



Transition TASK LIST

DESCRIPTIONS

Member Transition Task List

Welcome to the Member Transition Task List. This useful, self-guided tool will track your progress during your transition. The list identifies items that are CAF - and VAC- related, along with important personal items that you may want, or need to complete. The items are separated into the seven domains of well-being (Purpose, Finance, Health, Life Skills, Social Integration, Housing and Physical Environment, Cultural and Social Environment) and have timelines associated with them so you can prioritize tasks. This document has relevant descriptions about each task and links, where possible, to existing Departmental webpages for more info for next steps in your transition.

LIFE SKILLS

PREPARE, ABLE TO ADAPT, MANAGE, AND COPE WITHIN CIVILIAN LIFE

12+ Month TASKS

Attend a Long Term Planning Seminar

Description

These seminars will provide useful information for your long-term career, education or retirement plans.

Topics

- Managing your money
- Buying a home
- Making a will and planning your estate
- Preparing to retire
- Upgrading your education

Who is it for?

- Recommended for CAF members with less than five years of service remaining

Next step

1. Contact your local Formation/Base/Wing PSO Office for more information

Make an appointment with the CAF Transition Centre

Description

Transition Centres provide personalized, professional and standardized transition support for members and their families. Their goal is to help you return to duty or successfully transition to life after service. You do not have to be posted to the centre in order to receive services through CAF TC.

What the team can support you with

- Return to Duty (RTD) Program
- Vocational transition assistance
- Home and vehicle modifications
- Information, support, and advocacy services for casualty administration, benefits and programs
- Administrative support and information to families of those CAF members who die while in service following the disengagement of the Designated Assistant
- Exploring retention options
- Guidance on self-reflection to see how ready you are to transition
- Guidance on developing goals and constructing a Transition Plan
- Assistance with setting up a My VAC Account, contacting VAC
- Referrals to Transition Administration Specialists (Release Administrators)

- Enhanced Transition Training

Who is it for?

- All transitioning members

Next step

1. Contact the Services Section of a [Transition Centre](#) near you

Web link:

[The Guide to Benefits, Programs, and Services for Serving and Former CAF Members and their Families](#)

[My Transition Guide](#)

7 – 12 Month TASKS

Plan your release

Description

You should plan your release to get to know your benefit entitlements at least six months before your transition. This will make sure that all applicable services and benefits are in place before your date of release, when possible. As a CAF member, your CAF pension may be one of many benefits available to support you following your service.

Next step

1. Contact your Transition Centre or Release Section for more information

Create My VAC Account profile

Description

My VAC Account is a secure, online account that you can use to connect with VAC anytime, anywhere.

My VAC Account is available to CAF Veterans and serving members as well as still-serving and former RCMP members. Family members who are receiving VAC benefits can also register for their own account.

What you can do

- Apply for benefits and services
- Track the status of your applications
- Receive your mail online
- Send a message
- Upload documents

Who is it for?

- Veterans

- CAF and RCMP members
- Family members receiving VAC benefits

Next step

1. If you aren't registered, you can register now to [My VAC Account](#)

○ Submit a request for voluntary release or component transfer

Description

A request for release or component transfer is initiated by the member for a voluntary release or to confirm intent at the end of a current term of service or when approaching Compulsory Retirement Age (CRA). All other release items are compulsory or directed and are initiated by National Defense Headquarter (NDHQ).

For all voluntary releases, you have to submit your intent of release through your immediate supervisor to your Commanding Officer (CO). Your CO, or the CO's designate, will review your personnel file and meet with you to complete your request.

Who is it for?

- Voluntary transitioning members

Next steps

- 1) Submit a memorandum to request a voluntary release and/or complete the voluntary release application form available in the forms catalogue or from the Unit orderly room.
- 2) Send it to your immediate Chain of Command
- 3) Meet with your CO or CO's designate

□ Decide what to do about Retirement Leave

Description

Retirement leave is for Regular Force members only and is made up of your remaining annual leave before the release date and accumulated leave from previous years. Members on Retirement Leave are permitted to work at a new job, but a transfer to a different component of the Canadian Armed Forces must wait until the leave is completed. You can elect to take Payment in Lieu of Retirement leave for part or all of your entitlement.

Calculating your remaining leave will help you plan ahead on how you want to use it or when. If you are planning to use your leave make sure to put in your request well in advance for it to be approved. It is highly recommended that members seek financial advice concerning whether to take the leave or Payment in Lieu (PIL).

What you can do

- ↳ Think about using up annual leave, retirement leave, any accumulated leave, etc.

Who is it for?

- ↳ All transitioning members

Next step

- 1) Meet with your Transition Administration Specialist (Release Administrator) for guidance about your leave.

□ Participate in your first CAF Transition Interview

Description

This interview is to discuss why you are planning to transition.

During the interview, your Commanding Officer will want to:

- ↳ Understand the reasons for your decision to release
- ↳ Explore other potential options you may wish to consider within the CAF
- ↳ Tell you about important details of the release process
- ↳ Determine if there are any circumstances that the Unit should be aware of
- ↳ Make a referral to the local release section for you to discuss your terms of service obligations, release item and release date
- ↳ Offer you support during your transition

Next steps

- 1) Set yourself a reminder for the transition interview
- 2) Prepare for and schedule an initial transition interview with your Commanding Officer

□ Maintain a file of all important documents and certificates for easy reference

Description

Having a well-organized file with your important documents and certificates will make it easier for you to find them and to refer to them when needed. It can be useful to organize your folder into the Domains of Well-being (i.e., Life Skills & Preparedness, Health, Finances, Employment or Other Meaningful Activity, Housing and Physical Environment and Social Integration).

Who is it for?

- All transitioning members

Next step

- 1) Create a Transition Folder to keep all of your documents related to your Transition

□ Participate in your Initial Release Administration Interview

Description

During the Initial Release Interview, the release administrator will tell you what actions you will need to take and decisions you will need to make to complete your release administration. The release administrator will review all the actions that you would need to follow to make sure that your benefits will be in-place, your out-clearance completed, and that you would be ready for transition.

Release administration is only part of your preparation for transition to life after service, but it is important.

Who is it for?

- All transitioning members

Next Step

- 1) Familiarized yourself with the checklist which can be found at Annex D of the My Transition Guide

Web link

[My Transition Guide](#)

View SCAN Online Videos and/or attend local SCAN seminars

Description

A two-day SCAN seminar for members who are component transferring within or transitioning out of the CAF are available online or in person.

Topics

- What to do before you release
- SISIP coverage after release
- Pension benefit and insurance information
- VAC benefits and services
- Services for family members
- Education benefits
- Job search tools
- Networking opportunities

Next step

- 1) Contact your Transition Centre to register for a SCAN seminar or sign up online

Web link

[SCAN Seminars are online!](#)

1 – 6 Month TASKS

Make an appointment with your orderly room of your unit to complete Out-Clearance

Description

At the orderly room you will be provided with a list of locations to visit and a checklist/sheet (Personal Liability and Clearance Certification (PLCC) card) to collect signatures. It is highly recommended that you make appointments with each location to avoid delays.

What you can do

The most common visits/appointments are

- Sub-unit commander: to make sure that all administration is complete and allow for any handovers if required
- Unit Stores (Quartermaster): to return unit equipment. Find out what you owe before going in to avoid multiple trips
- Clothing Stores: To return uniforms and equipment. Contact them or ask the Unit Stores to provide a list of what you have to return, to make it in one visit
- Base/Wing Pay Office: To make sure you have stopped all pay allotments and cleared all debt to the crown
- Unit mess: To make sure that mess dues are up to date
- Unit Orderly room: This is the stop after all required signatures are collected. The release clerk for your Reserve Unit or the one at Base/Wing release section will have prepared the paperwork for the next step

Note: The quicker you can visit and collect the signatures from each location, the faster the release can proceed.

Next steps

- 1) Contact your Unit's Orderly Room or Release Section to acquire lists
- 2) Make appointment with each location
- 3) Return items (if required) and collect signatures
- 4) Return complete checklist/sheet to your Unit Orderly Room or Release Administrator

Complete the Enhanced Transition Training through the Defence Learning Network (DLN)

Description

Transitioning members are required to undertake, through the Defence Learning Network (DLN), online training which contains essential information related to your transition out of the CAF.

Note: this training is available to you at any time during your career and contains important information to assist you in developing your transition plan.

Who is it for?

- All CAF members with a Date of Release.

Next step

- 1) Complete the Enhanced Transition Training, and provide a certificate of completion to your Commanding Officer

Web link

[Defence Learning Network \(DLN\)](#)

□ Request your pension application package 30 days prior to release.

Complete and send your pension package as soon as possible afterwards.

Description

As a transitioning member, you are encouraged to request your pension application package 30 days before your release date. This is especially important for members who may be entitled to more than one benefit option. Getting the package in advance allows you time to review and discuss your options with a financial planner and make informed decisions.

If you do not request the pension package before your release, one will be sent to you automatically once the Pension Centre receives your release date transaction. This could cause a delay in payment of your pension benefits since the required pension package documentation has to be returned before a decision is made.

Who is it for?

- All transitioning members

Next steps

- 1) Request pension package by contacting the PSPC Government of Canada Pension Centre
- 2) Complete pension package
- 3) Return complete package to the following address:
Public Services and Procurement Canada
Government of Canada Pension Centre – Mail Facility
PO Box 9500
Matane, QC G4W 0H3
- 4) Confirm that you got and are satisfied with your pension benefit forms at Pension Centre

Web link

[Government of Canada Pension Centre - Contact Information](#)

□ Participate in a VAC Transition Interview

Description

The transition interview is a face-to-face conversation between you (the transitioning member), your family and a VAC representative.

At the transition interview, you will learn about VAC services and benefits that apply to you and your family. VAC personnel are also available to answer any questions you have about the Department.

Who is it for?

- All CAF members (Regular and Reserve Force) who have started, or are planning to start the transition process.

Next step

- 1) Schedule an interview by contacting VAC staff at any VAC office or Transition Centre or call 1-866-522-2122.

Note:

- We suggest you schedule an interview six months into your transition process. Your family is also encouraged to attend, if possible.
- In some locations, this appointment will be made by the CAF Nurse Case Manager for medically releasing members or by the Release Section for non–medically releasing members. You should follow-up with your CAF Nurse Case Manager to see if an appointment has been made on your behalf.

Web link

[Contact Us – Area Offices](#)

[Transition Interview](#)

Complete an Exit Survey

Description

The CAF is committed to a continuous cycle of excellence. Your exit from the CAF is your opportunity to provide feedback on anything regarding your experience in uniform. Please complete the Exit Survey as the responses we receive from our people are used to shape the future of the organization.

Who is it for?

- All transitioning members

Next step

- 1) Complete the CAF Exit Survey- a link to the Exit Survey will be provided to you at your final interview by the Release Administrator

Participate in your Release Progress Interview

Description

During the Release Administration Progress Interview, you will be asked to confirm completion of your out-clearance and tasks related to benefit administration. If you are experiencing challenges in completing your release administration, now is the time to raise your concerns so that steps can be taken to assist you before your release date.

Your Release Administrator will review your progress to date to make sure you are on track to complete your administration. If you have problems or concerns, voice them while there is still time to address your challenge – the Final Administration Release Interview is too late.

Your last 30 days in uniform is when you have an opportunity to focus exclusively on your transition to life after service. If you need assistance at any time, contact your CoC or Release Administrator.

Who is it for?

- All transitioning members

Next step

- 1) Schedule and attend Release Administration Progress Interview

Within 1 Month TASKS

Participate in your CAF Final Release Interview

You will participate in your CAF final release administration interview on your release date/last day of paid service in the CAF or on your last day in uniform if electing to take retirement leave before your release date.

The following documents will be provided to you during the interview:

- ↳ Medical Statement on Release
- ↳ Military Personnel Record Resume (MPRR)
- ↳ Cancellation of Security Clearance
- ↳ Certificate of Service
- ↳ Master Pay Record
- ↳ Surrender of Military ID and receive Veteran Service Card
- ↳ Record of Employment

Who is it for?

- All transitioning members

Web link

[My Transition Guide](#)

Plan and participate in your Depart with Dignity ceremony

Description

Your colleagues and family will plan a ceremony to mark your release from the CAF. Make sure you take an active role in planning your Depart with Dignity (DWD), and set aside time to attend it. Your DWD is personalized to you and can be as formal or informal as you like.

Who is it for?

- All transitioning members

Next step

- 1) Take part in the ceremony

Establish civilian wardrobe for work

Description

If you are transitioning from the CAF to another job, plan on establishing a civilian wardrobe appropriate for the type of work that you will be doing or if you are actively pursuing employment opportunities.

What you can do

- Think about what kind of wardrobe is needed for your new job or for job interviews.
- Are there specific items needed for your job? For example: steel toe boots, hard hats, black shoes, etc

Who is it for?

- All transitioning members transitioning to another job or pursuing employment

Next step

- 1) Purchase some civilian clothes suitable for work or job interviews

Meet with a notary or lawyer to draft a power of attorney

Description

It is important to think about who you would like to be responsible for your estate in case you become incapacitated. To prepare a power of attorney document you will need to meet with a notary or a lawyer.

What you can do

- Think about who you want to be responsible for your estate
- Confirm with that person that they accept the responsibility and how you wish your estate to be taken care of
- Look for a notary or lawyer in your area

Who is it for?

- All transitioning members

Next steps

- 1) Identify a power of attorney and contact them
- 2) Select a notary or lawyer
- 3) Make an appointment with your notary or lawyer

Web link

[Speak Up Canada](#)

Meet with a notary or lawyer to write a will

Description

Estate planning is the process of arranging personal affairs before your death, including sharing your plan for future health and personal care. Estate planning will make sure that your family members have less to worry about.

What you can do

- Think about who you want to be responsible for your estate and how you want to have it divided between family members or others.

Next steps

- 1) Make an appointment with a lawyer or notary
- 2) Identify an executor

Maintain a healthy lifestyle plan (Personal Support Program)

Description

It is important to maintain a healthy lifestyle as part of your transition plan. This means making sure you have healthy relationships, a good diet, an active physical fitness plan, and useful coping strategies.

What you can do

- Think about the different areas of your fitness, diet, relationships, and coping strategies, and decide which ones you would like to improve.

Who is it for?

- Anyone who is transitioning out of the military

Next step

- 1) Explore the different programs offered by Canadian Forces Morale and Welfare Services, and register for Healthy Lifestyle development programs as part of your transition plan

Web link

<https://www.cafconnection.ca/>

Identify extenuating family circumstances

Description

As you start to prepare and plan for your transition there may be extra stresses on your family. It is important to identify these, and seek out support as soon as possible.

What you can do

- Reflect honestly on your family and any areas you feel require support
- Reach out to the Military Family Resource Centre, who can provide direct support to your family while you are serving, and connect you with community resources that can continue family support after you have left the military.

Who is it for?

- All transitioning members

Build in sufficient time for hand-over to your replacement

Description

In order to make sure your replacement can successfully take over your duties, schedule some time with them to review your tasks and transfer information.

Who is it for?

- For members who will have someone replacing them

Next step

- 1) Schedule a meeting with your replacement

After Release TASK **Ask for a copy of your Personnel file****Description**

Your personnel file has many important documents and is a summary of your career. You may also want to retain those documents as they could be useful for future services and benefit applications.

What you can do

- It is recommended that you apply for your personnel file through the Access to Information process to receive a digital version because your file is in use constantly during the transition process for release administration and having it copied during the process may cause delays

Who is it for?

- All transitioning members

Next step

- 1) Submit a request for copy of your personnel file as early in the transition process as you can, as it can take some time to process

HEALTH

FUNCTIONING WELL PHYSICALLY, MENTALLY, SOCIALLY AND SPIRITUALLY

7 – 12 Month Tasks

Meet with CAF Nurse Case Manager to continue coordination and transfer of your care plan and benefits

Description

The transition to life after service can be a challenge—even more so if it involves a serious injury or illness. When the challenge is too much for you to handle alone, the support of a nurse case manager will be useful for you and your family.

Who is it for?

- Medically-releasing CAF members

Next steps

- 1) Discuss with your doctor if a referral to a nurse case manager would be useful for you
- 2) Contact your local base medical clinic for more information

Web link

[Canadian Armed Forces medical and dental centres](#)

Sign the necessary consents at your release

Description

Fill out these consent forms if you want to give third parties permission to share your personal information with VAC and if you want to give VAC consent to disclose information to third parties. Consent forms are valid until there is a written request submitted to revoke it.

Examples of third parties

- Health care providers
- Other Government of Canada departments

Who is it for?

- All transitioning members

Next steps

- 1) Download the two consent forms, VAC 928 Consent for Veterans Affairs Canada to Collect Personal Information from Third Parties and VAC 520 Consent for Veterans Affairs Canada to Disclose Personal Information to Third Parties, in My VAC Account
- 2) Fill out the forms, if needed
- 3) Submit forms in My VAC Account

Web link

[VAC 928 – Consent for VAC to Collect Personal Information from Third Parties](#)

[VAC 520 – Consent for VAC to Disclose Personal Information to Third Parties](#)

Apply for VAC’s Disability Benefit, if applicable

Description

Disability Benefits are financial recognition for the impact a service-related injury or disease can have on your life. A disability benefit is a tax-free, financial payment to support your well-being.

The amount you receive depends on the degree to which your condition is related to your service (entitlement) and the severity of your condition, including its impact on your quality of life (assessment).

If you qualify for Disability Benefit, you may also receive Treatment Benefits that cater to that service-related disability.

Who is it for?

To qualify for a disability benefit you must be one of the following:

- CAF member or Veteran
- Second World War or Korean War Veteran (includes Merchant Navy)
- Certain civilians who served in the Second World War

Next steps

- 1) [Sign in to My VAC Account](#)
- 2) Select Forms
- 3) Search for Disability benefits
- 4) Fill out and submit the guided web form

Web link

[Disability Benefits](#)

1 – 6 Month Tasks

Connect with the Veteran Family Program

Description

The Veteran Family Program offers medically-releasing CAF members and their families, continued access to the Military Family Resource Centres and also a suite of transition-support programs and services, including:

- Group sessions on transition topics
- Mental health first-aid course
- Financial planning workshops

When it comes to transition, every path is different. The first step is choosing a direction you would like to take. The program coordinator will help you develop your family's "care plan". This plan will identify the right programs and services for your needs such as local resources, transition programs, referrals or intervention support.

Who is it for?

- You and your family qualify if you are:
 - ↳ A medically-releasing CAF member; **OR**
 - ↳ A medically-released Veteran

Next step

1. Visit your local Military Family Resource Centre (MFRC) and ask for the Veteran Family Program Coordinator. You and your family can walk in any time. You don't need an appointment.

Web Link:

[Veteran Family Program](#)

Connect with the Military Family Resource Centres

Description

MFRCs are essentially the heart of their military communities. Dedicated staff are frontline service providers, responsible for connecting military families to a wide range of programs and services. Their goal is to build strong, resilient individuals, families and communities.

When you walk into a centre, you will be greeted by people who understand your military lifestyle. You'll be invited to ask questions about parenting or employment, volunteer in meaningful ways, make new friends, connect with old friends or learn new skills. If you are facing a deployment and you are anxious, your [local MFRC](#) is the place to go for guidance and support.

Who is it for?

- All transitioning members and their family

Next step

1. Visit your local Military Family Resource Centre-you and your family can walk in any time and do not need an appointment.

Web Links:

[Military Family Resource Centres \(MFRCs\)](#)

[Local MFRC](#)

□ Discuss your Continuity of Care plan with your Nurse Case Manager

Description

Your CAF Nurse Case Manager will work with your medical team to provide a seamless transition of care and benefits after your release.

Who is it for?

- Medically Releasing Members

Next step

- 1) Meet with Nurse Care Manager to discuss Continuity of Care plan

□ Prepare a list of medication / health treatment services and verify your coverage post release with VAC (Medavie Blue Cross) and/or your chosen medical care plan provider (i.e. Sun Life)

Description

Contact Medavie Blue Cross to confirm that the list of medications and health treatments you are currently receiving will continue to be covered by VAC after your release based on your current disability entitlement.

For medication or treatment not covered by VAC, contact your chosen medical care plan provider to verify if it will be covered by them and what is required for coverage.

What you can do

- Once Medavie Blue Cross tells you what your VAC Treatment Benefits post-release coverage will be, bring this information to your VAC Transition Interview to discuss your future health needs.

Who is it for?

- Transitioning Members

Next steps

- 1) Contact Medavie Blue Cross by telephone at 1-888-261-4033 or on the FHCPs Member Portal "Contact Us" feature.
- 2) Make sure refills have been completed prior to your release as there may be a delay in getting prescriptions from a new primary care provider or specialist.
- 3) Bring information to VAC Transition Interview

Web link:

[Medavie Blue Cross - Contact Page](#)

[Template for Medication List](#)

Inquire about the Alignment of Treatment Benefits and how it may apply to you

Description

Alignment of Treatment Benefits is meant to make sure you, as a releasing CAF member, can make informed decisions on your future healthcare needs. You can request a review of your current Treatment Benefits to see what may be covered by VAC once you release. This service is offered by Medavie Blue Cross on behalf of VAC.

Who is it for?

- It is available to members who are within six months of their expected release date and have an existing VAC Disability Benefit
- The member will then receive a letter based on the results of the review

Next step

- 1) Ask for a review of your current Treatment Benefits to confirm what will be covered by VAC after you have transitioned

Web link

To find out more about Alignment of Treatment Benefits and all VAC Transition Services, please visit <https://www.veterans.gc.ca/eng/transition>

[Medavie Blue Cross - Contact Page](#)

Book and complete your medical examination in preparation for your release

Description

All military personnel are required to schedule and attend a release medical assessment appointment. This final check makes sure any CAF-related injuries or illnesses you may have are noted in case of issues later in life.

Who is it for?

- All Transitioning Members

Next step

- 1) Make an appointment to complete release medical examinations
- 2) Ask your local health records section about the process to obtain copy of your medical health file

Find Civilian Health Professional(s)

Description

It may take some time to find a family doctor or other health care professional. Check with your province or territory on how to proceed to register for finding a primary health care provider (family doctor or nurse practitioner) prior to your release.

Important details

- If you are receiving care from a specialist, including mental health in the CAF, you will likely require a new referral from either your CAF primary health provider or specialist. The CAF health care team can also refer you and assist in organizing your treatment plan
- You may need a health card number to register

Next steps

Find a primary health care provider

1. Go to your provincial or territorial Ministry of Health website
2. Find out how to register for a family doctor or nurse practitioner

Find a specialist

1. Discuss with your primary health care provider on how to proceed to continue or start care with a specialist, including mental health

Find a dentist

1. Contact a dental clinic near you to become a new patient

Find an optometrist

1. Read more about vision care coverage in your province or territory
2. Contact an optometrist near you

Find a psychologist

1. Use the [Canadian Register of Health Service Psychologists](#) to find a psychologist if you are looking for mental health counselling or therapy

Find a physiotherapist

1. Visit the [PhysioCanHelp](#) website to contact the Physiotherapist association in each province and territory and for more information on physiotherapy

Find a chiropractor

1. Consult the [Canadian Chiropractic Association](#) website for help on how to find a chiropractor in your area

[Consider connecting with the Operational Stress Injury Social Support \(OSISS\)](#)

Description

The Operational Stress Injury Social Support (OSISS) is a partnership program between VAC and DND. OSISS is an essential, non-clinical mental health services of both departments. It plays a major role in breaking down mental health stigmas and provides social support to many CAF members, Veterans and their families.

OSISS front line services are offered by Peer Support Coordinators, Family Peer Support Coordinators and Volunteers.

Who is it for?

- All CAF members, Veterans and their families

Next steps

1. Contact OSISS if support is required for yourself or a member of your family
2. You can reach an OSISS peer support coordinator by visiting the website below or calling the toll free number, 1-800-883-6094

Web link

[OSISS](#)

Apply for VAC Rehabilitation Services and the Income Replacement Benefit

Description

For those who qualify, Rehabilitation Services can improve your health and assist you while you adjust to life at home, in your community or at work. Depending on your circumstances and needs, it may include treatment and therapies to overcome or cope with a service-related illness or injury. While on the rehabilitation program, you may be qualify for the Income Replacement Benefit(IRB). This is a taxable monthly benefit that provides you with income support while you are actively participating in the rehabilitation plan.

Who is it for?

You should apply for Rehabilitation Services and the Income Replacement Benefit if you:

- Served in the Canadian Armed Forces and
- have a health issue (temporary or permanent) related to your service that prevents your full participation at work or home or in the community OR
- Are medically releasing from the CAF (note there is some limitation to qualify, please contact VAC for more information)

Next step

1. You can apply for Rehabilitation Services and IRB benefits one to two months prior to release date
2. If approved, the start date of your rehabilitation plan and your IRB can be as soon as the day after your release

Web link

[Rehabilitation Services](#)

[Income Replacement Benefit](#)

If you are registered on My VAC Account, you can submit your application for these programs online. If you are not registered, you can [register now](#).

□ Obtain health and dental benefit plans for yourself and family

○ Verify your eligibility to enroll in the Pensioner's Dental Services Plan (PDSD) to obtain dental benefit plans for yourself and your family

Description

The Pensioners' Dental Services Plan (PDSP) is a voluntary dental services plan for retired members of the federal public service and their qualifying dependants (family members); dental care is not covered under Medicare in Canada.

Not all releasing members will be qualify to join the PDSP (requires 10 years of service). You might want to explore purchasing a private dental insurance plan or joining a new employer sponsored dental plan.

Please note that there are co-payments and limitations to benefits under this plan.

What you can do

- If you are not covered through a private plan or employer sponsored dental insurance plan and do not qualify through VAC's dental service plan, you may apply for the PDSP, for you and your family
- It is important to consider opting-in to the PDSP or another private employer dental plan, since VAC's dental plan (for those who are qualify) does not cover every dental service

Who is it for?

- Retired CAF members who have sufficient pensionable time are qualify to apply

Next step

1. Apply to the Pensioner's Dental Service Plan (PDSP) by visiting the website below

Web link

[Pensioners' Dental Services Plan](#)

○ Verify your eligibility to enroll in the Public Service Health Care Plan (PSHCP)

Description

The Public Service Health Care Plan coverage may be available for you and your family.

What you can do

- Consult the PSHCP website below to get information on qualifying criteria and the enrollment process

Who is it for?

- CAF members (and dependants) meeting the PSHCP qualifying criteria (annuitant)

Next step

1. Consult the PSHCP website below to see if you qualify to apply

Web link

[Public Service Health Care Plan](#)

- [Verify your eligibility to VAC's Health Benefits Program which offers individual and family access to group health insurance through the Public Service Health Care Plan \(PSHCP\)](#)

Description

VAC's Health Benefits Program offers access to Group Health Insurance through the Public Service Health Care Plan (PSHCP). Participants are responsible for paying monthly premiums. The amount of your premium depends on the type and level of coverage you choose.

The PSHCP provides coverage for a wide variety of health-related products and services. Participation is voluntary and can be in addition to other medical coverage you may have, such as Treatment Benefits or Rehabilitation Services from VAC, private insurance, etc.

Dental coverage is not available as part of the PSHCP.

What you can do

- Check if you qualify with VAC and upon release, apply for group health insurance through VAC

Who is it for?

You can apply for group health insurance through VAC if you are:

- A former CAF member who released on or after April 1, 2006 and you have been approved for the SISIP Long Term Disability program OR
- A former CAF member who is eligible for VAC Rehabilitation Services OR
- The survivor of a CAF member or Veteran who died after April 1, 2006 as a result of a service-related injury or illness, and are not eligible for the PSHCP through the Department of National Defence

Next step

1. Contact VAC to review eligibility and apply if eligible

Web link

[VAC's Health Benefits Program](#)

- [Explore obtaining Private health and dental insurance, if needed](#)

Description

You may qualify to enrol in VAC post-release health and dental benefit plans, and explore other provider plans to make sure they suit you and your family's health and dental needs.

If you do not qualify for these post release benefit plans, you may wish to explore and compare private health and dental benefit plans that could meet yours and your family's needs.

Within 1 month Tasks

Apply for a provincial health care card

Description

The administration and delivery of health care services is the responsibility of each province or territory, guided by the Canada Health Act. Health cards (also called Care Cards), are a provincial responsibility. Provide a copy of your release decision/release message in order to apply for your provincial health care card before release.

What you can do

- Check with your province or territory what documents are required in order to apply
- Bring a copy of your release decision/release message in order to apply before release

Who is it for?

- All CAF transitioning members residing in Canada

Next step

- 1) Apply for your provincial health care card

Web link:

[Provincial Health Care Card](#)

Find courses or programs that support wellness or a healthy lifestyle

Description

Canadian Forces Morale and Welfare Services offers DFIT.ca as your online personal trainer. DFIT.ca introduces a complementary, online resource featuring general fitness and a more family-friendly, total lifestyle approach to active living.

What you can do

- Receive health and fitness advice online through DFIT.ca to support your efforts to achieve a healthy lifestyle and maintain wellness.

Who is it for?

- All transitioning members

Next step

1. Enroll at DFIT.ca

Web link

[DFIT](#)

After Release TASKS

Continue the follow up with specialists or Primary health care provider

Description

In order to make sure your health remains as stable as possible, it is important that you continue to engage with your current medical team and that you connect accordingly with your new health care team as well.

What you can do

- Discuss with your health care provider to make sure you understand your health care plan, your prescriptions need and future follow-ups with specialist

Who is it for?

- All transitioning members

Next step

- 1) Connect and follow-up with your new health care team, including specialists as necessary

HOUSING AND PHYSICAL ENVIRONMENT

LIVING IN SAFE, ADEQUATE AND AFFORDABLE HOUSING

7 – 12 Month Tasks

Decide where you will be living after release

Description

When considering where to live, ask yourself:

- How much space do you need?
- Will you need to make more than one move?
- Do you need temporary storage?

Search for other community-based organizations such as schools, daycare, preschool, sport, art groups, etc.

Description

When considering your housing arrangements after you leave the military, think beyond just the house you will live in. Consider the location in terms of organizations you may be a part of or need to rely on, such as daycare, pre-schools, art groups, sporting activities, etc.

What you can do

- Reflect on what you think most of your activities will be after you leave the military

Who is it for?

- All transitioning members

Next step

1. Research communities that fit your needs and wants for post-transition life

1 – 6 Month Tasks

Arrange your final move, if applicable

Arrange Intended Place of Residence (IPR): My Last CAF Move, if applicable

Description

If moving is part of your release, the CAF may cover some of your final relocation expenses. This is called an intended place of residence (IPR) move.

Next steps

1. Talk to your release administrator when developing your transition plan. The IPR benefit can be taken before release, at release or within a specified time period
2. Once you ask for IPR move is approved, arrangements will be initiated with Brookfield Global Relocation Service (BGRS) for your move

- Set up or arrange rental accommodation if not purchasing

Within 1 Month Tasks

Ensure your contact information is current

Description

Make sure that your current contact information is up-to-date with CAF and in My VAC Account or if you are moving, please update your information with your new address.

Request an occupancy extension, if necessary

Description

You can apply for an occupancy extension if you are living in a Canadian Forces Housing Agency (CFHA) unit and think you may need to stay past your release date.

What you can do

- Make sure that your Chain of Command, Transition Centre, and CFHA are all aware of your situation as early as possible
- Clearly state the reasons for your need to extend your stay in a Residential Housing Unit (RHU) past your release date
- Make sure to continue to search for civilian accommodations, so that you are well-prepared

Who is it for?

- Any transitioning member currently living in CFHA RHUs, who might need to stay in their RHU as a result of extenuating circumstances

Next step

- 1) Make a request to your Base/Wing Personnel Services Office

Web Link

[Contact the Canadian Forces Housing Agency](#)

FINANCES

FINANCIALLY SECURE

7 – 12 Month Tasks

- [Contact Manulife/SISIP to ensure all required paperwork is in place for your CAF LTD and CAF VRP support](#)

Description

CAF Long Term Disability (LTD) income replacement benefits are an employer-sponsored group disability insurance benefit. As part of the employee's benefit plan, CAF LTD benefits are considered the first payer and will provide income support before any other sources of support for medically released members, or those who are non-medically released and qualify. While CAF LTD income support claim is active, participants in the program have access to vocational rehabilitation support which includes training or preparation for a career in the civilian workforce as well as the option of returning to work assistance.

The CAF Vocational Rehabilitation Program (VRP) is a needs-based voluntary part of the CAF LTD benefits. It operates with the goal of assisting members to prepare for employment post release. The program will build on your existing skills or will allow you to develop new skills so you can return to the workforce while respecting your medical limitations. Your training will focus on getting a licence, certification, and diploma or degree from a recognized educational institution.

What you can do

- Start thinking about what activities you would like to pursue after release, think about your financial situation and extra expenses you might have, etc

Who is it for?

- Medically released members

Next steps

- 1) Check if you qualify for the CAF LTD or CAF VRP programs
- 2) Meet with the program counsellor

More information:

Contact:

CAF LTD: 1-800-565-0701

CAF Vocational Rehabilitation Program (VRP):1-800-565-6463

Web link

[SISIP - LTD](#)

Check your pension forecast and release benefits

Description

The Active Member Secure Pension Web Applications gives you access to a variety of self-service Personalized Pension Tools.

You can use the following tools to calculate your pension payments and benefits:

- Use the [Service Buy Back Calculator](#) to get an estimate on buying back pensionable service.
- Use the [Pension Estimate calculator](#) to get an estimate of your pension payments for retirement
- Review your [Pension Benefits Statement](#) which is published every year
- Use the [Survivor Benefits Estimator](#) for information about these benefits

Important details

- You need a Public Key Infrastructure (PKI) card to use these tools
- If you don't have a PKI card or need help with your card, please contact your Local Registration Authority (LRA) at National Defence

Explore, consider and develop a financial plan for after release

Description

Develop a 12 month budget based on your current financial needs (e.g., living expenses and debt) as well as expected post-transition expenses. Determine if your post-transition income will address your expected financial needs (e.g. housing, medical, food, insurance, transportation, costs of establishing a home, utility security deposits, etc).

Meet with a financial planner

Description

Consider getting a financial planner to make sure your financial future will be in order after your release. A financial planner can plan out a monthly budget and make investments that will secure your financial well-being.

Have you received a lump-sum award from VAC? If so, we can pay for professional advice to help you manage your money (up to a maximum of \$500).

Next steps

- 1) [Download the request for reimbursement form](#)
- 2) Drop it off at a VAC office or mail it directly to the address listed on the form

Apply for the disability tax credit (T2201), if applicable

Description

The Disability Tax Credit is a non-refundable tax credit.

People with disabilities and those who support them have extra expenses. This credit reduces the amount of income tax they may have to pay.

Important details

- You can claim the disability amount if you qualify for the credit
- This amount includes a supplement for people under 18 years old at the end of the year

Next step

1. Fill out the [Disability Tax Credit form](#).
Note: You will need to print out part of the form for your health practitioner to complete.

Fill out personal and banking profile in My VAC Account

Description

Make sure your address and banking information is current in My VAC Account.

Next steps

- 1) [Sign in to My VAC Account](#)
- 2) [Select Profile](#)
- 3) [Update your address and direct deposit information](#)

Web link:

[My VAC Account](#)

Apply for CAF Annuity/Pension

Description

If you qualify for an immediate pension, you need to be prepared for six month delay. This is due to the time it takes to go through the process. To avoid this, plan your release six to 12 months ahead of time.

Applying is important because receiving a CAF Annuity/Pension is a gateway for those who may qualify for membership in the PSHCP as a pensioner and in the Pensioners' Dental Services Plan (PDSP). These plans are jointly funded by plan members and the Government of Canada. Monthly premiums are deducted from your superannuation, pension or annuity.

What you can do

- Apply for a pension benefit estimate to confirm your entitlement
- To learn if you qualify to apply for the PSHCP or PDSP, please visit their websites

Who is it for?

- All CAF members will receive a pension benefit payment – a return of contributions, a transfer value, or an annuity

Next steps

- 1) Immediately following your initial release interview, you should contact the pension centre and request your pension package
- 2) Call the pension experts if you have questions about how to correctly complete any of the forms
- 3) Mail the pension package back to the address specified

- 4) After five business days call the pension centre to confirm when you will get your package and that the forms have been completed correctly

Web Link

[CAF Pension](#)

[Pensioners' Dental Services Plan](#)

[Public Service Health Care Plan](#)

Identify any outstanding CAF debts (CANEX, mess, etc.) and plan payment schedule

Description

In addition to your return of all CAF property, you will need to confirm with your local pay office what you want to do with your current pay allotments – they will be cancelled so you will need to make other arrangements. Also, you will need to confirm that you do not have any outstanding debt from loans, claims, or obligatory service.

What you can do

- Members who are making payments to CANEX through a pay allotment will need to contact their local franchise to make alternate pay arrangements
- Make sure that you have resolved any financial obligations to the CAF

Who is it for?

- All transitioning members

Next step

- 1) Contact the pay office and cashier to understand what you need to do to resolve debt and be ready for transition

Within 1 Month Tasks

Confirm your life insurance requirements after release, if applicable

Description

Whether or not you have optional term life insurance coverage with SISIP Financial while serving in the CAF, it is recommended that you contact a SISIP Financial Advisor who can explain the coverage that is available.

What you can do

- If you have coverage in effect, review your post release insurance needs and transfer options
- A completed application form must be received at a SISIP Financial or Manulife/SISIP Services office no later than 60 days after the final date of release (DOR) in order to transfer it

Note: After 60 days following your DOR, your current coverage will expire

Who is it for?

- All transitioning members

Next step

1. Contact a SISIP Financial Advisor at least three months prior to your DOR to review the following:
 - ↳ Insurance needs post release
 - ↳ Discuss any other coverage(s) available to released members
 - ↳ Complete the applicable transfer request

SISIP Financial office locations, Manulife contact information and application forms can be obtained by calling SISIP Financial customer service at 1-800-267-6681, Manulife/SISIP Services at 1-800-565-0710 or visit the link found below.

Web link

[SISIP](#)

Apply for the Veterans discount CF ONE card

Description

Serving and retired members of the CAF are entitled to take advantage of the many discounted offers available through the CF Appreciation program accessible through your CF ONE Card.

What you can do

- Apply for a CF ONE Card

Who is it for?

- All current and former members of the CAF who were honourably discharged

Next step

1. Apply for your card and then explore the many discounts on goods and services available through the program

Web Link

[CF One Card](#)

Complete the CPP and/or QPP form, if applicable

Description

Canada Pension Plan (CPP) and Quebec Pension Plan (QPP) provides disability benefits (disability pension and post-retirement disability benefit) to people who have made enough contributions to the CPP/QPP and who are disabled and cannot work at any job on a regular basis. Benefits may also be available to their dependent children.

Your physician will complete the application, if deemed necessary.

What you can do

- Discuss with your physician if you qualify for it

Who is it for?

- All transitioning members

Next step

- 1) Complete the CPP and/or QPP application

Web link

[Canada Pension Plan disability benefits](#)

[Quebec Pension Plan disability benefits](#)

PURPOSE

EMPLOYMENT OR OTHER MEANINGFUL ACTIVITY
ENGAGED IN ACTIVITIES THEY FIND BENEFICIAL AND MEANINGFUL

7 – 12 Month Tasks

Research education options and facilitate interviews with schools, if pursuing or continuing education

Description

Upgrading your education may be a transition goal as part of your journey from the military to life after service. There are many programs and benefits to support you on this path, but the first step is determining what you want to study.

What you can do

- Reflect on what you want to study, why (e.g., for personal reasons or towards a second career), how you are comfortable learning (i.e. online versus in-person), and where you might like to learn
- Don't be shy to reach out to schools and speak with Academic Advisors to find out if their programs are right for you

Who is it for?

- Transitioning CAF members who are interested in upgrading their schooling

Next step

- 1) Contact your Personnel Selection Office (PSO) for education and second career guidance, as well as local points of contact for academic institutions

Prior Learning Assessment and Recognition (PLAR)

Description

You can get credited for your training and experiences in the CAF. If you want to go back to school, you can use these credits to save time, money and get ahead.

Prior Learning Assessment and Recognition (PLAR) is a process that identifies and documents your past learning. Your military service can be considered for PLAR. The process can be undertaken for several purposes, including self-knowledge, credit or advanced standing at an academic institution, for employment, licensure, career planning or recruitment.

Next step

Contact the [Canadian Association for Prior Learning Assessment](#) for more information

○ MySet

Description

My Skills and Education Translator (MySET) aims to assist CAF members in a career transition by providing a centralized resource that can be used to identify which Post-Secondary Institutions (PSI) recognize prior learning for military skills and education. This may be in the form of a civilian equivalency, accreditation of specific occupation training, education, experience or a combination thereof.

My SET simply provides a centralized digital platform that allows PSI to present their academic offerings for recognition of your military training and education.

Who is it for?

- All transitioning members

□ Identify second career options

Description

If you are looking for a second career after your transition, there are many sources of information and services available to guide your search.

What you can do

- Reflect on whether you want to pursue a second career after you release
- Reflect on what career field(s) would interest you

Who is it for?

- All transitioning members

Next steps

- 1) Explore the tools that can help you decide on a second career
- 2) Take the necessary steps to get the desired second career

○ Participate in the CAF Career Transition Workshops

Description

These workshops are held on Wings and Bases across the country and are free for all CAF members. There are four modules covered over a two-day period focusing on the following areas:

- Module 1 – Self-Assessment for Interests and Skills
- Module 2 – Resumé Writing
- Module 3 – Interview Techniques
- Module 4 – Job Search Techniques.

The goal of the workshop is to give you more information and knowledge about these subjects, in order to assist you in your transition from CAF to civilian employment.

Who is it for?

- All CAF members or transitioning members

Next step

1. Contact your local Base/Wing PSO office to register

○ Explore VAC's Career Transition Services

Description

Career Transition Services (CTS) can help you find a career that is best suited to you.

During your service, you developed skills and knowledge that can be useful in a new career. You will work with qualified counsellors who understand the transition you are making — from military to post-military life.

Whenever you have career transition needs, this program provides the following services:

- one-on-one career counselling,
- help with resume writing,
- interview preparation,
- job-searching, and
- in some cases, job-placement.

Please note that if you are applying for Rehabilitation Services or the IRB, you might not qualify for this benefit. Contact VAC for more information.

Who is this for?

You should apply for Career Transition Services if you are:

- A still-serving CAF member (Regular or Reserve Force) who completed basic training
- A former member who completed basic training and released from the CAF on or after April 1, 2006
- Entitled to the Canadian Forces Income Support Benefit
- A spouse, common-law partner or survivor of a Veteran who completed basic training and who released from the CAF on or after April 1, 2006
- A survivor of a CAF member who completed basic training and who died on or after April 1, 2006

Web link:

[Apply for Career Transition Services](#)

○ Make an appointment with your local Base/Wing PSO to discuss post career options

Description

In order to maximize a successful military to civilian career transition, it is recommended to meet with the Base or Wing Personnel Selection Office (B/WPSO) for second career counselling. Every person's transition to the civilian world is unique, and each person will have a personalized approach towards post-military life.

Through guided conversations, the PSO can help you explore post-transition options such as second careers or academic upgrading, and determine which path is the best fit for you. The PSO can also help register you for a SCAN seminar or Career Transition Workshops (CTW).

What you can do

- Start thinking of what you would like to do post transition

Who is it for?

- All transitioning members

Next step

- 1) Contact your local Base/Wing PSO

○ Prepare or update your resume

Description

If you are looking to start a career after your service in the military, you can get assistance with resume writing.

What you can do

- The Veterans in the Public Service Unit (VPSU) at VAC can provide useful information to prepare a resume
- Start gathering the relevant documents/information that will be used to create or update your resume (e.g., your MPRR and/or diplomas, certificates and award commendations)

Who is it for?

- All CAF transitioning members

○ Contact a professional group if you have a skilled trade

Description

If you are part of a professional or trades occupation, your military experience can often count towards civilian accreditation (e.g., Blue Seal, Red Seal, clinical hours, etc.). If you wish, to continue working in the same trade after you leave the military, you will likely need to get civilian qualifications.

What you can do

- As part of your transition journey, reach out to the provincial and/or national civilian organizations that govern your trade
- Ask about what you need to do to have your military experiences recognized, and what you need to do to complete any civilian exams to have your qualifications recognized

Who is it for?

- For members who wish to continue working in their trade post-transition

Next step

- 1) Contact your local civilian organization that governs your trade's qualifications-the PSO can help you determine who the best point of contact might be

Web Links

[Red Seals](#)

[Helmets to Hardhats](#)

○ MNET

Description

Want to know what jobs outside the CAF compare to your military occupation? You can use this online tool, MNET, to find jobs that match your current job in the CAF.

Next step

- 1) Search and compare jobs on MNET

More details

- You can also [sign up for job alerts](#)
- Contact the Base or Wing Personnel Selection Office (B/WPSO) for second career counselling

○ Plan to apply for the CAF Vocational Rehabilitation Program for Serving Members (VRPSM)

Description

Sometimes a service-related injury or illness can affect your ability to return to your previous job. This is where vocational rehabilitation comes in. Together, we will identify the skills, training or education you need to transition back to your previous job, or find a new career.

Important details

You can start the program up to six months before you release or retire from the CAF.

Who is it for?

- Medically-releasing CAF members
-

Next steps

- 1) [Contact a Transition Centre](#) near you to see if you qualify for vocational rehabilitation
- 2) If you qualify, seek approval from your Commanding Officer to participate

□ Explore VAC's Education and Training Benefit

Description

The Education and Training Benefit provides financial support for qualifying Veterans to achieve their education and career goals. This benefit is taxable.

It is a good idea to familiarize yourself with the program and see if it is something you would like to pursue.

Please note that if you are applying for Rehabilitation or the IRB, you may not qualify for this benefit. Contact VAC for more information.

What you can do

- Get familiar with the program and its requirements
- Start thinking about if this is something you want to explore
- Start to think about what programs or courses you would like to take

Who is it for?

- Veterans who honourably released from the CAF after six or more years of service.

Note: Years of service includes Regular Force and/or paid days of Reserve Force service.

- Six years of service = 2,191 paid days
- 12 years of service = 4,382 paid days

Helpful Links

[Education and Training Benefits](#)

[Career Transition Services](#)

Within 1 month TASKS

□ Employment in the Federal Public Service

Description

Under the *Public Service Employment Act* (PSEA), specific provisions are available to CAF members and qualifying CAF Veterans for a defined period of time – including the entitlement known as Priority, which pertains to medically released Veterans: <https://laws-lois.justice.gc.ca/eng/acts/p-33.01/>

Note: you can apply for jobs in the Public Service after the entitlement period expires (or if you are not entitled under this section of the Act). Government organizations are recruiting a range of talent. There are multiple resources available to help you get started, and guide you in relating your unique skills and experience to various types of work.

What you can do

- Learn about the provisions related to Public Service opportunities for CAF members and recently released Veterans under the *Public Service Employment Act* (PSEA), and find out if they apply to you
- Get more details online, or contact the resources listed below, and ask about Public Service jobs, the provisions available to you, and how to prepare for job opportunities (resumes, applications and interviews), e.g., visit a Transition Centre or ask your VAC Case Manager, Veterans Service Agent, Career Transition or Vocational Rehab Advisor, or the Veterans in the Public Service Unit (VPSU) at VAC

Important Details: if you are being medically released (or have been medically released within the last 5 years), find out about Priority entitlement by contacting VAC or a Transition Centre as soon as possible to discuss next steps. Registration of a Priority entitlement for Public Service employment is not automatic: it involves required actions on your part.

Who is it for?

- CAF Members/Veterans or Survivors
- Family members (jobs open to the public)

Web link:

[Careers in the federal public service](#)

[GC Job Info for CAF Members & Veterans](#)

○ Learn about employment preference and mobility in the public service

Description

If you qualify you are granted special consideration by the Public Service Commission of Canada when it comes to applying for Federal Public Service jobs for being a transitioning CAF member. Two key entitlements to pay attention to are preference and mobility.

Preference

- Preference means Veterans with a minimum of three years of service who have applied and are found to be qualified for a job open to the public must be hired ahead of other qualified Canadians
- Preference is in effect for up to five years after honourable release, if you are not already employed in the public service
- Preference is given after all qualified persons with a priority entitlement are hired

Mobility

- Mobility allows you to apply for advertised jobs that are open only to federal public service employees
- Serving CAF members: you must have a minimum of three years of service. You will always have mobility while you are serving
- Honourably released Veterans: you must have a minimum of three years of service. You will have mobility for up to five years following your release

- You can apply to internal jobs regardless of what is in the “Who can apply” section of the job advertisement, but you must meet any employment equity criteria (Aboriginal peoples, persons with disabilities, members of visible minorities or women) if it's included in that section
You can find more information on priority entitlements, preference, mobility and the federal public service hiring process by visiting the Public Service Commission website found below

What you can do

- Get informed on preference and mobility in the public service by visiting their website

Who is it for?

- Honourably released members that are eligible

Next step

- 1) Visit the Public Service Commission website for more information

Web link

[Public Service Commission](#)

Obtain names and coordinates for future job references

Description

Potential employers are likely to ask for the names of two or more individuals who can be easily contacted to confirm key details about your work experience, abilities and performance. Written letters of reference are no longer common, and it is not necessary for references to be provided by former managers or supervisors, but the individual who agrees to be contacted should be well spoken and capable of honestly supporting your merits. Technical jobs may require certification from a qualified individual who can validate your skill and hours of work.

What you can do

- Obtain names for future job references/validators (titles, addresses, etc)

Who is it for?

- All transitioning members

Next step

1. Make sure the contact information for each of your references is current and let them know whenever they may be contacted about a potential job for you

Within 1 month TASKS

Apply for VAC's Education and Training Benefit

Description

The Education and Training Benefit (ETB) provides financial support for qualifying Veterans to achieve education and career goals the ETB is a taxable benefit.

Please note that if you are applying for Rehabilitation Services or the IRB, you may not qualify for this benefit. Contact VAC for more information.

Funding is available for:

- Formal education programs (e.g. certificate, degree, diploma)
- Short courses (e.g. career boot camps, one day skills upgrades, hobby courses)

Who is it for?

- Veterans who honourably released from the Canadian Armed Forces after 6 or more years of service.

Note:

- Years of service includes Regular Force and/or paid days of Reserve Force service.
 - Six years of service = 2,191 paid days
 - 12 years of service = 4,382 paid days

Next step

- 1) Apply to VAC's CTS program to work with an employment coach to define your career transition goals

As a still-serving member, you can apply for the ETB, but please note that your application will not be processed until you officially release or transfer to the Supplementary Reserve.

Helpful Links

[Education and Training Benefits](#)

[Career Transition Services](#)

Apply for VAC's Career Transition Services

Description

CTS is a useful service that will find a career that is best suited for you.

During your service, you developed skills and knowledge that can be useful you in a new career. You will work with qualified counsellors who understand the transition you are making — from military to post-military life.

Whenever you have career transition needs, this program provides the following services:

- One-on-one career counselling
- Help with resume writing
- Interview preparation
- Job-searching and
- In some cases, job-placement

Please note that if you are applying for Rehabilitation Services or the IRB, you may not qualify for this benefit. Contact VAC for more information.

Who is this for?

You should apply for CTS if you are:

- A still-serving Canadian Armed Forces (CAF) member (Regular or Reserve Force) who completed basic training
- A former member who completed basic training and released from the CAF on or after April 1, 2006
- Entitled to the Canadian Forces Income Support Benefit

Spouse, common-law partners and survivors

- a spouse, common-law partner or survivor of a Veteran who completed basic training and who released from the CAF on or after April 1, 2006, or
- a survivor of a CAF member who completed basic training and who died on or after April 1, 2006

Next steps

- 1) Complete application form in My VAC Account
 - 2) Submit application
- OR
- 1) Download the application form for Veterans or Members or for Spouses/Common-law or Survivor.
 - 2) Drop it off at a VAC area office or CAF Transition Centre.

Web link:

[Apply for Career Transition Services](#)

[Career Transition Services](#)

[Consider activating Priority Entitlement for working in the Federal Public Service \(if applicable\)](#)

Description

Recent amendments to the Public Service Employment Regulations (PSER) allow for the priority appointment of certain medically released members of the CAF to positions in any Department of the Public Service governed by the Public Service Employment Act (PSEA). This means that medically

released CAF members who qualify, are entitled to be considered for employment in priority over other potential candidates for a position.

Who is it for?

- Medically released members of the CAF
- Serving CAF members with at least three years of service
- Honourably released former CAF members with at least three years of service can qualify

Note: Medically released CAF members should contact the Directorate of Casualty Support Management (DCSM) to start the process for activating their priority entitlement. They should also contact VAC to request a determination of whether their medical release was attributable to service.

Next steps

- 1) Contact DCSM to start activating your priority hiring
- 2) Request the determination of a service-related injury or illness at VAC by completing the medical release attributable to service determination [Form – VAC1002e](#). You can find the form on My VAC Account or by contacting us by phone at 1-866-522-2122 or by visiting one of our [area offices](#)

Helpful links:

[Jobs for Veterans](#)

DCSM – 1-800-883-6094 or email dnd.transition.mdn@forces.gc.ca

After Release TASK

Identify hobbies

Description

It is important to find activities that are meaningful and give you a sense of purpose. Participating in fulfilling activities contributes to your health, social integration, fundamental sense of meaning and identity, and provides structure to your day-to-day life.

What you can do

- Think about hobbies or interest that you can pursue

Who is it for?

- All transitioning members

SOCIAL INTEGRATION

IN MUTUALLY SUPPORTIVE RELATIONSHIPS AND ENGAGED IN COMMUNITY

1 – 6 Month TASKS

- Consider exchanging personal contact info with military peers / connections you would like to stay in touch with

Description

Many people forge lifelong friendships during their time in the military. While still serving, it is easy to remain in contact, but once someone transitions out, maintaining contact becomes more difficult (e.g., there is no more easy access through DWAN). Deciding who you want to remain in touch with after you leave the military is an important element of your transition.

What you can do

- Think back over the course of your career and make a list of people you want as part of your life after service

Who is it for?

- All CAF transitioning members

Next steps

- 1) Reach out to the people on your list and exchange both military and civilian contact information with them
- 2) Try to set up a regular rhythm where you remain in touch with these people

- Think about joining military associations / mess memberships, Royal Canadian Legion, etc.

Description

As a result of shared professional, cultural, and social experiences, many people belong to a variety of military associations, messes, etc. during their career. Consider how connected you want to remain to these different groups during and after your transition to life after service, or whether you want to join any new ones (e.g., the Royal Canadian Legion).

What you can do

- Reflect on the different associations that have had a deep impact on your military identity, as well as any new ones that you think might serve you well in the civilian world
- Involve your family as they may have some family associations they wish to continue post-transition

Who is it for?

- All CAF transitioning members

Next steps

- 1) Research which groups you want to remain a part of after you have left the CAF

- 2) Make sure to actively apply to their memberships as required during your transition process, as once you leave, it may be harder to get in touch with people

□ Build your social contact network external to your military circles

Description

During military service, many people have very strong social networks comprised mostly of colleagues who are also serving. A social network that is not a part of your military circles is important during and after transition too. This can help you maintain a healthy social network after you transition out of the military, when some of your military contacts may lose touch with you because they are still serving.

What you can do

- Consider re-connecting with friends from the past in the civilian world who you may have lost touch with as a result of your service.

Who is it for?

- All CAF transitioning members

Next step

1. Reach out to friends outside the CAF or/and friends that have already transitioned

○ Contemplate joining groups with similar beliefs, language, culture, sports interest, coaching events you enjoy, etc.

Description

Military life usually requires significant relocation, and it can become challenging to stay connected with clubs or groups that share similar interests as yours. Transitioning out affords you an opportunity to re-connect with some of these groups. Connecting with groups that share similar beliefs, language, and culture is a key piece of your transition.

What you can do

- Reflect on groups you have enjoyed being a part of in the past. Perhaps this was an athletic club, a cooking group, a book club, or a cultural association

Who is it for?

- All transitioning members

Next step

- 1) Connect with these groups as part of your transition process

○ Consider getting involved with opportunities for spiritual development

Description

Spiritual development goes beyond religion and addresses the core questions of meaning and purpose. Many transitioning members use the change in tempo to focus on exploring their spiritual side and attaining greater awareness of who they are and of who they can become.

What you can do

- Consider connecting with local groups focused on spiritual development (e.g., Churches)

Who is it for?

- All CAF transitioning members

Next steps

- 1) Research what is available in your area
- 2) Decide whether or not you want to join

○ Think about pursuing volunteer options

Description

Some, transitioning members do not have second career plans, but want to continue to remain active in the community. Others have a strong desire to continue serving but in another capacity. Volunteer work is one route to consider as part of your transition plan that can keep you connected to the community in a way that is meaningful for you.

What you can do

- Think about activities that you enjoy, and look for ways to volunteer your time and involvement.

Who is it for?

- All CAF transitioning members

Next step

- 1) Reach out to volunteer organizations that interest you

□ Build your online social media contact list (e.g., Facebook, Instagram, Snapchat, etc.)

Description

Online social and professional networks are how the majority of connections and interactions take place. Understanding and staying connected in the digital era will become even more important as you transition out of the military, for both professional and personal reasons.

What you can do

- Learn about key social media platforms like Linked In (professional), Facebook (social), and Instagram (social)

- Leverage the knowledge and experience of younger family members and friends, to whom this is second nature

Who is it for?

- All transitioning members

Next step

- 1) Set up profile in one or more social media platforms if desired.

○ Stay connected with family, friends

Description

During military service, it can sometimes be very easy to lose contact with one group of friends or family as a result of postings, deployments, etc. During your transition out of the military, it is vitally important that you remain connected to family, friends, or anyone else with whom you are in a supportive social relationship. Transitioning out of the military can offer you the opportunity to re-connect, or strengthen connections with those most important to you.

What you can do

- Connect regularly with those who are important to you, and consider expanding your circle of family and friends with those whom you may have lost contact with.

Who is it for?

- All transitioning members

Within 1 Month TASKS

□ Think about whether you would like to be a Mentor (after you transition out) to transitioning CAF members

Description

Many of us wish we had someone to guide us through the more challenging times in life, and transitioning out of the CAF is no exception. Consider whether you want to share your experience and wisdom with your colleagues who are in the process of transitioning out of the CAF.

What you can do

- Research and reflect on the various ways that you could share your experiences with those who are transitioning out

Who is it for?

- Anyone who wants connect with transitioning members and serve as a Mentor

Next step

- 1) Connect with Transition Centres and offer your willingness to mentor those who are transitioning

□ Determine how much you want to stay engaged with the CAF community**Description**

While the CAF may have been a key part of your life, each person will feel differently about how connected they want to remain to the military after they leave. Reflect on how much you want to be engaged with or connected to the CAF and make sure you take steps towards that.

What you can do

- Reflect on which parts of CAF life, culture, and people you want to have as part of your post-military service

Who is it for?

- Anyone transitioning out of the CAF

Next step

- 1) Build a list of contacts and events related to the CAF that you may want as part of your life after service
- 2) Try to think about what may be important for you in the near, moderate, and long term

CULTURE AND SOCIAL ENVIRONMENT

UNDERSTOOD AND VALUED BY CANADIANS

Veterans' sense of being valued and understood by their community, sense of community belonging.

There are no tasks that can be associated with this domain, but it is important for the member to understand that this can be a factor in their sense of well-being.