
Within 7 days	<b>Receive debrief on your MECRB outcomes. Ensure you are cced on your Commander's return.</b>	1-C-1b		<input type="checkbox"/>
Immediately after debrief	<b>Inform your ADF Transition Cell coach and request a priority processing request for your DVA claims</b>	1-A-1		<input type="checkbox"/>
Immediately after debrief	<b>Inform your Rehabilitation Coordinator</b>	1-A-1		<input type="checkbox"/>
Immediately after debrief	<b>Request from DVA support with medical transition and allocation of a DVA Case Manager</b>	1-A-1		<input type="checkbox"/>
ASAP after debrief	<b>Contact ComSuper for advice regarding the completion of the Request for Invalidation Payments</b>	1-C-9		<input type="checkbox"/>
ASAP after debrief	<b>Submit a Request for Invalidation Payments (M40, D40 or ADFS40) to CSC based on independent financial advice applicable to your situation. If financial advice is unavailable, consider submitting the form with fields relating to financial decisions <u>blank</u>. Include your Record of Service Long and TFN Declaration.</b>	1-C-8		<input type="checkbox"/>
Within 7 days of debrief	<b>Receive your MECRB Pack from your career management agency (CMA)</b>	1-C-2a to f		<input type="checkbox"/>
Within 28 days of debrief	<b>Provide your response to MECRB outcomes. Cc the Commander who briefed you</b>	1-C-1c		<input type="checkbox"/>
Approx 4 weeks post-debrief	<b>Receive final determination and Separation Notice</b>	1-C-1a		<input type="checkbox"/>
<b>SECTION 2 – WHEN YOUR SEPARATION HAS BEEN CONFIRMED</b>		Separation Date		
<b>Before your Separation Date</b>				
<b>Initial Tasks</b>				
Immediately after debrief	<b>Book your Separation Health Examination (SHE) to be no sooner than 6 months prior to your transition.</b>	Centre: DTG:		<input type="checkbox"/>
	<b>Meet with Transition Cell for Transition Guidance and appointment of a Transition Coach</b>	1-A-4		<input type="checkbox"/>
	Discuss your confirmed transition with your family, friends and workplace	N/A		<input type="checkbox"/>
	Find a mentor who has been through the transition process if required & then keep in contact with them	1-A-1		<input type="checkbox"/>
<b>DVA Activities</b>				
	<b>Meet with a DVA Claim Advocate and/or DVA Veteran Support Officer (VSO@dva.gov.au) to discuss or seek support for current or future DVA claims</b>	1-A-1		<input type="checkbox"/>
	<b>Apply for a DVA account and White Card. Register any qualifying service (operational deployments)</b>	N/A		<input type="checkbox"/>
ASAP	<b>Lodge all applicable DVA claims</b>	Folio 2		<input type="checkbox"/>
<b>General Information or Activities</b>				
	Populate relevant to-do lists, including the workplace and home/family preparation lists	1-A-6 to 10		<input type="checkbox"/>
	Identify Transition Cell drop-in session timings for possible member/family engagement with the team	Centre: DTG:		<input type="checkbox"/>

Planned / Due Date	Activity	Folio Reference	Status / Comment	Complete?
	Create a ForceNet account	N/A		<input type="checkbox"/>
	Create MyGov and MyService accounts	N/A		<input type="checkbox"/>
	Create a LinkedIn account	N/A		<input type="checkbox"/>
	Compile a Training Plan to prepare for post-transition employment (if applicable), including CAMPUS courses	1-A-8		<input type="checkbox"/>
	Establish a professional network or join professional associations	N/A		<input type="checkbox"/>
	Request a post-transition fitness program from fitness instructors or regional gym	1-C-12		<input type="checkbox"/>
	Advise any corps, unit, ship, mustering or Service associations regarding your impending transition	1-A-1		<input type="checkbox"/>
	Consider/plan for a personal activity to mark your service, for example, a AWM visit, family dinner, BBQ with mates, retail therapy, holiday, final DPE email etc	N/A		<input type="checkbox"/>
<b>Personal Records</b>				
	<b>Ensure all personal, address, contact, bank, military training and qualifications details in PMKeyS are correct and up-to-date</b>	1-B-1		<input type="checkbox"/>
	Plan how to maximise the use of any leave and how the different leave types are paid out differently on transition. Submit leave applications as required	1-B-2		<input type="checkbox"/>
	Confirm your Will and/or Power of Attorney is current and if an update is required, request it from <a href="mailto:ADF.Wills@defence.gov.au">ADF.Wills@defence.gov.au</a>	1-B-18		<input type="checkbox"/>
	Seek copy of Career Dossier from your Career Management Agency	1-B-9		<input type="checkbox"/>
	Request for retention of title/rank after end of service (See Defence Regulations 2016 s33)	1-B-11		<input type="checkbox"/>
	Download and review the applicable ADF Transition Training & Skills Guides	Folio 4		<input type="checkbox"/>
	Request trade qualifications, course reports or log books	1-B-13		<input type="checkbox"/>
At least 60 days before Separation	<b>Request any personnel records, including PMKeyS reports such as your Record of Service Long and any forecast leave balances from your admin centre</b>	1-B-1 to 4		<input type="checkbox"/>
At least 60 days before Separation	Submit request to transfer any current ADF driving licences	1-B-19		<input type="checkbox"/>
At least 60 days before Separation	Request full medal entitlement from Honours and Awards via <a href="http://www.defence.gov.au/medals">www.defence.gov.au/medals</a>	1-A-1		<input type="checkbox"/>
<b>Security Matters</b>				
At least 14 days before Separation	<b>Advise AGSVA via a Change of Circumstances form regarding impending transition as applicable to your security classification</b>	1-C-17		<input type="checkbox"/>
	Source your latest security clearance status from your Security Officer	1-B-17		<input type="checkbox"/>
	Schedule a security debrief with your Security Officer	With: DTG:		<input type="checkbox"/>
	Return any security assets, hand over any security responsibilities and close off any security-related matters	1-D		<input type="checkbox"/>
<b>Medical and Dental Matters</b>				
~60 days pre-Separation	<b>Request complete Medical, Dental (including X-Rays) and Psych records. Summarise them as required</b>	3-B-1-3		<input type="checkbox"/>

Planned / Due Date	Activity	Folio Reference	Status / Comment	Complete?
At least 60 days before Separation	<b>Request copies of any incident or accident reports raised on you, including AC563s, Sentinel Reports or equivalents. Ensure all are closed off/managed. Summarise them as required.</b>	3-B-1-4		<input type="checkbox"/>
	Request a full-body skin check for potential skin cancers. The report may form a baseline for future checks.	With: DTG:		<input type="checkbox"/>
	Seek referrals for anything that requires periodic review or replacement, for example glasses, contact lenses, orthotics, braces mouthguards, hearing aids etc.	With: DTG: With: DTG:	With: DTG: With: DTG:	<input type="checkbox"/>
	Seek treatment for <b>any</b> current medical condition to your health facility, including any unreported conditions you have been carrying for some time.	N/A		<input type="checkbox"/>
	Book an appointment with a dental hygienist for a regular treatment	With: DTG:		<input type="checkbox"/>
Before SHE	Identify other civilian health care professionals as required. Add all to contact list.	1-A-1		<input type="checkbox"/>
Before SHE	Identify a civilian GP and request a referral to see them from your Defence GP to confirm their: a. suitability to your ongoing care b. familiarity with DVA c. acceptance of a white or gold card.	GP Name: Practice: Appt DTG:		<input type="checkbox"/>
Before SHE	<b>Provide a summary of <u>all</u> medical conditions experienced during your career on you Separation Health Statement (PM070). Attach additional pages if required. This is important. Seek help if required.</b>	3-A-8		<input type="checkbox"/>
Before SHE	Separation Health Examination (SHE) Preliminary checks. Compile all information requested by the health facility prior to this appointment.	Where: DTG:		<input type="checkbox"/>
SHE	<b>Separation Health Examination (SHE)</b> Ensure your GP uses the latest DM042 available from webforms. If your separation is delayed for any reason, you may need to do an additional SHE to ensure it is current no more than 6 months prior to your separation.	Doctor: DTG:		<input type="checkbox"/>
7 days post-SHE	<b>Confirm with CSC that your Health Facility staff have lodged the DM042 form from your SHE. Failure to do so could impact you financially on transition</b>	1-C-5a		<input type="checkbox"/>
Post-SHE	Request your separation is Held-in-Abeyance for completion of outstanding medical treatment per Defence Health Manual Vol 2 Part 2 Chap 6 (approved by exception)	1-C-1d		<input type="checkbox"/>
Within 7 days of your SHE	Receive all relevant SHE documents, including the PM552, PM532 and any health reports/investigations	1-C-5a to e		<input type="checkbox"/>
Post-SHE	If required, request for JHC approval for post-transition medical support per Defence Health Manual Vol 2 Part 2 Chap 6 (approved by exception)	1-C-6a		<input type="checkbox"/>
Before SDE	Identify and meet with civilian Dentist to confirm their suitability (if required)	Dentist: DTG:		<input type="checkbox"/>
SDE	<b>Separation Dental Examination (SDE).</b> Request PM344 <i>Dental Clinical Record</i> or info for your civilian Dentist (3-A-1)	Dentist: DTG:		<input type="checkbox"/>
Post-SDE	Request for additional dental treatment not completed prior to transition (Minute to CO)	1-C-6b		<input type="checkbox"/>

Planned / Due Date	Activity	Folio Reference	Status / Comment	Complete?
Prior to Separation	Request GP or Specialist compilation of NDIS application, if required (1-C-18)	Doctor: DTG:		<input type="checkbox"/>
	Submit applications for NDIS support if required	1-C-18		<input type="checkbox"/>
	Get a copy of any current treatment plan, physio exercise program, nutritional guide etc as required	3-A-9		<input type="checkbox"/>
	<b>Apply for Medicare card or transfer to family's card</b>	1-C-16		<input type="checkbox"/>
	<b>Have all prescriptions filled by your health facility pharmacy and collect all hard-copy repeats</b>	3-A-3		<input type="checkbox"/>
	Consider/Apply for private health coverage and if required, seek a letter from your ADFTC to confirm your eligibility for an age calculation waiver	1-A-1		<input type="checkbox"/>
Prior to Separation	Confirm your Rehabilitation Coordinator has completed the Health Care Handover to DVA.	N/A		<input type="checkbox"/>
Prior to Separation	If you are receiving mental health treatment from the ADF, consider requesting a Transfer of Care plan to DVA's Open Arms	N/A		<input type="checkbox"/>
<b>Defence Force Transition Program (DFTP)</b>				
	Seek access to the DFTP from your Transition Coach (AC853-3) and develop plans for the elements approved for you. Ensure your unit or other individual clearances are completed as required.	1-B-20		<input type="checkbox"/>
	<b>Job Search Prep (JSP) Wksp</b> Where: Date:	<b>Financial Advice</b> Provider: Date:	<b>Pers Career &amp; Employment Prog (PCEP)</b> Where: Date:	
	<b>Career Transition Trg (CTT)</b> Training: Date(s):	<b>Career Trans Coaching (CTC)</b> Provider: Date(s):	<b>Partner Employment Assist. Prog (PEAP)</b> Where: Date:	
	<b>Approved Absence (AA)</b> Reason: Date(s):	<b>On-the-job Experience (OJE)</b> Where: Date:	<b>Transition for Employment (T4E)</b> Provider: Date(s):	
<b>Future Employment Preparation</b>				
	Consider registering your interest in potential APS employment via the Defence non-ongoing register on the APS Jobs website under "Temporary Employment Register"	N/A		<input type="checkbox"/>
	File at least the last two annual reports or any required for evidence of previous employment	1-B-10		<input type="checkbox"/>
	Request an RPL assessment or Vocational Education and Training advice from ADF Transition and Civil Recognition team. Include your Name and PMKeyS number in the subject of an email to: <a href="mailto:ADF.CivilRecognition@defence.gov.au">ADF.CivilRecognition@defence.gov.au</a>	1-B-12		<input type="checkbox"/>
	Create and maintain a civilian Resume/CV to record specific achievements, projects and skills you have utilised in your various roles within the ADF	1-B-14		<input type="checkbox"/>
	Seek personal referees for professional and/or character references, including in hard copy or as recommendations on platforms such as LinkedIn 1. 2. 3.	1-B-15		<input type="checkbox"/>
	Report any offer of post-transition employment that could have a perceived conflict of interest and submit an AE916 Conflict of Interest Declaration form.	1-C-14		<input type="checkbox"/>

Planned / Due Date	Activity	Folio Reference	Status / Comment	Complete?
	<i>If you have a partner, review eligibility for support with professional employment services under the Partner Employment Assistance Program (PEAP) at <a href="http://www.defence.gov.au/members-families">www.defence.gov.au/members-families</a>, on 1800-624-608 or via <a href="mailto:partner.employment@defence.gov.au">partner.employment@defence.gov.au</a></i>	N/A		<input type="checkbox"/>
	Make a declaration regarding post-transition employment via an AE918 Letter of Notification.	1-C-14		<input type="checkbox"/>
<b>Financial Matters</b>				
	<b>Review the relevant CSC medical transition guides</b>	Folio 4		<input type="checkbox"/>
	<b>Contact CSC to request a Benefit Estimate or to seek financial advice (1300-277-777) re superannuation</b>	1-C-9		<input type="checkbox"/>
	<b>Review last CSC superannuation statement</b>	1-C-10		<input type="checkbox"/>
	Ensure you have any records or determinations regarding lost salary or allowances caused by your medical conditions as well as payslips from immediately before and after the allowance loss.	1-B-6		<input type="checkbox"/>
	Advise your salary packaging administrator of your transition date and complete a cessation form at: <a href="http://www.smartsalary.com.au">www.smartsalary.com.au</a>	1-A-1		<input type="checkbox"/>
	Request funding for professional financial advice to assist in planning for financial security (AC853-3). <b>Note:</b> Approval for this is required prior to locking in the financial advisor. Approval may take up to 28 days.	1-C-11b		<input type="checkbox"/>
	Contact the ADF Financial Services Consumer Centre for its financial education series or to discuss financial decisions around superannuation, insurance and savings <a href="http://www.adfconsumer.gov.au/transition/">http://www.adfconsumer.gov.au/transition/</a>	Folio 4		<input type="checkbox"/>
	Ensure and Army Relief Trust Fund (ARTF) loans are repaid <a href="https://armyrtf.com.au/loans/separating/">https://armyrtf.com.au/loans/separating/</a>	1-A-1		<input type="checkbox"/>
Post-SHE	<b>Receive CSC Letter of determination on pension</b>	1-C-7		<input type="checkbox"/>
	If your family receives Family Assistance or any Centrelink entitlement, inform your Centrelink Family Assistance Office of your impending change in circumstances and seek any clarification required.	1-A-1		<input type="checkbox"/>
	Update your details with the Department of Human Services (Medicare, Centrelink, Child Support) as <a href="http://www.servicesaustralia.gov.au">www.servicesaustralia.gov.au</a>	N/A		<input type="checkbox"/>
	Clear CMS or assign transactions to another person	N/A		<input type="checkbox"/>
<b>Clothing and Equipment</b>				
	Return official passport(s) but keep a photocopy	1-B-16		<input type="checkbox"/>
	Cancel your Defence Travel and Purchasing Cards (DTC/DPC) (if held) by emailing your name, PMKeyS number, last four digits of the card, reason for cancelling and confirmation that you have destroyed the cards by cutting through the chip and magnetic strip to <a href="mailto:Defence.Creditcards@defence.gov.au">Defence.Creditcards@defence.gov.au</a>	1-D		<input type="checkbox"/>
	Return Uniforms and Unit Stores	1-C-15		<input type="checkbox"/>
	Return issued phones, IT items and other equipment	1-C-15		<input type="checkbox"/>
<b>Housing</b>				
	<b>Consider where you will live post-transition and take the appropriate action to buy or rent as required</b>	1-D		<input type="checkbox"/>
	<b>Contact DHA regarding housing entitlement/vacation</b>	1-A-1		<input type="checkbox"/>

Planned / Due Date	Activity	Folio Reference	Status / Comment	Complete?
At least 28 days before Separation	Submit a request to DHA or On-base Accommodation Cell for an extension in your current accommodation post-transition if required.	1-D		<input type="checkbox"/>
Within 7 days of debrief	Contact DHA if in a Service Residence/RA or Live-in Accommodation Cell if living in to advise them of you intent to transition and seek advice regarding your housing entitlements re transition.	1-A-1		<input type="checkbox"/>
Within 7 days of debrief	If a removal is required, contact Toll Transitions to confirm removal arrangements	1-A-1		<input type="checkbox"/>
Within 14 days of debrief	Submit request to DHA for extension of service accommodation post-transition (if required)	1-A-1		<input type="checkbox"/>
At least 28 days before Separation	Review your possible entitlements under the Home Purchase or Sale Expenses Allowances (HPSEA)	1-D		<input type="checkbox"/>
	<b>Contact Toll Transitions re your removal entitlements and submit requests for relocation as required</b>	1-D		<input type="checkbox"/>
	<b>Finalise any outstanding claims for damages or allowances from Toll Transitions</b>	1-D		<input type="checkbox"/>
	If required, apply for a DHOAS certificate from DVA.	1-B-8		<input type="checkbox"/>
<b>Final Separation Activities</b>				
At least 30 days before Separation	If so desired, request long-service leave entitlement to be deferred for up to 12 months or transferred to another Govt agency (AE785). Prior to submitting this, confirm your new employer will accept the LSL liability transfer.	1-C-11d		<input type="checkbox"/>
At least 28 days before Separation	<b>If your SHE has not been received by your CMA, request your separation is Held-in-Abeyance</b>	1-C-1d		<input type="checkbox"/>
At least 28 days before Separation	Confirm that your Pay and Admin Centre has completed a leave verification	N/A		<input type="checkbox"/>
At least 30 days before Separation	If so desired, request recreational leave entitlement to be transferred to another Govt agency (AE785)	1-C-11d		<input type="checkbox"/>
At least 14 days before Separation	<b>Complete AC853-2 – ADF Transition Clearance and submit to unit for approval</b>	1-A-3		<input type="checkbox"/>
7 working days before Separation	<b><i>Request your transition is Held-in-Abeyance from your CMA if DVA has not made a determination on your claims for separating conditions (as written in MECRB minutes). Note that this may occur multiple times if CMA extend your Separation Date.</i></b>	1-C-1d		<input type="checkbox"/>
In your last week before Separation	<b>Attend your scheduled ADF Transition Clearance Session.</b>	DTG:		
	<ul style="list-style-type: none"> <li>Submit your completed AC835-2 and confirm with your transition coach that all separation activities have been completed.</li> <li>Receive a letter for Health Insurance</li> <li>Receive or organise your Employment Separation Certificate if required for Centrelink</li> <li>Interim Certificate of Service (if required)</li> </ul>	1-A-3 1-C-19 1-C-20 1-D		<input type="checkbox"/>
	Request and receive your Grey Series ID card	1-C-11e		<input type="checkbox"/>
	If you are not transitioning to SERCAT 2-5, return your Defence Common Access Card (DCAC) and any ADF Family Member DCAC(s)	N/A		<input type="checkbox"/>

Planned / Due Date	Activity	Folio Reference	Status / Comment	Complete?
	Attend unit farewell activity. Receive Appreciation of Service Certificate (if entitled)	DTG:		<input type="checkbox"/>
<b>Your Separation Date</b>				
	Take the time to sit back and reflect on achievements and to celebrate your service. This may be a day of mixed emotions but take the time to consider the positive elements of your career and your future. Seek support if you require it, either from your family, friends, peers, unit, medical professionals, welfare officer, regional chaplains, support networks or external agencies such as Lifeline (13-11-14)	N/A		<input type="checkbox"/>
<b>SECTION 3 – AFTER YOUR SEPARATION</b>				
Within 14 days post-Separation	Your final pay will be paid to your nominated bank account on the next scheduled pay day after transition	N/A		<input type="checkbox"/>
Within 14 days post-Separation	You will receive your final payslip via your personal email as recorded on PMKeyS	1-B-5		<input type="checkbox"/>
Within 14 days post-Separation	If you have received a retention or completion bonus and do not complete the associated return of service obligation, you may be required to repay part or all of the bonus	1-D		<input type="checkbox"/>
28 days post Separation	<b>Request a complete copy of your final medical, dental and psych records.</b>	3-B		<input type="checkbox"/>
Within 30 days	You will receive a phone call from a Transition Coach to confirm transition was in accordance with plans	N/A		<input type="checkbox"/>
Within 30 days	Complete YourSay survey re leaving Defence – <a href="http://defencesurveys.com.au/anon/2220.aspx">http://defencesurveys.com.au/anon/2220.aspx</a>	N/A		<input type="checkbox"/>
Within 90 days	Complete post-transition survey that will be sent to you every 90 days for 2 years post-transition	1-D-1		<input type="checkbox"/>
	Receive Will from Defence Member and Family Support (DMFS – formerly DCO) if lodged with them. Hold this or lodge it as desired or required by law	1-B-18		<input type="checkbox"/>
Within 1 <sup>st</sup> year	If you elected to defer your LSL payment, and if you commence employment, you are to notify PAC-NSW via an AE785	1-C-11d		<input type="checkbox"/>
Within 1 <sup>st</sup> year	If you elected to defer your LSL payment, and if you wish to have your LSL paid, advise PAC-NSW via 1800-DEFENCE (1800-333-362)	1-C-11d		<input type="checkbox"/>
12 mths post transition	If you elected to defer your LSL payment, and if you have neither transferred nor been paid for your LSL, the amount owing will be paid automatically to your last known bank account.	N/A		<input type="checkbox"/>
Within 1 <sup>st</sup> year	Book your first Veteran Health Check from your civilian GP as per <a href="http://www.at-ease.dva.gov.au/veteran-health-check">www.at-ease.dva.gov.au/veteran-health-check</a> . Failure to do this may see you forfeit later entitlements.	N/A		<input type="checkbox"/>
Within 1094 days	Take out private health insurance hospital cover by this date or you may attract a loading on your premiums	N/A		<input type="checkbox"/>
Each year	Schedule your annual Veteran Health Check from your civilian GP (for 5 years post-transition)	N/A		<input type="checkbox"/>
<1 year post	Post-transition support remains available from ADFTC	N/A		<input type="checkbox"/>





## COOKIE'S ADF TRANSITION CHECKLIST INSTRUCTIONS

### Overview

This checklist is not an official ADF document. It does however try to draw key events from the various Defence policy documents relating to Transition from the ADF. In general, this checklist was structured around medical transitions, specifically to regain control of the process. Most of the steps in it may still relate to voluntary transition but little to no reference is provided regarding other career options such as Service Category transfers.

### Preparation for Use

First and foremost, you **must** consider your personal circumstances and understand that whilst this checklist provides generic information, there may be other steps that relate to your personal circumstances. You **must** seek current advice from your Chain of Command and ADF Transitions Cell to ensure your personal circumstances are addressed.

Next, look at the URL in the footer of this document to ensure you have downloaded and are using the most current version of this checklist.

This checklist supports three distinct folios of information that you will need to compile as well as an optional fourth folio. The concept with the folios is that they hold the most important information required for your transition in one place. These folios may be as simple manila folders, ring binders, expandable folders or whatever for suits your needs. Add or remove information as required to suit your needs.

- **Folio 1 – Important Information.** This folio has generic information gathered during the transition process. It should be compiled and taken to all appointments or meetings regarding transition.
- **Folio 2 – DVA Claims.** This folio will contain all information regarding your DVA claims. The cover sheet provides a template for tracking individual claim progress. It should be compiled and taken to all appointments regarding current or potential DVA claims.
- **Folio 3 – Medical Information.** This folio will contain your medical, dental and psychological files (if so desired). It should be compiled and taken to all appointments regarding medical matters.
- **Folio 4 – Key References (optional).** This folio will contain copies of any Defence policies that may relate to you. The coversheet provided provides links to these policies as well as several useful websites. It should be noted that policy regularly changes, hence its currency may be questionable. It should however provide a starting point for your journey towards transition from the ADF. Just be sure to check the currency of information provided as required.

Additional cover sheets for each folio are available at the URL at the bottom of each page.

### Checklist Structure

This Checklist is broken into the following distinctive sections.

- **SECTION 1 – When you are considering separation (or beginning the medical discharge process).** This section provides general considerations. For medically transitioning pers, it provides steps to consider prior to your first presentation at your Central Medical Employment Classification Review (CMECR) and the subsequent Medical Employment Classification Review Board(s) (MECRB). The dates for each Board are is to be noted when known.
- **SECTION 2 – When your separation has been confirmed.** These are the activities that should be considered prior to and after your separation from Defence. Enter your Separation Date when known. If you are using a hard-copy of this Checklist, write it in pencil as it may change.
- **SECTION 3 – After your separation.** These are activities to be considered post-transition.
- **SECTION 4 – Other activities.** This is room for you to add additional requirements or tasks as required.

The columns included in each section are:

- **Planned/Due.** These are approximate dates when activities should or must be completed by. They are not consecutive, hence could be completed in any order but where a Defence policy that was current at the time of writing this Checklist requires an activity to be completed within a certain number of days prior to or following a key activity, that due date will be referred to as such. You should write in relevant calendar dates when known.
- **Activity.** This is an overview of what you need to do. Where a policy is referred to, read that policy, Activities that are considered to be of high importance, as **in bold**. Activities that are almost exclusively required for medical separations only are *in italics*.
- **Folio Reference.** This is a reference to the relevant folio in which you will store any gathered information. This is written as Folio Number—Folio Chapter—Chapter Section.
- **Status / Comment-** Use this section to record any brief notes regarding this activity, eg “Requested from xyz”
- **Complete.** Tick this box when this activity is complete.

### Final Thought

Transition from the ADF may be confronting. If you find the process difficult to manage, **SEEK SUPPORT**. You are not alone.