



Administrative Transition Process — *Aide Memoire (NCR)*

Version 2 — 26 Apr 2021

Timeline	Activity	Remarks	Status
Preparation – Leading to Transition	Outline normal transition/release requirements and flow	Identify a target release date.	Assisting Officer / Member
	Military transition	Member is required to download the My Transition App . Once the App is downloaded, ensure you register for a My VAC account which is accessible through the Military Career Transition web site. Through the My Transition App the member will be able to access the My Transition Guide which is also available at Military Career Transition: https://www.canada.ca/en/department-national-defence/services/benefits-military/transition.html?utm_campaign=not-applicable&utm_medium=vanity-url&utm_source=canada-ca_military-transition .	Member
	Transition education and supporting agency sessions/interviews	Second Career Assistance Network (SCAN) Online: https://www.canada.ca/en/department-national-defence/services/benefits-military/transition/scan.html . Enhance Transition Training: All CAF members should complete an online training session (available on Defence Learning Network (DLN) Learn) which is comprised of essential information related to transition. Note: If available, attending an in person SCAN within the National Capital Region (NCR) is recommended.	Member
	Timeline	A timeline should be developed for the member to complete these steps (Not Sequential) in the time allotted prior to their Date Of Release (DOR).	Assisting Officer / Member / Unit
Release Phase	Obtain details to begin the release administration process	Release Clerk coordinates the members administrative details in order to ensure a smooth transition.	Transition Centre
	Security Clearance and Language Profile	If member intends to seek employment with the Public Service, ensure Security Clearance and Language Profile is up-to-date. The release section will provide the relevant contact information to the member.	Member / Transition Centre
	Order Pension Package	Member is to order the pension package 30 days prior to their last working day at 1-800-267-0325 or 1-800-561-7930 . (Pension) http://www.tpsgc-pwgsc.gc.ca/fac-caf/accueil-home-eng.html . The member will also be able to receive a pension estimate.	Member
	Unit Leave Audit	Member to verify leave balance using Employee Member Access Application (EMMA) prior to the Unit Leave Audit IAW CANFORGEN 134/16. The release clerk will use this information to determine retirement leave for releasing personnel.	Assisting Officer / Member / Unit
	Update EMMA	T4s — amend EMMA to reflect your personal email address to get your T4s.	Member
	Family Portrait	If the member wishes to have a family portrait, they can make an appointment at 993-2230 or +CFSU(O) Photo Services CFSU(O) Operations@Ottawa-Hull P-OTG.CFSUOPhoto@intern.mil.ca .	Assisting Officer / Member
	Specialists Follow Up	Ensure specialists currently involved in your care are aware that you are releasing from the CAF.	Member
		4a — Advise Career Manager of intention of request for voluntary release (form in folder).	Member

Readiness Activities for Release	Release Stream / Authority	<p>3b — Director Military Career Administration (DMCA) message starting an administrative review (medical employment limitation) (AR MEL) or to initiate discussion with Medical Officer (MO) for permanent MELs. Case Manager will be assigned. MO may request rush process from Director Medical Policy (D Med Pol) to establish MELs with high risk of breaching University of Service (UoS).</p>	Member
	Contact with Base Commander (VVIP)	Contact Cmdt CFSG(O-G) (Ottawa: Capt(N) Dan Bouchard, DANIEL.BOUCHARD2@FORCES.GC.CA at 613-904-5229) to advise of VVIP release and to get office of primary responsibility (OPI) for Transition Centre (Ottawa: Maj Macpherson, Erin.MacPherson@forces.gc.ca at 613-904-4407) and for Clothing Stores (Ottawa: Maj Basha, Melanie.Basha@forces.gc.ca at 613-904-5610).	Assisting Officer
	Release Information Briefing	Contact with the Transition Centre to confirm when the next Release briefing is being conducted or book an appointment if Transition Centre permits. (Ottawa: cfsurel-lib@forces.gc.ca). For VVIP, subject matter expert (SME) Transition Centre may be available to go to member's home. The Transition Centre will need the release authority message of request for a voluntary release a minimum of 30 days prior to the release date. CAF TG to book and member to	Assisting Officer / Member
	Book Release/Transition interviews	Book Release interviews. Initial Interview (14-20 days prior last working day). Final Interview (last working day). For VVIP, SME Release Centre can go to member's home.	Assisting Officer / Member
	Book Medical appointments	Book Medical appointment part 1 & part 2 (Ottawa, Montfort: 613-945-1497 or 613-945-1498).	Member
	Book Clothing Stores appointment	Book Clothing Stores appointment to return issued kit <u>before</u> Final Release interview. Get the clothing list to return all issued kit unless transferring to the Reserves. For missing kit, prepare a Statutory Declaration or Miscellaneous Loss Report (MLR) as applicable (forms in folder). (Ottawa: clothing apt 819-939-9579). VVIP to arrange appointment and pick-up kit for member for Clothing Store return evolution. with OPI provided by Cmdt CFSG (O-G). +CFSU(O) Release_Clothing@CFSU(O) Tech Svcs@Ottawa-Hull (internal) Release_ClothingCFSUO-Habillement_LiberationUSFCO@forces.gc.ca (external).	Assisting Officer / Member
	Leave Plan	Identify leave remaining and members intention to take leave before the release date (retirement leave) or take payment in lieu of leave (PIL).	Transition Centre
	Intended Place of Residence (IPR)	Discuss IPR with member to determine intent (anywhere for 3b release), and initiate administrative action as needed.	Transition Centre
		Appointment with Brookfield (if applicable)	Member
	Imposed restriction (IR) Section (if applicable) – Carling Campus 5E.1.R16.31, 613-904-5018	Member to finalize administration with IR Section. + +CFSU(O) IR/SE@CFSU(O) Admin Svcs@Ottawa-Hull (internal) / CFSUOIR-SE@forces.gc.ca (external).	Member
	Personnel Support Programs (PSP) Housing March Out	PSP Housing March Out (if applicable) 200 De Niverville Private, 613-521-2696 pspmh@bellnet.ca **Must be completed prior to Non-Public Funds (NPF).	Member
	Determine exact time in Service	Do you have previous Regular Force (Reg F) or Primary Reserve (P Res) time (provide approximate dates).	Transition Centre
	Pension	Request a pension estimate to review as part of his decision concerning when to release.	Member
		Pension application – to be completed.	Member
	Health and Dental coverage	Public Service Health Care Plan (PSHCP)/Pensioners Dental Services Plan (PDSP) (SUNLIFE) — health and dental coverage via pension package. pensioncentrecaf.centredepensionsfac@tpsgc-pwgsc.gc.ca SISIP (life insurance coverage) http://www.pshcp.ca/contacts/sun-life.aspx .	Member

Severance Pay	Severance payment (unless PIL was already taken, maximum 30 years). Get Registered Retirement Savings Plan (RRSP) deduction limit – Canada Revenue Agency (CRA) website My account for individuals: https://www.canada.ca/en/revenue-agency/services/e-services/e-services-individuals/account-individuals.html . (If member enrolled prior to 1996, they are entitled to the eligible amount: \$2K/year from year of enrolment up to 1995 inclusive, calendar year, under their name only for this portion).	Member
Departure With Dignity (DWD)	DWD plans - Confirm OPI and member's wishes.	Assisting Officer / Member
Complete Medicals – Part 1 and 2	As previously instructed, member must book their Part 1 and 2 Medicals (by calling 613-945-1497 or 613-945-1498) 3 months prior to their last working day when possible as they have a busy schedule. Out clearance forms need to be signed during Part 1 and Part 2 Medical (Forms in folder). Medical Part 1 & 2 - Montfort Hospital, 713 Montreal Rd, +CDU PHAs-EMP UPSS@CMP CF H SVCS C Ottawa@Ottawa-Hull (internal); cduphas-empupss@forces.gc.ca (external) .	Member
Medical Records	Medical Records summary and file (request the Medical Records. Member needs to complete a consent form <u>in person</u> . Summary of file will be sent to member's home (timeframe of weeks). Copy of the complete file will follow (timeframe of months).	Member
Book Dental release appointment	Request appointment (unless this was conducted recently, and deemed 'not required').	Member
Dental Records	Dental records. The member needs to complete consent form at reception desk. Records can be picked up later on.	Member
Transfer medical prescriptions	Member should go to the pharmacy CFHS and indicate Release Date. Member should pick up 3 months worth of medication and get additional prescription from MO. Member should request prescription list . Transfer of prescription to civilian pharmacy (Provide address +phone number of CFHS Pharmacy, to transfer prescription – once member has Ontario Health Insurance Plan (OHIP) Card or Carte de la régis de l'assurance maladie du Québec (RAMQ) the transfer can be done at pharmacy. OHIP Card can be obtained only after release. The RAMQ card can be obtained before release.	Member
Interviews	RCN/CA/RCAF Leadership	Member to connect with Element Command .
	Veterans Affairs Canada (VAC) Interview	VAC — VAC Release interview. (343)451-5222 vac.ncatransitioninterview-entrevedettransitionrcn.acc@canada.ca .
	SISIP	SISIP/CAF Long Term Disability (LTD) and Insurance (GOIP, SISIP) . SISIP LTD - Col/Capt(N)/GOFO to complete SISIP Member Statement, and book appointment with clinician to complete SISIP APS (via CDU Clerk). https://www.sisip.com/en/Insurance/Long-Term-Disability/Long-Term-Disability-Insurance
	2 nd Transition/Release Interview	To be done at residence or video conference (at your discretion).
	Mess	Mess — contact: CFSUOttawaNPFAccts@cfmws.com for all messes, clearance can be completed by email.
	NPF Accounts	NPF account close out/verrification (after clearing Mess) — CFSUOttawaNPFAccts@cfmws.com .
	Cashier Out Clearance	CFSU(O) Cashier — Carling Campus 5E.1.P15.05, 613-901-5527. DND.Cashier.CFSUO-CaissierUSFCO.MND@forces.gc.ca (external) / +Cashier CFSU(O)@CFSU(O) Compt@Ottawa-Hull (internal).

Out Clearance	Return All IT Equipment	76 Comm Group — To return BlackBerry, Cell Phone, Close DWAN account etc.). Link: http://admim-smagi.mil.ca/en/it-services/desks/nhr/contact.page . Ticket to return items must be done by the member. Closing DWAN can be done by CAF TG.	Member
	Post release employment — Conflict management	Member to contact Conflict of Interest at 1-855-447-1112 for post-employment guidelines.	Member
	ED Claims	Personal Development (Outstanding Education Claims) 613-904-5086, 613-904-5087, +PDev-PerfP@CFSU(O)@Ottawa-Hull (internal) Pdev-PerfP@forces.gc.ca (external).	Member
	BMO Card	BMO Coordinator — If you have a DND Credit Card contact CDAO. 613-904-3240, +DTCprogram@ADM(Fin) DGSFG@Ottawa-Hull (internal), DTCprogram@forces.gc.ca (external).	Member
	Member-specific administration	Complete any/all remaining administration or outstanding items.	Member / Transition Centre
Final Interview	3 rd /Final Release Interview (Admin)	VVIP will be done at residence or office (at VVIP discretion).	Transition Centre
		Finalize confirmation all administration is completed.	Transition Centre
		Confirm all benefits are in-place.	Transition Centre
		Building Pass and NDI 20 — Give to Release Clerk (*Before Part 2 Release Appointment, pick up a <i>Visitors Pass</i> at the entrance (<i>Commissionaires Desk</i>). Take your temporary pass and Building Pass with you to your Release Appointment).	Transition Centre
		Issue Veteran Service Card.	Transition Centre
DWD	Attend DWD Event	Details TBC by DWD OPI.	Assisting Officer
DOR + 120 Days	Follow-up Check in	Follow-up contact to ensure the first 3 months of transition are satisfactory and problem free.	Assisting Officer