



Need a Job...call Next Job Now on 1300 112 114

Transition Checklist

Tim till discharge	Action
NOW	<p>Housing - Establish your eligibility for:</p> <ol style="list-style-type: none"> 1. Appropriate Defence Home Loan Scheme 2. Bank/Building Society Loan 3. Home Purchase of Sale Expenses Allowances <p>Repatriation and 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 for attendance at a Resettlement Seminar</p> <p>DFRDB/MSBS - Must write to COMSUPER asking for advice on your specific entitlements.</p>
1-4 years	<p>Training - Use DASS to undertake training to help obtain qualifications for your new employment.</p>
12 months	<p>Career Transition Assistance - Find out what you are eligible for under the Career Transition Assistance Scheme from your local Resettlement Officer</p> <p>Taxation - Write to the Australian Taxation Office and request Undeducted Purchase (UPP) if you have pre-1983 service</p> <p>Seminar - Apply for a second Resettlement Seminar</p> <p>Resume Preparation - Members with 12 years or more of service are eligible to have a resume prepared with up to \$253 assistance toward the cost.</p> <p>Resignation/Discharge - Check to see the minimum notice you must give</p> <p>CTAS - Ensure you understand all your CTAS entitlements and investigate which will benefit you most - call 1300 112 114 for advice on next Job Now CTAS programs</p>
6 months	<p>DFRDB/MSBS - Write to COMSUPER request confirmation of entitlements.</p> <p>Previous Service - Ensure that any previous service has been recognised for LSL purposes.</p> <p>Civil Accreditation Certificates - Ensure you have applied for all of your nationally recognised qualifications from the appropriate authority</p> <p>CTAS - Access you CTAS entitlements in preparation for job interviews and market yourself if you haven't already done so</p>
3 months	<p>Resignation/Discharge - Apply for discharge if not already done previously due to notice requirements</p> <p>Removal - Arrange an interview with the relevant removals staff</p> <p>Pay in lieu of LSL - Your unit pay centre will assist you to make an application for pay in lieu of LSL if desired. Check with your future employer to ascertain whether it is possible to transfer LSL credits to your new employment. In particular, you must ensure that your new employer is aware that the ADF is unable to transfer any funds in respect of the LSL liability.</p> <p>Medical / dental examination - Arrange an appointment for final medical and dental examinations. You will need to organise treatment to be carried out where necessary.</p> <p>Health insurance and ambulance fund - Consider your health insurance situation and make arrangements with health funds and ambulance funds as necessary.</p> <p>Will - Ensure you make arrangements to collect your will and consider 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 insurance and other insurance by some means other than allotment.</p> <p>Credit Union - Make alternative arrangements for any payments due to your Credit Union.</p> <p>Uniform - Ensure you have all appropriate items of uniform</p> <p>Removal - Check on removal arrangements and compile inventories etc</p> <p>DFRDB/MSBS - Complete appropriate forms and submit to COMSUPER</p>
1 month	<p>Equipment issues - Return any items of public clothing and clear account</p> <p>Change of address - Advise appropriate persons and organisations of your change in postal address</p> <p>Removal - Check on removal arrangements</p>
1 week	<p>Clearances - Ensure all clearances are done, including return of books and publications on issues from the Library</p>
AFTER DISCHARGE	
1 day	<p>DFRDB - This is the first day on which you can elect to overcome detriment if those provisions apply to you (Officer only). You elect to overcome detriment on form D22 and you have up to 90 days after your discharge to make this election.</p>
4 weeks	<p>DFRDB - If you have not received your first retired pay cheque at this stage, contact COMSUPER. Your commutation cheque should also arrive about 3-4 weeks after submission of a valid election</p>
2 months	<p>Certificate of Service and record of training and employment - You should receive this by now.</p>
12 Months	<p>Commutation - If you have not elected to commute prior to discharge your election must be received no later than 12 months after your date of discharge (or your deferred benefit becomes payable)</p> <p>CTAS - Ensure you access all your CTAS entitlements within 12 months before you lose them - call 1300 112 114</p>

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