TRANSITION TASKR

General Out-Processing Task List for Military Service Members

(check off tasks as you complete them and update your TransitionTaskr task log)

Step		Task
	1. **Request Separation Orders**	Servicemember (SM) must request orders to begin their separation from their personnel office.
	2. **Apply for Leave**	If necessary, servicemember (SM) must file a request leave
	3. **Checklist Pick Up**	SM must pick up their out processing checklist, which lays out all of the tasks they need to complete, typically within 30 days.
	4. **Personnel Clear**	SM reports to their HR department to clear HR-related issues
	5. **Finance Clear**	SM reports to finance office to resolve leave and pay issues
	6. **Security Clearance Read**	SM reports to security office to turn in any sensitive documentation or assets and have expectations of sensitive information maintenance communicated to them
	7. **Medical**	SM reports to medical staff to clear medical status and move records to new region where their home of record will be * **Many SMs will be doing VA disability/follow up appointments. This is not mandatory, but is a large part of their overall well-being.**
	8. **Equipment Turn In**	SM reports to their quartermaster to return military issued gear
	9. **Unit Clear**	SM ensures all tasks are complete to standard with their unit leadership
	Final Out	Once SM has completed their checklist, they must return it before the deadline to their unit