

My Transition Guide

Transitioning from
Military to Civilian Life



Canadian Armed Forces



CANADIAN ARMED FORCES
**TRANSITION
GROUP**
PAST • PRESENT • FUTURE

My Transition Guide

Transitioning from Military to Civilian Life

General Information

Welcome to “My Transition Guide” Version 2, 2020.

Canadian Armed Forces Transition Group (CAF TG) is pleased to provide you and your family with this guide so that you can make informed decisions concerning your unique transition requirements. Many stakeholders, including members, families and Veterans have informed the content of the guide; we thank them for their contributions.

As of the date of publication, the information was as current as possible and while CAF TG’s Website is updated regularly, Official Acts, Regulations, Directives, and Orders take precedence in cases of conflicting information. This Guide may not be reproduced either amended or altered.

Contact CAF TG

CAF TG Website:

www.canada.ca/military-transition

Telephone:

CAF TG may be contacted by telephone at 1-800-883-6094 from 0800 hours to 1700 hours (8 a.m. to 5 p.m.), Monday to Friday, Eastern Standard Time (EST). Voice mail will be active at all other times. All calls are confidential and telephone messages will be returned on the next business day.

In writing:

Canadian Armed Forces Transition Group
Major-General George R. Pearkes Building
National Defence Headquarters
Ottawa ON K1A 0K2

Important Notice

When you are ready to use the guide, CAF TG recommends verifying that you have downloaded and printed the **latest version of the guide**, so that you are working with current information. Accessing outdated versions of the guide may result in you accessing misinformation and result in false expectations.

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Design by: CAF TG – Director Transition Services and Policy





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IMPORTANT CONTACT INFO

IN CASE OF EMERGENCY: 911

Canadian Armed Forces Transition Centre (CAF TC): For the phone number, locate the nearest CAF TC at the following link: <https://www.canada.ca/en/department-national-defence/services/benefits-military/transition/understanding-transition/transition-centres.html>

Canadian Armed Forces Transition Group (CAF TG): **1-800-883-6094** from 8 a.m. to 5 p.m., Monday to Friday, Eastern Standard Time (EST)

Canadian Armed Forces (CAF) Medical, Dental or Physiotherapy Centre: For the phone number, locate the nearest Medical, Dental or Physiotherapy Centre at the following link: <https://www.canada.ca/en/department-national-defence/services/benefits-military/health-support/medical-dental-centers.html>

Canadian Forces Member Assistance Program (CFMAP): **1-800-268-7708**
(24 hours a day, 365 days a year)

Canadian Forces Morale & Welfare Services (CFMWS) General Inquiries: **1-855-245-0330**

Family Information Line (FIL): **1-800-866-4546** (North America)

Helping Our Peers by Providing Empathy (HOPE): **1-800-883-6094** from 8 a.m. to 4 p.m. (Monday to Friday, Eastern Standard Time (EST))

Kids Help Phone: **1-800-668-6868**

Military Family Resources Centre (MFRC): For the phone number, locate the nearest MFRC at the following link: <https://www.cafconnection.ca/National/Community-Locator.aspx>

Manulife – Canadian Armed Forces Long Term Disability (CAF LTD) and Canadian Armed Forces Vocational Rehabilitation Program (CAF VRP) Services:
CAF LTD: **1-800-565-0701**
CAF VRP: **1-800-565-6463**

Office of the Veterans Ombudsman General Inquiries: **1-877-330-4343**

Operational Stress Injury Social Support (OSISS) General Inquiries: **1-800-883-6094**

Canadian Armed Forces Pension Centre: **1-800-267-0325**

Royal Canadian Legion (RCL): **1-877-534-4666**

Sexual Misconduct Response Centre (SMRC): **1-844-750-1648**

SISIP Financial: **1-800-267-6681**

Veterans Affairs Canada (VAC) Assistance Service: **1-800-268-7708** for free mental health support (24 hours a day, 365 days a year)

VAC General Inquiries: **1-866-522-2122**



PERSONAL INFORMATION

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MEMBER'S NAME	
SERVICE NUMBER	
NAME OF SPOUSE	
DEPENDANT	
DEPENDANT	
DEPENDANT	
DEPENDANT	
VAC CASE NUMBER (if applicable)	



SERVICE PROVIDERS

MILITARY FAMILY RESOURCE CENTRE

Name	Phone Number	Email	Address

FAMILY PHYSICIAN

Name	Phone Number	Email	Address

SPECIALIST PHYSICIAN - SPOUSE

Name	Phone Number	Email	Address

SPECIALIST PHYSICIAN – DEPENDANT(S)

Name	Phone Number	Email	Address

OPTOMETRIST

Name	Phone Number	Email	Address

SOCIAL WORKER

Name	Phone Number	Email	Address

DENTIST

Name	Phone Number	Email	Address

MEDICAL PROVIDER

(Psychologist, Physiotherapist, Chiropractor, etc.)

Name	Phone Number	Email	Address

SPECIALIST PHYSICIAN – VETERAN

Name	Phone Number	Email	Address

FAMILY LIAISON OFFICER

Name	Phone Number	Email	Address

CANADIAN FORCES HEALTH SERVICE NURSE CASE MANAGER

Name	Phone Number	Email	Address

CANADIAN ARMED FORCES TRANSITION CENTRE SERVICES MANAGER

Name	Phone Number	Email	Address

CANADIAN ARMED FORCES LONG TERM DISABILITY CASE MANAGER

Name	Phone Number	Email	Address

CANADIAN ARMED FORCES VOCATIONAL REHABILITATION COUNSELLOR

Name	Phone Number	Email	Address

VETERANS AFFAIRS CANADA CASE MANAGER

Name	Phone Number	Email	Address

OPERATIONAL STRESS INJURY SOCIAL SUPPORT PEER SUPPORT COORDINATOR

Name	Phone Number	Email	Address

OTHER SERVICE PROVIDERS

Name	Phone Number	Email	Address



INTRODUCTION

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THE CANADIAN ARMED FORCES TRANSITION GROUP

In coordination with our valued partners, Canadian Armed Forces Transition Group's (CAF TG) mission is to deliver personalized, professional, and standardized casualty support and transition services to CAF members and their families to enable seamless transition and enhanced well-being with special attention provided to ill and injured personnel, their families and the families of the deceased. CAF TG is a Level 2 CAF formation established under the authority of the CDS and the Minister of National Defence (MND) reporting directly to Commander Military Personnel Command (CMPC) and responsible for the care of all personnel posted to, or part of, the formation as well as the effective and efficient implementation of all ill, wounded, injured, and transition policies

CAF TG headquarters (HQ) is located in Ottawa, with nine regional Transition Units (TU) and 32 Transition Centres (TC) located across the country. TCs are integrated, one-stop centres where ill and injured CAF members and their families are offered casualty support. Once fully operational, these TCs, staffed by members from CAF/DND, VAC and our numerous partners, will offer **professional, personalized, and standardized** transition services to all CAF members, Veterans, and their families in order to inform, prepare, and empower them as they navigate toward life after service.

In addition to its existing mandate to support all ill and injured members, their families, and families of the fallen, the CAF TG has a mandate to support all members with professional services as they transition from active duty to post-military life. We work in close collaboration with our numerous partners to support all CAF members and their families to prepare for and, at the appropriate time, enable a seamless transition.

Essentially, our role is to provide education and training on what transition comprises, to ensure that CAF members begin to think about transition early in their careers thereby improving transition readiness, and to deliver services, based on recognized domains of well-being. At the appropriate time, this support will enable successful transition and offer every member the opportunities needed to maximize their potential.

As CAF TG itself "*transitions*" to Full Operational Capability (FOC), we have implemented an Initial Transition Process that we will improve continuously until FOC is achieved. This provides the time to develop, demonstrate an evidence-based process that will be validated through the Transition Trial, as well as ensuring that CAF TG is sufficiently resourced to deliver on its mandate.

As of 1 Apr 2019, all transitioning members of the Regular Force (Reg F) and Primary Reserve (P Res) will follow a chain of command (CoC) implemented process that is detailed in the Initial Transition Process section of this chapter and Annex A. A process for all other CAF members (Cadet Organizations Administration and Training Service (COATS), Canadian Rangers, and Supplementary Reserve (Sup Res)) will follow in the future.

In addition to this Initial Transition Process, CAF TG has also developed and implemented several services and tools to support transitioning members and their families. These services include:

- ***Military Career Transition portal on Canada.ca;***
- ***My Transition App;***
- ***Mandatory Enhanced Transition Training (ETT)*** available through Defence Learning Network (DLN);
- ***Military Occupational Structure Identification Code (MOSID)/ National Occupation Code (NOC) Equivalency Tool (MNET);***
- ***My Skills and Education Translator (MySET);***
- ***Second Career Assistance Network (SCAN) Online;***
- Canadian Armed Forces Release Administration (CAFRA); and
- ***“My Transition Guide – Transitioning from Military to Civilian Life”.***

This guide is a first step towards providing transitioning members¹ and their chains of command with comprehensive guidance regarding transition. In addition, this document will also provide you with transition specific checklists, templates and links to assist you and your family to transitioning from military to civilian life.

For additional information, visit the following link: [***www.canada.ca/military-transition***](http://www.canada.ca/military-transition)

¹ It is important to note that not all benefits and services detailed in this guide are available to ALL CAF members. Some members may not be eligible for some of the benefits discussed as many benefits and services depend on years of service, components of service, and/or sub-component of service. Members are encouraged to review the applicable policies to verify their eligibility for the service or benefit identified.

What is Transition?

Transition is the period of reintegration from military to life after service and the corresponding process of change that a serving member, Veteran and their family go through when their service is completed.

The transition process encompasses much more than completing the administrative aspects of release and leaving the Forces, which is our current process. Transition requires thoughtful and thorough preparation and often social, emotional, and psychological adjustments as a person and as a family. It therefore takes time.

Every member of the CAF will undergo transition at some point and every member will experience transition differently. Furthermore, the families, who have been supporting these CAF members are also affected.

It is important to note that transition does **not** automatically mean leaving the Forces. The CAF is a strong community, and retaining our skilled, experienced and well-trained members is our first priority.

Your Transition Guide

This guide covers many transition-related topics that will help you and your family to develop a plan based on informed decisions. It will also assist you in navigating this process and highlight choices, support options, avenues and benefits that are available to you and your family through both the CAF and VAC seamless transition. The guide is organized in section that reflect the six domains of well-being and includes a family component to ensure that you are able to plan for your transition as seamlessly as possible by using all the information and tools included.

Your Transition Guide will be a valuable resource as you and your family embark on this new journey together.

In concert with Chain of Command

Your CoC is here to support you in your transition. As a valued CAF member, possible **retention** within the CAF/DND or other Government of Canada (GOC) departments will be the first option explored. Throughout the transition process, your CoC can be counted on to offer valuable advice and will ensure that you are connected with the team at the local TC to support you and your family.

Thus, Director General Military Personnel (Strategic) has established the Adaptive Unit Retention Process (AURP). The "adaptive" in AURP reflects an evolving nature of the unit retention

process based on CAF's needs (e.g., increasing representation of underrepresented populations, such as women, Indigenous Peoples, visible minorities, and persons with disabilities). One aspect of the AURP is the Unit Retention Interview (URI), which will be, at first, administered to all Reg F voluntary releasing members before or upon submission of their voluntary release request. Once the transition process is created for the P Res, COATS, and Rangers, the Retention Program Office (RPO)-office created to monitor progress on retention-related initiatives--will implement a similar process for the P Res. In addition to the URI members and the CoC are expected to have retention-related discussions throughout a member's career which can be completed using existing systems, such as, but not limited to, the Performance and Competency Evaluation (PaCE) system. In other words, CoCs and members are encouraged to discuss retention even before a formal request for release is submitted.

As in the Military, You Need a Plan

While some members may have a solid plan in place and know exactly what they want to do next, many transitioning members may only have a general idea about their next mission in life. Many military members have focussed on their military careers and have never truly contemplated what they might do when the inevitable time comes to depart the CAF. It is highly encouraged that you consider eventual transition options for you and your family as you progress throughout your military service, and not just leave this critical planning to the time period at the end of your service.

Like any major life decision or shifts, transition is truly worth the time and effort to make informed decision that are unique to you and your family. While this can feel intimidating and complex, it can also be a very exciting and rewarding time in your life/career. Just as one prepare for operational deployments and postings, CAF TG encourages you to discuss transition options and plans with your family (see Your Transition Plan section and Annex B).

The Good News, You Have Developed Numerous Skills and Competencies

Since enrolling in the CAF, you have integrated into military culture and adopted its ethics and values. As you and your family open a new chapter in your lives, more adaptation will be required as you discover a new purpose, create new relationships, and potentially move to a new location.

Your military experiences have made you resilient, have armed you with a multitude of skills and competencies that will enable your transition and that are transferable to your new life as a Veteran.

You Have Already Experienced Transition in Your Career

You have already made many transitions in your military career and personal life, such as postings, promotions, and deployments. Many of the lessons that you and your family have learned from these experiences will likely trigger numerous questions. Please don't hesitate to ask these questions, as they will assist in the development of a quality Transition Plan.

Based on your experience, here are some questions to consider:

- Which transitions went well, and which ones did not? And why?
- What did I learn from these experiences, both positive and negative?
- Who were the people that helped or guided me?
- How did our family handle these transitions? What can be done differently?

These experiences will also affect how you will make the psychological, emotional, and social changes required to successfully transition from military to civilian life.

Peer Support

Talk to Someone

If you are worried about making the transition, or need assistance with some of the practical aspects, talk to someone and seek advice – from a co-worker, friend, a family member, your local base chaplain, a psychologist, social worker, CAF Long Term Disability (LTD) Case Manager, CAF Vocational Rehabilitation Program (VRP) Counsellor, and/or a member of the Canadian Forces Health Services (CFHS) team or TC. If you don't feel comfortable approaching the CAF for help, a list of helplines and support resources can be found in the ongoing section..

Find a Mentor

Consider finding yourself a mentor – someone you respect and can call on for advice, and feel comfortable talking to. This may be someone you know who has already successfully made the transition from the CAF. They will be able to share some of the experiences they encountered and what was helpful. They may also have tips for things you can do to make your transition easier, based on their own experience, such as:

- Plan ahead but take things one day at a time. Decision-making can be overwhelming; take it slow and don't overlook the simple things. Break things down into manageable chunks.
- Stay active: maintain a good diet, exercise regularly, sleep, nurture your social life, and enjoy hobbies and travel.
- Be patient. The transition process can sometimes take several years.
- Get involved with the civilian community, and your new work colleagues. Become one of them.

Psychological Aspects

Although everyone understands and accepts that eventually, we will all move on from the CAF, no amount of preparation can lessen the shock factor when we are approaching our own transition timelines either by personal choice or other reasons.

Any type of change can be exciting, as well as potentially stressful. Leaving the military is often accompanied by significant changes, especially if you have been with the CAF for a long time. These changes are not isolated to your employment; they can span many dimensions of your life including change of your employer, where you live, your social contacts and networks.

The majority of people adjust easily in term of gaining employment and settling into life after the CAF; however, some individuals may experience uncertainty and a loss of confidence. Insufficient preparedness to leave and lack of planning for the period ahead can lead to more difficulties adapting; failure to prepare is preparing to fail.

Regardless your circumstances, there is a significant amount of change associated with the transition experience.

Stages of Change

When confronted with a major change, like transition out of uniform, most people undergo a similar progression of stages. Having knowledge of these stages helps people better cope with the change process and provides reassurance when one feels “stuck”.

Major life changes are psychologically complex, and many people experience a range of emotions as they release from the military.

The first months post-release are often characterized by excitement and anticipation, but those who are not prepared for such a major change may begin to struggle after eighteen to twenty-four months. One way of mentally preparing for a change of this magnitude can be through understanding a model known as the Stages of Change.

This model is based on the idea that change does not happen in a single step but rather change occurs in six major stages that define and complete the process people experience. Many have found, it might be helpful to frame their transition in these stages shown below in Figure 1:

Figure 1 | Stages of Change



Think about which stage you are currently in, then look at the next stage to get an idea of what you should be working towards.

What Can I Expect?

Fully transitioning from the CAF may take some time. For many, transition is about more than leaving a job but leaving a way of life. The strong sense of purpose and belonging that comes from serving in the CAF can be greatly missed when beginning a new chapter in life. When you transition, there is typically a sense of losing a part of you, or of no longer belonging to something. Some liken it to the grieving or change process, where people can go through a period of shock and denial, before acceptance and adaptation. So, based on your experience in the CAF, how can you transition your strong sense of purpose to civilian life? Can you do anything right now to reduce the shock of change?

Self-Identity

Your personal identity is shaped by many things, including your role as a member of the CAF. When we join the CAF, we join a military organization, a family, and begin to create our military identity. We learn the profession of arms, military language, military law, and may become disconnected from our civilian lives and friends. These are some of the realities, or sacrifices, that joining the military requires. We may see ourselves as military first and foremost. When you make the transition from the CAF, you may feel that an important part of your identity has been lost. Ask yourself, does the transition to “Civvy Street” trigger an identity crisis in me? Do I need to refine my identity for the future? Remember, no matter where you go or what you do in retirement, your ethos - developed during your military service - will serve you well as the basis of your identity in your civilian life.

Some of the most significant challenges people often face during the military to civilian transition are questions surrounding identity. After all, it is very common for active service members to strongly identify with the military, and even consider the military a part of their sense of self. This should come as no surprise, of course - the military deliberately establishes a collective identity in its members beginning with basic training. It has a good reason for doing this, too: people with strong military identities are much more likely to successfully integrate into their operational units, and a shared social identity tend to even enhance overall well-being.

However, an unfortunate consequence of this shared military identity is that everyone takes off the uniform someday, which means this identity does not last forever. Consequently, transitioning out of the CAF will involve a shift in your identity. This can be one of the most difficult parts of transition, especially for those who have had positive experiences in the CAF and who may not be releasing voluntarily. Fortunately, a better understanding of the mechanics behind your military identity will enable you to be more proactive during the transition from CAF member, retired CAF member or Veteran.

An identity is, fundamentally, the culmination of how someone sees themselves as a whole person. The component of identity that plays the biggest role in transition is known as social identity, which is how people see themselves as members of important groups. Social identities are formed by the groups people belong to, and grow deeper and more complex as

they adopt the culture, norms, values, and beliefs of the groups in their lives. This means that our social identities change throughout our lives as we transition between groups, but that does not mean that change is always easy. Above all else, it is important that you are patient with yourself and accept that it takes time to adjust to new identities after taking off the uniform.

There are some challenges that you must be prepared to face when you are trying to adopt a civilian identity. Many civilians do not readily understand military identities; therefore, it is crucial to recognize that challenges will arise relating to civilians, and they will experience challenges relating to you. The stress of social identity challenges can lead to physical and mental health challenges, added stress in social relationships in your new career, community, and family.

To ensure that you remain positive throughout the experience, refrain from believing in and telling a negative story of your life. Avoid identifying with toxic social groups that promote false and negative stereotypes – especially ones about civilians – and try to embrace a new and healthy social identity as a Veteran. Reg F members can develop civilian identities by joining a community or volunteering. Insert Reserve Force (Res F) members who serve part-time and have civilian jobs already have civilian identities, but they also need to mentally prepare for taking the uniform off, a symbol of the loss of military identity.

Some things you can do to help in adjusting to a new post-transition identity include:

- Seeking out other transitioning members, or those who have already transitioned, and learn from their experiences. Ask them to be your mentor.
- Finding new social groups, by joining new communities or engaging in volunteer work with other civilians. This can help you become accustomed to working with civilians and will help build the foundation of a new identity.
- Planning a Departure with Dignity (DWD) event. These events can add a sense of closure to your lifetime in the military and are an enjoyable and meaningful way to publicly end this part of your journey, in order to embark on another.
- Trying to build other parts of your identity beyond the CAF before you leave, as a parent, partner, hobby enthusiast, friend, and community member.

Having a broad identity enhances your self-esteem and mental health while serving. After you leave the CAF these hobbies, civilian friends, family, and passions are likely to help reduce the sense of loss. This does not mean you should cut yourself off from your existing friendships and networks within the CAF, as maintaining existing friendship is also important.

Military Culture

The CAF military culture is strong. Years of identification and bonding with military people can sometimes make it difficult for you to form new relationships and friendships in civilian life. You may feel you have less value in your civilian roles. Your experiences in our disciplined

service environment may also lead you to feel impatient and frustrated with civilian attitudes and behaviours that may appear to lack structure, direction, and discipline. A strong mission orientation and a focus on achieving a task are not necessarily prevalent in all organizations. Softer skills are required to shape and influence. That said, like the Profession of Arms, many civilian professions also have a strong culture; they have specific terminology and they communicate in a manner that works for their profession. The professional culture of teachers, engineers, lawyers, chefs, physicians, scientists, etc., all have distinct cultures that work for them. Part of your mission-prep for civilian life is to gain an understanding of those cultures so that you can communicate and participate in civilian life.

Family Dynamics and Relationships

While the military lifestyle has built adaptability in military families, families are transitioning, too:

- Transition may mean a new place to live, new responsibilities and changes to schools, jobs, and friends.
- Families may have more experience with transition than you, the member. If your spouse has changed jobs and your kids have changed schools often, they have experienced big life changes and transitions outside the CAF. Be willing to learn from their experiences.
- Families usually feel immense pride in their member's service and may have even taken on some of the status of the military member. When a partner or other family member transitions from the CAF, families can feel a sense of loss.
- Families may find relief in the decision, seeing opportunities for new beginnings and more time together now that the demanding military career has ended.
- There may be a need to renegotiate shared responsibilities aligned to new roles.
- Families may experience stress as they navigate the transition process and make decisions for their future.

Communication at this time is extremely important. It will help to be aware of some of the challenges that people commonly encounter and what you can do to help manage them.

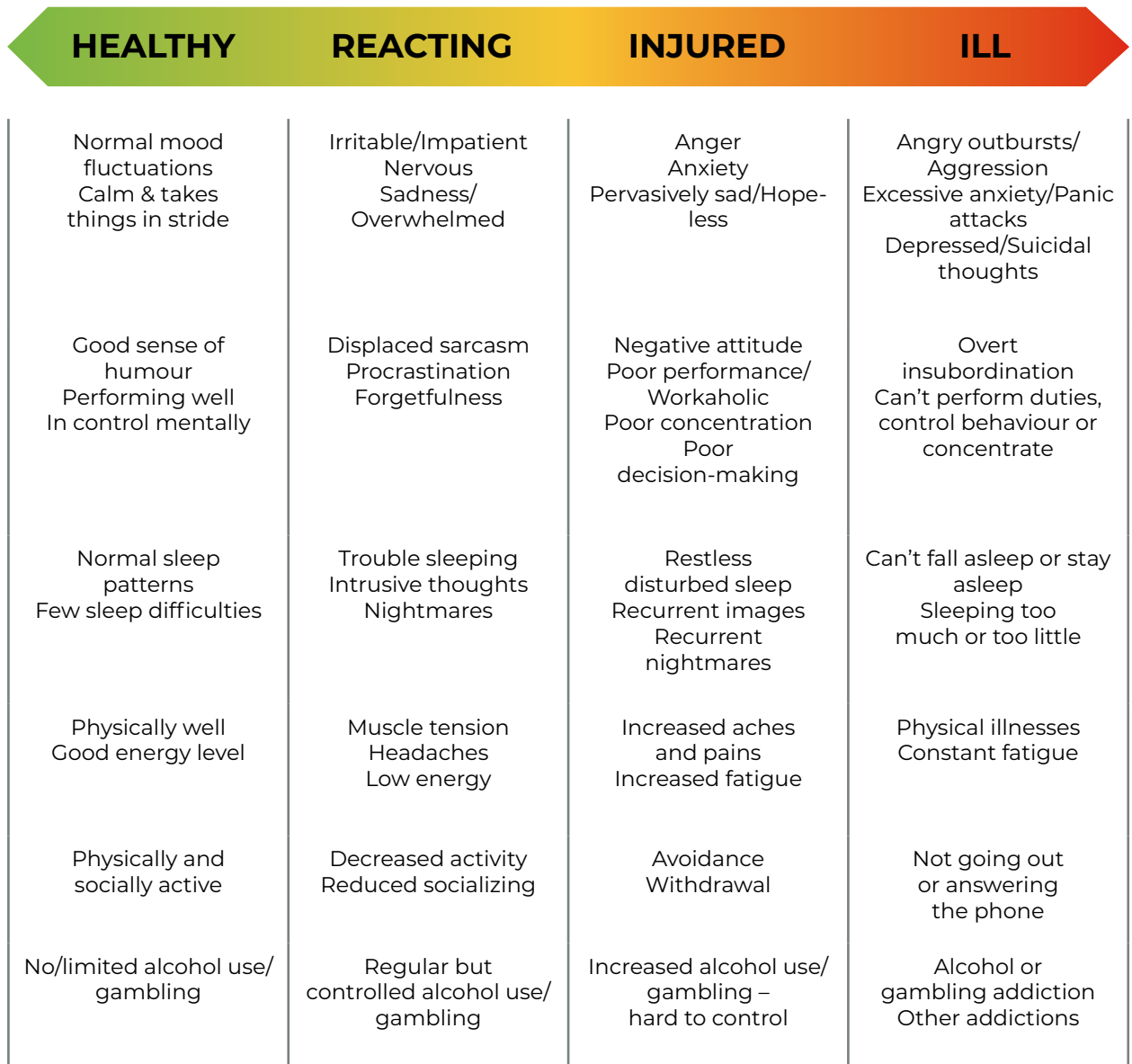
Look After Your Health

The transition to civilian life can challenge our resilience and impact on our overall health. It is not always easy to recognize the signs that something is going wrong. The cumulative impact of events in our lives – our relationships, physical health, jobs, and family well-being – can be challenging, and can erode mental health, even in circumstances where we previously thrived.

The Mental Health Continuum (see Figure 2 next page) is a useful tool for keeping an eye on how you are tracking and the potential impact transition may be having on

your behaviour, what you are thinking, and how you are feeling. Common markers of mental health are grouped into themes: mood, performance, sleep patterns, physical health, social interaction, and activities. You can see how problems increase and functioning decreases as we move towards the right of the continuum. Just as health can deteriorate over time in response to changing life circumstances, it is also possible to return to full functioning, particularly when signs are recognized early and acted upon.

Figure 2 | Mental Health Continuum

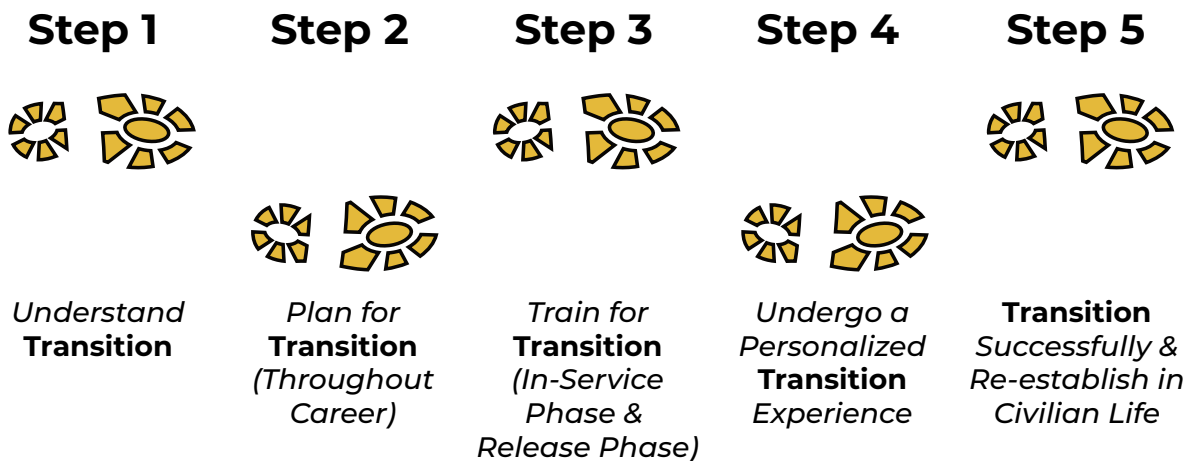


Sometimes you'll make the transition more easily by asking for help. Doing so is not a sign of weakness, but rather a positive step towards regaining and maintaining a sense of control in life.

The key to adapting to change is focussing on what you have control over and not trying to influence things you can't change. Don't try to do everything on your own: ask for support and involve other people. The CFHS Intranet website (<http://cmp.mil.ca/en/health/caf-members/health-promotion.page>) also provides a range of information and tools for maintaining your health.

Transition Model

Transition requires effort and work, but you do not have to do it alone. CAF TG has developed a model for transition with a five-step process. This model will help you understand the different phases of transition, and the various actions you should take during your career, to ensure you are "ready to transition" when the time comes.



The first three steps should be completed during your career. Thus, you will begin Step 4 when you decide to transition, which will empower you to complete Step 5 successfully.

Step 1 - Understand Transition

- At the beginning of your career, be aware that you will eventually leave the CAF and that you need to prepare for your transition well in advance;
- Explore and learn about the various retention and career options, or support available to you before you transition/release.

- Register for MyVAC account;
- Stay informed about the various benefits that the CAF and VAC have to support transitioning personnel and how you may qualify for benefits;
- Have a financial plan that includes planning for the future; and
- Complete a Long Term Planning (LTP) Seminar with your local Base/Wing or Formation Personnel Selection Officers (PSO) to understand what you need to think about.

Step 2 - Plan for Transition (Throughout Career)

- Understand the domains of well-being, and build your own (and also your family's) resilience by managing your well-being as you progress through your career (consider conducting personal well-being checks annually);
- Receive transition briefs at key points during your career linked to your Terms of Service (TOS) to learn what they are and how is this managed;
- Learn about the GOC/CAF/VAC tools and portals that can assist in your transition, specifically MyVAC account;
- At least five to ten years prior to intended release, attend a Second Career Assistance Network (SCAN) seminar or equivalent; and
- Start exploring SCAN Online.

Step 3 - Train for Transition (In-Service and Release Phase)

- If you are likely to be released medically;
- Familiarize yourself and your spouse/partner with SCAN Online;
- Attend a Career Transition Workshop (CTW);
- Access VAC Career Transition Services (CTS);
- Build a network of support and resources from former CAF members that have transitioned successfully;
- If medically releasing, explore Vocational Rehabilitation Program for Serving Members (VRPSM) and CAF VRP;
- Consider your skills, competencies, and interests for future projects;
- Learn about and develop your cover letters and resumés;

- Discuss post-military career options with your family; and
- Involve your family in discussing where you might settle post release.

Step 4 - Undergo a Personalized Transition Experience

The personalized transition process is **in development** and will be available at your local CAF TC in 2024. In the meantime, you could contact your local Formation/Base/Wing PSO for an appointment for career/education/second career counselling and your local TC for transition support.

Utilizing the existing Op TRANSITION 12-Step process (see Annex A) as the model for all transitioning members:

- You can visit a TC for information and connection to a Transition Advisor (TA) (where available) who will assist you to navigate the 12-Step process.
- TCs are deliberately expanding capabilities, once a TA is connected to a member, they will:
 - ▶ Act as an “advocate” for you throughout the 12-Step process;
 - ▶ Guide you and track your progress throughout the 12-Step process;
 - ▶ Become the liaison between you and your parent unit; and
 - ▶ Refer you to other supporting organizations, where possible.

Step 5 - Transition Successfully and Reintegrate into Civilian Life

- Remember that transition is not a finite period of time, it is an ongoing life process;
- Find ways to stay connected to your military friends;
- Embrace the changes within your new environment; and
- Reach back to the CAF and/or VAC for assistance if required (visit a CAF TU or CAF TC at any time).

Initial Transition Process

The Chain of Command

If you are not posted to the CAF TC during your transition period, your parent unit will still remain your home unit and responsible to support your transition. You should inform your immediate supervisor of your intention to release from CAF and to transition to civilian life through formal submission of Notice of Intent (NOI) to Release. This NOI is usually provided as a memorandum to your immediate supervisor, completion of the voluntary release

application form, or in some units both are required. In the near future this process will be simplified through the provision of digitized voluntary release and Component Transfer (CT) applications that will be linked to the new CAFRA tool. The CAF TG mechanisms and services are there to assist both of you and your CoC.

For all **voluntary releases**, you must submit your intent of release through your immediate supervisor to your Commanding Officer (CO). However, members contemplating requesting a voluntary release from the CAF are encouraged to discuss retention options either with their CoC or other subject matter experts, such as a Base Personnel Selection Officer (BPSO), Career Manager, or a TA, before submitting a formal request for release. Discussing reasons for which you are considering or intending to transition out of the CAF may highlight options that could be considered to keep you in uniform, if desired. Additionally, discussing dissatisfiers will provide the CAF with information that could, in turn, be used to make positive changes. The CAF is making concerted efforts to change the culture and ensure our workplace is inclusive, diverse, and professional. Additionally, our efforts to retain our talented members highlight the importance of considering members' dissatisfiers and addressing them, when feasible.

Your CO, or the CO's designate, will review your personnel file and meet with you to:

- Clarify your personal information;
- Clarify your reasons for requesting a voluntary release;
- Clarify your expectations from the CoC;
- Conduct the URI (conducted with voluntary releasing members only);
- Discuss options for retention (such as what are your needs that the CAF are not providing currently and that, if provided, would your decision to leave change?); and
- Assess your willingness to meet with specialist(s) to assess other options.

If suitable to your circumstances, your CoC will investigate the possibilities for retention by contacting your career manager or any other stakeholder as appropriate (this may include specialists, such as a Medical Officer (MO), Social Worker or PSO to clarify possible or suitable courses of action).

Your CO, or the CO's designate, will meet with you to discuss your request for voluntary release and take appropriate action to implement the selected course of action (retention or transition).

If voluntary release is the desired option, the CoC will support and facilitate your transition experience.

If it has been determined that retention in the CAF is possible, your CoC will direct the necessary action to proceed successfully to your new career aspiration.

For **compulsory release**, your CoC will be informed of the release date and will ensure that the transition process starts as soon as possible, to best facilitate a successful transition.

For **medical release**, your CoC will ensure that all the supports are in place to support your transition. If you have questions, contact your local TC.

Your CoC and CO are responsible to ensure that all the components of the transition process are available and they are required to confirm/authorize various steps of your transition from military to civilian life (See Annex A for the Commanding Officer Aide Memoire).

Retention

In-Service Transition Options

Not all transitions need to involve leaving the CAF/DND. You can explore other options for both full-time and part-time work.

You don't have to "get out" of the CAF/DND to change your employment

- Modification of your Operational Tempo
- Modification of your tasks/duties
- Modification of your work settings/arrangements
- Job sharing or internal role change within unit
- Leadership opportunities
- OUTCAN opportunities or exchange programs
- Career-related training
- Deployments
- Mentorship/Coaching
- Leave Without Pay (LWOP)
- Formal Flexible Working Arrangements
- Planned Working Time (Part-Time)
- Talk to your CoC about posting possibilities
- Parental Leave
- Learning or professional development opportunities

- Education Leave
- Voluntary Occupation Transfer
- Commissioning
- Subsidized or paid education
- Component Transfer (CT)
 - › *Reg F to Res F*
 - › *Res F to Reg F*
 - › *COATS or Cadet Instructor Cadre (CIC)*
 - › *Canadian Rangers*
 - › *Sup Res*
- DND Civilian Employment (Release required but it may be possible to reactivate your security clearance; see section on the Security Clearance Retention in the chapter on Purpose)
- Other Federal Public Service opportunities (Release required but you can keep your security clearance; see section on the Security Clearance Retention in the chapter on Purpose)

Component Transfers

Have you considered joining the Res F or, if you are in the Reserves, considered joining the Reg F ? Have you considered a sub-component of the Reserves?

Continuing service in the Reserves can provide you with a sense of connection, financial security, and can reduce the loss of camaraderie and shared history.

The Res F consists of enthusiastic part-time professionals who train during their spare time, mainly on weekends, and get the best of both civilian and military life. You could be a valuable addition to these units and would be able to keep the best aspects of the military as you transition into civilian life – as well as bringing a wealth of experience and knowledge to these units.

Res F deploy and contribute to large-scale exercises around the world, so by remaining a part of the Reserves after your Reg F service, you too may get the same exciting opportunities. Reserves also have the opportunity for full-time engagements to further their careers.

Certain Sub components of the Reserves, such as Canadian Rangers, COATS, or the Sup Res, can continue to give you a sense of connection and belonging as well as increase your opportunity to transfer back to the P Res or the Reg F.

The Reg F is also a good option for those Reservists who want to continue their service full-time. Remember that the CAF has invested in your training, and you may still be able to contribute to the CAF mission.

Well-being Framework

Every CAF member is different and their transition can be either a positive or a negative experience. One unifying experience is the major life change that results from the journey to life after service. The model of well-being adopted by CAF/VAC (see Figure 3 below) considers seven domains: *Purpose, Finances, Health, Life Skills, Social Integration, Housing/Physical Environment, and Cultural and Social Environment*. These domains are the key criteria (or planning factors) to consider when thinking about or planning for a successful transition.

Figure 3 | CAF/VAC Well-being Model



Each of these seven domains of well-being are defined as the following:

1. Purpose

It is widely agreed that suitable employment or other meaningful activity, and the resulting sense of purpose, are critical factors establishing one's well-being. Most CAF members do not transition from long service to full retirement. Since the average age of release from military service is 40 years of age or less, post-release civilian employment is critical to transition success, although some CAF members over the age of 50 transition into retirement or semi-retirement from the workforce. Employment has multiple advantages in areas of income, health, sense of meaning, and purpose in life, and in establishing a civilian identity. Unemployment is linked with a wide range of negative outcomes including difficult adjustment to civilian life, and health and social difficulties.

2. Finances

Personal financial status is widely recognized as a key factor in well-being. Military members undergoing transition experience changes in sources of income and can have temporary or long-term reduction in income levels post release. Sufficient finances are associated with a host of positive outcomes, including: independence, healthy lifestyle choices, access to health services, quality of housing, family stability, and avoidance of debt.

CAF members may face many challenges in this domain. Examples of some of the financial challenges associated with transition include finding steady and sufficient employment income, additional funds needed for relocation moves, housing, vehicles, family and child care expenses, health care expenses, and costs of living in a new community.

Some will benefit from the support of financial planning services and self-skills to plan and manage finances. These challenges may be tougher if some cost of living expenses such as health care, housing, and leisure activities were provided free of charge, or subsidized on military bases or installations during service. Some CAF members will face financial emergencies during transition that can cause distress for them and their families.

The key to being successful in the financial domain is to start earlier build good financial habits early in your career. It is never too late to focus on your financial well-being but it will take time to improve.

3. Health

"Health" has been, and will remain, a predominant domain of CAF members' well-being. Health can be viewed as the physical, social, mental, and spiritual ability of an individual to function well. This includes the ability to adapt, based on one's internal physical and mental resources, as opposed to external resources (such as having a job, having money, having good life skills, having good relationships, living in a good house, or living in a well-governed community that understands them).

The health domain includes measures of subjective well-being, such as life satisfaction and happiness, but also the notion of mental health, which can coexist with the presence of

diagnosed mental or physical conditions. The health domain includes disability, the sense of health-related restrictions in participation in family, work, and community life roles, rather than presence of health conditions and associated impairments.

4. Life Skills

The “life skills” domain deals with skills, knowledge, and insights that prepare military members for transition and enables them to navigate the process of living in civilian life. This domain includes personal health practices and healthy lifestyles, education and job training.

Some life skills acquired by military members during service can serve them well during the transition: resilience training for dealing with stress, organized and disciplined management of personal clothing and equipment, establishing daily routines, and executing plans to solve problems.

Military members who encounter difficulties in transition often have insufficient skills for managing in civilian life: planning for release, personal financial management, job searching, house-hunting and integration into a civilian workplace environment. A key challenge in transition is negotiating the shift in personal identity, from military to post-military, a life skill that is not familiar to many people who find themselves in a major life transition.

5. Social Integration

There is wide consensus that social networks and social relationships play a key roles in well-being, and that a key challenge in transition is adapting to new ones. Well-being in many of the domains is a function of the degree and effectiveness of a person’s social integration at home, at work, and in their community. CAF members’ social networks are built across an entire lifetime, from pre-service (likely, mostly civilians), to active duty (mostly service members), and finally post-service (mixture of civilians, service members, and Veterans).

Social networks may be informal (friends and family) or formal (peer support or agency staff). This is a challenge many members as they transition, shifting from a primarily military social network to building a new civilian network. Following release, some members will continue to engage in military social networks through direct contact and these networks may help with finding employment or integrating in a new community that includes civilians. The act of building new and civilian social networks play an important role in finding and receiving needed supports, and in reshaping a military identity to a civilian one.

6. Housing and Physical Environment

The domain of housing considers the physical structure of the home as well as the social and physical environment in which it is situated. The physical structure of the home includes such things as the state of its repair, accessibility, safe drinking water, and so on. The social dimensions of housing include housing security, and one’s sense of belonging and safety. The environment surrounding a home considers proximity of services such as schools, recreation areas, health care, and shopping.

The physical environment is also an important determinant of health. Contaminants in our air, water, food, and soil can cause a variety of adverse health effects, including cancer, birth defects, respiratory illness, and gastrointestinal ailments. Moreover, factors related to housing, indoor air quality, and the design of communities and transportation systems can significantly influence your physical and psychological well-being.

After their release, some CAF members have unfortunately needed to resort to accessing temporary accommodation, leading them to a downward spiral that ends with them living in shelters and on the street. The presence of a comprehensive net of services across all the well-being domains can prevent homelessness from occurring in the first place.

7. Cultural and Social Environment

The preceding six domains of well-being are the main focus of My Transition Guide as they are the most dominant as one considers and navigates their transition from service. However, the seventh domain is equally important, but in a different context. Culture and Social Environment focuses on how transitioning members and Veterans are perceived and accepted by civilian society. You may think this is out of your control, but the opposite is in fact true. As CAF members and Veterans, we all have a continuous role to play in shaping the perceptions and knowledge of our civilian counterparts and private sector entities. Whether you know it or not, you will become an influencer through your actions and attitudes as you integrate into your new civilian life. This may be as simple as bringing your incredible skills and talent from military service and impressing your new employer and colleagues; or can be more deliberate if you choose to become an active mentor or advocate for Veterans. Regardless of your path through transition and beyond, you can have a positive influence that can improve the landscape of Veterans support across the country.

To contribute to positive influencing effects, here are some considerations as you transition and become a veteran in civilian society:

- Become a mentor to other transitioning members as they navigate their experience.
- Join a Veterans networking group to assist in connecting veterans and promoting awareness of veteran capabilities in the private sector.
- Find ways to educate your new employer and colleagues on the capabilities of Veterans .
- Advocate for Veterans talent within your new workplace.
- If your new employer permits, volunteer to lead a Veterans recruitment and/or mentorship program internal to your new workplace.
- Participate in Veterans-focused charitable events and other activities that showcase the value of veterans in society.
- Engage in a positive way on social media platforms to promote Veterans talent, ingenuity, and entrepreneurship.

- Join your relevant service branch/regimental association to stay connected and leverage the power of these organizations in civilian life.
- Consider joining national Veterans support organizations, such as the Legion and/or the Army, Navy, Air Force (ANAF) to provide opportunities to connect to civilian influencers.
- Participate and help promote Remembrance Day activities in your community.

Your Decision to Transition

Ask Yourself if You Are Ready to Transition

Step back and ask yourself if you are truly ready to transition out of the CAF. In many situations, people think that because they found a potential second career, or because they reached 25 years of service, they are ready to transition. This approach, however, means that you are considering your transition decision along only one or two domains of well-being. A better approach would be to examine your transition decision from these six domains of well-being: *Purpose, Finances, Health, Life Skills, Social Integration, Housing/Physical Environment*.

To help you view your transition decision holistically, you can complete this self-reflection questionnaire called Decision to Transition (D2T) (see next page). The intent of this questionnaire is to help you consider some key factors when making your decision to transition.

For each question posed, check the box closest to the statement that you most agree with. For an example, in Question 1, you will be asked to consider these two statements: “My career prospects in the CAF are excellent and motivating” and “I am convinced I will have better and more exciting career prospects in the civilian workforce”. If you agree more with the first statement, you would check the box under “1”. If you agree more with the second statement, you would check the box under “3”. If you were unsure, or equally in agreement with both statements, you would check the box under “2”.

Decision to Transition (D2T)

Domains of Well-Being Assessment Results (General)

Consider staying	1	2	3	Consider transition
My career prospects in the CAF are excellent and motivating.				I am convinced that I will have better and more exciting career prospects in the civilian workforce.
I have been very satisfied with my postings and career progression.				I need more control over career steps and locations and look forward to civilian employment.
Compensation, costs, and benefits in the military are good and I like the financial stability and security.				I could be better off financially in the civilian workforce.
From a pension perspective, it makes sense for me to stay.				There are civilian options to compliment my pension, or equally attractive pension options.
For me, the military life is full and satisfying.				I need more flexibility and better work/life balance that only seems possible in civilian life.
My family thrives on military life and is encouraging me to stay.				My family wants civilian life and is encouraging me to leave.
I thrive on the sense of purpose, mission, and team in military life.				I believe I can find sense of purpose and causes that will motivate me in civilian life (work or community).
I respect and fit well into the CAF organization that I see today.				I believe I will be a better fit with a civilian employer/organization.

There are no right or wrong answers, and there is no formal score assigned. These questions are designed to start you thinking about whether transition is the right decision for you or conversely, if there might be other options inside the military that work for you. You may revisit your answer to the questionnaire in the future, as necessary.

Your Transition Readiness Check

Determine Transition Readiness

Once you have considered your situation carefully, and have decided that transition out of the military is right for you, the next step is to determine your transition readiness status. You need to examine where you stand with respect to the six domains of well-being: *Purpose, Finances, Health, Life Skills, Social Integration, and Housing/Physical Environment*.

The Road to Civilian Life (R2CL) Transition Checklist (see next page) is a self-assessment tool that helps transitioning CAF members and their families to begin thinking about whether they should seek additional assistance. The intent is to help you and your family think through six key intersecting areas of life as you prepare for your transition. Early planning leads to better well-being in life after service.

Take the time to carefully respond to each question. The checklist contains 12 questions about your readiness for all the main aspects of civilian life. Each pair of questions deals with one of the six domains of well-being. The intent of this transition self-reflection tool is to ensure that no major red flags are missed on any of the domains of well-being as you prepare for your transition.

You or a family member or friend can use the checklist to help you think about whether you are ready for transition (**green**), whether you need to think about getting some assistance (**yellow**), or whether you should strongly consider getting some assistance (**red**) with one or more of the domains. For example, on Question 1, you will be asked to consider “I know what steps to take to secure a good job”. If you feel that you do, then you would check under the green “yes” box; if you were not sure, then you would check under the yellow “to some extent” box; and, if you felt you do not, then you would check under the red “no” box.

There are no right or wrong answers, and there is no overall score. These questions are designed to help you look at your transition readiness in different areas of your life. Your answers will help you to identify transition needs, and lay the foundation for transition goals, that will assist in developing your Transition Plan. You may revisit your answer to the checklist in the future, as necessary.



Road to Civilian Life (R2CL) Transition Checklist

Think about life after the Canadian Armed Forces

Select the response that applies to you for each of the statements below:	Yes	To Some Extent	No
<input type="radio"/> If applicable, I know what steps to take to: <ul style="list-style-type: none"> › Secure a good job. › Enroll in an educational institution. › Prepare for retirement. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> I have what I need to find a satisfying job or other meaningful activity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> I am financially prepared for civilian life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> I will be able to make ends meet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> My physical and mental health will allow me to function well in my daily life after release.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> I know what steps to take to get access to the health care I will need after release.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> I will get the support that I need from my family and friends after release.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> I have hobbies and interests outside of the military.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> I will have suitable housing arrangements after release.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> I will be able to live in my preferred location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> I will adjust well to civilian life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="radio"/> If applicable, my family will adjust well to my transition to civilian life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If you need help in any of these areas — Employment, Finances, Health care or Rehabilitation, Social Supports, Housing or Other areas of life — Contact services that can help.	Should be good to go	Think about it!	Consider seeking assistance

Your Transition Plan

Creating a Transition Plan

Your Transition Plan is the guiding document that will help you prepare and navigate the transition process. By developing and following a personalized Transition Plan, you will set yourself up for success after your military career. To develop your Transition Plan, reflect on the results of your Decision to Transition and Transition Readiness self-assessments. Also think about your personal ideas about where you want to be after your military life. Using all of that information, the next step is to develop some concrete, personalized, transition goals for each domain of well-being. The resulting Transition Plan will be custom made for you, so that you are pursuing goals that line up with your vision of a successful military to civilian transition.

Transition Goals

At this point it is useful to distinguish between tasks and goals. Tasks are a series of simple action points that you need to complete, which usually lead towards a goal. Refer to Annex C and you will see a list of key Transition Tasks that you need to complete to make sure that you reach the goal of being 'administratively ready' to leave the military. Completing the applicable tasks from Annex C is essential for all transitioning personnel; however, that alone does not constitute a Transition Plan.

A Transition Plan must also contain goals. Goals are your personal aims, what you want to achieve, as part of your military transition. For example, obtaining an undergraduate degree may be a goal for someone who has always wanted to get a university education. When you construct your Transition Plan, make sure that you reflect on where you want to see yourself in each domain of well-being. Remember that a holistic Transition Plan contains concrete goals for each domain of well-being: *purpose, financial, health, social, housing, and life skills*.

Another important point to consider is that many people assume that if they have no risk in an area, then they do not need to worry about having any goals or setting a plan in place for that area. For instance, you might think that because you are getting a pension, and have no major debts or financial pressures, that you are going to be financially secure and therefore do not really need to consider the financial domain of well-being. While it may be true that you have access to money, the question is: do you have a plan as to what you are going to do with it? Have you consulted with an investment advisor or wealth management advisor about how you will manage the income you get from your pension, in addition to your savings and any income you may be getting from other sources, such as a second career or consultant business? This example illustrates the requirement for you not just to focus on setting goals to correct 'problem areas' or 'weaknesses', but also to look at how you will set goals to manage your strengths.

When reflecting on what you want to achieve in each domain of well-being, make sure that you don't just create abstract goals. Your goals should follow the S.M.A.R.T. format.

SMART stands for Specific, Measurable, Achievable, Relevant, and Time-bound.

- **Specific** - Ask the 5 Ws: what you are trying to achieve, which is involved in helping you achieve it, why is this goal important for you, where you will achieve your goal, etc. Try to be as specific as possible.
- **Measurable** - You need to be able to measure your progress towards your goal. That can be by time periods, milestones, metrics, etc. Decide how you will measure the status of your progression towards your goals.
- **Achievable** - Ensure that the goal you set is realistic. It's alright to have a lofty goal as your ultimate end-state, but what you need to do is break that lofty goal down into smaller, more attainable goals. Use the smaller goals as stepping stones to get to your ultimate goal. For example, if your goal is to own an architecture firm, you might start by upgrading your academics to get into an undergraduate degree in architecture.
- **Relevant** - Ensuring that your transition goals are relevant is especially important. You want to develop a Transition Plan that is personalized for you, not a generic one. Therefore, each goal that you set should have some personal relevance to help you attain the transition outcomes you are aiming for, on each of the domains of well-being.
- **Time-bound** - There needs to be an end-date by which you aim to achieve your goal. This can help motivate you to complete your goals, prevent you from stalling, and enable you to complete other goals. Try to be specific in your deadlines (e.g., six months from now, I will complete two academic math courses).

You can see an example that demonstrates how to turn, general goal into a full **SMART** goal.

Goal	I want to have a meaningful second career after my military service
Specific:	I have a few ideas about a second career, but do not really know which one appeals the most. I need help figuring out what careers are the right fit for me. I would like to learn which careers are a good fit for my interests, skills, and abilities.
Measurable:	By my date of release, I should have at least two second career options that are a good fit for my interests, skills, and abilities. I should devote at least one day a week to exploring second careers with specialists or peers to help narrow down my options.
Achievable:	I can set aside time each week to meet with career counselling specialist to undertake assessment inventories, and to explore the different career avenues that fit my interests, skills, and abilities. I can also talk with peers who have transitioned into civilian careers that I might find interesting, to gain greater perspective.

Relevant: Identifying a second career path that is a good fit for my interests, skills, and abilities is instrumental in helping me continue to have a sense of purpose after my military life. I have done limited exploration in this area, but know that during my last six months of service, these needs to become a higher priority for me, as I will soon be in the civilian world. I want to continue serving Canada in another capacity, and believe I offer excellent skills and experience.

Time-Bound: In six months, I should have at least two career options that I am motivated to pursue.

Note: Try to be as specific as possible, the more details a plan has the easier it is to navigate and complete.

Transition Plan Development

Establishing S.M.A.R.T. goals is the cornerstone of your Transition Plan; however, a collection of goals does not constitute a plan. Once you have thoroughly explored and identified S.M.A.R.T. goals for each domain of well-being, the next step is to organize those goals into an actual Transition Plan.

At first glance, all of your personal transition goals might seem important, and it might seem daunting to try and accomplish them all. You might feel like there is not enough time in the day or enough energy and resources to reach the goals you have set out for yourself. A key step here is to prioritize your goals so that you know where to focus your efforts, and in what order. To prioritize your efforts, examine your goals from these three perspectives: deadlines, level of urgency, and true importance.

Time Estimation

Some of your goals will have specific deadlines that need to be met. For example, if your goal is to complete a one-year college certificate program in small engine mechanics, then likely the application needs to be in by a certain date. Similarly, if you choose to use the VAC Education & Training benefit to fund that program, you will likely need to be enrolled with proof of acceptance by a certain date. Another example is that the goal of completing your release administration must be met before your date of release. Rank ordering your goals in each domain of well-being from least amount of time to most amount of time available is a useful first step.

Level of Urgency

To further refine the priority of your goals, using the Eisenhower Method is an effective way to help identify which goals are more urgent than others. Use the quadrants below to group the goals you have into four categories, and then approach your goals accordingly.

Important and Not Urgent	Urgent and Important
<p>These are things you need to complete but have time to schedule. For instance, making sure that you submit your application to a job advertisement on time.</p>	<p>These are things that you need to complete ASAP. For instance, if you have only 30 days left before your date of release, completing all of your transition/release administration will fall into this category.</p>
Not Important and Not Urgent	Urgent and Not Important
<p>These are goals that you can complete at your leisure, but will not seriously impact your transition one way or another if you do not attain them. Focus on these only when you have completed the all the others.</p>	<p>These are things that you can either have someone help you with or do when you have free time. An example might be the act of scheduling an investment counselling session to manage wealth after you leave the military.</p>

True Importance

The Ivy Lee Method is a way to further refine the actual importance of goals, while at the same time focusing your efforts and time management. Essentially, these are the steps you should follow:

1. **Make a list of 6 goals you need to get done. Do not write more than 6 goals.**
2. **Rank order the goals in order of importance, based on your judgment.**
3. **Work your way down the list one at a time, not deviating until the first goal is complete.**
4. **Continue attacking your list in similar manner, one goal at a time.**
5. **Repeat this process the next day.**

This will help you identify which goals are truly important to you, and also focus your efforts. In tandem, it can be a useful exercise to group your goals into the domains of well-being. This is effective in avoiding one long massive 'to do' list and will help you refine what is most important for you in each domain.

Once you have identified, defined, organized, and prioritized your personal transition goals, the next step will be to identify which supporting resources or organizations can help you attain your goals. For example, if one of your goals is to explore potential internal transition options within the military, a PSO would be a key supporting resource. Beside your goal, you would list "PSO" as an enabler for you to connect with as you strive to realize that goal.

Transition Plan Template

To assist you in pulling this all together and constructing your Transition Plan, you will find a Transition Plan template in Annex B. You can use this template to document, organize, prioritize, and track your goals throughout your transition journey.

The Transition Plan template contains a Summary Sheet on the front page, where high level goals in each domain of well-being are summarized. On this page, you can list your most important goals for each domain of well-being. There is even a place where you can sign your Transition Plan, so that you can hold yourself accountable for reaching your transition goals.

In addition to the Summary Sheet, the Transition Plan is composed of individual tabs that correspond to each domain of well-being (i.e., *Purpose, Finances, Health, Life Skills, Social Integration, and Housing/Physical Environment*). To help you draft your goals in S.M.A.R.T. format, on each tab there are places to write in specific goals, timelines, priority levels, responsible persons, and outcome measures. When you fill in your Transition Plan, try to make sure that you include as much detail as you can for each goal.

Transition Plan Example

A Transition Plan example can be found in Appendix 1 of the Annex B. This will help you visualize what your Transition Plan could look like. Remember that on this sample, the goals listed on this example Transition Plan for each domain are personalized to one person, and not meant to be goals for everyone. This means that you will have goals that are custom tailored to you on your own Transition Plan.

Living Document

The Transition Plan is a living document. This means that as you achieve each goal on your Transition Plan, more goals may be developed over time. For example, if your goal is to become a counsellor, your first goal may be to get into a counselling program. After you attain that one, your next goal may be to pass all your courses. After that goal, your next one might be to decide where to practise and pass the provincial counselling licensing exams, and so on.

The Transition Plan does not end once you reach your date of release, it will continue to guide you throughout your journey into the civilian world.

Member Transition Task List

To ease your transition experience, a Member Transition Task List (see Annex C) has been designed to help you transition into civilian life in a seamless manner. This self-guided tool will help you track your progress during your transition. The list identifies items that are CAF and VAC related along with important personal items that a member may want/need to complete dependent on their situation.

The list is broken down into six domains of well-being. This ensures all indicators are covered to better prepare you in your transition process. The domains and proposed activities are not in order of priority, since the importance of each will vary among individuals and over time. However they should be followed in chronological order. At the end of each activity, a checkbox helps you identify which ones you have either achieved, completed, or require assistance with.

Each activity applies to all CAF members, regardless of rank and time served, who are transitioning from the military to civilian life. Activities specifically related to medically releasing members are highlighted in **color** on the left side of the page.

It is important to use the Member Transition Task List to facilitate your seamless and personalized transition experience. In order to help you build your Transition Plan through the recognized domains of well-being, additional information is provided on each in the subsequent sections.



Having a sense of purpose is integral to well-being. For many, the sense of purpose and fulfillment is attained through employment, but other meaningful activities (e.g., volunteering, hobbies, pursuing education) can have the same impact. Participating in fulfilling activities contributes to your health, social integration, fundamental sense of meaning and identity, as well as a similar protective effect. Stable, well-paid employment has the added benefit of contributing to financial security.

Participating in fulfilling activities contributes to your health, social integration, and fundamental sense of meaning and identity, as well as providing structure to day to day life.

Given that many CAF members transitioning from military to civilian life are still of working age, civilian employment is critical to the well-being of this population. There are many potential issues facing transitioning members including: unemployment, underemployment, translating military skills to the civilian labour market, entering an unfamiliar civilian job market for the first time, and adapting to the civilian workplace culture and leadership style.

Employment is an especially important factor for transitioning members to consider because it has a significant effect on a person's physical, mental and social health. Paid work provides not only money, but also a sense of identity and purpose, social contacts and opportunities for personal growth. Conditions at work (both physical and psychosocial) can have a profound effect on people's health and emotional well-being. Participation in the wage economy, however, is only part of the picture.

Ultimately, CAF member whose transition is characterized by engagement with a new and fulfilling job, finding enjoyment and meaning through volunteering, or simply spending more time with their family will have a much easier time finding purpose after service.

The most important aspect of this domain of well-being is to be engaged in activities that are beneficial and meaningful to you.

Some things to consider

- Did you carefully consider what to do after transitioning from military to civilian life? Have you developed a plan that balance and integrate work, study, community engagement and/or retirement options?
- Do you have several interests, outside of your career, which you are looking forward to pursuing after release (such as hobbies, volunteer work, personal growth, learning, travel, family, etc.)? Do you envision your days being rich with experience and meaningful? If not, what changes can you make to achieve this?
- Do you know how your military credentials translate into civilian job classifications, skill and authority levels? Are you able to explain that to a potential employer?

- Did you assess and summarize your formal, informal and experiential learning to ensure that they will be recognized after my military career (e.g. Prior Learning Assessment and Recognition (PLAR))?
- Do you know the civilian workplace culture is different? Are you prepared to adapt successfully?
- Will your spouse/partner be able to find appropriate post-transition employment (if applicable, if moving, if looking for work)?
- Did you assess your education/training needs and interests and identify an appropriate school or learning institutions?
- Did you prepare yourself for civilian job interviews, including learning about different types of interviews and understanding how to communicate your key strengths to a civilian?
- Did you investigate civilian salaries and know how to explain your competencies and expertise, and learn how to negotiate a satisfactory offer?
- Did you develop a civilian résumé that summarizes transferable skills, accomplishments, strengths and management/leadership ability in terms civilian HR personnel can understand?
- Did you look into today's best job search techniques and have you begun to build a solid network of contacts to help?
- Did you investigate civilian careers that fit your training and experience and identified a realistic 'second career' option that will provide the personal fulfillment and meaning you need?
- Did you look into labour market trends and have you done a job market analysis (formal or informal) based on your qualifications and career aspirations?

Canadian Armed Forces Career Transition Services and Education Upgrading

The purpose of the CAF Career Transition Services (CTS) is to assist military personnel and their families in planning and preparing for their transition from the CAF to civilian life. These services include:

- Second Career Assistance Network (SCAN) seminars (General and Medical);
- Long Term Planning (LTP) seminars;
- Career Transition Workshops (CTW); and
- Individual career and education counselling.

In addition to those services, three education reimbursement programs are available to you during your career, if you require educational upgrading.

Second Career Assistance Network (SCAN) Seminars

A two-day General SCAN Seminar provides a broad range of information on major transition topics including, but not limited to, topics such as: pension benefits, VAC benefits, services and entitlements, administration procedures on release, SISIP coverage after release, family services, education benefits, career interests inventories, and job search tools, as well as networking opportunities. In addition to the General SCAN, if you expect to be release medically, you may also attend the one-day Medical SCAN Seminar, for more detailed information of interest to medically releasing members.

These seminars are conducted by your local Formation, Base and Wing PSOs. All CAF members are encouraged to attend a seminar at least five to ten years prior to the potential transition, and again during their final 12 months of service.

Second Career Assistance Network Online

If you or a member of your family are unable to participate in a SCAN seminar, you can still access the much of the information presented at the physical seminars through SCAN Online platform. SCAN Online can be accessed in both official languages at the following link:

<https://canada.ca/en/department-national-defence/services/benefits-military/transition/scan.html>

Canadian Armed Forces Career Transition Workshops (CTW)

These workshops are held on Formations, Bases and Wings across the country and are free for all CAF members.

There are four modules covered over a two-day period focussing on the following areas:

Module 1: Self-Assessment for Interests and Skills;

Module 2: Resumé Writing;

Module 3: Interview Techniques; and

Module 4: Job Search Techniques.

The goal of the workshop is to provide additional information and knowledge about these subjects and to assist you in having a seamless transition. You may register by contacting your local Formation/Base/Wing PSO office.

Canadian Armed Forces Long Term Planning (LTP) Seminars

CAF members are provided with the opportunity to participate in long-term planning as it relates to their education, CAF career, and retirement goals.

These seminars are designed to engage the CAF in topics that usually include, but are not limited to:

- Financial and budget planning;
- Home purchase and mortgages;
- Wills and estates;
- CAF pensions and benefits;
- SISIP; and
- Education upgrading for CAF career development.

All CAF members are encouraged to attend within the first 10 years of military service. They are conducted in some local Formation/Base and Wing PSOs.

Individual Career and Education Counselling

Your local Formation/Base/Wing PSO provides one-on-one counselling and expertise on the following topics:

- In-service selection such as Occupation Transfer and Commissioning plans;
- Education upgrading;
- Information on education reimbursement benefits;
- Assistance with job search techniques and tools; and
- Recommendations to assist with your vocational rehabilitation plan, if applicable.

Canadian Armed Forces Education Reimbursement

There are three Education Reimbursement (ER) programs with different objectives, each is designed to support self-development of a different subset of CAF members throughout their careers:

- 1. The Education Reimbursement for the Regular Force** provides financial assistance to Reg F officers and Non-Commissioned Members (NCMs) who, through part-time study, wish to upgrade their educational or professional qualifications in the interests of the CAF. More information is available in the CF Military Personnel Instructions (CF Mil Pers Inst) 17/04 and CANFORGEN 046/19 - 041536Z APR 19.

- 2. The Education Reimbursement - Primary Reserve** provides financial assistance to officers or NCMs of the P Res who wish to obtain a degree or diploma at a university, college, or other educational institutions. Additional information is available in the CBI 210.801.
- 3. The Skills Completion Program (SCP)- Regular Force** provides financial assistance to Reg F officers and NCMs for education and certification expenses to upgrade their military skills and experience to a civilian equivalent or to obtain a certification level, or both, for post-release employment. Additional information is available in the CBI 210.802.

Individual Learning Plan

To be reimbursed, you must have a registered Individual Learning Plan (ILP) approved prior to the commencement of each course. To submit an ILP, you will need to complete an online request through Military Personnel Generation (MILPERSGEN) at the following DWAN link: <http://eilp-paie.kingston.mil.ca/>

Enhanced Transition Training (ETT)

All CAF members with a date of release will be required to complete online training through the DLN which covers a range of essential information related to your transition out of the CAF. Although only members with a date of release are obligated to complete this training, it is available to all CAF members at any time and it is highly recommended as the information contained within each module can assist in deepening your understanding of transition and developing your Transition Plan. To access the DLN, visit the following link: <https://www.canada.ca/en/department-national-defence/services/benefits-military/education-training/professional-development/defence-learning-network.html>

The training is designed to empower CAF members to have a successful and seamless transition. This training is mandatory and the proof of completion will be required and presented to your CoC to be considered ready for transition.

Military Occupational Structure Identification Code (MOSID)/National Occupation Code (NOC) Equivalency Tool (MNET)

The CAF TG has developed an online tool that assist in translating your military occupation into the equivalent civilian occupation. This is done through a direct link with the national Job Bank database. It is both a “Military to Civilian” and “Civilian to Military” job translator. To access the Military Occupational Structure Identification Code (MOSID)/National Occupation Code (NOC) Equivalency Tool (MNET), visit the following link: <https://caface-rfacace.forces.gc.ca/mnet-oesc/en/>

MNET data is based on the CAF job-based specifications and Employment and Social Development Canada (ESDC) list of civilian occupations, known as the NOC catalogue.

The NOC catalogue is the official resource on job information in Canada, providing a standard catalogue of more than 30,000 job titles into 500 unit groups, organized according to skill levels and skill types. All military jobs are cross-referenced against each NOC for the purpose of defining related civilian job fields.

By associating your MOSID to civilian NOC, it will help you translate knowledge, skills, and abilities (KSA), gained during your military career, to civilian terms. Some MOSIDs may have several NOCs associated with a military occupation. This reflects a variety of tasks and duties that a CAF member may perform or acquire within an occupation.

Military years of service will also define the level of leadership experience, time management, supervisory, and organizational skills needed. These are other KSAs common to all military jobs and are directly translated to the civilian labour market.

My Skills and Education Translator (MySET)

The CAF TG has developed an online system that translates military skills, education, and training into civilian education/training credits or qualifications. To access the My Skills and Education Translator (MySET), visit the following link: https://cafacedrfacace.forces.gc.ca/en/browse_credits

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.

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

Each academic institution within MySET provides offerings for the qualifications and training that CAF members receive during their careers. As academic institutions are independent from one another, they have separate assessment processes for credit recognition that is unique to each institution. As such they may not offer a credit for the qualifications that you seek. While you may not have found a specific credit offering related to your qualifications, we recommend that you still contact the academic institution of your choice and ask if they will recognize or offer a credit for that qualification itself.

Each academic institution on MySET was brought on individually, but the current list of academic institutions for MySET is not final! MySET is a “living tool” - it will continue to grow as time goes on. More academic institutions will continue to on-board onto MySET in the future, which will provide a more robust and complete recognition of military training and qualifications. In the meantime, we strongly encourage you to reach out to the academic institution that you want to have your qualifications recognized, and introduce them to the MySET tool.

For additional information on education funding for current serving military personnel (Reg and Res F), or Veterans, visit the MySET resources page, where you will find a link that directs you to the CAF ILP, or VAC Education and Training Benefit (ETB).

Veterans Affairs Canada Career Transition Services and Education and Training Benefit

Veterans Affairs Canada Education and Training Benefit (VAC ETB)

The Education and Training Benefit (ETB) helps you achieve your education and career goals. You may be eligible to receive up to \$80,000*. Whether you are furthering your education journey or beginning a new one, this is the perfect place to start.

Veterans are not limited to formal post-secondary training. The benefit may also be used for a career or personal development courses that give Veterans purpose and help them feel satisfied with their main post-military job or activity.

To be eligible for the ETB you:

- Must have been honourably released from the CAF (Reg F or Res F) on or after April 1, 2006, or be a member of the Sup Res and;
- Must have a minimum amount of CAF service:
 - › Those with at least six years (2191 paid days) of service are eligible to receive up to \$40,000*; and
 - › Those with at least twelve years (4382 paid days) of service are eligible to receive up to \$80,000*.

*Indexed annually according to consumer price index (CPI)

Note: Except for members of the Sup Res, still serving CAF members are not eligible to receive this benefit prior to release.

An application for a still-serving member will not be processed until they officially release, or transfer to the Sup Res when information on their release date, final paid days of service, and release status are available to support a decision by VAC.

If funding from the ETB is a requirement for you to go to school, we do recommend that you plan your program start date in order to give VAC time to provide you with a decision. We will need approximately 8 weeks – 4 weeks for an eligibility decision and 4 weeks to review and make a decision on your Education Plan.

If you're not sure what education to pursue, consider applying for VAC's Career Transition Services (CTS) first. CTS provides access to a trained Employment Coach to help you find your best educational or training path based on your career and personal goals. They can also help you identify an appropriate start date for your program based on your release date and the time it will take to receive a decision from VAC on your eligibility for ETB and your program plan.

For additional information, including how to apply for this benefit, visit the following link:
<http://www.Veterans.gc.ca/eng/services/transition/education-training-benefit>

Veterans Affairs Canada Career Transition Services (VAC CTS)

The goal of VAC's Career Transition Services (CTS) is to help members and their families understand the civilian labour market and identify the best career option before you decide to release.

CTS are available to any member who completed basic training, and the program is designed to provide you with increased services as you approach your release.

Once approved for CTS, you will begin to work with VAC's National Service Provider to build an individualized Career Transition Services plan. Qualified counsellors will work collaboratively with you to identify your post-service employment goals and will work with you to help you achieve those goals. CTS provides the following services delivered virtually to you:

- One-on-one career counselling;
- Help with resume writing;
- Interview preparation;
- Job-searching; and
- Job development services.

As a serving CAF member (Reg F or Res F), you have access to:

- Career counsellors who will help you develop an individualized Career Transition Plan that will address career exploration. They will work with you to figure out your current and future path;
- Online, self-directed CTS modules covering topics such as: self-assessment, interest inventory, resumes, cover letters, job banks, self-marketing and interviews to help you understand and prepare for job searching in the civilian sector; and
- Labour market information services to help you understand the current job situation in the civilian sector

As a CAF member who is intending to release, your access increases and includes:

- Development of an individualized Career Transition Plan which will focus on your career, employment and personal goals;
- Educational counselling;

- One-on-one career counselling to help you identify and achieve your personal career goals; and
- Job development services which can help identify and match you with employers who have jobs suitable to your skills and background.

Once you release, as a Veteran you have access to the same services noted already but you are also ensured:

- Increased support for job finding assistance and job development services; and
- Lifetime access to return for services at any point that you are experiencing a transition in your civilian career.

Survivors and Spouses/Common-law Partners of Veterans can also access CTS.

- Eligible Survivors have lifetime access to the same services that would have been available to the Veteran.
- Eligible Spouses/Common-law partners can participate in the program for up to 2 years after the Veteran's release. This provides support when settling in to a new community and career when the Veteran has completed their military service. Note that there is no requirement for the Veteran to apply for CTS in order for the spouse/common-law partner to participate. However, both the Veteran and the spouse/common-law partner can be in the program at the same time.

To be eligible for CTS, you must be:

- A still-serving CAF member or Veteran who completed basic training on or after April 1, 2006; or their survivor, spouse, or common-law partner; or,
- A Veteran or survivor who is entitled to the Canadian Forces Income Support Benefit.

Other eligibility requirements:

- You must live in Canada; (Still-serving members posted outside Canada are eligible to participate);
- You require assistance in making the transition to the civilian labour force; and
- You are not receiving VAC Rehabilitation Services or Vocational Assistance.

For additional information, including how to apply for this benefit, visit the following link:
<http://www.Veterans.gc.ca/eng/services/transition/career-transition-services>

Tips for Employment and Education Planning

It is not unusual to see people changing careers numerous times in their lifetime. A part of the career path changing process involves assessing the transferability of skills and competencies towards a new career field, as well as achieving certification through continuing education.

The following are important considerations when weighing the option of continuing education:

- What are my second career goals?
- Considering the financial and personal investment required, are my second career goals realistic?
- Did I have my experience, training, and skills assessed towards Prior Learning Assessment and Recognition accreditation (PLAR)?
- Do I need to upgrade my qualifications by completing some academic courses?
- Am I prepared to undertake an intensive academic program?
- Is my spouse/partner also contemplating going back to school?
- Will my family support me in my desire to go back to school?
- Would our financial situation allow for the tuition fees and books?
- Do I wish to attend school on a part-time or on a full-time basis?
- What is my learning style? Would I be comfortable with online learning or a classroom environment?
- What are my job prospects once I have completed my program?

Preparation

- How prepared are you for life and work-life change?
- Do you know what motivates you to work? What is it?
- Do you know what you want to do when you leave your current position?
- What are your skills and competencies?
- Can you describe your military skills to a civilian employer?
- Do you know your value in the job market?
- Do you have a resumé that will get you an interview, or a business plan to market your products?
- Do you know how to succeed in an interview?
- What is your preferred work style?
 - › Semi-retired;
 - › Self-employed;
 - › Employed by another organization or company;
 - › Full-time or part-time;
 - › Studying, either full time or part-time;
 - › Consulting or contracting;
 - › Volunteer work;
 - › Adult apprenticeships; or
 - › Turning hobbies into profit

Questions to Consider

- **Retiring:** Do you really want to retire, or are you going to take a break or be semi-retired?
- **Self-employed:** When considering full-time, part-time, buying a franchise, or creating a business:
 - › Do you have the emotional, physical and financial ability, and commitment to do this?
 - › Are you passionate about your product or service?
 - › What do you know about business?
 - › What do you know about risk?
 - › How well do you make decisions?
 - › Do you possess the management skills to manage a company, or even yourself?
 - › Will you be able to prevent burn out?
- **Employed by another:** Do you want to work full time, part-time, casual, or temporary?
 - › Do you want to work for someone else? Would you enjoy it?
 - › Do you want to work full time?
 - › What sort of company do you want to work for?
- **Study:** Do you want to study full time or part time? Is now the right time to study for the qualifications you've always wanted?
 - › Can you afford to study full time?
 - › Have you got a career plan in which you will use this qualification?

Job Preference

This process aids identifying your unique and personal job preferences. Can you identify:

- The parts of your job that you like and dislike, such as: the people, the sense of belonging to an organization you respect, the frustration of not getting things done quickly, the processes, the challenges, salary, and so on;
- The “must haves” for you to be happy in a role. If you don't have them now, you will need eventually to put them on the list – items such as: “security industry; minimum of \$70k per annum plus superannuation; work in a team”, for example;

- Your preference: items such as responsibility and accountability; work nationally and potentially internationally; manage staff; and
- The “don’t want” – extended absences from home; live south of the Bombay Hills; regular weekend work.

LIKES	DISLIKES	MUST HAVE	PREFER TO HAVE	DON'T WANT

Job Search

For a successful job search consider the following:

- Where are jobs these days?
- What are industries provide the best opportunities?
- What types of jobs are available?
- Where are jobs located?
- What are salaries or remuneration packages like?
- What are employers' expectations of their staff?

What are Employers Looking For?

For a greater success rate in job applications, interviews and job maintenance, consider the following things that employers are looking for:

- Candidates with a proven and stable background.
- Employers may be cautious about candidates who seem to have moved jobs regularly.
- Flexibility in part-time, full time, apprenticeships, casual, temporary, contractual workers.
- The value you bring to their organization.
- Positive, proactive, can-do attitudes.

Taking Charge

At the time of transitioning, taking charge and being committed is necessary. This means:

- Be clear about what you want to do, and understand yourself and what you can do.
- Understand how to search for jobs, research, and connect to employers of interest: create a list of mentors, networks, recruiters, and career practitioners.
- Get transition skills and a resumé, with help from the people above, if necessary.

Be completely prepared: the best prepared candidate is often the most successful.

Skills Commonly Sought by Recruiters

Decision-making: Identifying options, evaluating them, and then choosing the most appropriate course of action.

Problem-solving: Identifying and using an appropriate method or technique to arrive at a solution.

Planning: Working out how to schedule available resources and activities, in order to meet an objective.

Oral communication: Using speech to express ideas and give information or explanations effectively.

Written communication: Producing grammatically correct, well-expressed, easily understood and interesting text, in an appropriate format.

Negotiating: Holding discussions with people in order to reach a position of mutual satisfaction and agreement.

Adapting: Changing or modifying your behaviour in response to the needs, wishes or demands of others.

Leadership: Being able to lead and motivate, set direction, and win the commitment of others.

Business awareness: Interest in and knowledge of the commercial environment.

Researching information: Finding information appropriate to an issue from a variety of sources.

Flexibility: Being able to change plans and respond to new information and/or situations.

IT literacy: Understanding and being able to use a range of software such as word processing, spreadsheets, and databases.

Time management: Ability to manage personal tasks effectively and to meet deadlines.

Numeracy: Ability to use and work with figures.

Working well in a team: Your ability to work effectively with others to achieve objectives.

Ability to prioritize: Being able to decide priorities for achieving targets.

Personal Qualities

A personal quality may be described as a “way of being” or a person’s distinguishing characteristics or personality traits, which can increase your chance of being recognized and contrasted with the competition. Individuals often take these qualities for granted and do not appreciate the interest and value an employer places on them. Awareness of these personal qualities and their importance needs to be understood early in your military career so they can be developed and evidence recorded. Examples of some personal qualities which you may use to describe yourself are listed below:

Calm	Sensitive	Sincere
Goal Focussed	Organized	Logical
Persistent	Self-confident	Tenacious
Creative	Intelligent	Responsible
Energetic	Intuitive	Enthusiastic
Resourceful	Motivated	Loyal
Confident	Punctual	Accountable
Networked	Enterprising	Perceptive
Self-aware	Self-disciplined	Imaginative
Decisive	Versatile	Balanced
Flexible	Conscientious	Analytical
Risk-aware	Adaptable	Trustworthy
Pragmatic	Articulate	Intellectual
Reliable	Inspirational	Time Management
Determined	Practical	Dynamic
Visionary	Quick Learner	Resilient
Collaborative	Team Player	Supportive
Committed	Professional	
	Courageous	

How to Highlight Your Transferable Skills

Transferable skills are skills that have been acquired through learning or life and employment experiences, which can be applied to a wide range of different jobs or industries. These skills become a part of an individual's "tool kit" that enables them to get things done and are highly valued by employers. They tend to be useful in contributing to a process rather than delivering a final product.

If presented well they can reinforce a candidate's suitability for a post. It might also inform a potential employer what added value an individual can bring to an organization and indicate their full potential. Often, these skills might be taken for granted, or their long-term value is misunderstood (and is therefore neglected) by job seekers.

A useful technique to evidence your skills is by using the **STAR** acronym. This stands for:

Situation: Think of a situation where you had to use/demonstrate a skill.

Task: What was the actual task you had to carry out?

Action: What did you actually do? (focus on what YOU did.)

Result: What was the result/outcome?

Competencies

A competency is a group of related skills, knowledge, and behavioural attributes defined by an employer that are needed if an employee is to succeed in a defined role. Competencies can vary between industries and at different levels of seniority.

An employer will normally build a job description and job advertisement by listing a number of competencies (sometimes called key skills). A potential employee will have to demonstrate that they have the skills and experience required within these listed competencies when submitting a job application, resumé, or during job interviews.

Competency-based interviews are fairly common, which the interviewing panel asks questions designed to test whether a candidate has the required experience and skills within the desired competencies. The questions may take the form of: "Describe an occasion when you...". It is important that you develop competencies as it demonstrates a broadening experience or competence base. A broad and diverse competence base increases your potential and choice of career or employment. Examples of some competencies are listed below.

Competency Description

Fairness, inclusion and respect: Contributes actively to a working environment that recognizes, responds to, and values the contribution of every individual.

Works collaboratively: Works in a positive manner, sharing knowledge, good practice, and experience.

Drives for results: Develops the dedication, motivation, and personal commitment to achieve results that make a difference to the business.

Working with courage and integrity: Acts in a principled, open, and conscientious way, consistent with their values; challenges unacceptable behaviours and poor performance, and keeps promises and commitments.

Increase capability: Develops their personal abilities and helps others to do the same, to improve the service to the customer.

Innovation, change, and agility: Welcomes opportunities for change and identifies opportunities to improve performance.

Communicating with impact: Uses appropriate, clear, and effective communications to achieve results.

Customer focus: Puts customers first, understanding their needs, and delivering a consistently high standard of service, which exceeds expectations.

Lead by example: A constant source of energy, support, and encouragement. A visible role model.

Effective decision-making: Analyzes relevant information, seeking guidance when appropriate, explores options, makes timely decisions, and stands by them.

Tools to Help You Find Employment (Checklist)

- A successful job search strategy;
- Successful job search strategy networking;
- Job application process skills, especially with online applications and nonstandard processes;
- A well-presented, convincing resumé;
- A targeted cover letter;
- A strong, credible, and convincing interview;
- Well-chosen and managed references;
- Recruitment firms;
- Responding to advertisements;
- Professional associations; and
- Social media knowledge

Transition to the Federal Public Service

The recent amendments to the Public Service Employment Act (PSEA) aim to help transitioning CAF members and Veterans access federal public service job opportunities.

If you are thinking about applying for a job with the federal public service, here is what you should know.

Priority Entitlement

- You may have a priority entitlement if you have been medically released from the CAF (under item 3(a) or 3(b)).
- If you have a priority entitlement, and are found to meet the essential qualifications of a job, you must be hired ahead of other qualified persons.
- You can find information on priority entitlements by calling the info-line at 1-855-235-3113 or visit the following link:
<https://www.canada.ca/en/public-service-commission/services/information-priority-administration/public-service-commission-guide-priority-administration.html>

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 to 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.

For additional information on priority entitlements, preference, mobility and the federal public service hiring process can be found on the following link:

<https://www.canada.ca/en/public-service-commission/services/information-priority-administration.html>

How to Apply on GC Jobs

1. Create an account

- Go to the following link:
<https://emploisfp-psjobs.cfp-psc.gc.ca/psrs-srfgp/applicant/page1710?create-NewAccntAftPNS=createNewAccntAftPNS&toggleLanguage=en>; and
- Follow the steps to create an account.
 - › If you are a veteran or a CAF member, enter your Service Number (SN).
 - › If you are a person with a priority entitlement, enter your Priority Reference Number (PRN).
 - › If you are a current or former federal public servant, enter your Personal Record Identifier (PRI).

2. Search for a job

- Log in to your account and then search for jobs. By logging in, you will see all the jobs to which you have access.
 - › Use the “Refine search” column on the left to narrow your job search.
 - › To make your job search easier, you can:
 - ▶ Create a saved search; and
 - ▶ Sign up for email alerts.
 - › Read each job advertisement to see if you meet the qualifications for the job.

3. Apply for a job

- On the job advertisement, select the “Apply online” link.
- Work your way through the list of “Requirements”, completing each section and saving the information as you go.

- 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.

4. Submit your application

- When you have completed all requirements, select the “Submit application” link.
- You must submit your application before the closing date and time indicated on the job advertisement.

After Applying on GC Jobs

Online process

- Your application will remain in the “Submitted job applications” section of your account until the closing date on the job advertisement.
- You can edit your application before the closing date by selecting “Retrieve application”. However, if you retrieve your application, you must resubmit the application before the closing date or you will not be considered for the job.
- After the closing date, your application will move to the “Status of job applications” page.

Assessment

- If your application is selected, you will be contacted for further assessment.
- For any questions about the assessment process or test results, use the contact listed on the job advertisement.
- Different assessment tools may be used, depending on the job type and level. If you require accommodation under the Canadian Human Rights Act (CHRA), and you should make the request when you respond to an invitation to participate.
 - › For example, you may be granted more time to complete a test for medical reasons; you may reschedule an interview if it falls on an important religious holiday or if a family member needs urgent care.
- You will be assessed in the official language of your choice.
- You must meet the official language requirements of the position before being appointed.

Security Clearance Retention

The Treasury Board of Canada is responsible for issuing policy direction and guidance on security screening for the Federal Public Service and CAF.

Transfer

Valid reliability status and security clearances of DND employees can be directly transferred to other federal departments and agencies. However, due to the unique nature of our organization, it is not possible to directly transfer a clearance profile from the CAF to the federal government. Instead, the Personnel Security Screening Office will complete a process called a Reactivation.

Reactivation and Expiry

A reliability status may be reactivated within two years, and a security clearance within 12 months without the requirement to redo security screening if the following conditions are met:

- DND employee or CAF member has terminated employment or service, or taken a leave of absence with the government and subsequently returned; and
 - › There is no adverse information; or
 - › There is no security waiver on file.

The military-to-civilian Reactivation process is coordinated by your new employer. They will give you the direction and paperwork that you need to navigate the Reactivation process successfully, so all you need to do is follow their instructions. The process is the same whether your employment is with another government department or as a civilian within DND.

However, the one factor that your new employer will not be able to help you with is the timeline. If you wait too long and allow your screening profile to expire, you will have to completely redo part or even all of the screening procedure. This can delay the start of a new job by several months, so it's very important to start planning your Reactivation early. The following section will outline the different timelines to be aware of, as the different types of clearance are valid for different amounts of time.

- **Reliability:** Your reliability status is valid for a maximum of 10 years during service, but can only remain valid for up to 2 years post-release. As such, the two main scenarios are:
 - › If your break in employment, meaning the length of time between your date of release and your new job, is less than 2 years, a reliability screening update will be required; or
 - › If your break in employment is more than 2 years, a new reliability screening will be required.

- **Security Clearance:** Your security clearance is valid for a maximum of 10 years during service, aside from Top Secret, which is only valid for 5 years. However, your clearance can only remain valid for up to 1 year post-release. As such, there are four main scenarios that can occur:
 - › If your break in employment is less than a 1 year and your security clearance is still valid (not older than 10 years, or 5 years for Top Secret), only a reliability screening update will be required;
 - › If your break in employment is less than a 1 year but your clearance is NOT valid: both a reliability screening update and a security clearance update will be required;
 - › If your break in employment is between 1 and 2 years, both a reliability screening update and a new security clearance screening will be required; and
 - › If your break in employment is more than 2 years, both a new reliability screening and a new security clearance screening will be required.

If your reactivation period has elapsed, and if there has been no activity on your file, your security status or clearance will expire. If you attempt to reintegrate into the federal government or participate in a government contract after this period, you will have to undergo an initial security screening process to meet the condition of employment, which can take several additional months.

CAF to the Private Sector

Companies in the private sector sometimes provide contracted work for DND, will require security screening. All contracts through Public Services and Procurement Canada (PSPC) to work within a GOC Department will require the same security screening procedures as above. Contract to work in the private sector may or may not require security screening. All security screening activities will be coordinated by PSPC in both cases. If you will be working for one of these companies, simply note that your employer will coordinate your security screening with the PSPC on your behalf. PSPC may contact DND to your old security screening profile to expedite the screening process.

Finally, if you do not yet know where you will be working post-release but still want to retain your security clearance to keep your options open, you also have the option of reaching out to a private company that does business with the Federal Government, such as Calian or AGDA Group. These companies will often hold onto your security clearance free of charge, but note that this can take up to 10 months to be processed. Starting this process as early as possible - ideally while you are still in service - is recommended.

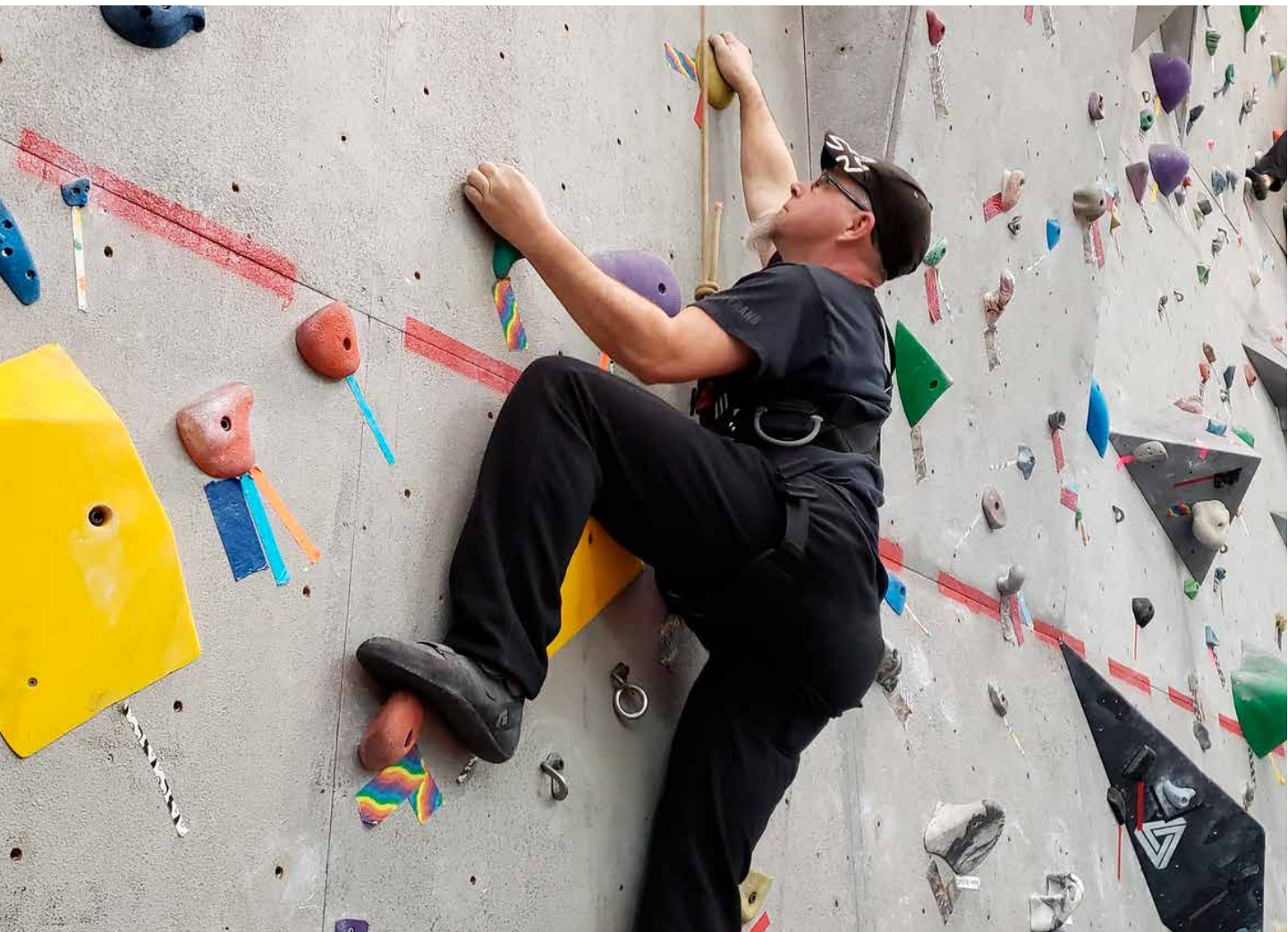
Job Bank and Search

The Government of Canada's Job Bank is a free, nation-wide, bilingual employment website that provides access to timely, reliable and comprehensive job market information from both public and private sector jobs to help Canadians make informed career decisions.

Job Bank advertises public and private sector jobs that enables browsing through by using filters to narrow down options and find a specific job posting and organizations to work for. Other services are also available such as career planning, skill assessment, job alerts, jobs match and resumé builders. Through this database, you are able to access thousands of jobs across the country, tailored to their specific skill sets.

The Government of Canada's Job Bank advertise public and private sector jobs that you can easily browse through by using filters to narrow them down and find exactly what you are looking for. Other services are also available such as job alerts, jobs match and resumé builders.

To access those services, visit the following link: <https://www.jobbank.gc.ca/home>



TO DO LIST

To be engaged in activities that are beneficial and meaningful to you, the following considerations are proposed as they could help you to go through a seamless transition.

7-12 Month before your date of release

- Research education options and facilitate interviews with schools, if pursuing or continuing education.
 - › Prior Learning Assessment and Recognition (PLAR).
 - › MySet.
- Identify second career options.
 - › Participate in the Career Transition Workshops.
 - › Explore VAC's Career Transition Services.
 - › Make an appointment with your local Base/Wing PSO to discuss post career options.
 - › Prepare or update your résumé.
 - › Contact a professional group if you have skilled trade.
 - › Attend a job interview preparation session.
 - › MNET.
 - › Plan to and apply for the CAF Vocational Rehabilitation Program for Serving Members (VRPSM).

1-6 Month before your date of release

- Consider applying to the public service employment.
 - › Consider activating Priority Entitlement (as applicable).
 - › Learn about employment preference and mobility in the public service.
- Identify hobbies.
- Request a letter of reference.
- Explore VAC's Education and Training Benefits.

continued on page 62

TO DO LIST

continued from page 61

Within 1 Month of your date of release

- Apply for VAC's Education and Training Benefit, if eligible.
- Apply for VAC's Career Transition Services, if eligible.

After your date of release

- Activate Priority Entitlement (as applicable).

Financial status is widely recognized as a key factor in well-being. Sufficient and stable finances are associated with greater independence, health, access to health services, quality of housing, family stability, and greater control and choice in managing life challenges in general. Essentially, finances influence your subjective life satisfaction.

Transitioning to civilian life, CAF members experience changes in sources of income and can have temporary or long-term reduction in income levels. You may face many challenges in this domain, such as finding steady and sufficient employment income or requiring extra funds for relocations, housing, vehicles, health care expenses and costs of living in a new community. These challenges may be more significant if living expenses like housing and leisure activities were subsidized during service.

All members should develop a budget based on their current financial obligations (e.g., living expenses and indebtedness), as well as anticipated post-transition expense to determine if expected post-transition income will adequately address anticipated financial obligations (e.g., housing, medical, food, insurance, transportation, costs of establishing a home, utility security deposits, etc.).

The most important aspect of this domain of well-being is to be financially secure.

Some things to consider

- Do you have a good understanding of your current financial situation?
- Do you have a financial plan for the future?
- Do you understand the differences in benefits based on retiring or joining the reserves and what will be available in either case?

Note: Release related benefits cannot be paid out until after the release date – therefore members need to plan for financial security to cover at least 30-45 days from the release date. Completing all benefit administration before the release date will ensure that you receive your payments in a timely manner.

- Are you confident that you can find civilian employment that will provide for the same quality of life that you now enjoy in the CAF (considering salary, benefits, and support services)?
- Do you understand that your living cost will increase once you leave the military and how that will impact your plans and decisions related to housing, retirement savings and health care?

- Did you investigate cost of living in the locations that you would consider moving to in my transition?
- Did you investigate how your tax payments might change after military life (federal, provincial, municipal)?
- Did you develop a realistic budget (income and expenses) or financial plans that demonstrates that we will be able to maintain a good civilian quality of life?
- Did you take steps to ensure timely payment of your CAF pension?
- Did you receive or develop a pension estimate?
- Are you aware of and made arrangements for all relevant release benefits?

Assessing and Planning Your Financial Situation

Your financial situation is a key factor in determining how you will plan your transition to civilian life. We encourage you to plan ahead with your SISIP Planning and Investment services offered by CAF, financial advisor or banks. It could influence where you wish to live, and the lifestyle you can afford, among other decisions. Assessing the state of your finances after release requires, you and your spouse/partner to conduct an in-depth evaluation of all benefits, savings, sources of revenues, and expenses. In initiating such an exercise, answering the following questions is an important part of the financial assessment and planning process:

- Do I qualify for a pension plan? For additional information related to pension plans as an active member, visit the following link: <https://www.tpsgc-pwgsc.gc.ca/fac-caf/act/pa-am-eng.html>
- If yes, how much would I receive on a monthly basis?
- Do I qualify for income replacement under CAF LTD?
- If yes, how much would be my monthly allotment?
- Am I entitled to a VAC benefit?
- If yes, how much would be my monthly allotment?
- How much can I expect in the way of benefits on release?
- How can I invest my return of contributions (if applicable)?
- What is the monthly income of my partner/spouse (if applicable)?
- How much savings do I/we have?

Monthly Household Revenue - Expense Form

Sources of Revenue (Where applicable)	
CAF Pension (CFSA)	\$
VAC Pain and Suffering Compensation	\$
Registered Retirement Savings Plan (RRSP) Return	\$
Income: Yours	\$
Income: Spouse/Partner	\$
Other Income/Savings	\$
Total Family Income	\$

Expenses	
Mortgage/Rental	\$
Municipal Taxes	\$
Groceries	\$
Regular Monthly Bills (electricity, telephone, internet, etc.)	\$
Car Payments	\$
Credit Cards	\$
Car, Home, and Life Insurance (combined, on a monthly basis)	\$
Capital Expenditures (home renovations, landscaping, etc.)	\$
Children's Education and Education-Related Expenses	\$
Continuing Education	\$
Leisure and Travel	\$
Routine Expenses (clothing, tools, home maintenance, etc.)	\$
Other Expenses & Loans	\$
Total Expenses	\$

Monthly Balance	
Total of Family Savings To Date	\$
Anticipated future contributions to savings (monthly savings, Registered Retirement Savings Plan (RRSP))	\$

Note: This form is available on My Transition Service App and transferable in PDF form.

- How much income do I/we have to generate to have the quality of life we wish to enjoy after release?
- Is my/our will updated?
- Would I/one of us need to secure employment after release to enjoy a comfortable lifestyle?

Having sound money management skills can help reduce stress and uncertainty. This is especially true during the transition period. The forms on p.65 and below have been created to help families estimate their overall income and expenses after release:

Financial Planning: Contact Form

Organization	Point of Contact & Phone #	Actions taken
SISIP Financial Planner		
Life Insurance		
Home Insurance		
Car Insurance		
VAC Pain and Suffering Compensation		
VAC Caregiver		
CFMWS (MFS, SISIP, etc)		
Release Section		
Financial institutions		
Government Disability Pension Plan		

Canadian Armed Forces Pensions

To learn about the Canadian Armed Forces Pension plans that are specific to you as an active or retired member and to your survivors/child (ren). Learn about participating in the pension plan, retirement income sources and pension options.

For additional information related to the Canadian Armed Forces Pension plans, visit the following link: <https://www.tpsgc-pwgsc.gc.ca/fac-caf/accueil-home-eng.html>

Canadian Retirement Income Calculator

The Canadian Retirement Income Calculator provides retirement income information, including the Old Age Security (OAS) pension and Canada Pension Plan (CPP) retirement benefits. Understanding how each pillar of the retirement income system will contribute to your future financial security and is beneficial to your financial health and future. It is important to note that the calculator's results are estimates for information purposes only, and should not be considered financial planning advice.

The Canadian Retirement Income Calculator does not collect personal information or identifiers. For additional information, visit the following link: <https://www.canada.ca/en/services/benefits/publicpensions/cpp/retirement-income-calculator.html>

SISIP Financial – Planning and Investment Services

Seeking the assistance of a professional advisor early in your career is recommended. SISIP Financial advisors are qualified to provide general financial advice and investment advice, suited to specific requirements, at every career stage and beyond.

SISIP Financial advisors offer unbiased financial and investment advice, and assist preparing financially for the change in circumstances. Providing guidance and solutions, they can help you avoid potentially costly mistakes regarding release benefits, tax planning, budgeting, and other considerations.

They can also provide investment options that will enable you to fulfill your financial goals.

Locate your nearest SISIP Financial advisor by calling SISIP Financial customer service at 1-800-267-6681 or visit the following link: <https://www.sisip.com>.

SISIP Financial – Life Insurance Services

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

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 SISIP Life Insurance Services – Manulife office no later than 60 days after the final date of release in order to transfer it. After sixty 60 days following your date of release, your current coverage will expire.

You are encouraged to contact a SISIP Financial advisor at least three months prior to your date of release to review the following

- Insurance needs post release;
- Discuss any other coverage(s) available to released members; and
- 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, SISIP Life Insurance Services - Manulife at 1-800-565-0701 or visit the following link: <https://www.sisip.com>

Veterans Affairs Canada’s Pain and Suffering Compensation

Do you have an illness or injury from your service? Disability benefits are financial recognition for the impact this 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).

To qualify for a disability benefit you must be a CAF member or Veteran.

You should apply for a disability benefit if you:

- Have a diagnosed medical condition or disability; and
- Are able to show that the condition is related to your service.

If you qualify for a disability benefit, you may receive a Pain and Suffering Compensation – a life-time monthly benefit or lump sum benefit – the choice is yours.

You can find out more information about VAC’s Pain and Suffering Compensation by visiting the following link: <https://www.veterans.gc.ca/eng/health-support/physical-health-and-wellness/compensation-illness-injury/disability-benefits>

TO DO LIST

To be financially secure, the following considerations are proposed as they could help you to go through a seamless transition.

7-12 Month before your date of release

- Contact Manulife/SISIP to ensure all required paperwork is in place for your CAF LTD and CAF VRP supports.
- Check your pension estimate and release benefits.
- Explore, consider and develop a financial plan for after release.
 - › Meet a financial planner
 - › Apply for the disability tax credit (T2201), if applicable
- Fill out personal and banking profile in My VAC Account.

1-6 Month before your date of release

- Apply for CAF Annuity / Pension.
- Identify any outstanding CAF debts (CANEX, mess, etc.) and plan payment schedule.

Within 1 Month of your date of release

- Confirm your life insurance requirements after release.
- Apply for the Veterans discount CF One card.
- Complete the CPP and/or QPP form.



Transitioning from military to civilian life may affect social ties either partially or completely. Although there are many ways (via reunions, regimental associations, commemorations, close friendships and family links) by which some transitioning members seek to maintain these ties over time, it is likely that for many they will weaken.

Building new civilian social networks can be challenging for many CAF members. Social integration through formal, informal and virtual civilian social networks plays an important role during the transition from military to civilian identity and throughout the life of a Veteran.

Social support networks can come in multiple forms including family, friends, and veteran's groups.

Social integration focuses on the degree and effectiveness of a person's social integration within home, family, and community environments, including social relationships, networks, and supports. This domain recognizes the importance of support and caring, respectful interpersonal relations provided by social support networks such as friends, families and communities.

Social networks connect individuals to wider social relationships and offer a sense of community belonging and engagement.

Support from families, friends and communities is associated with better health. Such social support networks could be integral in helping people solve problems, deal with adversity, and maintain a sense of mastery and control over life circumstances. Social relationships tend to act as a buffer from aggravating health problems due to the nurturing and respectful nature, resulting sense of satisfaction and well-being. Data indicates that the more social contacts people have, the lower their premature death rates.

The most important aspect of this domain of well-being is to be in a mutually supportive relationship and engaged in community.

Some things to consider

- Do you have family and friends who are reliable and willing to support you through the military to civilian transition?
- Are you aware of social support and peer programs available for transitioning personnel and Veterans? Have you made contact with any resources that are relevant to my situation? Do you want to affiliate with your relevant Service Branch, Corps, or Regimental Associations?
- Did you investigate the availability of clubs, sports centre or groups that relate to your extracurricular activities or interests? Family

Family

The transition process provides the opportunity to consider your family's needs as it relates to transition. In other words, a main influence upon family life, the military, is replaced by a broader range of considerations when looking forward to life after the service. For the CAF member, transition planning becomes more family-centric. This is particularly noteworthy considering 67 percent of transitioning members between 2012 and 2017 were in a recognized relationship with children (married or common-law) at the time of release.

Transitioning out of the military may afford you the opportunity to accomplish lifelong dreams and the chance to serve both your family and local community. For many military families, the prospect of settling down in one geographic area is very appealing. To be able to develop long-term friendships in the same neighbourhood and belong to community groups are significant benefits that were more difficult to maintain while in the military, especially if you were subject to frequent moves. Staying in one location could also create opportunities to spend more time with your family.

For many families, transition to civilian life will permit the non-military spouse the opportunity to pursue a stable employment and advancement. Often, your decision to transitioning will provide you and your family with more disposable income especially if you are entitled to a pension.

You may experience a temporary loss of identity once you take off the uniform. Developing a new "*Raison D'être*" takes time but is ultimately rewarding. Serving Members are used to dealing with people on the basis of rank, and may look for an equivalent rank structure in the new organization they find themselves employed in. This may be less apparent or even non-existent depending on the corporate culture of that particular employer. The loss of status that you may feel accompanies the transition to civilian life could affect both of you and your family. The sense of camaraderie present in the military may change to reflect the unique attributes of your new civilian community. Within the CAF, over the years, you have adopted the military culture as a way of life. It may be unsettling to face a new community and/or employer as a civilian; learning the social norms and expectations may seem a little overwhelming at first. If you plan to transitioning from military to civilian life and you have not developed hobbies and made connections with community organizations, you may find yourself with too much time on your hands.

The transition from the military to civilian life can be challenging for both members and their families. This section is designed to inform family members how to prepare and assist with their loved ones transition, and also to raise awareness of resources and services available to them.

Military Family Services Program

The Military Family Services Program (MFSP) is the CAF-wide community-based support program delivering coordinated, consistent national services for families, as well as a framework for families and communities to influence and manage local priorities and services.

The definition of a family member has evolved to include spouses/partners, children, parents, relatives of significance or people who self-identify as the family of that member. All play important roles in support of transition.

MFSP support to military families must focus most intently on those in our military family community who are most vulnerable and adversely impacted by the conditions of military life. It's for this reason the bulk of our services focus on spouses, children and parents. To approach this otherwise would be unfair to those most affected by the Canadian military family lifestyle and services available to them.

Family Resources

Military Family Resource Centre

Referred to as the hub of the military community, Military Family Resource Centres (MFRCs) are located on all bases and wings across Canada, and Military Family Services (MFS) OUTCAN in Europe and United States. They are committed to enriching the lives of individuals and families in the CAF community through positive action, education and support. Dedicated staff are responsible for connecting families to a wide range of relevant programs and services that empower and encourage strong, independent, resilient individuals, families and communities.

MFRCs provide support to **all** CAF families including families of the fallen and those whose loved one is ill or injured. With the national launch of the Veteran Family Program (VFP) funded by VAC, MFRCs are now a pivotal partner in supporting families throughout their transitional journey from military to post service life.

The programs and services found at your local MFRC are designed to support you, your family and your community. When you walk into a centre you will be greeted by friendly, caring people who understand the unique military lifestyle and the challenges that can arise from a life of service.

The staff are connected to a diverse network of services both within the military and civilian communities to help provide you and your family with an array of options to fit your family's unique needs. With services such as Emergency Child Care, employment counselling, and mental health supports amongst other programs that might be relevant to your evolving needs as you and your loved ones progress through your transition. The VFP expands the MFRCs existing network of services to more effectively support this journey.

Some examples of MFRC services available to help in the transition process include:

- Additional from TA at your local TC, one on one support for navigating the transition process and available services for you and your family;
- Help in developing positive coping strategies;
- Referrals to community-based programs and services;
- Financial planning workshops; and
- Care for Caregivers.

To find your local MFRC, visit the following link: <https://www.cafconnection.ca/National/Local-Sites.aspx>

Veteran Family Program

The Veteran Family Program (VFP) is aim to help ease that transition by providing enhanced information and referral services, specialized transition programs and some of the traditional programs. The program benefits the medically releasing CAF members, medically released Veterans and their families by helping them navigate the complex process of transitioning, the challenges that may arise, and the sometimes-unexpected impact on the social, emotional, and financial wellbeing. Programs and services are always aimed to meet individual needs, and work towards finding solutions and support. The VFP can enhance other services provided through the CAF TG, VAC and other organizations in the local community.

Veteran Family Program Coordinators (VFPCs) are information and referral specialists for medically releasing CAF members, medically released Veterans and their families. Both the VFPCs and MFRC staff understand the adaptations your family may need to make prior to, during and after release. They will help you through transitional challenges via tailored programs and services, and provide information about extended resources in the civilian community. VFPCs are available through the MFRC and can:

- Conduct an intake and needs assessment to identify your family's needs and help develop your family care plan;
- Provide you with information about the programs, services and resources offered through the MFRC that may be of assistance during your transition;
- Offer support to caregivers, one on one or through peer support groups, and network;
- Refer you to relevant community programs and services, and;
- Help you navigate the civilian environment.

For additional information on VFPC:

- Visit any Canadian MFRC and speak with the onsite VFPC;
- Call the Family Information Line (FIL) at 1-800-866-4546 or email FIL@CAFconnection.ca;
- Visit <https://www.cafconnection.ca/National/Programs-Services/For-Transitioning-Veterans-and-their-Families.aspx> for information

To find your local MFRC, visit the following link: <https://www.cafconnection.ca/National/Local-Sites/Connect-to-Your-Local-CAF-Community.aspx>

Note for Family Members: You do not need consent from your loved one to access these services, if you wish they can be kept entirely confidential. You can also access these services on your own if the member or veteran is not able to attend.

Family Liaison Officer

Your Family Liaison Officer (FLO) is a registered mental health professional who is a part of your local CAF TC team. FLOs serve all family members of an ill or injured CAF member, Reg or Res F, including their spouses, children, parents, relatives of significance or people who self-identify as the family of that member; and family members and persons of significance to fallen CAF personnel. The FLOs are the connection between the CAF TC and the MFRC to ensure the widest variety of support is offered to families of ill or injured military personnel, and families of the fallen.

Whether the member is returning to service or transitioning through the release process, the FLO is available to help families cope with all phases of the member's recovery, rehabilitation and reintegration and can:

- Provide group and individual counselling, resources and support to family members;
- Provide or support the development of educational and awareness sessions, briefings, and resources pertaining to: bereavement, transition; change management; crisis management; family violence; impact of injury; etc.
- Make appropriate referrals to relevant community service providers and conduct group and individual counselling sessions;
- Tailor the entire suite of MFSP services to respond to the specific needs of each family; and
- Assist families to navigate and access to relevant programs and services.

For additional information on FLO please visit or call your local CAF TC or MFRC.

To find your local MFRC, visit the following link: <https://www.cafconnection.ca/National/Local-Sites.aspx>

Caregivers

Caregiver Wellbeing

Often, family members and friends intentionally or inadvertently become caregivers. The responsibility of a caregiver is self-directed and challenging. Caregivers can develop symptoms such as compassion fatigue, secondary trauma, and/or vicarious trauma because they have been impacted by helping others without seeing their own wellness as a priority. The following information will help guide caregivers, family members, active serving members and Veterans during a medical transition.

Caregiver's Bill of Rights²

The following rights are reminders to take the time to take care of YOU. Read them when you need and add to them. Add rights that reflect your unique values, experiences and passions.

I HAVE THE RIGHT TO:

1. Connect with myself and my own unique experience as a caregiver. I acknowledge and confront my thoughts and behaviours when I can, but at times, I give myself permission to avoid these and do something fun and distracting.



² Ottawa Public Health; Canadian Mental Health Association; Canadian Public Health Association; Mental Illness Caregivers Association; Military Family Services. Mental Health Caregiver Guide: A guide for caregivers of persons living with mental illness or experiencing mental health challenges. Ottawa, ON: Ottawa Public Health; 2016

2. Take care of myself. This is not selfish. It will give me the energy to take better care of the person I care for.
3. Get help from others even if the person I care for disagrees. I know my limits, and do only what I can do.
4. Keep parts of my own life that do not include the person I care for. I have my own identity and my own life outside of caregiving.
5. Do some things just for myself, whenever I want.
6. Get angry, feel depressed, and talk about difficult feelings I experience.
7. Get consideration, affection, forgiveness, and acceptance for what I do for the person I care for and don't let the person I care for control me by using guilt, anger or depression.
8. Take pride in what I am doing. To be proud of the courage it has taken me to meet the needs of the person I care for.
9. Make a life for myself that will help me ensure that I will continue to have a sense of purpose and happiness when the individual I care for no longer needs my help.
10. Expect and demand improvements in resources to help and support caregivers.
11. Add my own statements of rights to this list, based on my own unique situation, feelings and experiences.

Feelings about Caregiving

Everyone's caring experience is unique to their situation, as are the feelings that go with it. As a caregiver, you may find yourself in sensitive situations that cause both positive and negative feelings – this is completely natural. It is important to remember that your emotions are sometimes out of your control, and “how you feel is how you feel”. It is normal to have lots of different feelings and they are not right or wrong – they are your own. Let yourself feel your emotions and try not to judge them but rather accept them. Acceptance will let you confront these feelings and what they mean to you, how they affect your actions or even affect the individual you care for.

“I think what would have helped me early on is knowing that it's okay to get angry about all the responsibilities. It is not necessarily okay to display your anger in certain ways. And it is okay to say no.”

Long-term caregiver

Below are some of the common experiences that caregivers feel.

Negative Feelings about Caregiving

Caregivers face difficult situations and can sometimes have negative feelings about these situations. You may try to ignore these feelings by not letting yourself feel them or work through them. You may tell yourself that you should not feel a certain way or you may ignore your feelings.

But your feelings are your own; they are part of your unique experience and journey.

The negative feelings you may experience depend on your own situation. These are completely natural.

ANXIETY: Being unsure about the future can make you feel anxious. It can happen when you worry that something bad will happen. For example, you may feel anxious because you do not have enough help to cope with your current situation, which can lead you to think that things will not get better and might actually get worse.

FEAR: You experience fear when you feel threatened. The responsibilities of caregiving or what that includes may scare you.

GUILT: Some situations can cause you to feel guilt. For example, you could feel guilty because:

- You think that you are not doing enough.
- You think that you do not have the energy to deal with one more day.
- You are not able to keep promises you made to the individual you care for.
- You have your own life outside the home while the person you are caring for might not.

FRUSTRATION, ANGER, AND RESENTMENT: These feelings often go together. You may be frustrated because you cannot find enough time for yourself and this may lead to anger and resentment.

HURT: There may be days when you feel that no one appreciates what you are doing. For example, the individual may experience anger or frustration and may at times direct this towards you. It may be hard for you not to feel hurt or alone at these times.

ISOLATION: Sometimes you may not have the time to do things you like as often as you used to because of your caregiving responsibilities; this may lead to feeling all alone.

GRIEF AND SADNESS: Grieving is the process of adjusting to a loss. Grief can make you feel many emotions that are tough to understand. You could feel sad, angry, lonely, anxious and frustrated at the same time but also feel each of them separately at various times during the caregiving process.

Positive Feelings about Caregiving

Caring for a person can be a wonderful and positive experience. It can be full of laughter and close moments. You may get a lot of satisfaction from being able to help the person you care for when they need you most.

The positive feelings you have about being a caregiver depend on your own situation.

PERSONAL GROWTH: You may feel that you are growing personally because you are learning skills, such as being more patient, that allow you to give the best care. At times, you may feel unsure how you or the person you care for will overcome a challenge – but you take things day by day or hour by hour and learn from it.

GREATER APPRECIATION FOR HEALTH AND WELL-BEING: Caring for someone who is very ill can change the way you look at life and death. This may lead to a new understanding or deeper sense of the meaning of life; it may change what you see as important or change your personal goals.

STRENGTHENED RELATIONSHIPS: Often the caregiving role helps you become much closer, physically and emotionally, to the person you are caring for and this can make you feel more appreciated. You learn that through hope and courage come strength. This helps form a trusting attachment to the person you care for.

“I don’t need to fill the silence, all I need to do is be there.”

Caregiver

Sometimes caregivers are not well themselves, yet they have to care for family members, like children and youth. As a caregiver it is important to remain strong and maintain your own well-being so that you can fulfill your role as a caregiver.

Staying Strong when Caring for Children and/or Youth

As a caregiver, Staying Strong may not always feel possible. But by following as many of the Staying Strong points below, you are giving yourself and the child and/or the youth you care for the greatest chance to be healthy and resilient. Check off as many of the six steps below that you can do today. Don’t be frustrated about the ones you cannot do right now. Try each day to get closer to achieving that step.

How Caregivers Can Stay Strong

SLEEP

- Follow a routine.
- Make sleep hygiene important.
- Have a good balance between rest and activities.
- Role model good behaviour for the child and/or youth you care for.

TAKE CARE OF YOUR HEALTH

In order to care for someone else you have to stay healthy:

- Know your limits.
- Practice self-care.
- Do not push yourself to burnout.
- Have a back-up caregiver or respite in case you become sick and need time off.

RELATIONSHIPS

- Think of your relationship with the child and/or youth you care for: what is working well? What could be improved?
- How are you maintaining validation and attachment in your relationship?
- Does anxiety or fear get in the way of you being the caregiver you want to be?

OWN IT

- Once a day do something that makes you feel in control of your life.
- Something that's just for you.
- That you're good at, that's positive – this will give you a sense of mastery and accomplishment.

NUTRITION

- Eat a balanced diet, not too much, not too little, food gives you energy: don't run on empty.
- Model good behaviour for the child you care for and educate them about healthy eating and food choices.
- Try to make eating together a regular activity, buying groceries and meal preparation are also activities you can do together.

GET MOVING

- Ensure that you maintain leisure and activity.
- Incorporate physical activity such as an evening or morning walk into your everyday life.
- Get involved with social activities and organized sports.

How Children and/or Youth Can Stay Strong

SLEEP

- Have child and/or youth keep a bedtime routine.
- Limit technology-use before bed.
- Make sleep hygiene important.
- Help them maintain a good balance between rest and activities.

TAKING MEDICATIONS

- CHILDREN CANNOT TAKE MEDICATIONS ON THEIR OWN.
- Give medication as prescribed or ensure that the youth is taking medication as prescribed.
- Monitor how well medication is working and any side effects and report these to health care provider.
- For youth, have them tell their doctor how it's working for them and make sure they know their rights.

RELATIONSHIPS

- Help the child and /or youth maintain positive and supportive relationships.
- Gain support from childcare providers or school officials so that the child and /or youth is constantly surrounded by a trusting adult they can confide in.
- Teach the child and /or youth how to communicate what they are feeling.
- Maintain the warmth in your relationship with the child and /or youth.

OWN IT

- Once a day have the child and /or youth do something that they feel confident doing or that makes them feel in control of their life.
- This provides a sense of mastery and will make them feel positive and increase their self-esteem.
- Put a sticker on a calendar for each day they do this.

NUTRITION

- Have the child(ren) and /or youth eat a balanced diet made of healthy and nutrient-dense foods.
- Not too much, not too little: food is fuel.
- Don't have the child and /or youth run on empty.

GET MOVING

- Ensure that the youth maintains leisure and activity.
- Encourage them to incorporate physical activity into their everyday life by getting outdoors.
- Encourage walking, exercise, extracurricular activities, sports and involved with social activities.

RESIST (especially with youth)

- Help them resist urges.
- Avoid negative behaviours.
- Negative behaviours can include people, social media, technology, drugs, and alcohol.

Emotional Limitations

The stress of your added responsibilities as a caregiver and the feelings that go along with it can be very difficult. It is possible to become so overwhelmed that you cannot give the best care. This does not mean that you are a bad caregiver. It just means that you have reached your limit. At this point it is important to ask for help.

Here are some reasons why caregivers do not ask for help:

- Feelings of guilt and shame.
- Not knowing that others are in the same situation.
- Lack of knowledge about available options/resources.
- Not being able to pay for formal caregiving services.
- Not enough time to find help.
- Cultural beliefs that discourage help from outside the family.
- Lack of services to meet your needs.
- Feelings of depression, which can reduce the motivation needed to find help.
- Not being able to talk about feelings.

It is always okay to ask for help. Asking for help is part of providing the best care possible.

You should feel proud of what you are able to do and realize that you have a right to continue to maintain good physical and mental health, and to take time to do things other than caregiving that make life meaningful life for you. If you notice a big change in your mental or physical health, speak to your health care provider about it as soon as you can. Several distress lines offer support to caregivers, do not hesitate to reach out.

"I feel guilty taking time for myself, what helped was remembering that I'm a person too with needs and with limits."

Caregiver

Caregiver of an Ill and Injured Member

Caregivers may face significant challenges in supporting a Veteran or military member living with an Operational Stress Injury (OSI), alongside managing other responsibilities related to work, life, family and oneself. OSI can be a mental or physical injury that occurred during the member's service with the CAF. OSI is best described as any persistent psychological difficulty resulting from operational duties. OSI includes any diagnosed mental health conditions such as anxiety disorders, depression, and Post-Traumatic Stress Disorder (PTSD) as well as other conditions.

There is support for caregivers who may be struggling and would like to speak with someone immediately. Services are available through the FIL, MFRC, Canadian Forces Member Assistance Program (CFMAP) and VAC Assistance Service.

MFRC: To locate your closest MFRC, visit the following link:

<https://www.cafconnection.ca/National/Local-Sites.aspx>

24/7 FIL: Call 1-800-866-4546 or email at FIL@CAFconnection.ca

24/7 CFMAP: Call 1-800-268-7708

24/7 VAC Assistance Service: Call 1-800-268-7708

OSISS - Family Peer Support: Call 1-800-883-6094

Canadian Armed Forces Caregiver Assistance Benefit

Ill and injured members of the CAF, who suffered permanent catastrophic impairment, temporary catastrophic impairment, or a non-catastrophic impairment in Afghanistan, and have a dependant child living with them, can request reimbursement for child care payments or other caregiver expenses through their local TC.

The Caregiver Benefit is payable for reasonable and necessary expenses incurred by or on behalf of the member in caring for a dependant child. These expenses include but are not limited to:

- Routine personal care;
- Supervising daily activities;
- Health care and hygiene functions; and
- Household tasks.

The daily maximum amount of the Caregiver Benefit payable is:

- \$75 Canadian with a receipt; or
- \$35 Canadian with a declaration.

The Caregiver Assistance Benefit is not payable if the caregiver is a member of the Special Force, Reg F, or Res F on Class B or Class C Reserve Service, who is in receipt of pay and allowances.

To determine eligibility and parameters, or to initiate a request for reimbursement, please contact your local TC.

For additional terms and conditions, see Compensation and Benefit Instruction (CBI) 211.05 – Caregiver Assistance Benefit at the following link: <https://www.canada.ca/en/department-national-defence/corporate/policies-standards/compensation-benefits-instructions/chapter-211-ill-injured-benefits.html>

Veterans Affairs Canada Caregiver Recognition Benefit

Having a disability sometimes means you need ongoing care to remain in your home. The VAC Caregiver Recognition Benefit recognizes the important role a caregiver delivers on a day-to-day basis by providing them \$1000 per month, tax free.

To receive this benefit your VAC Case Manager will conduct or arrange an assessment to confirm that you require the assistance of a caregiver.

You should apply for the Caregiver Recognition Benefit if:

- You need daily assistance of a caregiver for at least four of your activities of daily living;
- Your caregiver is not paid to provide or co-ordinate your care and is over 18 years of age;
- You are not a permanent resident of a nursing home or long-term care facility;
- You are a former CAF member; and
- You have a VAC disability benefit*

* You may have received your disability benefit as pain and suffering compensation, a disability award or as a disability pension.

Recognizing Unsafe Behaviours

Unsafe behaviours are destructive. Caregivers, members, and Veterans alike should seek help immediately if experiencing these unsafe behaviours:

- The urge to inflict harm to oneself or others and/or suicidal thoughts;
- The inability to control anger;
- The tendency to overspend;
- Becoming physically violent or threatening;

- Using substances to cope;
- Driving while under the influence;
- Being threatened (physically or emotionally) by someone; and/or
- Being forced to engage in sexual activity against one's will.

Tips for Staying Emotionally/Psychologically Healthy

- Find a friend or family member to talk to or join a support group such as OSISS family peer support www.osiss.ca;
- Find community resources available at a local MFRC, FIL 1-800-866-4546 or visit the following link: <https://www.cafconnection.ca/National/Local-Sites.aspx>
- Find a new interest that may have been put aside and try implementing it into the day's routine (reading a book, taking a bath, exercising, arts and craft, watching a favourite movie, etc.); and
- Seek professional help from a counselor, therapist, religious or spiritual leader, or social worker if stress, sadness, or anxiety begins to feel out of control.

Family Violence Prevention

OSI do not result in family violence; however, family violence can happen in any home, at any time. The CAF Family Violence Prevention and Awareness Campaign explains in detail what family violence is and where to go for support.

Family violence means an abuse of power within a relationship of family, trust or dependency, and includes many forms of abusive behaviour. Examples include emotional abuse, psychological abuse, criminal harassment, neglect, financial exploitation, destruction of property, injury to pets, physical assault, sexual assault and homicide. Abusive behaviour often results in the person feeling afraid and controlled.

A relationship is abusive if either partner or family member:

- Dominates or controls the other;
- Keeps the other isolated;
- Uses insults or put-downs;
- Damages the other's property;
- Shows extreme jealousy or possessiveness;

- Pushes, hits, throws things, chokes or physically restrains;
- Forces sex; and/or
- Limits access to money.

Where to go for support in the CAF (connect through local MFRC):

- Base/Wing/Unit Family Crisis Team;
- Military Police;
- Chaplains;
- Social Work Officers;
- Medical Officers (MO);
- CFMAP 1-800-268-7708; and
- FIL (24/7) 1-800-866-4546.

Where to go for support outside the Canadian Armed Forces:

- Emergency Services 911 police;
- Military Family Resource Centres;
- Shelters;
- Victim Services;
- Rape Crisis or Sexual Assault Support Centres;
- Social or Family Service Agency;
- Children's Aid Society; and
- Hospitals.

For additional information, visit the CAF Family Violence Prevention and Awareness Campaign at the following link: www.cfmws.com/en/aboutus/mfs/resourcesmfracs/pages/familyviolencepreventionandawareness.aspx

Self-Care

Taking care of a person living with mental illness or experiencing mental health challenges can be both rewarding and stressful. You will learn new skills and build a stronger relationship with the person you care for, though this time may be demanding as you take on new responsibilities. Stress is a natural part of life, but if not managed well, it can lead to your own health problems. Caregivers can tend to focus on the person they care for more than themselves and put themselves as a second priority. The most important thing to remember as a caregiver is to take care of YOU. Actions we take to take care of our health and well-being are known as self-care.

Although being a caregiver entails advocacy for the individual, and lots of it, it's important for you to advocate for yourself and set boundaries. Just as in the pre-flight instructions, you should put on your own oxygen mask before helping another person put on theirs. Caregivers in the mental health context need to take care of themselves before they can take care of someone else.

Common Barriers to Self-Care Include:

- Your own attitudes and beliefs: "I'm being selfish if I sleep late today."
- Being afraid of what you need: "I'm feeling overworked, I need time off but can't take leave."
- Being afraid or not knowing where or how to ask for help: "I don't want to bother them, they have their own problems."
- Wanting to care and show your affections in a selfless way (common with family caregivers): "He's my son, he's my priority."

Tips for Taking Care of You

- Set limits for yourself on what you can get done.
- Say no if you need to: it is okay.
- Ask for help: family, friends, even colleagues may want to help but may not know how to.
- Delegate some of your responsibilities to others.
- Take time to take care of yourself daily.
- Prioritize your day.
- Engage in activities you find relaxing (meditation, yoga, or a daily walk).
- Know your limits.

- Learn how to recognize when you feel stressed.
- Learn ways to cope with stress.
- Talk to others who have been through what you are going through.
- Share your feelings and thoughts with those close to you.
- Maintain your other relationships.
- Try not to rely on caffeine, alcohol and drugs to cope.
- Focus on things you can control.
- Set realistic goals for yourself and the person you care for.
- Be prepared so that if you need more support you will know who to turn to.

Build your Own Toolbox

- SKILL: Connecting.
- TOOL: Creating my support network.
 - › When thinking of a support network, what comes to mind?
 - › Who and what do you need?
 - › Who could help you with each need?
- Keep in mind the various supports around you including:
 - › Informal supports (friends, neighbours, family).
 - › Formal supports (doctor, social worker, counselor).
 - › Unique supports (support group, faith or spiritual group).

Looking at the table below, create a similar one for YOUR support network.

What I need?	Who?	How?
To vent to someone	My best friend	Over coffee or phone
Help with walking the dog	My neighbour's daughter	I will pay her \$7 a week
Respite	My mother-in-law	She will come over one Saturday per month
Cleaning	My other children	I will make a chore chart

What Type of Help Do You Need?

It is important to identify the type of help you need. Explain your situation to family, friends, colleagues, and community members so that they are able to understand your situation and support you. Give them regular updates and try to include them in any decisions you want to make.

Taking some time for yourself, like a short vacation, may be helpful. If you are providing care for others or have any dependants, you may ask a family member that is up to date to fulfill some of your duties to take your place and be there if the person you care for needs support during your time away. Think about what you can and cannot do on a regular basis. Then think about how often you need help. Is it every day, once a week or in the evenings? Make a list of people who have agreed to help out when you need a break.

Family, Friends and Neighbours

The people closest to you and your situation may be a source of help that will not cost money. Ask them for help and be specific. When many people are helping, each person might only need to offer a small amount of time.

Even though meetings and discussions with family and friends are helpful, make sure to respect everyone's opinions and limits.

What I need?	Who?	How?

HOPE Program

The transition for those left behind after a loved one has died is very difficult. The mission of the HOPE program (Helping Our Peers by Providing Empathy) is to provide confidential support to families who have suffered the loss of a loved one. This includes a member in service or retired from the Reg F or Res F of the CAF. Regardless of the cause of the loss whether it is attributed to military service or to other factors such as sudden death, accident, illness, suicide, natural causes.

In many cases, this connection with peer helper is very helpful, even if family, friends and in some cases, professional counsellors are available to provide support, many bereaved individuals also express a desire to speak with someone who has been through a similar experience. People who are grieving often make a connection with their peer helper because they understand that their peer helper has already walked this path.

The HOPE program was created in 2006 with the help of people who have lost a military loved one. The program matches trained volunteers who offer peer support to bereaved families. The families are welcome at any time and there is no time limit for requests for support from the program.

The Impact of the Program

- The HOPE Program has developed a strong expertise in the grieving process.
- The program outcomes/data illustrate high positive results and improvement in psychological well-being for families.
- The program helps prevent family members from feeling as if they are alone in their grief and it offers a safe place of support.

The role of the HOPE Program is to bring unique support and comfort through our volunteers. Peers will listen to a member story/stories, your thoughts, acknowledge their feelings, as well as share their experience, which offers to the member a sense of HOPE. Sharing experiences highlights the possibility of moving into an alternative experience to the current experience for the member over time.

The HOPE Program is for adult family members. They can be reached via their toll-free telephone number at: **1-800-883-6094** (available from Monday to Friday, from 8:00am to 16:00pm (Eastern Time) from anywhere in Canada) or through email at: **HOPE-ESPOIR@forces.gc.ca**, or for additional information, visit the following link: **<https://www.cafconnection.ca/National/Programs-Services/For-Families-of-the-Fallen/HOPE-Program.aspx>**

Community Integration

Community Integration is developed through a supportive network, life-enhancing activities, active learning, and engagement. It allows you and your family to grow together as an entity. Ensuring appropriate services are offered to members and their families is essential in a new community. Accordingly, you and your family take the time to familiarize yourselves with what the community has to offer. This guide provides the following form to assist this formalization process with community resources:

Community Integration: Contact Form		
Organization	Point of Contact & Phone #	Actions taken
MFRC		
CAF TC		
Local VAC services		
Community Centres		
Community Service Map		
Kids Playground		
Family Physician		
Specialist Physicians		
Dentist		
Pharmacy		
Health Care Specialists		

Financial institutions		
Day Care Centres		
Emergency Day Care		
City Hall		
City recreational services		
Chamber of Commerce		
Grocery Stores		
School Board(s)		
Shopping		
Hairdressers		
Tourism		
Parks		
Restaurants		
Recreational clubs		
OTHER		

Legion

The Legion is Canada's largest Veteran support and community service organization, helping Veterans, members of the CAF, Royal Canadian Mounted Police (RCMP) and their families get the care and support they deserve. The Legion is a democratic, non-partisan, member-based organization. It endeavours to make a difference in the lives of Veterans, and to always remember the men and women who made the ultimate sacrifice for our country.

The Legion Veterans Services Network serves Veterans and their families, providing support, referrals, representation, advocacy and financial assistance. The services are free of charge, whether Veterans are a Legion member or not.

Legion Locations

Legion Branches are the cornerstone of communities across Canada, and provide one of the largest volunteer bases in the country. With 1,350 Branches from coast to coast to coast, Legion members provide local services and support to build a stronger Canada.

Programs and Services

The Legion has various services to support Veterans including:

- **Assistance with VAC.** The Legion's Veterans Services Network works on behalf of Veterans to ensure they receive the benefits they are eligible for. They offer assistance and information on sometimes-complicated processes.
- **Adjusting to Civilian Life.** Legion Professional Command Service Officers can assist you and their families in accessing immediate and long-term supports and services:
 - › Initiate referrals to CAF Transition Support Services relocation and employment.
 - › Provide assistance at all stages of the disability claim process through VAC.
 - › Offer guidance to members and their families in accessing transition and mental health supports, services and benefits.
 - › Provide emergency financial assistance, and help accessing additional financial supports.
 - › Provide assistance for families, and help families access the benefits and supports they are eligible for.
- **Financial Assistance.** The Legion provides financial assistance to serving and former CAF members, RCMP, and their families who are in financial distress. Grants are available for the following: food, heating, clothing, prescription medication, medical appliances and equipment, essential home repairs and emergency shelter or assistance. Smaller comforts can also be provided to Veterans and surviving spouses who are hospitalized.

- **Mental Health and Post-Traumatic Stress Disorder (PTSD).** The Legion's Service Officer Network can guide and help you access the supports you and your families identify and access the resources and support your need.
- **Homeless Veterans.** Trained Legion Command Service Officers can assist with the following:
 - › **Finding suitable accommodation:** Working closely with VAC, shelters and community organizations to get Veterans off the street and into temporary and/or long term accommodations;
 - › **Financial Assistance:** The Poppy Fund can provide, housing support through financial assistance for items such as first and last month's rent, rental arrears and furnishings; and
 - › In addition, Legion Branches and Commands across the country support numerous initiatives that help homeless and near homeless Veterans in their communities. From conducting outreach programs, to working with local organizations and first responders to identify and refer Veterans to the Legion, to supporting housing and food banks, Legion members are the 'boots on the ground', helping homeless and near homeless Veterans get the support they need.
- **Support for Families.** Legion understands the challenges military families face, and the sacrifices they may endure, and they strive to support these family members (spouse by marriage or common-law, child of a Veteran, under the age of 18 or in university/college to age 25 and/or child of a Veteran, that was incapacitated prior to the age of 21 and declared dependent on the Veteran) through a range of programs and referral services such as :
 - › Assistance in accessing benefits and supports through VAC;
 - › Support and referrals for assistance with a Veteran adjusting to civilian life;
 - › Emergency financial assistance;
 - › Referrals for mental health support and services;
 - › Provide assistance and supports for independent living; and
 - › Support in accessing funeral and burial services for a Veteran.
- **Free, one-year Legion membership to welcome Veterans to the Legion (for still serving or retired CAF members who have not been a member of the Legion).** The Legion is pleased to offer a free one-year Legion membership, including a subscription to Legion Magazine and access to the member benefit programs.

For additional information related to the Legions and their services, and to get you one-year Legion membership, visit the following link: <https://www.legion.ca/home>

TO DO LIST

To be in a mutually supportive relationship and engaged in community, the following considerations are proposed as they could help you to go through a seamless transition.

1-6 Month before your date of release

- Consider exchanging personal contact info with military peers / connections you would like to stay in touch with.
 - › Think about joining military associations / mess memberships, legion, etc.
 - › Build your social contact network external to your military circles.
 - › Consider joining groups with similar beliefs, language, culture, etc.;
 - › Consider joining sports activities / associations / coaching events you enjoy;
 - › Consider getting involved with opportunities for spiritual development; and
 - › Consider pursuing volunteer options.
- Build your online social media contact list (e.g., Facebook, Instagram, etc.).
 - › Stay connected with family, friends.

Within 1 Month of your date of release

- Consider whether you want to connect with a Peer Mentorship program (e.g., HOPE, OSISS).
- Think about whether you would like to be a Mentor (after you transition out) to transitioning CAF members.
- Determine how much you want to stay engage with the CAF community.

HOUSING AND

PHYSICAL ENVIRONMENT

The domain of housing considers the physical structure of the home as well as the social and physical environment in which it is situated. The physical structure of the house includes the state of its repair, accessibility, safe drinking water, etc. The social dimensions of housing include housing security, and one's sense of belonging and safety. The environment surrounding a home considers proximity of services such as schools, recreation areas, health care, and shopping.

Inadequate housing can lead to poor health outcomes. Precarious housing or homelessness is always a risk during your post-service life and can be caused by individual circumstances as well as system failures.

In the built environment, factors related to housing, indoor air quality, and the design of communities and transportation systems can significantly influence our physical and psychological well-being.

When a transitioning member has found a safe, comfortable, and affordable accommodation, they will be in a place from which they can build on other elements of well-being. A secure address is important to secure new work, or to focus on health and family time.

The most important aspect of this domain of well-being is to be living in safe, adequate and affordable housing.

Some things to consider

- Are you satisfied that we have access to an appropriate range of housing options and are not being forced into an uncomfortable situation?
- Are you confident that you will be able to find and afford adequate, appropriate and safe housing?
- In your budget, do the costs related to housing seem reasonable and manageable?
- Do you know about and are you applying for support for home modifications, home support services, housekeeping assistance and grounds maintenance assistance (if required)? For additional information on these benefits, call or visit your local TC.
- In considering the cost of civilian housing, have you factored in changing mortgage or interest rates, local government taxes, utility costs and maintenance costs (including capital replacement such as furnaces, roofing, etc.)?
- Have you developed criteria to help us select a location to live after release?

Finding a Home

Upon release from the CAF, many families will be considering their next place of residence. For a number of families, securing housing will not be an issue, as they already live in civilian accommodation. Some do not intend to move, having already set down roots in their community. However, other families may decide to change their residence, either because they have to vacate the Personal Married Quarters (PMQ) or they wish to move closer to home or to specific services.

Whether a family decides to buy or rent, housing constitutes the most significant expense in the household. The financial assessment and planning process will be instrumental in helping families determine their options in moving to a new place of residence.

In selecting a new place of residence after release, families should be considering the following questions:

- In which area would I/we like to spend our next years?
- Would I/we be comfortable living in that neighborhood?
- Do I/we know anybody (acquaintances, friends, family) in that community?
- Are the services that my family and I need available, and are they offered in our preferred language?
- Do I/we have the support network that would provide us with assistance in the event of an emergency? If so, create a list.
- Have I discussed these considerations with my spouse/partner?
- To rent or to buy, which would be most advantageous for me/us? And why?
- Would the new place of residence meet my/our medical care needs?
- Moving to a city or to the country: what are the pros? Make a list.
- Would my spouse/partner and I be able to find work?
- Have I/we checked the credentials of our real estate agent?
- Am I/Are we buying, only to sell after few years? If yes, what are the reasons? Is the reason worth the purchase?
- Have I/we discussed what features we want in our next home? If yes, list them.
- Based on our financial situation, could I/we afford to live comfortably in this new home?

- Would this home meet our children's needs? If so, how?
- Are there good reasons to want to live in this community? If yes, list them.

The following form has been designed to help families organize their search for a new home.

Securing Housing & Household: Contact Form		
Organization	Point of Contact & Phone #	Actions taken
Brookfield Global Relocation Services (BGRS)		
House Hunting agencies		
Base Housing Services		
Real Estate Agent		
Mortgage Agent		
Insurance Company		
Lawyer		
City Hall Tax Department		

Canadian Forces Integrated Relocation Program

The CAF is committed to improving the relocation experience for you and your family and will continue to work with Brookfield Global Relocation Services (BGRS) to improve the service delivery model while concurrently modernizing our relocation benefits packages. BGRS provides supports services to CAF members and their families, primarily via interactive online services, that includes professional advice, information and assistance during the relocation, with the aim of presenting every reasonable opportunity to maximize the available provisions of the Canadian Forces Integrated Relocation Services (CFIRP). For additional information on BGRS, visit the following link: <https://www.irdp-pri.com/home.asp>

The CFIRP is the Treasury Board approved relocation directive for CAF members. It includes provisions for the move of a member and their families, and Household Goods and Effects (HG&E). The program provides a professional and flexible approach according to your and family situation. The intent of the CFIRP is to facilitate door to door moves by ensuring fair and reasonable reimbursement of necessary relocation expenses. For additional information on CFIRP, visit the following link: <https://www.canada.ca/en/department-national-defence/corporate/policies-standards/relocation-directive/2018.html>

Additional to their websites. BGRS and CFIRP provides helpful tools to help you to plan, organize and coordinate your relocation:

- https://www.irdp-pri.com/start/cf_members/
- <https://www.canada.ca/en/department-national-defence/services/benefits-military/pay-pension-benefits/benefits/relocation-travel-accommodation/relocation-assistance-document.html>

Intended Place of Residence

Intended place of residence (IPR) means the place at which one of the following persons intends to reside after the release of an officer or NCM:

- Former officer or NCM;
- Dependant of the officer or NCM, if the officer or NCM is deceased; or
- Dependant of the former officer or NCM, if the former officer or NCM is deceased.

Local Move

Local move means a relocation of 40 kilometres or less, measured using the shortest normal route available to the public, from a person's current residence to their IPR.

No payment shall be made to an eligible person in relation to an officer or NCM for relocation expenses incurred in respect of a local move.

A payment of up to \$10,000, taxes included, may be made to the eligible person for relocation expenses incurred in respect of a local move if the officer or NCM is released and is required as a result of their release to vacate family housing, single quarters or a quarter designated as an official quarter, or any other accommodation under the administration of the MDN or another Minister of the Crown.

A payment may be made to the eligible person for relocation expenses incurred in respect of a local move if the officer or NCM is released under Item 3 (Medical) of the table to article 15.01.

The CDS personally — or the CMPC personally — may authorize that a payment to the eligible person for relocation expenses incurred in respect of a local move if they determine that there are compassionate reasons that are particularly compelling and that involve:

- An illness of or injury to the former officer or NCM or their dependant; or
- An unusual, undeserved or disproportionate hardship for the eligible person that is beyond the eligible person's control.

Time Limit

No payment shall be made to an eligible person in relation to an officer or NCM for relocation expenses that are incurred more than two years after.

- In respect of an officer or NCM who is a member of the Reg F, the day on which they are released; and
- In respect of an officer NCM who is a member of the Res F:
 - › In the case of an officer or NCM who is transferred from the Reg F to the Res F under a CT to Res F, the day on which they are transferred, and
 - › In any other case, the day on which they are released.

Director General Compensation and Benefits (DGCB) or the Director Compensation and Benefits Administration (DCBA) may grant an extension of the time limit for a period of up to one year – beginning on the day after the day on which that time limit ends – if they determine that any of the following circumstances prevent the eligible person from moving to the IPR within that time limit:

- An illness of or injury to the former officer or NCM or their dependant;
- The vocational rehabilitation or vocational training undertaken by the former officer or NCM;
- The completion of an educational program by the former officer or NCM or their dependant; or

- Any other circumstance that delays the move to the IPR and that is beyond the control of the eligible person.

The CDS personally – or the CMPC personally – may grant an extension of the period for a period of up to three years if they determine that there are particularly compelling reasons that prevent the eligible person from moving to the IPR within that period and that relate to:

- An illness of or injury to the former officer or NCM or their dependant, confirmed by a medical doctor; or
- An unusual, undeserved or disproportionate hardship for the eligible person that is beyond the eligible person's control.

An extension shall be granted only if the eligible person submits their request for an extension to the CDS or the CMPC before the end of the period granted under DGCB or DCBA.

If, before the end of the time of two year, a former officer or NCM of the Reg F re-enrolls in the Reg F or commences class “B” or “C” service in the Res F, that time limit is extended by the number of days of service in the Reg F or the Res F performed on and after the day of re-enrolment or commencement.

Intended Place of Residence Elections

A CAF member elects an IPR location in writing by completing the CAF form issued for that purpose.

A CAF member may claim the entitlements in this chapter if they have both:

- Elected an IPR location; and
- Commenced their move to their IPR.

Benefits

The benefits are generally the same of main and general entitlements for a typical move within Canada, except for these entitlements which have limitations or enhancements:

- House Hunting Trip (HHT) / Destination Inspection Trip (DIT);
- Occupancy requirement for purchase of replacement residence;
- Home Equity Assistance (HEA);
- Interest on Home Relocation Loan; and
- Local relocations – maximum entitlement.

Criteria table

The following table depicts the IPR location, based on the period of continuous Regular Force service and the release item.

Criteria #1 Period of continuous Regular Force service	Criteria #2 Release Item	IPR location
Less than 10 years.	<ul style="list-style-type: none"> • 2 – Unsatisfactory service. • 4(a) – On request – When entitled to an immediate annuity. • 4(b) – On request – On completion of a fixed period of service. • 5 – Service completed. 	Place of enrolment (or any other place provided that the cost does not exceed the move to the place of enrolment).
	<ul style="list-style-type: none"> • 3 – Medical. 	Any location in accordance with this chapter.
10 or more years.	Release items as above.	
20 or more years.	<ul style="list-style-type: none"> • 4(c) – On request – Other causes. 	

TO DO LIST

To be living in safe, adequate and affordable housing, the following considerations are proposed as they could help you to go through a seamless transition.

7-12 Month before your date of release

- Decide where you will be living after release.
- Search for other community-based organizations such as schools, daycare, preschool, sport, art group, etc.

1-6 Month before your date of release

- Arrange your final move.
 - › Arrange IPR: My Last CAF Move, if applicable;
 - › Identify location for Long Term Storage of Household Goods and Effects; and
 - › Set up or arrange rental accommodation if not purchasing.

Within 1 Month of your date of release

- Ensure your contact information is current.
- Request an occupancy extension, if necessary.
- Engage with BGRS for last move benefits, if applicable.

Health has been, and will remain, a predominant domain of your well-being. Health is broader than just physical health or the absence of disease, and requires more than just functioning well physically. Health can be viewed as the combination of the physical, social, mental and spiritual ability of an individual to function well. This includes the ability to adapt to new and challenging situations, and it is based on your own personal physical and mental resources, such as your ability to manage stress and solve problems. This is distinct from your external resources, such as having a job, having money, having good life skills, having good relationship, and living in a good house.

Good health is holistic and depends upon physical, social, mental, and spiritual well-being. Investing in health as a foundation enables spending time on other areas of well-being, such work, rehabilitation, or community involvement.

Chronic physical and mental health problems are common challenges to well-being among Veterans, especially when they co-occur. Veterans have a mix of health conditions both related to service and for non-service reasons, including aging.

Some things to consider

CFHS team can help you to prepare for your future which may include doctors, nurses, rehab specialists, physiotherapists, dentists, psychologists, social workers or recovery coordinators. Everyone will transition from the CAF at some stage so, all members are encouraged to be proactive about preparing for your transition.

Are you engaged in physical activity, choosing healthy foods with adequate nutrition, getting adequate sleep, managing stress, limiting alcohol intake and other unhealthy substance use, not smoking and regularly seeking medical advice?

Have you made arrangements for a provincial health card?

Have you confirmed continued enrollment in the Public Service Health Care Plan (PSHCP) and applied for the Pensioners Dental Services Plan (PDSP)?

Did you plan for continuing medical supports and have already begun arranging for a doctor, dentist and health insurance. – including transfer of related military records?

Planning the Continuation of Health Care

One of the most important issues for CAF members and their families is maintaining health care after release.

All members should consider areas of health and wellness that may benefit from additional assistance, such as smoking cessation, rehabilitation for injuries, or completion of dental treatments. All members with permanent disabilities should plan in advance before selecting a new place of residence, it is important to secure appropriate health care availability at the new location.

In planning the continuation of health care, the family should be asking the following questions:

- Do I, or my spouse/partner or any of my children, require continuous medical care?
- What kind of medical care does my family need?
- Is the medical care we require available in the location we are considering?
- How far will we need to travel to access medical care?

Release Medical

All military personnel are required to attend release medical examinations to ensure CAF-related injuries or illnesses are noted in case of issues later in life. The Release Medical Assessment is also a forum for addressing and confirming continuity of medications and services for those who have qualified for a VAC disability award.

Find a Primary Care Provider

CAF members are exempt from the *Canada Health Act* and therefore receive health care services through a federally funded health-care system, the CFHS Group. Upon release from the CAF, members must transition to one of the ten provincial, or one of the three territorial health care systems.

It is important that individuals seek a family physician before they leave the CAF to ensure a seamless transition of primary health care. Not all physicians accept new patients, so it is important to investigate local availability as early as possible.

CAF members will require a provincial/territorial health insurance card following release from the Forces. Fortunately, the three months waiting period normally faced by new residents of each province/territory is waived for CAF members. In order to assist with a seamless transition of health care delivery, members should apply to the province/territory in which they reside at the time of release. The application should be submitted upon

receipt of the release message. The health card is expected to be available within two weeks. If the member is relocating to another province or territory post-release, the original provincial/territorial health card will be honoured while awaiting processing of the new health card.

Canadian Armed Forces Medical Records

Upon release, your local Health Records section will provide each member with a package of relevant medical documents. This summary package will enable your civilian health care provider in ensuring continuity of medical care.

All personnel have the right to informally ask for a copy of their full medical records as per DAOD 1002-2.

Release Dental

A dental release examination is not required but can be done at the member's request if resources permit. Members who are interested in having a release examination should contact the dental detachment as soon as they start the release process, ideally a year before the anticipated release date. It is a member's responsibility to have an annual dental examination throughout their career and to attend follow-up dental appointments if treatment is required. There is no requirement for a member to be dentally fit on release. Outstanding dental treatment that is not linked to a service-related injury will only be completed prior to release if time and resources permit. Even if treatment is started before a member releases from the CAF, the treatment will not be completed after release.

Members whose dental condition is a result of a service-related injury should register with VAC as soon as the injury occurs even if they are not planning on releasing in the near future. This will help ensure the continuity of care for transitioning members.

Transitioning members should inquire through the release section about the PDSP. Enrolment in the PDSP is not automatic upon release. Because of the high cost of dental treatment, members are strongly encouraged to enroll in this program. Eligible members can apply for membership under the PDSP by completing a request for enrolment and sending it to the designated Pension Office within 60 days of the effective date of the pension entitlement. For additional information about the PDSP can be found at Canada.ca under "Pensioners' Dental Services Plan rules".

Canadian Armed Forces Dental Records

It is recommended that transitioning members select a civilian dentist in their community and have an initial appointment within the first year after release. At this appointment, the dentist will perform a 'new patient examination'. If, in discussion with the dentist, it is decided that past oral health history would be beneficial for continuity of care or for future treatment

decisions, then the member can ask for a copy of their CAF dental record, either the complete record or a portion of it, depending on what the civilian dentist needs. Such requests should be made informally, either in person or by phone, to the dental detachment that serves the member's releasing base within one year after release. All personnel have the right to informally ask for a copy of their dental records.

Review of Current Healthcare Needs – Alignment of Treatment Benefits

The Alignment of Treatment Benefits initiative seeks to enable transitioning CAF members to make informed decisions on their future healthcare needs. Transitioning members can request a review of their current treatment benefits to see what may be covered by VAC once they release. This service is offered by Medavie Blue Cross on behalf of VAC. It is available to members who are within six months of their anticipated release date and have an existing VAC Disability Benefit. The member will receive a letter based on the results of the review.

For additional information, visit the following link: <https://www.veterans.gc.ca/eng/health-support/mental-health-and-wellness/medical-costs/coverage-services-prescriptions-devices>

Keeping Fit and Healthy

The period around release can be busy as you prepare for your civilian life. Regardless of the challenges and uncertainties, it is important to maintain physical fitness. This can help reduce stress levels, enhance energy levels, and contribute to self-confidence.

Healthy living, adequate sleep and good nutrition will also promote resilience. If you are releasing for medical reasons and you require specialized equipment, training and events tailored to your condition, the Soldier On program may provide you resources and opportunities.

For additional information, visit the Soldier On website at the following link: <https://www.soldieron.ca/>

Tips for Staying Emotionally and Psychologically Healthy

- Find a friend or family member to talk to or join a support group such OSISS family peer support at the following link: [https://www.cfmws.com/en/aboutus/dccsm/osiss/pages/operational-stress-injury-social-support-\(osiss\).aspx](https://www.cfmws.com/en/aboutus/dccsm/osiss/pages/operational-stress-injury-social-support-(osiss).aspx)
- Find local community resources at MFRC at the following link: <https://www.cafconnection.ca/National/Local-Sites.aspx>

- Find a new interest that may have been put aside in the past and try incorporating it into your daily routine (reading a book, cooking or baking, exercising, arts and crafts, watching a favourite movie, etc.); and
- Seek professional help from a counsellor, therapist, religious or spiritual leader, or social worker if stress, sadness, or anxiety begins to feel out of control.

Medically Releasing Members

Introduction to Case Management

The purpose of the CAF/VAC partnership is to develop and coordinate a joint medical transition plan in consultation with the member and family, health care team, and VAC. This ensures a seamless transition from the CAF health care system to the provincial/territorial health care system. The partners in Case Management Services include:

- Canadian Armed Forces Transition Centre (CAF TC);
- Canadian Forces Health Services (CFHS);
- Canadian Armed Forces Long Term Disability (CAF LTD) and Canadian Armed Forces Vocational Rehabilitation Program (CAF VRP);
- Vocational Rehabilitation Program for Serving Members (VRPSM); and
- Veterans Affairs Canada (VAC).

Canadian Armed Forces Transition Centre (CAF TC)

There are important support mechanisms in place for CAF personnel, including the existence of a CAF unit that focuses on their needs.

The CAF TC provides personal administrative support and programs to ill and injured CAF members of the Reg F and Res F. CAF members do not have to be posted to the centre in order to receive services through a CAF TC.

CAF TC has four main components: a Services Section, a Support Platoon, a transition team, and a Partner Organizations. The strength of service delivery is achieved by all service partners working collaboratively as a team.

1. CAF TC Services Section: Core services include:

- Return to work coordination;
- Vocational transition assistance;
- Home and vehicle modifications;

- Information, support, and advocacy services for casualty administration, benefits, and programs; and
 - Administrative support to families of those CAF members who die while in service, including the disengagement of the Designated Assistant.
2. **CAF TC Support Platoon:** Ill and injured CAF members may be posted to the centre based on the recommendation of the unit CO and medical authority. Those posted to the centre are under command of the nearest CAF TC Support Platoon. While some members posted to the centre may eventually be released due to their medical condition, the primary objective of the CAF TC is to provide support to the member throughout his or her recovery and enhance a return to duty in the CAF.
3. **CAF TC Service Partners:** Some Partner Organizations are co-located in the centre, currently serving and former CAF members, as well as their families, are provided with a one-stop service for a majority of their requirements. Key partners associated with CAF TC include:
- VAC;
 - FLO;
 - CAF VRP;
 - Soldier On;
 - CFHS; and
 - Base and Wing partners (PSOs, Chaplains, etc.)

CAF TC Service Coordinators work closely with CFHS Nurse Case Managers, CAF VRP Counsellors, VAC Case Managers, and other partner agencies to ensure a comprehensive and multi-disciplinary approach.

For additional information on various benefits, programs and services offered by CAF TG and others for serving and former CAF members and their families, call or visit our local TC.

Canadian Forces Health Services Nurse Case Management

CFHS Nurse Case Management is a collaborative, client-driven process that provides quality health and support services through the effective and efficient use of resources. Nurse Case Management help clients achieve safe, realistic, and reasonable goals within a complex health, social, and fiscal environment.

CFHS care providers ensure eligible ill and injured members engage in case management services early in the process, assuring coordination and continuity of care in support of Return to Duty or transition to civilian life. This is complemented by access to the appropriate benefits and administrative supports provided by all stakeholders.

CFHS Nurse Case Managers are available at all Canadian Forces Health Services Centres (CF H Svcs C) across Canada.

Vocational Rehabilitation Program for Serving Members (VRPSM)

VRPSM is a program that enables eligible CAF members who have been notified of an impending Item 3(a) or 3(b) release, with the approval of their CO, to commence participation in vocational rehabilitation training for up to six months prior to the earlier date of either their start of retirement leave, or their final date of release from the CAF.

Reg F members who have successfully completed the requirements of Developmental Period 1 (DP 1) and P Res members who have completed two years of consecutive full-time service at the documented date of either their injury/illness or Administrative Review - Medical Employment Limitations (AR/MEL) decision that leads to the medical release or injured in a Special Duty Area (SDA) or Special Duty Operation (SDO) for which they are medically released are eligible to apply for VRPSM.

Members participating in this program are on duty; therefore, they remain subject to all normal administrative and disciplinary policies. Normal CoC reporting structures and responsibilities apply.

For additional information on this program, call or visit our local TC.

Canadian Armed Forces Long Term Disability (CAF LTD) Case Management and Canadian Armed Forces Vocational Rehabilitation Program (CAF VRP) Counselling

The CAF LTD plan is a CAF employee benefit available to all Reg F and P Res members. It provides income replacement post release and access to the CAF VRP pre-release and post-release.

The CAF LTD plan covers both service and non-service-related illnesses or injuries. However, P Res member on Class A or short term Class B must be injured or diagnosed while “on duty” to receive CAF LTD benefits. As part of your employee group benefits, the CAF LTD is the first payer of income replacement benefits and vocational support services.

Case management services are provided for all qualifying members. CAF VRP counsellors work in conjunction with the CAF LTD Case Manager to help members with the following:

- Plan and implement vocational goals, and
- Develop employment transition opportunities and support.

Canadian Armed Forces Long Term Disability (CAF LTD) Program – Income Support

CAF 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 meet eligibility

criteria. 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 LTD program provides income support for medically released members, or those who are non-medically released and meet eligibility criteria, for an initial period up to 24 months following their date of release. CAF LTD benefit support can continue up to age 65 as long as the member continues to be deemed totally disabled:

- Reg F members receive 75% of their salary at release;
- Class C members receive 75% of their monthly pay when the injury or illness occurred;
- Long term Class B receive 75% of their calculated monthly salary in place when the injury or illness occurred; and
- Short term Class B (contract less than 180 days) and Class A receive 75% of a deemed monthly salary of \$2,700/month providing the injury or illness occurred while on duty. There is an option to purchase higher coverage of either \$3,700/month or \$4,700/month if needed.

VAC, with their Income Replacement Benefit (IRB) (known as Earning Loss Benefit (ELB) before April 1st, 2019), will ensure qualified members receive a total income of at least 90% of their gross pre-release military salary if they are a Veteran of the CAF and enrolled in and participating in the VAC Rehabilitation Program with the condition that the member has a health problem resulting from military service making it difficult to adjust to life at home, in their community or at work.

Offsets to the CAF LTD income replacement benefits include:

- Canadian Forces Superannuation Act (CFSA);
- Canada Pension Plan Disability (CPPD) or Quebec Pension Plan Disability (QPPD) benefits (disabled contributors only);
- Employment income. While participating in an approved vocational rehabilitation program the monthly benefit will be reduced by 50% of income until the calculation reaches the original salary at release, after which the reduction is 100% of the excess;
- Automobile insurance benefits (Reservists only);
- LTD coverage provided through another employer (Reservists only);
- Workers' Compensation Benefits (Reservists only);
- Another employer pension plan benefits (Reservists only); and
- The Government Employee Compensation Act (GECA) (Reservists only).

Canadian Armed Forces Vocational Rehabilitation Program (CAF VRP) – Support

The CAF VRP is a needs-based voluntary component of the CAF LTD benefits. It operates with the goal of assisting members to prepare for viable employment post release. When the need exists, the program will build on a member's existing skills or, if none exist will help develop new skills to facilitate a return to the workforce while respecting the member's medical limitations. Training will focus on the acquisition of a license, certification, and diploma or degree from a recognized educational institution.

Eligible members released from the CAF for medical reasons are offered an initial entitlement period of up to six consecutive months before their effective date of release and 24 consecutive months' post-release. Those who are considered as totally disabled have full access to the CAF VRP for as long as they continue to qualify for CAF LTD.

The Vocational Rehabilitation Counsellor (VRC) will meet with the claimant to evaluate the education, skills, training and experience and to establish the feasibility of a CAF VRP, as well as to inform the claimant of the available supports. Working with the member the VRC will help develop a mutually agreed upon a plan that is:

- Realistic in execution and need;
- Within the cost limits of the program;
- Within the medical abilities/limitations of the member;
- Attainable in the time available through the CAF LTD;
- Has viable employment opportunities; and
- Is approved by the VRC.

The CAF VRP services will provide:

- Personal counselling;
- Coordination of medical support;
- Vocational counselling and vocational rehabilitation financial support;
- Career counselling; and
- Employment search assistance, including support for Public Service applications and the provision of targeted job leads.

Veterans Affairs Canada Case Management

Case Management Services supports Veterans with complex needs in reaching their optimal level of wellness and autonomy through a collaborative and direct process by the coordination of care, use of resources and access to programs. VAC offers Case Management services to assist members of CAF nearing release, or for former member of CAF or RCMP, and their families, whose transition to civilian life is challenged, often by a serious illness or injury resulting from their service. In addition, VAC Case Management services may also be available for survivors, or spouses of Veterans who have the Diminished Earnings Capacity designation. If eligible for Case Management Services, a VAC Case Manager will work closely with you (and your family) to assess your needs, to help you set achievable goals and to establish a plan to reach those objectives.

Throughout the case management process you will discuss many aspects of your life, identify your goals and identify any challenges you see in achieving them. Your Case Manager will regularly monitor and evaluate your progress with health professionals and other providers to ensure your goals and objectives are being met. You and your Case Manager can modify your plan at any time to reflect any changes in your situation.

Veterans Affairs Canada Rehabilitation and Vocational Assistance Program suggest consulting with Rehabilitation on this section.

For a transitioning member or a Veteran with health problems resulting primarily from service, VAC offers a Rehabilitation and Vocational Assistance Program. If approved for this program, VAC is responsible for the development of a rehabilitation plan that may include medical or psychosocial rehabilitation services required to achieve a rehabilitation goal for a Veteran.

- Medical Rehabilitation – Healthcare professionals work with you to stabilize and restore your health to the fullest extent possible.
- Psychosocial Rehabilitation – Health or rehabilitation professionals help you develop skills to support independence and adjust to living with your health problem or disability. This can include life skills training, pain management strategies, and more.

Relationship between Canadian Armed Forces Vocational Rehabilitation Program and Veterans Affairs Canada Rehabilitation and Vocational Assistance Program

For those eligible for CAF LTD and VRP, SISIP is responsible for funding vocational rehabilitation services for the time period that the participant is eligible for this program.

The VAC Rehabilitation and Vocational Assistance Program is the only access point for medical and psycho-social rehabilitation services for addressing non-service related health problems eligible under the program, until 2024, for all Veterans, including those who medically released.

A releasing member/Veteran may be eligibility for the Veterans Affairs Canada Rehabilitation and Vocational Assistance Program under the following criteria:

Group 1: CAF members and Veterans may be eligible for the Rehabilitation Program if they have a rehabilitation need (a temporary or permanent physical or mental health problem that is creating a barrier to re-establishment in civilian life and results primarily from service in the CAF). CAF members may apply prior to release and Veterans with a rehabilitation need are not subject to any time limits to make application after release from the CAF.

Group 2: CAF members and Veterans may be eligible for the Rehabilitation Program if the physical or mental health problem for which the veteran was released did not result primarily from service and Veterans must normally apply within 120 days of release from the CAF. It is possible for VAC to extend an application time limit, if the reason(s) for the delay are reasonable.

****NOTE: Veterans eligible under this gateway will only have access to medical and psycho-social services from VAC. Eligibility is time limited and will only be in effect until April 1, 2024.**

The VAC Rehabilitation Program also provides applications to PSHCP for individuals who do not already have eligibility to health care services through the CAF or VAC's Treatment benefit program.

You can apply through the following ways listed below:

- If you are registered for MyVAC Account, you can submit your application online; or
- You can also download the application form, complete it, and drop it off at y our nearest VAC Area Office or send it to us directly through the mail at the address below

Veterans Affairs Canada
PO Box 6000
Matane, QC G4W 0E4

For additional information related to the VAC Rehabilitation and Vocational Assistance Program visit the following link: <https://www.veterans.gc.ca/eng/health-support/physical-health-and-wellness/rehabilitation-services>

Veterans Affairs Canada Guided Support

Guided Support is an approach to providing support to released members who require more support than is provided through targeted assistance but do not require Case Management services. Guided Support is not intended to replace Case Management, instead, it is part of the service VAC provides to those Veterans who need help accessing services and benefits. As such, a Veteran Service Agent will become the primary point of contact for the Veteran and will provide individualized follow-up to ensure needs are met.

Soldier On

Soldier On is a Personnel Support Programs (PSP) delivered program of the CAF TG and is committed to contributing to the recovery, reintegration, and rehabilitation of ill and injured CAF members and Veterans by providing opportunities and resources through sport, recreational, and creative activities. The aim of Soldier On is to directly support the recovery of the ill/injured members, specifically contributing to or providing the gateway to enhance the domains of well-being.

Soldier On is recognized for improving the quality of life and is a highly visible and integral component of the CAF commitment to the care of ill and injured members. Since 2007, Soldier On has supported thousands of members to acquire sporting or recreational equipment and to participate in group structured activities. In addition, Soldier On is the lead organization responsible for Team Canada and its participation in the Invictus Games and Warrior Games.

Soldier On Regional Coordinators are located in each of the nine CAF TU regions and deliver activities which cater to a wide range of limitations, accessibility, and skill levels. To empower an active lifestyle, Soldier On also provides equipment grants, social connection, and further engagements to contribute to recovery.

For additional information on Soldier On, visit the following link: <https://www.soldieron.ca/>



Operational Stress Injury Social Support

Created in 2001, Operational Stress Injury Social Support (OSISS) is partnership program between VAC and the DND which has the following vision: "To be an exemplary model of standardized peer support to CAF personnel, Veterans and their families who experienced first-hand the effects of an Operational Stress Injury (OSI)."

OSISS is an essential, non-clinical addition to the mental health services of both departments: it plays a major role in breaking down the stigma and provide social support to many CAF members, Veterans and their families while encouraging them to seek the help required to reduced distress, improved social integration towards their optimal mental wellness.

The mission of OSISS is to establish, develop, and improve social support programs for CAF members, Veterans, and their families affected by an OSI. It also provides education and training within the CAF community to create an understanding and acceptance of OSIs.

OSISS front line services are offered by Peer Support Coordinators, Family Peer Support Coordinators and Volunteers and are available at TCs across Canada. These are trained, former CAF personnel, and CAF family members who have firsthand experience with an OSI. They have the knowledge and resources to help those with OSI. They can put them in contact with staff at VAC and/or the CAF who can address concerns surrounding release, pension, or treatment. They can help to access specially designed OSI programs or other community resources. They will also listen, make suggestions, and leave the choices to the individual. Those with OSI do not have to face their recovery alone.

Peer support coordinators can be reached toll free at 1-800-883-6094 and for additional information on OSISS, visit the following link: [**https://www.cfmws.com/en/AboutUs/DSCM/OSISS/Pages/Operational-Stress-Injury-Social-Support-\(OSISS\).aspx/en/index.html**](https://www.cfmws.com/en/AboutUs/DSCM/OSISS/Pages/Operational-Stress-Injury-Social-Support-(OSISS).aspx/en/index.html)

TO DO LIST

To be able to function well physically, mentally, socially and spiritually, the following considerations are proposed as they could help you to go through a seamless transition.

7-12 Month before your date of release

- Meet with CAF Nurse Case Manager to ensure continued coordination and transfer of your care plan and benefits.
- Sign the necessary consent forms at your release.

1-6 Month before your date of release

- Connect with the Veteran Family Program - Military Family Resource Centres.
- Discuss your Continuity of Care plan with your Nurse Case Manager who will work with your medical team in order to facilitate seamless transition of care post-release.
- Prepare a list of medication/health treatment services and verify the coverage post release with VAC (Medavie Blue Cross) and/or your chosen medical care plan (i.e. Sun Life).
- Book and complete your medical examination in preparation for your release.
- Apply for VAC's Disability Benefit, if applicable.
- Inquire about the Alignment of Treatment Benefits and how it may apply to you.
- Find Civilian Health Professionals.
- Apply for VAC Rehabilitation services.
- Ensure to obtain health and dental benefit plans for yourself and family.
 - › Verify your eligibility to enroll in the government health and dental benefit plans (PSHCP and PDSP); and
 - › Explore obtaining Private health and dental insurance, if needed.

Within 1 Month of your date of release

- Apply for a provincial health care card.
- Find courses or programs that support wellness or a healthy lifestyle.

After your date of release

- Continue the follow up with specialists or family health care provider.

This domain focuses on the skills, knowledge and abilities required for “managing life”. This can include personal health practices, healthy lifestyle choices, risk-taking behaviour, financial management, household management, job seeking, career management, as well as coping with stress and adapting to change.

Releasing from the military to post-military life is a major transition in life. During service, many aspects of life are taken care of for serving members. This includes the following:

- Employment;
- Income;
- Housing; and
- Health care.

After transition to civilian life, members are challenged with finding new avenues for meeting these needs in a new environment. Preparedness is required for members to navigate an intense shift in personal identity as well as all other changes and challenges throughout life.

Coping skills are also important in supporting healthy lifestyles. Effective coping skills refer to those actions by which individuals can prevent diseases, cope with challenges, develop self-reliance, solve problems and make choices that enhance health.

Some coping skills that a member acquired during service can serve you well during the transition: resilience training for dealing with stress, organized and disciplined management of personal clothing and equipment, establishing daily routine, and executing plans to solve problems.

Every member is unique, but what every member share is the experience that comes from the journey to life after service. It is important that each member has access to support and service that help to adapt, expertise and well manage post-service life. The most important aspect of this domain of well-being is to be able to adapt, manage and cope within civilian life.

Some things to consider

- Have you any problem taking care of chores at home (housework, exterior maintenance, shopping, cooking, and cleaning)?
- Do you have friends and family who can help you make decisions and deal with problems during your transition from the military to civilian life?
- Do you have the personal health practices, coping skills and support that you could need to address any physical, mental or emotional health challenges?
- Did you develop techniques to increase my resilience and ability to cope with stressful situations?

Release Administration

Transitioning from the CAF is a big deal for everyone regardless of how long they have served or regardless of whether the decision is voluntary or compulsory. For most CAF members it will be a very significant transition with life changing consequences. Notwithstanding, it does not need to be scary or stressful - everyone can achieve a successful transition to post military life by becoming informed about their options, entitlements and developing a personalized Transition Plan. Medically releasing members may have a more complicated plan, spread out over a couple of years, but they will have additional assistance in developing their personalized Integrated Transition Plan (ITP). The Initial Transition Process/CO's Checklist (Appendix 1 to Annex A) is an excellent start point for your planning and you will note that Step 9 is Release/CT Administration and Out-Clearance.

The release administration part of your transition process will include a minimum of three engagements with a Release Administrator. At these sessions you will go through the necessary actions to terminate your employment in the CAF. However, it will also include reminders of the concurrent activity that needs to happen as you proceed through the transition process. This will include things such as out-clearances from your Unit/Base/Wing, medical appointments, and applying for benefits and services that will provide essential support to you and your family in your post military life. Certain benefits such as your pension, severance pay, and payment in lieu of retirement leave cannot be paid until after your release date but by being proactive we can ensure that the paperwork is done so that the payment can be made without delay.

Your professional and experienced Release Administrator will guide you through the release administration and is available to answer questions. However, there are many activities that you need to attend to personally in preparation for this significant transition pathway. Please review the Member's Transition Task List (see Annex C) for important elements to be included in your personal Transition Plan.

Release, from the CAF, is either compulsory or voluntary:

- **Compulsory**
 - › Can result from a basic training or performance failure, non-compliance with the Universality of Service (U of S)(medical), disciplinary and/or administrative issues;
 - › Initiated when the Release Authority (see Queen's Regulations & Orders (QR&O) Chapter 15), on behalf of the CAF, issues a message specifying the Release Item and Release Date for a member; and
 - › The member's CoC will initiate the Notification of Intent (NOI) protocol and assist the member with their transition planning.

- **Voluntary**
 - › Initiated by the member, as a request to the CoC (Voluntary Release Application, Memorandum to CoC or both), and constrained by the member's individual TOS service obligations; and
 - › Those initiating the Release Process by submitting a request include members approaching the end of their current TOS or Compulsory Retirement Age (CRA).

As mentioned previously, Step 9 of the Initial Transition Process, is now standardized across the CAF to ensure that members receive a similar experience regardless of component or place of employment. The renewed CAF Release Process has been implemented across the CAF including the use of the CAFRA work flow management tool that greatly improves efficiency in service delivery. To ensure a seamless transition related to the release administration, you will be required to follow the subsequent phases.

Phase 1 – Release Request/Notification

- For a **Voluntary Release**, the Release Administrator supports your CoC by reviewing your TOS and service obligations, then recommends a release date and a release item to the Release Authority for their approval.
- You will be contacted to schedule your release consultations, confirm your understanding and agreement with the release item, release date, and your intention with respect to retirement leave.
- For a **Compulsory Release**, the release consultations will be scheduled once the NOI process is complete. The Release Administrator will assist your Service Coordinator in the preparation and tracking of benefit applications specific to your personal circumstances.

Phase 2 – Pension Benefit Package

- Whether you are releasing compulsory or voluntary, you should obtain a copy of your pension benefit estimate which you will need to bring to the initial interview with the Release Administrator. Contact the Government of Canada Pension Centre at <https://www.tpsgc-pwgsc.gc.ca/fac-caf/vedette-feature1-eng.html> - be prepared to provide your release date and release item.
- At your initial interview, the Release Administrator will review your pension benefit estimate with you to ensure the specifics are correct and then suggest that you contact the Pension Centre again and request your Pension Benefit Package. This package is not personalized, so a member must become familiar with which forms apply to their particular circumstance. Never fear, the Pension Centre has experts to provide advice and guidance and they are just a phone call away. They understand that this is probably your first time applying for a pension benefit - they have helped hundreds of clients through the process and welcome your questions.
- Complete the required forms from the Pension Benefit Package. Send them by mail to the address on the form; after about a week, call the Pension Centre to confirm receipt and confirm that the forms have been completed to their satisfaction.

Phase 3 - Release Interviews.

- The release interviews are composed of three sessions:
 - › The **Initial interview** usually a month before your date of release, where you will need to bring the pension benefit estimate for a review by the Release Administrator and you will receive a list of actions to be completed, confirm information in your electronic record, share intentions and make decisions.
 - › The **Progress Interview** conducted by telephone where the Release Administrator will verify if you are experiencing any challenges during your transition, recap your out-clearance progress and confirm if the Pension Centre has received your Pension Benefit Package.
 - › The **Final Interview** on your date of release where outstanding documentation will be completed, CAF Identification Card (CAF ID), credit cards and building and/or base passes will be collected, and your Veteran Service Card (NDI 75) will be issued, if entitled.

Details related to actions taken by the Release Administrators and yourself before, during and after each interview are available in the Release Administrator checklist in Annex D. For some members, face-to-face consultations with a Release Administrator will not be convenient, but the consultation checklist will be exactly the same, even though the engagement may occur virtually.

Canadian Armed Forces Release Administration

Although transparent to you, release administrators across the CAF are now using an improved Canadian Armed Forces Release Administration (CAFRA) work-flow management tool to facilitate release/transition administration for Reg F members. This tool enables the in-near-real-time exchange of information/concurrent activity, tracking of file progress, and intervention by the Technical Authority when required to address challenges in a timely manner.

The use of the CAFRA work-flow management tool will also ensure a standardized administration process for all members wherever they are located.

Of special note, the Veteran Service Card (NDI 75) request process has been incorporated into the CAFRA tool digitalization to facilitate the issuance of the card at the member's final consultation with their release administrator.

In the near future, we will be introducing digitalized Voluntary Release and CT applications that will be hosted at an Internet Portal for improved accessibility. Your CoC will be able to access the CAFRA tool to review your application and provide approval through e-endorsement. Additionally, your CoC will also be able to access to the URI protocol (i.e., the URI-Structured (URI-S) protocol, DND 4835) in CAFRA that will be administered to you before transition out or during your career, starting with the Reg F followed by the Res F.

Similarly, extension of Transition Centre based release/transition services to Res F members is anticipated in the near future which should relieve Res F Units of the release expertise burden and greatly assist in the timeliness and efficiency of their end-of-career administration.

Also, Assistant Deputy Minister (Information Management) (ADM (IM))/Director Human Resource Information Management (DHRIM) has introduced a web service between DND and VAC to provide timely notification of CAF releases/CT once the information has been uploaded to GUARDIAN from the CAFRA work-flow management tool. This will ensure that VAC has a record of every veteran and are better prepared to provide services when required.

All these initiatives are designed to move transition administration away from paper and into an electronic environment and are being thoroughly tested at the Transition Trial at CFB Borden. When we feel we are ready to introduce changes across the enterprise we will advise members and the CoC well in advance to ensure that all are ready to embrace the personalized, professionalized and standardized improvements intended to ensure that your benefits will be in-place before you transition to post-military life and that your transition experience is as seamless as possible.

OUTCAN/Isolated Post Transition Planning

Members' employed outside of Canada (OUTCAN) or at Isolated Posts will transition out of the CAF just like their peers employed in Canada with Release Items that will either be voluntary or compulsory. Additionally, a CT from the Reg F to the Res F is treated very similarly to a release because the CT (ceasing to serve in one component and transferring to another) may require payment of benefits in accordance with the Treasury Board's regulations.

Notwithstanding, members posted OUTCAN or at Isolated Posts are entitled to a move for release purposes to a location where they will transition out of the CAF or CT.

For the purposes of this guide, we will focus on **voluntary releases** since a compulsory release for an OUTCAN or Isolated Post member, would be a very rare circumstance, and administration for a CT is similar to a release.

For a voluntary release, members will require a Release Date and Release Item endorsed by an appropriate Release Authority to initiate release administration and should therefore apply for voluntary release accordingly. The release administration to terminate a member's employment in the CAF which is generally also applicable to OUTCAN or Isolated Post members. Planning and execution of the transition may be more complicated due to the fact of not having immediate, face-to-face access to the same level of services and advice available to members at Bases and Wings in Canada. Therefore, planning and preparation needs to start early and can significantly mitigate the challenges and reduce the stress that goes along with a major lifestyle change.

Once the member has made an informed decision to release from the CAF or CT, the next decision a member will need to make is when to release/CT. If the member is awaiting an offer of new employment, it is quite understandable that they would wait until the last moment to submit their request for release. However, preparation and planning should be made in advance.

For example, if the member is approaching the CRA and their service qualifies, there are options concerning when to take advantage of the IPR benefit – before or after the release date. Similarly if the member is considering releasing OUTCAN, a request to the CDS should be initiated through the CoC as soon as it is feasible.

A Seamless Transition

When the member is OUTCAN or at an Isolated Post, there are some additional process steps to consider that may complicate decision-making. The period of transition will be stressful without adding the additional pressure of an unrealistic timeframe in which to execute transition. Completing the release administration necessary to terminate a member's employment in the CAF can easily be completed in 30 calendar days; however, creating the conditions for a seamless transition to post-military life may take a little longer.

Therefore, there is a need to be aware that the 30 calendar days immediately preceding a member's date of release/last day in uniform will be protected time for the completion of tasks directly associated with transition. Members are still required to report to their parent unit during this time, and the member's CoC continues to exercise authority over

the member, but the unit must ensure the member's focus during this 30-day period is solely related to their transition, not on tasks normally associated with regular unit operations and training. These days of preparation do not have to be taken consecutively, therefore, it is recommended that OUTCAN/Isolated Post members start their preparations in advance of when they submit their request for release.

Making a decision about the right time to release from the CAF should also be informed by a review of a pension benefit estimate and an understanding of end-of-career entitlements based on an individual's service and/or earning. Members can contact the Government of Canada Pension Centre various means by visiting the following link: <https://www.tpsgc-pwgsc.gc.ca/fac-caf/cntctns-cntctus-eng.html> or to get an estimate using the secure access to CAF Pension Applications with your Smart Card or Token by using the following link: <https://protege-secure.tpsgc-pwgsc.gc.ca/ouvdesessfc-cfsignin/cartepuceouverturesession-smartcardsignin-eng.jsp>

Place of Release

The next decision would be where to release:

QR&O 15.04 – Place of Release.

- Except as prescribed in paragraphs (2), (3) and (4) of the QR&O, an officer or NCM **shall be released in Canada.**
- An officer or NCM who is serving outside of Canada at the time the member's release is approved may, if the member so requests, be released at the place where he is serving **if prior approval is obtained from the CDS.**

Note: the CoC makes the request to CDS and can be actioned before the voluntary release is approved.

Deciding on when and where to release will depend on the member's personal/family circumstances and intent after release. There will be a move involved and members should review their options in the CFIRP Directive concerning moves back to Canada for release purposes.

If entitled, for information about the CFIRP, visit the following link: <https://www.canada.ca/en/department-national-defence/corporate/policies-standards/relocation-directive/2018.html>

OUTCAN/Isolated Post Transition Planning Scenarios

Deciding where, geographically, to complete release or CT administration, and out-clearance activities is complicated by being OUTCAN or at an Isolated Post.

The Initial Transition Process as described in the CDS/DM Order – OP TRANSITION applies to all members including those posted OUTCAN or at an Isolated Post. In broad terms most members should consider one of the following scenarios:

From OUTCAN/Isolated Post location to another in Canada;

At OUTCAN/Isolated Post location; or

Combination of Canada and OUTCAN/Isolated Post.

From OUTCAN/Isolated Post Location to another in Canada

Several steps are required to accomplish the OUTCAN/Isolated Post location to another in Canada:

- Before arrangements for a move back to Canada can be initiated, a member will need an approved request for release with a Release Date and Release Item. This is required even if reaching CRA or end of current TOS.
- The member will need to inform the Support Unit of where they would like to release and a Change of Release Base (CORB) request will be staffed to Ottawa.
- Release Benefits Administration (RBA) of DGCB is responsible to approve the CORB.
- Director Military Careers Support Services (DMCSS) will provide a financial code for the move and arrange for a referral to BGRS to facilitate HHT or DIT and finalize arrangements for the move back to or within Canada.
- If a member decides not to move back to Canada or within Canada from the Isolated Post then a financial code is not requested.
- Members should ensure that their move date will respect the 30 calendar day Protected Period to complete transition administration and out-clearance (some administration/out-clearance can be accomplished before the move).
- Member's also needed to arrange dates for Initial, Progress and Final Consultations with the chosen Release Section.
- Members need to provide information and on who will complete the CO's checklist to confirm readiness for transition on behalf of the member.
- HG&E and LTS will be shipped to the new residence when available and transition administration will continue.

At OUTCAN/Isolated Post Location

Several steps are required to accomplish to stay OUTCAN or at the Isolated Post:

- A member must seek CDS's approval for OUTCAN release through their CoC – the Immigration Service of the country where they wish to reside/work will also need to be notified in accordance with international agreements.
- If entitled, only after the CDS has approved the release can the member's request be staffed to DCBA for an IPR move OUTCAN. For a member electing release OUTCAN, with an approved IPR, the next step is to request funding from DGMC/DMCSS to cover the costs for HHTs and movement of the member and your HG&E and a referral to the relocation contractor BGRS. Member's must be aware of the linear staffing process and wait times for such requests, an administrative period of **two months** should be expected.
- Members will also need to provide on who will complete the CO's checklist on their behalf to confirm readiness for transition.
- Take advantage of the 30 calendar days Protected Period to concentrate on out-clearance and transition administration to ensure benefits will be in place.
- Once new residence is secured, the IPR benefit can cover the move of OUTCAN family, HG&E and LTS from Canada.

Combination of Canada and OUTCAN/Isolated Post

Several steps are required to accomplish a combination of Canada and OUTCAN/Isolated Post:

- If the member is working with the OUTCAN/Isolated Post support unit and Release Administrator at a chosen location in Canada (CORB), they shall apply for IPR HHT/DIT move and referral to BGRS if entitled.
- The member will request their Unit to provide TD for return to Canada to complete some of the transition administration.
- The period of TD will depend on how much administration/out-clearance will need to be accomplished in Canada but would not exceed the 30 calendar days protected window.
- The IPR benefit will facilitate the member's return move OUTCAN to the new location and move of HG&E/LTS as required.

MyVAC Account

With MyVAC Account, you can connect with VAC anytime, anywhere. MyVAC Account is a simple and secure way for CAF members and their families who receive benefits directly from VAC to do business online with VAC. With MyVAC Account you can:

- Learn about VAC benefits and services;
- Apply online for VAC benefits and services;
- Upload documents to support your applications;
- Track the status of your applications;
- View a summary of your benefits;
- Sign up for direct deposit or change your banking information;
- Connect directly with VAC staff through secure messaging; and
- Update your personal information.

You can learn more about, sign-up for My VAC Account at the following link:

https://www.veterans.gc.ca/eng/e_services/register

Veterans Affairs Canada Transition Interview

Another step in preparing you to transition from the military is the VAC transition interview. It is recommended that you have a transition interview early in your transition process to help you and your family identify any needs you may have ahead of time.

At the transition interview, you will learn about VAC services and benefits for you and your family, depending on your personal situation. VAC personnel are also available to answer any questions you have about VAC.

Transition interviews are available to all CAF members (Reg F and Res F) who have started, or are planning to start the release process.

To set up a transition interview, you can call 1-866-522-2122, email through MyVAC Account, or visit your local TC or VAC Area Office. We suggest you schedule an interview as early as possible in your release process. Your family is also encouraged to attend, if possible.

TO DO LIST

To be able to adapt, manage and cope within civilian life, the following considerations are proposed as they could help you to go through a seamless transition.

12 Months and more before your date of release

- Attend a LTP Seminar.
- Make an appointment with the CAF TC.

7-12 Month before your date of release

- Plan your release.
 - › Create a My VAC account.
 - › Submit a request for release.
- Calculate leave to determine how to use your remaining leave.
 - › Plan your remaining leave days.
- Participate in your first transition interview.
- Maintain a file of all important documents and certificates for easy reference.
- View online SCAN videos and/or attend local SCAN seminars.

1-6 Month before your date of release

- Make an appointment with your orderly room of your unit to complete Out-Clearance.
- Complete the Enhanced Transition Training through the DLN.
- Request your pension package thirty days prior to release. Complete and send your pension package as soon as possible afterwards.
- Participate in a VAC Transition Interview.
- Ask for a copy of your Personnel file.
- Complete the CAF Exit Survey at the following link:
<https://survey-sondage.forces.gc.ca/snapwebhost/s.asp?k=162023358390>

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Within 1 Month of your date of release

- Confirm Receipt of your pension forms.
- Participate in your Final Release Interview.
 - › Release Authority / Transfer Notification.
 - › Application for Voluntary Release.
 - › Release Understanding.
 - › Medical Statement on Release.
 - › MPRR.
 - › Cancellation of Security Clearance.
 - › Security Caution and Document Return.
 - › Certificate of Service.
 - › Master Pay Record.
 - › Surrender of Military ID and receive Veteran Service Card.
 - › Record of Employment.
- Plan and participate in your Depart with Dignity (DWD) ceremony.
- Establish civilian wardrobe for work.
- Meet with a notary or lawyer to draft a power of attorney.
- Meet with a notary or lawyer to write a will.
- Maintain a healthy lifestyle plan (PSP).
- Identify extenuating family circumstances.
- Build in sufficient time for hand-over to your replacement.

With one aim in mind, the purpose of ***My Transition Guide - Transitioning from Military to Civilian Life*** is simple: empowering you, the member of the CAF and your family, with the necessary knowledge and facts to ensure a smooth and seamless transition to life after service when that time comes.

This guide can be used as a workbook where you can store plenty of information that is essential to you and your family. The ultimate goal of the guide is to ensure that you and your family are well informed, knowledgeable and are empowered when transitioning out of the military and to help you build a solid Transition Plan to support your life after service.

If you have comments or suggestions, we will be happy to consider them in future changes to the guide. Please email them to ***+DTSPGuide-GuideDSPT@forces.gc.ca***.

We wish you all the best in your future endeavours.



Transition can be challenging for members and their families, it is good to know that there is help in our community if needed. Below you will find a list of services that are available to support you and your family through this transition.

CAF Transition Group Headquarters Client Services 1-800-883-6094

In co-operation with the CAF Transition Centre Services Sections, CAF Transition Group Headquarters (CAF TG HQ) Services Delivery section provides personalized service to ill and injured CAF members, former members, and their families. The CAF TC services sections usually advocate on members' behalf and assist with various casualty administration difficulties and challenges. When these tasks cannot be resolved locally, CAF TG HQ Services Delivery section personnel provide assistance using the additional resources available at the HQ level.

MyVAC Account

Members are encouraged to sign up as early as possible in the transition process in order to establish a formal connection with VAC and enable exploration and applications for applicable VAC benefits and services, immediately and/or in the future.

With the use of My VAC account you can apply quickly and easily online for programs and service, track your application status and contact VAC directly through secure messaging. It is designed to save you time and get your application in faster by ensuring all important information is collected by prompting you as you work through the forms.

Family Information Line 1-800-866-4546

The Family Information Line (FIL) is a confidential, personal, and bilingual service offering information, support, referrals, reassurance, and crisis management to the military and veteran community on an as-needed basis.

Ongoing emotional support is also available virtually through this service. This service entails speaking to the same supportive counsellor on an appointment basis either by phone or over on-camera chat.

FIL serves CAF members, Veterans, and their families (both immediate and extended). Trained counsellors are available 24 hours a day, seven days a week, by phone at 1-800-866-4546 or by email at FIL@cafconnection.ca.

Veterans Affairs Canada Assistance Service 1-800-268-7708

Veterans Affairs Canada Assistance Service is a voluntary and confidential service to help all Veterans and their families as well as primary caregivers who have personal concerns that affect their well-being.

You can reach a mental health professional, free of charge, at any time, 24 hours a day 365 days a year.

When you call, you will speak to a mental health professional who will ask questions to determine your needs. They will also ask for your location so they can match you up with a local mental health professional for in-person, psychological support. You can receive up to 20 hours of confidential support for any issue you call about.

For additional information, visit the following link: <https://www.veterans.gc.ca/eng/contact/talk-to-a-professional>

Canadian Forces Member Assistance Program 1-800-268-7708

Initiated by the CAF, the CFMAP assists members and family members who have concerns that affect their personal well-being. This service is available 24 hours a day, 7 days a week.

For additional information please, visit the following link: <https://www.canada.ca/en/department-national-defence/services/guide/programs-canadian-forces/cfmap.html>

SISIP Financial 1-800-267-6681

SISIP Financial office locations, Manulife contact information and application forms can be obtained by calling SISIP Financial customer service at 1-800-267-6681, SISIP Life Insurance Services - Manulife at 1-800-565-0701 or visit the following link: <https://www.sisip.com>

Office of the Veterans Ombudsman

If you are a serving CAF member, RCMP member, Veteran, family member or representative and you feel you have been treated unfairly by Veterans Affairs Canada, or you would like information about programs and services that could be useful to you, the Office of the Veterans Ombudsman is here to help.

We work to ensure that Veterans and their families are treated fairly and have access to the programs and services that contribute to their wellbeing. We investigate complaints and challenge the policies and decisions of Veterans Affairs Canada where we find individual or systemic unfairness. We also study and recommend ways to make these programs better.

General Inquires Contact Info:

- Telephone (toll-free): 1-877-330-4343
- Email: info@ombudsman-veterans.gc.ca
- Fax (toll-free): 1-888-566-7582
- Mail: Office of the Veterans Ombudsman, P.O. Box 66 Charlottetown, PE C1A 7K2
- TTY (toll-free): 1-833-978-1639

Why come to us video: <https://youtu.be/PJptJG7V158>

DEFINITION

3B Release. '3B Release' is a Canadian Armed Forces term used to describe the transition process of members releasing from the military due to an illness or injury. Transitioning can be challenging, but even more so when it is as a result of a medical condition. There is no defined timeline to healing and each phase will vary based on individual situations.

Caregiver. Caregiver for an eligible Veteran or civilian. A primary caregiver is defined as an adult, who lives with the Veteran, and:

- Is the primary provider of care to the Veteran;
- Is not receiving a wage from the Veteran for this care; and
- Is being supported by or had been supported by the Veteran for a continuous period of at least one year before the Veteran passed away or before the Veteran was admitted to a long-term care facility.

As a primary caregiver, you may qualify for a lifetime continuation of financial assistance for housekeeping and grounds keeping services if the Veteran was in receipt of this assistance. In addition, you:

- Must have a health-related need for these services;
- Have no one else in your home capable of performing these services; and
- Must not have access to these services through private insurance, provincial or community programs.

Dependant Child. A biological child, adopted child or legal ward of the member or of the member's spouse or common-law partner, if the child resides with the member at the post or previous place of duty in Canada for a minimum of eight months in a twelve-month period and who:

- Is under 21 years of age, resides with the member at the post and is not married or in a common-law partnership, or
- Is 21 or more years of age, and is Dependant on the member by reason of mental or physical disability.

Domains of Well-Being. Inter-dependent areas of consideration that form the foundation of criteria for a successful transition. The seven domains defined by CAF and VAC are:

- **Purpose.** Engaged in activities one finds beneficial and meaningful.
- **Finances.** Achieving financial security.
- **Health.** Functioning well physically, mentally, socially, and spiritually.
- **Life Skills.** The ability to adapt, manage and cope within civilian life.
- **Social Integration.** Maintaining mutually supportive relationships and being engaged in the community.
- **Housing and Physical Environment.** Living in safe, adequate and affordable housing.
- **Culture and Social Environment.** Supported by the culture and social environment, be understood and valued by Canadians.

Retention. The effect achieved when a CAF member who meets prescribed conditions of service chooses to remain in the CAF

Release. An administrative process referring to the termination of the service of an officer or non-commissioned member in any manner.

Resilience. The ability of a family to respond positively to an adverse situation and emerge from the situation feeling strengthened, more resourceful, and more confident than its prior state.

Return to Duty (RTD) Program. The RTD Program is a comprehensive recovery, rehabilitation and reintegration program for ill or injured CAF members with the objective of returning the member to general and operational duties. Injured or ill CAF members who have received a recommendation for RTD from a primary health care provider will have a RTD Plan prepared that focuses the collective efforts of the chain of command, the member and support organizations towards a smooth and effective RTD. The RTD plan must be approved by the unit CO.

Serving Member. A current member of the CAF Regular or Reserve component

Transition. While there are many accepted forms of transition, this directive is primarily concerned with the period of reintegration from military to civilian life and the corresponding process of change that a serving member/veteran and their family undertakes when their service is completed.

Transition Advisor. A Transition Advisor (TA) is a CAF member or public service employee responsible for implementing the Military to Civilian Transition and providing guided support to members and their families undergoing transition.

Veteran. A former member of the CAF who has successfully completed basic training and has been honorably released.

Spouse/Partner. A spouse or partner is a life partner in a marriage, civil union, domestic partnership or common-law marriage. The term is gender neutral whereas a male spouse is a husband and a female spouse is a wife.

Veterans Affairs Canada. Veterans Affairs Canada's mandate stems from laws and regulations. Among the more significant is the Department of Veterans Affairs Act, which charges the Minister of Veterans Affairs with the following responsibilities: "...the care, treatment, or re-establishment in civil life of any person who served in the Canadian Forces or merchant navy or in the naval, army or air forces or merchant navies of Her Majesty, of any person who has otherwise engaged in pursuits relating to war, and of any other person designated ... and the care of the dependants or survivors of any person referred to."

The Department meets its responsibilities through various programs. These include programs for disability pensions, Veterans allowances, pension advocacy, health care and commemoration. They provide compensation for hardships arising from disabilities and lost economic opportunities, innovative health and social services, professional legal assistance and recognition of the achievements and sacrifices of Canadians during periods of war and conflict.





ADM (IM)	Assistant Deputy Minister (Information Management)
ANAF	Army, Navy, Air Force
AR/MEL	Administrative Review - Medical Employment Limitations
AURP	Adaptive Unit Retention Process
BGRS	Brookfield Global Relocation Services
BMOQ	Basic Military Officer Qualification
BMQ	Basic Military Qualification
BPSO	Base Personnel Selection Officer
CAF	Canadian Armed Forces
CAFRA	Canadian Armed Forces Release Administration
CAF TG	Canadian Armed Forces Transition Group
CAF TU	Canadian Armed Forces Transition Unit
CAF TC	Canadian Armed Forces Transition Centre
CBI	Compensation and Benefit Instructions
CDA	Canadian Defence Academy
CDS	Chief of the Defence Staff
CF H Svcs C	Canadian Forces Health Services Centres
CFHS	Canadian Forces Health Services
CFIRP	Canadian Forces Integrated Relocation Program
CF Mil Pers Inst	Canadian Forces Military Personnel Instructions
CFMAP	Canadian Forces Member Assistance Program
CFMWS	Canadian Forces Morale and Welfare Services
CFSA	Canadian Forces Superannuation Act
CFSP	Canadian Forces Severance Pay
CHRA	Canadian Human Rights Act
CIC	Cadet Instructor Cadre

CMPC	Commander Military Personnel Command
CPPD	Canada Pension Plan Disability
CO	Commanding Officer
CoC	Chain of command
COATS	Cadet Organizations Administration and Training Service
CORB	Change of Release Base
CPP	Canada Pension Plan
CRA	Compulsory Retirement Age
CT	Component Transfer
CTS	Career Transition Services
CTW	Career Transition Workshop
D2T	Decision to Transition
DAOD	Defence Administration Orders and Directives
DCBA	Director Compensation and Benefits Administration
DFC	Defence Forms Catalogue
DGCB	Director General Compensation and Benefits
DHRIM	Director Human Resource Information Management
DIT	Destination Inspection Trip
DLN	Defence Learning Network
DM	Deputy Minister
DMCSS	Director Military Careers Support Services
DND	Department of National Defence
DP 1	Developmental Period 1
DOR	Date of Release
DWAN	Defence Wide Area Network
DWD	Departure with Dignity
DTC	Digital Transition Centre
DTSP	Director Transition Services and Policy
eCAFRA	Electronic Canadian Armed Forces Release Administration
ELB	Earning Loss Benefit

ER	Education Reimbursement
ESDC	Employment and Social Development Canada
ETB	Education and Training Benefits
ETT	Enhanced Transition Training
FIL	Family Information Line
FLO	Family Liaison Officer
FOC	Full Operational Capability
GECA	Government Employee Compensation Act
GOC	Government du Canada
HEA	Home Equity Assistance
HG&E	Household Goods and Effects
HHT	House Hunting Trip
HOPE	Helping our Peers by Providing Empathy
HQ	Headquarters
HRMS	Human Resources Management System
ILP	Individual Learning Plan
IDTC	Individual Designated Travel Card
IPR	Intended Place of Residence
IPSC	Integrated Personnel Support Centre
IRB	Income Replacement Benefit
ITP	Integrated Transition Plan
JPSU	Joint Personnel Support Unit
JPSU HQ	Joint Personnel Support Unit Headquarters
KSA	Knowledge, Skills, and Abilities
LTD	Long Term Disability
LTP	Long Term Planning
LTS	Long Term Storage
LWOP	Leave without Pay
MDN	Minister of National Defence
MEL	Medical Employment Limitations

MFRC	Military Family Resource Centre
MFS	Military Family Services
MFSP	Military Family Services Program
MILPERSGEN	Military Personnel Generation
MNET	Military Occupational Structure Identification Code / National Occupation Code Equivalency Tool
MO	Medical Officer
MOSID	Military Occupational Structure Identification
MPRR	Member Personnel Record Résumé
MSE	Mobile Support Equipment
MySET	My Skills and Education Translator
NCM	Non-Commissioned Member
NDHQ	National Defence Headquarters
NPF	Non-Public Fund
NOA	Notice of Assessment
NOI	Notification of Intent
NOC	National Occupation Code
NOK	Next of Kin
OAS	Old Age Security
OPI	Office of Primary Interest
OSI	Operational Stress Injury
OSISS	Operational Stress Injury Social Support
OUTCAN	Outside of Canada
PaCE	Performance and Competency Evaluation
PDSP	Pensioners Dental Services Plan
PiL	Payment in Lieu
PLAR	Prior Learning Assessment and Recognition accreditation
PLCC	Person Liability Clearance Card
PMQ	Personal Married Quarters
PRN	Priority Reference Number
P Res	Primary Reserve

PRI	Personal Record Identifier
PSEA	Public Service Employment Act
PSHCP	Public Service Health Care Plan
PSI	Post-Secondary Institutions
PSO	Personnel Selection Officer
PSP	Personnel Support Programs
PSPC	Public Services and Procurement Canada
PTSD	Post-Traumatic Stress Disorder
QPP	Quebec Pension Plan
QPPD	Quebec Pension Plan Disability
QR&O	Queen’s Regulations and Orders
R2CL	Road to Civilian Life
R2MR	Road to Mental Readiness
R&Q	Ration & Quarter
RBA	Release Benefits Administration
RCL	Royal Canadian Legion
RCMP	Royal Canadian Mounted Police
Reg F	Regular Force
Res F	Reserve Force
RHU	Residential Housing Unit
RPO	Retention Program Office
ROE	Record of Employment
RRSP	Registered Retirement Savings Plan
RTNM	Release Transfer Notification Message
SCAN	Second Career Assistance Network
SCP	Skills Completion Program
SDA	Special Duty Area
SDB	Supplementary Death Benefit
SDO	Special Duty Operation
SISIP	Service Income Security Insurance Plan

SMART	Specific, Measurable, Achievable, Relevant, and Time bound
SMRC	Sexual Misconduct Response Centre
SN	Service Number
SOR	Statement of Ordinary Residence
SOU	Statement of Understanding
STAR	Situation, Task, Action, and Result
Sup Res	Supplementary Reserve
TA	Transition Advisor
TOS	Terms of Service
UIC	Unit Identification Code
U of S	Universality of Service
URI	Unit Retention Interview
VAC	Veterans Affairs Canada
VFP	Veteran Family Program
VFPC	Veteran Family Program Coordinator
VRC	Vocational Rehabilitation Counsellor
VRP	Vocational Rehabilitation Program
VRPSM	Vocational Rehabilitation Program for Serving Members
VSA	Veteran Service Agent
VSC	Veterans Service Card

CAF MEMBER TRANSITION AIDE-MEMOIRE FOR UNIT COMMANDING OFFICERS

This Aide-Memoire is intended to be applied in conjunction with the new **My Transition Guide - Transitioning from Military to Civilian Life** and in accordance with existing CAF personnel policies.

Strong, Secure, Engaged – Canada's Defence Policy directed improvements to the transition experience for CAF members in order to better prepare them, as well as their families for transition to civilian life. The Joint Personnel Support Unit (JPSU) has formed the foundation of the new CAF Transition Group (CAF TG), and you will see incremental, but significant improvements to the transition experience, implemented across the CAF, parallel to CAF TG's development of its capability to deliver enhanced transition services.

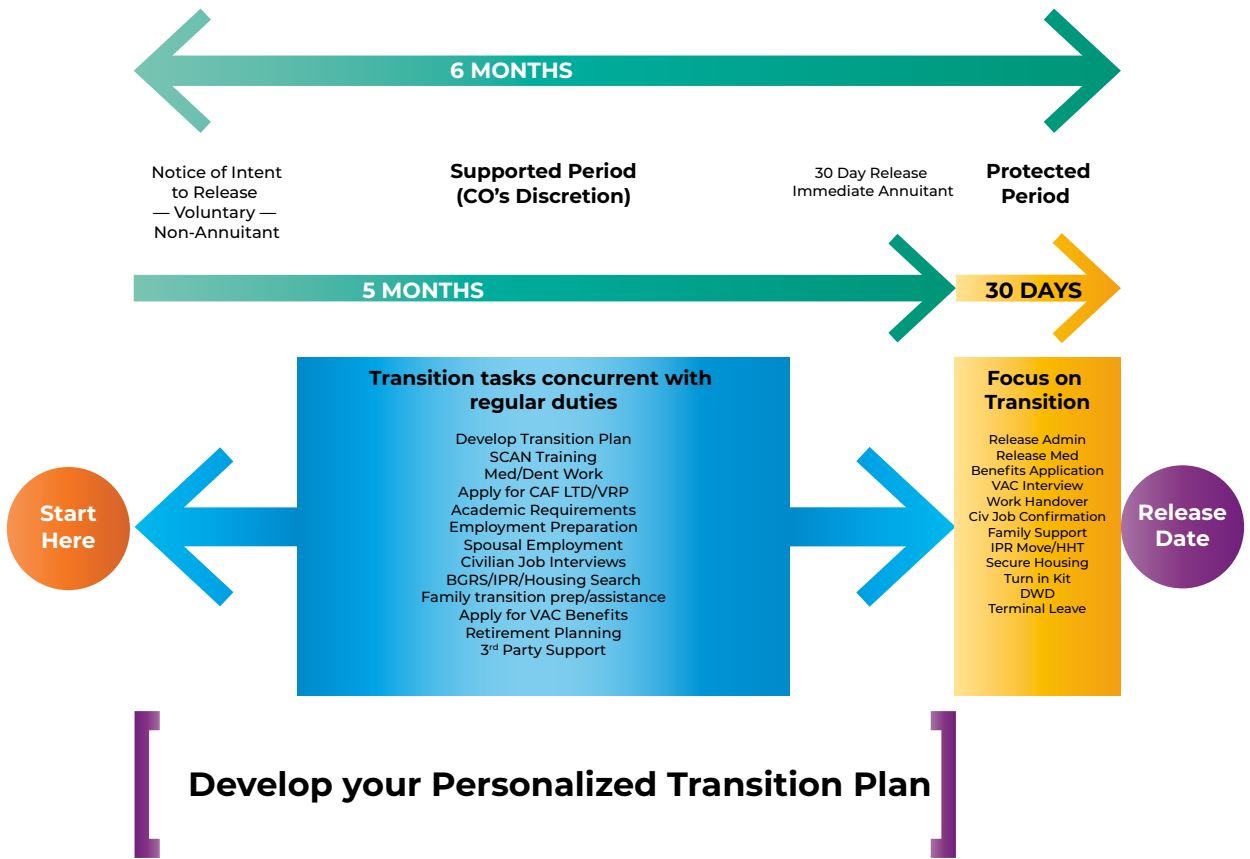
With the stand-up of CAF TG, you will note that your Regional JPSU, and your local Integrated Personnel Support Centre (IPSC), have been renamed as the *Transition Unit (TU)* and *Transition Centre (TC)* respectively. Support to our supported ill and injured members remains our priority, thus main focus, and we hope that you will see a gradual increase over the next five years in your TC's capacity to support all members in transition. However for the foreseeable future, you as the CAF member's chain of command (CoC), will remain the primary authority, facilitator, and mentor during the transition and release process.

In accordance with Op TRANSITION, an initial transition process was implemented in April 2019. As the initial authority, the Unit Commanding Officer (CO) is responsible to conduct the URI to explore push/pull factors, and determine if retention options are possible and/or desired". If the member still want to transition out of the CAF, CO is responsible to inform them of the initial transition resources available and to complete the following tasks:

- Ensure that the member and their family have access to a copy of the CAF **"My Transition Guide - Transitioning from Military to Civilian Life"**, which is available in hard copy, online, and in downloadable PDF version, and in both official languages. <https://www.canada.ca/en/department-national-defence/corporate/reports-publications/transition-guide.html>
- Ensure that the member has access to the **"Military Career Transition"** online portal for centralized access to CAF and VAC information, including links to supporting mechanisms for transition/release and available benefits. <https://www.canada.ca/en/department-national-defence/services/benefits-military/transition.html>
- Ensure that the member is aware of the availability of **"Second Career Assistance Network"** (SCAN) material, which is accessible anytime/anywhere for members and their families, through the Transition website at the CAF online portal. <https://www.canada.ca/en/department-national-defence/services/benefits-military/transition/scan.html>

- Alert the member that they must complete a DLN-based Enhanced Transition Training (ETT) course that has been incorporated into the transition/release process. <https://www.canada.ca/en/department-national-defence/services/benefits-military/education-training/professional-development/defence-learning-network.html>
- Ensure that the member signs-up for a MyVAC account at the beginning of the transition/release process, in order to establish a formal connection with VAC and enable exploration of requests for applicable VAC benefits and services, immediately and/or in the future. https://www.veterans.gc.ca/eng/e_services
- Inform the member that they will receive a Veterans Service Card (VSC) upon release to replace the current CAF ID card.
- Inform the member that they had the option of a recommended six months “transition period” and 30-days Protected Period prior to the release date, during which members are permitted to focus their priority on finalizing their transition (see Figure 4 on the next page).
 - › The intent of the six months transition period (or otherwise applicable time frame) prior to release is that alongside their normal duties CAF members are completing preliminary administration, conducting training, and accessing programs and services in preparation for transition. This period could include the following activities (see Figure 4).
 - › The Protected Period is a mandated 30 calendar days immediately preceding the member’s release date/last day in uniform that is considered as protected time for the member and their family in order to complete tasks directly associated with transition. Members are still required to report to their parent unit during this time, and the member’s CoC continues to exercise authority over the member, but the unit must ensure the member’s focus of activity during this 30-day period is related to their transition, not on tasks normally associated with regular unit operations and training. The focus must be on enabling them to complete **ALL ADMINISTRATIVE ASPECTS PRIOR TO THEIR RELEASE**. This is not a period of leave; and members are still accountable to their CoC for their whereabouts and they are still subject to the Code of Service Discipline. This period could include the following activities (see Figure 4).

Figure 4 | Recommended six months Transition Period and 30-day Protected Period



As a CO, you play a critical role in guiding your members in their transition planning and execution. Your relationship with your soldiers, sailors, aviators and special operations operators makes you best suited to assist them in their journey, guiding and supporting them and their families through what can be a complex and challenging path. CAF TG elements and other supporting resources such as the Retention Program Office (RPO), Base Admin Services, Base Personnel Selection Officers (BPSOs), Military Family Resources Centres (MFRCs), VAC, and other stakeholders are also there to advise and assist the CoC and the members as necessary. Options for retention within the CAF (component transfer (CT), MOSID reclassification, etc.) must also remain a paramount consideration in the transition dialogue between the CO and the member. For additional information on retention, visit the following link: <http://cmp-cpm.mil.ca/en/support/The-CAF-Retention-Strategy.page>

CO's Roles and Responsibilities:

- Receive and respond to the member's Request to Release, or in the case of compulsory/directed release, inform the member (Notice of Intent).
- Interview the member using the URI protocol available in CAFRA. To provide flexibility to CO/delegates two URI protocols have been created: URI Structured (URI-S, DND 4835) and URI Semi-Structured (URI-SStr). Thus, leadership can opt for either version; however, regardless of the version used members' responses to the main five interview questions (i.e., questions included in the URI-S) must be reported in CAFRA.
- Discuss with the member (and their family if possible) the circumstances around the desired release and talk through the transition/release process.
- As part of the initial interview, ensure that the member has a copy of **My Transition Guide - Transitioning from Military to Civilian Life**, and inform the member where to access online information on transition, including SCAN Online (these tools are intended for the member). In addition, underline the importance of the Depart-with-Dignity (DWD) program and ensure that all members receive a DWD ceremony as a form of acknowledgement of their service in the CAF their family.
- Encourage the member to develop a Transition Plan and arrange to review that plan with the member (and their family if possible). Within capability, assist and/or facilitate the member's achievement of their Transition Plan goals and objectives, and refer the member to available supporting resources as necessary (VAC TC, VAC, BPSO, MFRC, CAF VRP, etc.).
- Wherever possible, provide the member a "transition time period" free from regular duties, deployments, exercises, etc., so they can focus on understanding the transition/release process, and can effectively prepare themselves for their transition.
NOTE: CAF TG recommends SIX months as an optimal "transition time period" for most members, but individual circumstances will assist in determining a suitable duration.
- For members undergoing a Medical Release, consider the complexity of their situation and initiate posting to a TC (formerly known as IPSC) for those with high risk or with complex needs, if applicable.
- For members with unique circumstances, give consideration to whether an Attached Posting during the transition period would be beneficial to supporting the objectives of their personal Transition Plan.
- Facilitate the member's attendance at a local SCAN Seminar and other transition-related programs, such as the SCAN Career Transition Workshop (CTW).

- Ensure that the member completes the DLN-based Enhanced Transition Training (ETT).
- Ensure that the member signs up for a MyVAC Account.
- Ensure that the member is aware of and is given an appropriate time to undertake the various release out-clearance appointments including:
 - › Unit CO or Sub unit commander interview;
 - › Unit Stores (Quarter Master);
 - › Unit Orderly Room;
 - › Medical Part 1 and 2;
 - › Dental Appointment;
 - › BPSO;
 - › Residential Housing Unit (RHU)/Rations and Quarters (R&Q), if applicable;
 - › SISIP Financial;
 - › Base Supply to military kit;
 - › Mess;
 - › Non Public Fund (NPF);
 - › Claims;
 - › Cashier;
 - › Mobile Support Equipment (MSE)/Transport;
 - › Access Passes (Base/Building/Parking);
 - › Personnel Support Programs (PSP)/Sports Store;
 - › Individual Designated Travel Card (IDTC)/BMO Card;
 - › Military Family Resource Centre (MFRC);
 - › VAC Interview; and
 - › Person Liability Clearance Card (PLCC) Card.
- Periodically meet with, and review the member's Transition Plan progress. As needed, assist the member with completing the various administrative requirements necessary for departure from the CAF and facilitate, and where possible, support the member's process of transitioning to civilian life.

- Verify that the member has completed all the required steps for their release/transition and sign off to effectively approve or recommend the member's release (as applicable to release item and release authority).
- Ensure that the member has received the Veterans Service Card.
- Arrange for, and ensure that the member receives a DWD ceremony.
- Facilitate maintaining ties to the CAF through the provision of information regarding Branch, Corps, Regimental, or Unit associations.

Note: Although responsibility ultimately rests with the CO to ensure the appropriate actions are taken, it is recognized that the CO may delegate many of the above-mentioned responsibilities to subordinate leaders within their unit.



APPENDIX 1 TO ANNEX A –

INITIAL TRANSITION PROCESS COMMANDING OFFICER CHECKLIST

The following checklist is intended as a tool for Unit Commanding Officers (COs) to ensure that transitioning members are completing all the steps as currently mandated in Operation TRANSITION, and as outlined in Annex A of My Transition Guide – Transitioning from Military to Civilian Life.

An electronic version of the checklist is also available on the Defence Forms Catalogue (DFC) under DND 4610. To download the PDF version, visit the following DWAN link:

http://dfc-rfd.mil.ca/?WT.mc_id=login-dfc

Although responsibility ultimately rests with the CO to ensure the appropriate actions are taken, it is recognized that the CO may delegate many of the below-mentioned responsibilities to subordinate leaders within their unit

As required, meet with the member and review the member's Initial Transition Process progress. As needed, assist the member with completing the various administrative requirements necessary for a departure from the CAF. Where possible, facilitate and support all aspects related to transition to civilian life.

Support the member and their family through provision of a supported **six-month transition period** wherein the member is provided with the flexibility to plan for and action transition-related activities, and can be freed, when feasible, from regular duties, deployments, exercises, etc., in order to do so. This will enable the member to focus on finalizing their Transition Plan and support their transition/release process to better prepare themselves and their family for transition.

IAW Op TRANSITION, the 30 calendar days immediately preceding the member's release date will be protected time in order to permit the member and their family to complete tasks directly associated with Transition. Members are still required to report to their parent unit during this time, and the member's CoC continues to exercise authority over the member, but the unit must ensure the member's focus of activity during this 30-day period is related to their transition, not on tasks normally associated with regular unit operations and training. The focus must be on enabling them to complete ALL ADMINISTRATIVE ASPECTS PRIOR TO THEIR RELEASE.

The following page is the formal checklist that will be used to ensure all CAF members have completed all the steps required to transitioning from military to civilian life. The endnotes include more information related to each of those steps. **CO's are to ensure that the completed checklist is included in the members release file.**

CO's Checklist – Initial Transition Process – Op TRANSITION

Service Number:		Rank/Name:	
Date of Release:		UIC:	
Step 1	CO's Interview and Retention Discussion (Voluntary Release). ¹	URI completed (DND 4835) (Check X) <input type="checkbox"/> Option(s) selected: Honours and Awards <input type="checkbox"/> Comments:	
Step 2	Access to My Transition Guide, My Transition Services App and Transition website. ²	Member informed	<input type="checkbox"/>
Step 3	Initiate the supported six-month (or otherwise applicable time frame) Transition Period (Voluntary Release)	Transition Period Commencement Date:	
Step 4	Sign up for 'MyVAC' account. ³	Member informed	<input type="checkbox"/>
Step 5	Complete the Mandatory Enhanced Transition Training (ETT) through the DLN LMS. ⁴	Member informed of requirement Member certification Received	<input type="checkbox"/> <input type="checkbox"/>
Step 6	Attend local SCAN seminar, job/education fairs, transition workshop. ⁵	Member informed	<input type="checkbox"/>
Step 7	For medically releasing members, direct them to attend the local Transition Centre. ⁶	Member informed	<input type="checkbox"/>
Step 8	Meet with VAC to explore potential Transition benefits and services, such as Career Transition Services (CTS) and Education & Training Benefit(ETB)	Completed	<input type="checkbox"/>
Step 9	Complete release administration and out-clearance process. ⁷	Completed	<input type="checkbox"/>
Step 10	Initiate 30-Day Protected Period prior to release date. ⁸	Date of Commencement:	<input type="checkbox"/>
Step 11	Mandatory Depart with Dignity. ⁹	Completed	<input type="checkbox"/>

Step 12 IAW Op TRANSITION, I certify that the member has completed the above steps and is **“ready to transition”**

Commanding Officer (or Delegated Officer) Signature

Date

1. **CO's Interview and Retention Discussion:** Receive and respond to the member's Request to Release
 1. Review the member's personnel file, interview the member (and family if possible) to discuss the circumstances around the release using the URI. You should explore the following:
 - a. Clarify the member's personal information;
 - b. Clarify the member's reasons for requesting a voluntary release/provide Notice of Intent to Release for directed/compulsory release;
 - c. Clarify the member's expectations from the chain of command CoC;
 - d. Discuss options for retention (voluntary release - e.g. what are the member's needs that the CAF is not providing currently and that, if provided, would change their decision to transition?). Various retention options are available such as Voluntary Occupation Transfer, Commissioning Plan, Component Transfer (CT), Leave without Pay (LWOP), Posting possibility, Formal Flexible Working Arrangements, Parental and Education Leave, DND Civilian Employment and Other Federal Public Service opportunities; and
 - e. Assess member willingness to meet with specialist(s) to assess other options (e.g. Insert Base Personnel Selection Officer BPSO)
 2. If no retention option is selected, continue to support and facilitate the member's transition experience. Direct your orderly room to review the PERS File for completeness including a check for any Honours and Awards that may be outstanding. For additional information related to Honours and Awards refer to the following link: <https://www.canada.ca/en/department-national-defence/services/medals/cf-honours-policy-manual.html>
 3. For compulsory release, members are informed of the release date and will ensure that the transition process starts as soon as possible, to best facilitate a successful transition.
 4. For members undergoing Medical Release, consider the complexity of their situation and initiate posting to Transition Centre (TC) for those with high risk or complex needs if applicable.
2. **Access to My Transition Guide, My Transition Services App and Transition website**
 1. The member should be aware that information related to their transition is available in My Transition Guide and My Transition Service App. **My Transition Guide – Transitioning from Military to Civilian Life** is available in hard copy, online, and in downloadable PDF version, in both official languages. The member should be aware that CAF and VAC information, including links to supporting mechanisms for transition/release and available benefits are now centralized to <https://www.canada.ca/military-transition>. My Transition Guide and My Transition Services App (Android and Apple) are available on the Transition Website.

3. Sign up for 'My VAC' account

1. The member should sign up to My VAC account at the beginning of the transition/release process, in order to establish a formal connection with VAC and enable exploration and/or application for applicable VAC benefits and services, immediately and/or in the future.

4. Complete the Mandatory Enhanced Transition Training (ETT) through the Defence Learning Network Learning Management System (DLN LMS).

1. All CAF Reg F and P Res who have completed their Basic Military Qualification (BMQ) or Basic Military Officer Qualification (BMOQ) training are required to complete the training prior to leaving the CAF and this module based training comprises essential information to support members transitioning. Personal DWAN account (forces.gc.ca) is required. All efforts to ensure access to DWAN account for those members who do not have a DWAN account should be taken. If all possible attempts were taken and the member still does not have a DWAN account, a waiver could be requested.
2. It is essential to highlight to each member the importance to complete this training in order to have all the information required to assist their transition experience and receive all the benefits that are available to them.
3. A Mandatory ETT Waiver request should be directed to Director Transition Services and Policy (DTSP) and justified (e.g., medical reason). To request a waiver, forward an email to DTSP Positional Mailbox with all the information requested in the format provided at Appendix 2 of Annex A.

5. Attend local SCAN seminar, job/education fairs, career transition workshop

1. The member should be informed that the BPSOs have SCAN material (e.g., SCAN seminars, Career Transition Workshop, individual counselling) available to them. Also, the SCAN seminar presentations are available online in the Transition website.

6. For medically releasing members, direct them to set up an appointment at the local Transition Centre

1. Refer members to engage with Manulife for Canadian Armed Forces Long Term Disability (CAF LTD) benefits to ensure income replacement post release.
2. If not already engaged, refer members to contact Canadian Armed Forces Vocational Rehabilitation Program (CAF VRP) to commence pre-release educational transition.
3. Inform members to engage with VAC to determine medical and/or psychosocial rehabilitation requirements.
4. If not already done so, ensure members are referred to a Nurse Case Manager for coordination of their medical care transition.

7. Complete release administration and out-clearance process

1. Ensure that the member is aware of and is given an appropriate time to undertake the various release out-clearance appointments.
2. Ensure that there are no outstanding Honours & Awards due to the member.

8. Initiate 30-day Protected Period prior to release date

1. IAW Op TRANSITION, the 30 calendar days immediately preceding a member's date of release will be protected time in order to permit the member, and their family, to complete tasks directly associated with Transition. Members are still required to report to their parent unit during this time, and the member's CoC continues to exercise authority over the member, but the unit must ensure the member's focus of activity during this 30-day period is solely related to their transition, not on tasks normally associated with regular unit operations and training.

9. Mandatory Depart with Dignity

1. Arrange for, and ensure the member receives a Depart-with-Dignity (DWD) ceremony as per CF Military Personnel Instruction Depart with Dignity 01/09.



APPENDIX 2 TO ANNEX A –

MANDATORY ENHANCED TRANSITION TRAINING – WAIVER REQUEST

Ref: DAOD 5516-5, Learning Disability Accommodation during Recruiting, Training and Education

Requesting a waiver for CAF members who are unable to complete the Enhanced Transition Training (ETT) involves a formal process identified below.

- 1. Requests based on learning disabilities, which are non-conducive to completion of the ETT, must be accompanied by:**
 - a. A completed 'Request for Accommodation for Learning Disability', DND 4458 (as per Ref).

- 2. Requests based on health reasons must be accompanied by:**
 - a. A copy of Medical Employment Limitations (MELs); or
 - b. A copy of Medical Disposition Note (formally known as a "Medical Chit").

- 3. Other waiver requests (e.g. no access to forces.gc.ca account) may be submitted and will be reviewed by the DTSP, on a case by case basis.**

Instructions for waiver request:

COs or designated officers are to submit all waiver requests, by email with PKI encryption, to the following email address: ***++DTSP Waivers - Dispense DSPT@CMP DTSP@Ottawa-Hull***. Acknowledgment of receipt will be within 5 business days.

Email Waiver Format:

Subject line: ETT Waiver Request - Member's Service Number (SN), rank, initials, last name

Body of e-mail:

- 1 Unit Name, Unit Identification Code (UIC), location;
- 2 Attached documents/s to substantiate waiver request;
- 3 Justification Statement: provide details why member is unable to complete the ETT; and
- 4 Additional Information: as required to support the waiver request.

Examples:

1 ETT Waiver Request - 111 222 333, Sgt R.T. Bloggins

- a. CAF TG, 6962, TC Ottawa
- b. Attached Document/s: DND 4458
- c. Justification Statement: Member is unable to complete online training
- d. Additional Information: N/A

2 ETT Waiver Request - 012 345 678, Capt A.B. Officer

- a. 14 Wing Greenwood, 0123, Wadmin
- b. Attached Document/s: Medical Disposition Note
- c. Justification Statement: Member is on bed rest and unable to complete the training prior to date of release
- d. Additional Information: N/A

3. ETT Waiver Request - 987 654 321, Cpl R.E. Lease

- a. CFB Kingston, 0114, TC Kingston
- b. Attached Document/s: Confirmation of account closure
- c. Justification Statement: Member's forces.gc.ca account has been shut down, so they cannot access ETT through DLN Learn
- d. Additional Information: N/A



MY TRANSITION PLAN TEMPLATE

My Transition Plan					
Personal Information					
Name	Rank	Service Number	Occupation	Year of Service	Operational Experience
Age	Education	Marital Status	Support Network	Anticipated Date of Release	
Domains of Well-Being Assessment Goals					
Purpose		Priority	Start	End	Status
Goal/Action # 1:					
Goal/Action # 2:					
Goal/Action # 3:					
Goal/Action # 4:					
Goal/Action # 5:					

Finance	Priority	Start	End	Status
Goal/Action # 1:				
Goal/Action # 2:				
Goal/Action # 3:				
Goal/Action # 4:				
Goal/Action # 5:				
Social Integration	Priority	Start	End	Status
Goal/Action # 1:				
Goal/Action # 2:				
Goal/Action # 3:				
Goal/Action # 4:				
Goal/Action # 5:				
Housing and Physical Environment	Priority	Start	End	Status
Goal/Action # 1:				
Goal/Action # 2:				
Goal/Action # 3:				
Goal/Action # 4:				
Goal/Action # 5:				

Health	Priority	Start	End	Status
Goal/Action # 1:				
Goal/Action # 2:				
Goal/Action # 3:				
Goal/Action # 4:				
Goal/Action # 5:				
Life Skills	Priority	Start	End	Status
Goal/Action # 1:				
Goal/Action # 2:				
Goal/Action # 3:				
Goal/Action # 4:				
Goal/Action # 5:				
Notes				
Member Signature / Date				

Purpose

Goal/Action	Outcomes	Resources	Priority	Start	End	Status	Notes
Goal/Action # 1:							
Goal/Action # 2:							
Goal/Action # 3:							

Goal/Action	Outcomes	Resources	Priority	Start	End	Status	Notes
Goal/Action # 4:							
Goal/Action # 5:							

Finance

Goal/Action	Outcomes	Resources	Priority	Start	End	Status	Notes
Goal/Action # 1:							
Goal/Action # 2:							
Goal/Action # 3:							

Goal/Action	Outcomes	Resources	Priority	Start	End	Status	Notes
Goal/Action # 4:							
Goal/Action # 5:							

Social Integration

Goal/Action	Outcomes	Resources	Priority	Start	End	Status	Notes
Goal/Action # 1:							
Goal/Action # 2:							
Goal/Action # 3:							

Goal/Action	Outcomes	Resources	Priority	Start	End	Status	Notes
Goal/Action # 4:							
Goal/Action # 5:							

Housing and Physical Environment

Goal/Action	Outcomes	Resources	Priority	Start	End	Status	Notes
Goal/Action # 1:							
Goal/Action # 2:							
Goal/Action # 3:							

Goal/Action	Outcomes	Resources	Priority	Start	End	Status	Notes
Goal/Action # 4:							
Goal/Action # 5:							

Health

Goal/Action	Outcomes	Resources	Priority	Start	End	Status	Notes
Goal/Action # 1:							
Goal/Action # 2:							
Goal/Action # 3:							

Goal/Action	Outcomes	Resources	Priority	Start	End	Status	Notes
Goal/Action # 4:							
Goal/Action # 5:							

Life Skills

Goal/Action	Outcomes	Resources	Priority	Start	End	Status	Notes
Goal/Action # 1:							
Goal/Action # 2:							
Goal/Action # 3:							

Goal/Action	Outcomes	Resources	Priority	Start	End	Status	Notes
Goal/Action # 4:							
Goal/Action # 5:							



APPENDIX 1 TO ANNEX B –

EXAMPLE OF A TRANSITION PLAN

My Transition Plan					
Personal Information					
Name	Rank	Service Number	Occupation	Year of Service	Operational Experience
Blogging	Sgt	A00 000 000	MP	12	Nil
Age	Education	Marital Status	Support Network	Anticipated Date of Release	
38	College	Married	Family	19 Jan 20	
Domains of Well-Being Assessment Goals					
Purpose		Priority	Start	End	Status
Goal/Action #1: Create a Resume		High	25 Sep 19	31 Dec 19	Not Started
Goal/Action #2: Utilize Education and Training Benefit		High	25 Sep 19	19 Jan 20	In Progress
Goal/Action # 3:					
Goal/Action # 4:					
Goal/Action # 5:					

Finance	Priority	Start	End	Status
Goal/Action #1: Contact Pension Centre	High	19 Dec 19	19 Dec 19	Not Started
Goal/Action #2: Utilize SISIP Financial Counselling Svcs	High	25 Sep 19	31 Oct 19	Not Started
Goal/Action #3: Consult a Trustee in Bankruptcy	High	25 Sep 19	31 Oct 19	Not Started
Goal/Action # 4:				
Goal/Action # 5:				
Social Integration	Priority	Start	End	Status
Goal/Action #1: Register on Ex-Pat Website	Low	25 Dec 19	No End Date	Not Started
Goal/Action #2: Join Jr Ranks as Associate Mbr	Low	31 Jan 20	No End Date	Not Started
Goal/Action #3: Participate in Volunteer Activities	Low	31 Jan 20	No End Date	Not Started
Goal/Action # 4:				
Goal/Action # 5:				
Housing and Physical Environment	Priority	Start	End	Status
Goal/Action #1: Obtain Housing in Germany	High	25 Sep 19	No End Date	Not Started
Goal/Action # 2:				
Goal/Action # 3:				
Goal/Action # 4:				
Goal/Action # 5:				

Health	Priority	Start	End	Status
Goal/Action #1: Obtain Health Care	High	25 Sep 19	19 Jan 20	Not Started
Goal/Action # 2: Connect with Veterans Affairs Canada	High	25 Sep 19	19 Jan 20	Not Started
Goal/Action #3: Treat you Mental Health Issues	High	25 Sep 19	No End Date	Not Started
Goal/Action #4: Submit PSC for Mental Health Issues	High	25 Sep 19	No End Date	Not Started
Goal/Action # 5:				

Health	Priority	Start	End	Status
Goal/Action #1: Complete Enhanced Transition Training	High	25 Sep 19	15 Oct 19	Not Started
Goal/Action # 2: Complete Release Admin/Out-Clearance	Low	19 Dec 19	19 Jan 20	
Goal/Action # 3:				
Goal/Action # 4:				
Goal/Action # 5:				

Notes

Member Signature / Date

Purpose

Goal/Action	Outcomes	Resources	Priority	Start	End	Status
Goal/Action #1: Create a Resume			High	25/12/19	31/12/19	Not Started
Complete a resume	Prepared for job hunting	FOCUS/CTS	High	25/12/19	31/12/19	Not Started
Get resume translated to German	Shows initiative to prospective employer	Translation Svc	High	25/12/19	31/12/19	Not Started
Goal/Action #2: Utilize Education and Training Benefit			High	25/12/19	19/01/20	
Possibly enrol in a educational institution in Germany to learn German	Obtain student visa	VAC	High	25/12/19	19/01/20	Not Started
Goal/Action # 3:						

Goal/Action	Outcomes	Resources	Priority	Start	End	Status
Goal/Action # 4:						
Goal/Action # 5:						

Finance

Goal/Action	Outcomes	Resources	Priority	Start	End	Status
Goal/Action #1: Contact Pension Centre			High	9/12/19	9/12/19	Not Started
Contact Pension Centre 30 days prior to release.	Receive your TV	Pension Centre	High	9/12/19	9/12/19	Not Started
Goal/Action #2: Utilize SISIP Financial Counselling Svcs			High	25/09/19	31/10/19	Not Started
Utilize SISIP to obtain good financial advice for your situation	Better financial health	SISIP	High	25/09/19	31/10/19	Not Started
Goal/Action #3: Consult a Trustee in Bankruptcy			High	25/09/19	31/10/19	Not Started
Obtain advice on your options to clear up your debt	Better financial health	Trustee	High	25/09/19	31/10/19	Not Started

Goal/Action	Outcomes	Resources	Priority	Start	End	Status
Goal/Action # 4:						
Goal/Action # 5:						

Social Integration

Goal/Action	Outcomes	Resources	Priority	Start	End	Status
Goal/Action #1: Register on Ex-Pat Website			Low	25/12/19	No End Date	Not Started
Socialize with other Canadians living in Germany	Social life	Website	Low	25/12/19	No End Date	Not Started
Goal/Action #2: Join Jr Ranks as Associate Mbr				31/01/20	No End Date	Not Started
Visit Jr Ranks mess in Geilenkirchen and register as an associate mbr	Socialize with Cdn Military/ Spouses	Mess	Low	31/01/20	No End Date	Not Started
Goal/Action #3: Participate in Volunteer Activities				31/01/20	No End Date	Not Started
Become an active member of your community by volunteering	Welcomed by community	Website	Low	31/01/20	No End Date	Not Started

Goal/Action	Outcomes	Resources	Priority	Start	End	Status
Goal/Action # 4:						
Goal/Action # 5:						

Housing and Physical Environment

Goal/Action	Outcomes	Resources	Priority	Start	End	Status
Goal/Action #1: Obtain Housing in German			High	25/09/19	No End Date	Not Started
Familiarize yourself now with availability and median cost of rent	Suitable accn	Website provided	High	25/09/19	No End Date	Not Started
Goal/Action # 2:						
Goal/Action # 3:						

Goal/Action	Outcomes	Resources	Priority	Start	End	Status
Goal/Action # 4:						
Goal/Action # 5:						

Health

Goal/Action	Outcomes	Resources	Priority	Start	End	Status
Goal/Action #1: Obtain Health Care			High	25/09/19	19/01/20	Not Started
Obtain Travel Insurance	Coverage in event of illness	Private Companies	High	25/09/19	19/01/20	Not Started
Obtain Ontario Health Care (OHIP)	Coverage in event of illness	Gov't of Ontario	High	25/09/19	19/01/20	Not Started
Goal/Action #2: Treat my Mental Health Issues			High	25/09/19	19/01/20	Not Started
Utilize mental health svcs through CF H Svcs	Treatment for MH Issues	CF H Svcs	High	25/09/19	31/10/19	Not Started
Utilize MAP if uncomfortable utilizing CF H Svc	Treatment for MH Issues	Member Assistance Program	High	25/09/19	19/01/20	Not Started
Utilize the "Talk to a Professional" service through VAC	Treatment for MH Issues	VAC	High	25/09/19	No End Date	Not Started
Goal/Action #3: Submit PSC for Mental Health Issues			Medium	25/09/19	No End Date	Not Started
Using your My VAC Account, submit for pain and suffering compensation	Lifelong care for Mental Health	VAC	Medium	25/09/19	No End Date	Not Started

Goal/Action	Outcomes	Resources	Priority	Start	End	Status
Goal/Action # 4:						
Goal/Action # 5:						

Life Skills

Goal/Action	Outcomes	Resources	Priority	Start	End	Status
Goal/Action #1: Complete Enhanced Transition Training			High	25/09/19	15/10/19	Not Started
Complete the ETT via the Defence Learning Network	Prepared for transition	DLN	High	25/09/19	15/10/19	Not Started
Goal/Action #2: Complete Release Administration			Low	19/12/19	19/01/20	Not Started
Initial Release Apt	Initiate Release	Release Section	Low	19/12/19	19/12/19	Not Started
Part 1 & 2 Medical Apt's		Clinic	Low	To book	TBD	Not Started
Return Kit		QM	Low	To book	TBD	Not Started
Final Release Apt	Finalize Release	Release Section	Low	19/01/20	19/01/20	Not Started
Goal/Action # 3:						

Goal/Action	Outcomes	Resources	Priority	Start	End	Status
Goal/Action # 4:						
Goal/Action # 5:						



MEMBER TRANSITION TASK LIST

MEDICAL RELEASE ONLY	PURPOSE <i>Employment or other meaningful activity Engaged in activities they find beneficial and meaningful</i>			
		TO DO	DONE	NEED HELP
	12+ Month TASKS Date: _____			
	7-12 Month TASKS Date: _____			
	Research education options and facilitate interviews with schools, if pursuing or continuing education			
	› Prior Learning Assessment and Recognition (PLAR)			
	› MySET			
	Identify second career options			
	› Participate in the Career Transition Workshops			
	› Explore VAC's Career Transition Services			
	› Make an appointment with your local Base/Wing PSO to discuss post career options			
	› Prepare or update your resume			
	› Contact a professional group if you have skilled trade			
	› MNET			
	› Plan to and apply for the CAF Vocational Rehabilitation Program for Serving Members (VRPSM)			
	Explore VAC's Education and Training Benefits			
	1-6 Month TASKS Date: _____			
	Employment in the Federal Public Service			
	› Learn about employment preference and mobility in the public service			
	Obtain names and coordinates for future job references			

	Within 1 Month TASKS Date: _____			
	Apply for VAC's Education and Training Benefit, if eligible			
	Apply for VAC's Career Transition Services, if eligible			
	Consider activating Priority Entitlement for working in the Federal Public Service (if applicable)			
	After Release TASKS Date: _____			
	Identify hobbies			

MEDICAL RELEASE ONLY	FINANCES <i>Financially Secure</i>			TO DO	DONE	NEED HELP
		12+ Month TASKS Date: _____				
	7-12 Month TASKS Date: _____					
	Contact Manulife/SISIP to ensure all required paperwork is in place for your CAF LTD and CAF VRP supports					
	Check your pension estimate and release benefits					
	Explore, consider and develop a financial plan for after release					
	> Meet a financial planner					
	> Apply for the disability tax credit (T2201), if applicable					
	Fill out personal and banking profile in My VAC Account					
	1-6 Month TASKS Date: _____					
	Apply for CAF Annuity/Pension					
	Identify any outstanding CAF debts (CANEX, mess, etc.) and plan payment schedule					
	Within 1 Month TASKS Date: _____					
	Confirm your life insurance requirements after release					
	Apply for the Veterans discount CF One card					
	Complete the CPP and/or QPP form, if applicable					

MEDICAL RELEASE ONLY	<h2 style="text-align: center;">HEALTH</h2> <p style="text-align: center;"><i>Functioning well physically, mentally, socially and spiritually</i></p>	TO DO	DONE	NEED HELP
12+ Month TASKS Date: _____				
7-12 Month TASKS Date: _____				
	Meet with CAF Nurse Case Manager to ensure continued coordination and transfer of your care plan and benefits.			
	Sign the necessary consent forms at your release.			
	Apply for VAC's Disability Benefit, if applicable			
1-6 Month TASKS Date: _____				
	Connected with the Veteran Family Program			
	Connected with Military Family Resource Centres			
	Discuss your Continuity of Care plan with your Nurse Case Manager			
	Prepare a list of medication/health treatment services and verify the coverage post release with VAC (Medavie Blue Cross) and/or your chosen medical care plan (i.e. Sun Life).			
	Inquire about the Alignment of Treatment Benefits and how it may apply to you			
	Book and complete your medical examination in preparation for your release			
	Find Civilian Health Professional(s)			
	Consider connecting with the Operational Stress Injury Social Support (OSISS)			
	Apply for VAC Rehabilitation Services and the Income Replacement Benefit			
	Obtain health and dental benefit plans for yourself and family			
	<ul style="list-style-type: none"> › Verify your eligibility to enroll in the Pensioner's Dental Services Plan (PDSP) to obtain dental benefit plans for yourself and your family 			
	<ul style="list-style-type: none"> › Verify your eligibility to enroll in the Public Service Health Care plan (PSHCP) 			
	<ul style="list-style-type: none"> › Explore joining VAC's Health Benefits Program which offers individual and family access to group health insurance through the Public Service Health Care Plan (PSHCP) 			
	<ul style="list-style-type: none"> › Explore obtaining Private health and dental insurance, if needed 			

Within 1 Month TASKS Date: _____			
Apply for a provincial health care card			
Find courses or programs that support wellness or a healthy lifestyle.			
AFTER RELEASE DATE			
Continue the follow up with specialists or family health care provider			

MEDICAL RELEASE ONLY	LIFE SKILLS <i>Preparedness, able to adapt, manage, and cope within civilian life</i>			TO DO	DONE	NEED HELP
	12+ Month TASKS Date: _____					
Attend a Long Term Planning Seminar						
Make an appointment with the CAF Transition Centre						
7-12 Month TASKS Date: _____						
Plan your release						
› Create a My VAC account						
› Submit a request for voluntary release or component transfer						
Decide what to do about Retirement Leave						
Participate in your first CAF Transition Interview						
Maintain a file of all important documents and certificates for easy reference						
Participate in your Initial Release Administration Interview						
View online SCAN videos and/or attend local SCAN seminars						
1-6 Month TASKS Date: _____						
Make an appointment with your orderly room of your unit to complete Out-Clearance						
Complete the Enhanced Transition Training through the DLN						
Request your pension package thirty days prior to release. Complete and send your pension package as soon as possible afterwards						
Participate in a VAC Transition Interview						
Complete the CAF Exit Survey at the following link: https://survey-sondage.forces.gc.ca/snapwebhost/s.asp?k=162023358390						
Participate in your CAF Release Progress Interview						

Within 1 Month TASKS Date: _____			
Participate in your Final Release Interview.			
Plan and participate in your Depart with Dignity ceremony			
Establish civilian wardrobe for work			
Meet with a notary or lawyer to draft a power of attorney			
Meet with a notary or lawyer to write a will			
Maintain a healthy lifestyle plan (Personal Support Program)			
Identify extenuating family circumstances			
Build in sufficient time for hand-over to your replacement			
AFTER RELEASE DATE			
Ask for a copy of your Personnel File			

MEDICAL RELEASE ONLY	SOCIAL INTEGRATION <i>In mutually supportive relationships and engaged in community</i>		TO DO	DONE	NEED HELP
12+ Month TASKS Date: _____					
7-12 Month TASKS Date: _____					
1-6 Month TASKS Date: _____					
	Consider exchanging personal contact info with military peers / connections you would like to stay in touch with				
	<ul style="list-style-type: none"> › Think about joining military associations / mess memberships, Royal Canadian Legion, etc. 				
	Build your social contact network external to your military circles				
	<ul style="list-style-type: none"> › Contemplate joining groups with similar beliefs, language, culture, sports activities, coaching events you enjoy, etc.. 				
	<ul style="list-style-type: none"> › Consider getting involved with opportunities for spiritual development 				
	<ul style="list-style-type: none"> › Think about pursuing volunteer options 				
	Build your online social media contact list (e.g., Facebook, Instagram, etc.)				
	<ul style="list-style-type: none"> › Stay connected with family, friends 				

	Within 1 Month TASKS Date: _____			
	Think about whether you would like to be a Mentor (after you transition out) to transitioning CAF members			
	Determine how much you want to stay engage with the CAF community			

MEDICAL RELEASE ONLY	HOUSING AND PHYSICAL ENVIRONMENT <i>Live in safe, adequate and affordable housing</i>			TO DO DONE NEED HELP
	12+ Month TASKS Date: _____			
	7-12 Month TASKS Date: _____			
	Decide where you will be living after release			
	Search for other community-based organizations such as schools, daycare, preschool, sport, art group, etc.			
	1-6 Month TASKS Date: _____			
	Arrange your final move			
	<ul style="list-style-type: none"> › Arrange Intended Place of Residence (IPR): My Last CAF Move, if applicable › Set up or arrange rental accommodation if not purchasing 			
	Within 1 Month TASKS Date: _____			
	Ensure your contact information is current			
	Request an occupancy extension, if necessary			

RELEASE ADMINISTRATOR CHECKLIST

This checklist is used by all Release Administrators to ensure a standardized release experience for all CAF members.

Release Authority for Release Benefits Administration (RBA)

After receiving your release information, the Release Administrator will:

- Confirm the Release Authority
- Confirm your Release Item
- Confirm your Release Date
- Upload Release Authorization Documents
- Upload Release Authorization Acting Letter (if required)

Prepare For Your Initial Interview

Before your Initial Interview, the Release Administrator will:

- Upload the following documents (as applicable):
 - DND Arrears Verification CFSA 300
 - Enrolment Form(s) CF 444
 - Severance Pay/Rehabilitation Leave Worksheet
 - Previous Canadian Forces Severance Pay (CFSP)
 - Payment in Lieu (PiL) Election Calculation Form
 - Previous Qualifying Service Calculation Notification (DND 1112)
 - Documents for Pay Forfeiture
 - Statement of Reserve Service (CF 1007)
- Confirm the availability of the Mandatory Documents in Personal File
 - Birth Certificate
 - Enrollment Form CF 444 (the most recent)
 - Promotion Message (the most recent)
 - Supplementary Death Benefit (SDB) Form (CF 2196)
- Print the following documents
 - Human Resources Management System (HRMS)/Guardian Member Personnel Record Résumé (MPRR)
 - Statement of Understanding (SOU)
 - Certificate of Service (More than 10 years (CF 54) printed at RBA)

<ul style="list-style-type: none"> • Financial Reconciliation
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Update Alternate PON to 005
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Review and Post any outstanding transactions
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Review Miscellaneous Information
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Update Individual Notes
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Update Allotments Menu
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Update Pay Arrangement
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Review Current Address
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Review Personal Data
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Review Pay Status History
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Review Continuous Allowances
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Review Continuous Deductions
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Calculate your last pay
<p>Conduct Initial Interview</p>
<p>During the Initial Interview, the Release Administrator will:</p>
<ul style="list-style-type: none"> • Discuss Out-Clearance Process related to:
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Medical Part 1 and 2
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Dental Appointment
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Base Personnel Selection Officer (BPSO)
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Permanent Married Quarters (PMQ)/Ration & Quarter (R&Q) (if applicable)
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ SISIP Financial benefits and options, CAF LTD and VRP
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Base Supply to return kit
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ MESS
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Non-Public Fund (NPF)
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Claims
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Cashier
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Mobile Support Equipment (MSE)/Transport
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Access Passes (Building/Parking)
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Personnel Support Programs (PSP)/Sports Store
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Designated Travel Card (DTC)/BMO Card
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Military Family Resource Centre (MFRC)
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ VAC
<ul style="list-style-type: none"> <ul style="list-style-type: none"> ➤ Person Liability Clearance Card (PLCC)

<ul style="list-style-type: none"> • Discuss the following:
<ul style="list-style-type: none"> ➤ Canadian Forces Integrated Relocation Program (CFIRP) Benefit – Intended Place of Residence (IPR)
<ul style="list-style-type: none"> ➤ CFIRP Benefit – IPR Relocation Move
<ul style="list-style-type: none"> ➤ Legion Membership
<ul style="list-style-type: none"> ➤ Medical Insurance – Public Service Health Care Plan (PSHCP) coverage
<ul style="list-style-type: none"> ➤ Dental Service after Release – Pensioner’s Dental Services Plan
<ul style="list-style-type: none"> ➤ The Mandatory Transition Course
<ul style="list-style-type: none"> ➤ The Canada Pension Plan (CPP)
<ul style="list-style-type: none"> ➤ Transfer to another CAF Component
<ul style="list-style-type: none"> ➤ Supplementary Death Benefit (SDB)
<ul style="list-style-type: none"> ➤ HG&E in Long Term Storage at Release
<ul style="list-style-type: none"> ➤ Pay Allotments
<ul style="list-style-type: none"> ➤ Debt to the Crown
<ul style="list-style-type: none"> ➤ CFSP calculation by RBA – suggest member seek professional financial advice
<ul style="list-style-type: none"> ➤ CFSP – CRA Letter/Notice of Assessment
<ul style="list-style-type: none"> ➤ CFSP – Payment Instruction for the Transfer of Funds
<ul style="list-style-type: none"> ➤ Statement of Ordinary Residence (SOR) on Release
<ul style="list-style-type: none"> ➤ Security Clearance
<ul style="list-style-type: none"> ➤ CAF Exit Survey: <i>https://survey-sondage.forces.gc.ca/snapwebhost/s.asp?k=162023358390</i>
<ul style="list-style-type: none"> ➤ DWD Entitlements (i.e., who will be the OPI for your DWD and when)
<ul style="list-style-type: none"> • Review the following:
<ul style="list-style-type: none"> ➤ MPRR
<ul style="list-style-type: none"> ➤ Pension Benefit application process
<ul style="list-style-type: none"> ➤ Certificate of Service Application
<ul style="list-style-type: none"> ➤ Release Transfer Notification Message (RTNM) message
<ul style="list-style-type: none"> • Confirm the following:
<ul style="list-style-type: none"> ➤ Retirement Leave
<ul style="list-style-type: none"> ➤ Leave Cash Out
<ul style="list-style-type: none"> • Prepare NDI 10 (Temp ID Card)
<ul style="list-style-type: none"> • Give you a copy of SOU
<ul style="list-style-type: none"> • Confirm contact information after release
<ul style="list-style-type: none"> • Explain what happens at Final Interview
<ul style="list-style-type: none"> • Schedule Progress Interview

Conduct Progress Interview

Between your Initial Interview and Final Interview, the Release Administrator will contact you to:

- Confirm Pension Package forms have been completed, mailed, and received at Pension Centre
- Confirm Out-Clearance is progressing
- Confirm Final Interview Appointment
- Check if you have used any leave or if you are planning to take any leave before your release date
- Confirm kit return status
- Confirm SISIP Financial advice on: CAF LTD, VRP, insurance options and general advice
- Confirm if any other issues have been identified that would undermine a successful transition

Prepare for Final Interview

Before your Final Interview, the Release Administrator will:

- Print the following documents:
 - › Release or Transfer Notification Message
 - › HRMS/Guardian MPRR
 - › Copy of SOU for Signature
 - › Copy of Declaration of IPR (or election)
 - › Copy Supplementary Reserve Application (if applicable)
 - › CF WILL/WILL Certificate after Signature
 - › Admin Cancellation of SC TBS/SCT 330-47
 - › Copy of security caution certificate
 - › Release Digest (DND2520)
 - › Debt to the Crown letter (MFSI7)
 - › Release Aide-Memoire
- Prepare the following documents:
 - › Certificate of Service Trained BOT or BRT (CF 2279)
 - › Certificate of Service Untrained (CF 707)
 - › Certificate of Service (CF54) Received
 - › Records of Employment (ROE)
 - › Banking Information
 - › Final Pay Calculation

➤ Retirement Leave Request Authorization (CF100)

➤ Leave Cash-out Form

Conduct the Final Interview

During the Final Interview, the Release Administrator will:

- Finalize and provide you with a copy of your RTNM
- Discuss the following:
 - Funeral Benefits
 - Survivor Benefits
 - Hospitalization/Sick Leave while on Retirement Leave
 - Rank/Title after Release
 - Wearing the Uniform after Release
 - Administration while on Retirement Leave
 - Banking instruction DND2520/2517
- Provide the following:
 - Copy of Declaration of IPR (or Election)
 - Copy for Signature (Supplementary Reserve Application Form CF 1117)
 - Acknowledgement of Receipt of Documents on Release
 - Copy of Release Digest/summary
 - Certificate of Service
- Explain and Provide a Copy of SOU for Signature
- Issue Record of Employment (ROE) (RBA will issue for those with 30+ days of Retirement Leave)
- Administrative Cancellation of Security Clearance TBS/SCT 330-47
- Provide Copy and Sign Security Caution Certificate
- Review and sign MPRR
- Issue Veteran Service Card
- Collect the following:
 - NDI 10/20
 - Geneva Convention ID Card (if applicable)
 - Personal Liability Clearance Card
 - MP ID Card (if applicable)
 - Building Pass(es)
 - Any Classified Material
 - CRA Notice of Assessment (NOA)/CRA Letter







CANADIAN ARMED FORCES
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