

# Military to Civilian Transition Checklist

Client Name:

Client Email:

Status:  Active Duty  
 Separated  
 Retired

SEP/RET Date:

Onboarding Date:

**Instructions:** Place a check (✓) in the box next to each milestone for each item as you complete them.

## Follow Our LEARN – PLAN – DO Transition Checklist

### LEARN: Take *The Financial Acumen Course*® to Enhance Your Money Skills & Strategies

MODULE ONE	MODULE TWO (Debt)	MODULE THREE (Wealth)	MODULE FOUR (How To)
<input type="checkbox"/> Introduction	<input type="checkbox"/> Debt Fueled Economy <input type="checkbox"/> Types of Debt / How Each Works <input type="checkbox"/> Common Debt Payoff Strategies <input type="checkbox"/> Nature of Interest and Its Impact <input type="checkbox"/> Interest Accrual, Float, Cancellation <input type="checkbox"/> Recordkeeping, Taxes, Budgeting <input type="checkbox"/> FICO Scores, Credit Reports <input type="checkbox"/> Confusing/Deceptive Marketing	<input type="checkbox"/> Income versus Wealth <input type="checkbox"/> Linear versus Residual Income <input type="checkbox"/> Building Wealth w/ Residual Income <input type="checkbox"/> Systemizing & Leveraging Your Niche <input type="checkbox"/> Goal Setting & Creating Action Plan	<input type="checkbox"/> Manual, Spreadsheet, Algorithm <input type="checkbox"/> Custom Strategic Wealth Plan  <b>COURSE OUTPUTS:</b> <input type="checkbox"/> Exam Score: <input type="text"/> <input type="checkbox"/> PSG-55 Form Submitted <input type="checkbox"/> PSG-14 Path: <input type="text"/> <input type="checkbox"/> Obtain Debt-Payoff Analysis

### PLAN: Prepare for a Smooth Transition

#### One Year PRIOR

- Determine Apples-to-Apples Requirements for Civilian Pay. *(Tax Considerations, Pension/VA P&C/Insurance/Deductions)*
- Create a Workable, Livable, Bottom-Line Budget. *(Cost-of-Living Adjustments, Foreseen Expenses, Bill Payments)*
- Build Up a Transition/Emergency Fund of 2 Months Pay (min). *(Gap-in-pay protection, Unforeseen Expenses, "Lifestyle Creep")*
- Work Towards Strategically Paying Down/Off Consumer Debts. *(Credit Cards, Car Loans, Personal Loans, Student Loans, etc.)*

#### Six Months PRIOR

- Update Goals & Written Plan for Job or Business, and Finances.
- Finalize Resume or Business Plan and perform SWOT Analysis.
- Work with "Headhunters" & Personal Network (if applicable).
- Establish Alternative Life Insurance Policy to Replace SGLI. *(Do this PRIOR to the next checklist item).*
- Get Tested & Evaluated to Document Common Medical Issues.
- Complete Any Outstanding Courses and Certifications.

#### Three Months PRIOR

- Establish/Revise POAs, Last Will, etc. via Military Legal Services.
- If Starting a Business, File Registration and Organizational Docs.
- Meet with DAV and Local VA Rep to Explore VA Benefits.

#### 60-Days to 1 Month PRIOR

- Obtain Complete Copy of Medical/Dental Records.
- Use Terminal Leave or Sell Back Leave Balance.

### DO: Take Action After Separating/Retiring

#### Within 60-Days AFTER Separating/Retiring

- Convert SGLI to VGLI. *(if applicable) (Time-sensitive)*
- Schedule VA Clinic P&C Evaluation. *(Time-Sensitive)*
- Ensure Financial Strategies from *The Financial Acumen Course*® are in place for accounts. *(Interest float, accrual, cancellation)*
- Convert Transferrable Certifications & Ratings to Civilian Equiv.
- Monitor Your Actual vs. Predicted Net Income to Adjust Budget.
- Set Up/Adjust Retirement Plans for Tax Benefits & Cash Flow\*. *(IRAs, 401(k)s, HSAs, and other deductions to minimize taxes)*

#### Within 90-Days AFTER Separating/Retiring

- Follow Up with Your Local VA Rep on Your VA Package Status.
- Update Your Household Budget Based on Actual Cash Flow.
- If Net Income is Less than Forecast, Add Supplemental Income Stream(s) as Depicted in *The Financial Acumen Course*®.

#### Not Necessarily Urgent, But Definitely Important

- Consider Moving Assets to a Trust for Estate Planning\*\*
- Create a Plan for Your "Final Arrangements" Using VA Benefits.

\* Consult with your Certified Financial Planner, CPA, or Attorney to ensure you make adjustments consistent with your best interests.

\*\* Consult with your local VA Rep to ensure your VA Benefits are not negatively impacted.

