

# THE BASICS

*Checklist to set YOU up for success.  
As you step from service member to  
civilian.*



## Documents

Copies of:-

- ALL military records- Medical, Dental, Personnel & Joint Services Transcript.
- DD214- Copy 4 is most important. Make sure it's accurate.
- Birth Certificate, Marriage and/or divorce decrees.
- Insurance policies
- Ensure everything has been documented (even something you may feel is minor).
- Any injuries without LOD, ask for statements from witnesses or those with knowledge.
- Scan all documents, upload to secure site.
- Keep in safe accessible space & never give up your copies.
- Have Battle Buddies' contact information.

## Your Well Being

- Be able to recognize your triggers.
- Find your purpose.
- Have a plan- Write out realistic & appropriate goals.
- Have money saved.
- Remain flexible.
- There will be a feeling of disconnect.
- Connect with women veteran groups and other groups.

TAKE CARE OF YOU!

Eat healthy, exercise, see a therapist, pray, meditate, connect with friends



## Career & Education

- Create a resume & a LinkedIn profile.
- Have a civilian review your resume.
- Have Letters of Recommendation.
- Have your Elevator Speech ready.
- Have a Civilian Interview Outfit.
- Network: to include connecting with recruiters an/or Veterans Employers Groups at companies that you are interested in working at.
- Attend online and in-person career fairs.
- No job lined up? File for unemployment.
- Meet with school veterans center to learn about education benefits & ensure timely payments.

## VA

- File Disability Claim with VBA (start claim prior to your transition).
- Register with ebenefits.
- Apply for VA Healthcare.

Need More Information?  
Have questions? Let us help you.

Contact  
Melissa Washington, Navy Veteran  
CEO & Founder

melissa@womenveteransalliance.com  
916.253.7357

Tribe of women here to help

**WomenVeteransAlliance.com**

**WomenVeteransGiving.org**