

Am I Ready to Leave Checklist

Time Frame before date of Separation	Action
Now	<p>Housing Establish your eligibility for:</p> <ol style="list-style-type: none"> 1. Defence Home Ownership Assistant Scheme; 2. Bank/Building Society Loan; and 3. Home Purchase of Sale Expenses Allowance. <p>Repatriation & Compensation Discuss possible Service-caused disabilities with your Medical Officer and consider lodging claims under both Acts.</p>
3-4 Years	<p>Transition Seminar Apply to attend a Transition Seminar.</p> <p>DFRB/MSBS Contact ComSuper for advice on your specific entitlements.</p>
1-4 Years	<p>Training Contact the regional Education, Training and Development Office regarding accessing the Defence Assisted Study Scheme. DASS can be utilised to undertake training that may help obtain qualifications necessary for your post separation employment.</p>
12 Months	<p>Apply for Separation Application for Resignation, Discharge or Transfer to the Reserves should be filled out and forwarded to your relevant Career Management Agency via your supervisor.</p> <p>ADF Transition Centre Contact the regional ADF Transition Centre who will assist you with your separation and provide you with information on a range of entitlements and services.</p> <p>Career Transition Assistance Contact the regional ADF Transition Centre to ascertain what you are eligible for under the Career Transition Assistance Scheme.</p> <p>Transition Seminar Apply to attend another Transition Seminar.</p>
6 Months	<p>DFRDB/MSBS Contact ComSuper to confirm your superannuation entitlements.</p> <p>Previous Service Ensure that any relevant previous service has been recognised for Long Service Leave purposes.</p>
3 Months	<p>Removal Arrange an interview with the regional Toll Transitions office.</p> <p>Medical / dental examination You need to arrange an appointment for final medical and dental examinations. You will need to organise treatment, where necessary, to be carried out.</p> <p>Health insurance and ambulance fund Reconsider your health insurance situation and make the necessary arrangements with your chosen private insurance health schemes and/or ambulance funds.</p> <p>Trademan's certificate Ensure your Record of Training has been accredited by the appropriate authority.</p> <p>Wills Ensure you have made arrangements to collect your will and consider the requirement for making a new will.</p> <p>Allotments Make alternative arrangements to pay commitments currently met by allotments. Cancel your allotments.</p> <p>Insurance Arrange to pay your life/other insurance other than by allotment.</p> <p>Credit Unions Make alternative arrangements for any payments due to your credit union.</p> <p>Uniforms Ensure you have all appropriate items of uniform.</p> <p>Removals Check on removal arrangements. Compile inventories etc.</p> <p>DFRDB / MSBS Complete appropriate forms and submit to ComSuper.</p>
1 Month	<p>Equipment issues</p>

	<p>Return any items of public clothing and clear account.</p> <p>Change of address Advise appropriate persons and organisations of your post discharge address, including relevant Service Office.</p> <p>Removals Check on removal arrangements.</p>
1 Week	<p>Clearances Ensure all Clearances are completed.</p> <p>ADF Transition Centre Attend a final Transition Interview at the regional ADF Transition Centre – you will need to hand in your completed clearance forms at this interview.</p>
Date of Separation	<p>Finalise any outstanding issues Ensure that all clothing, unit clearances, security requirements etc have been returned or finalized prior to the end of the day.</p>