



# Transition from the ADF

## Defence Community Organisation

**At some point in your career, you will need to start thinking about transitioning to civilian life.**

**Transition is an inevitable part of every ADF member's career and Defence's ADF Transition programs are here to help you and your family plan for civilian life. Participation in the transition process is mandatory for all ADF member regardless of the reason for leaving.**

### TRANSITION FROM PERMANENT SERVICE

Leaving the permanent military is a significant life changing event for many ADF members and their families. It is important that you have a discussion with your family about your desire to transition before you start the process. As with the rest of your Defence life, their support will be invaluable.

There are mandatory activities that you need to complete, regardless of your reason for leaving Defence.

Remember, you are not alone in navigating transition. An ADF transition coach will work with you to ensure that you are completing all the necessary steps prior to returning to civilian life and offer referral to transition programs and other supports based on your individual needs and goals.

### TRANSITION COACHES

ADF transition coaches are your main point of contact for the duration of your transition..

They provide tailored coaching and work with you and your family to develop an individualised transition plan to support you through the transition process, and up to 24 months afterwards.

### DEFENCE FORCE TRANSITION PROGRAMS

The Defence Force Transition Program provides access to specialist advice, paid leave and training to support members and their families in their transition to civilian life.

Access to the programs is supported by a transition coach.

#### Job Search Preparation workshops (JSP)

A two-day workshop covering all aspects of managing your career, building a resume to capture your military skills, applying for jobs and selling your skills and experience. JSP are accessible to all permanent ADF members at any point during their career

#### ADF Member & Family Transition Seminars

You and your family can attend a seminar at any time in your career. We recommend you attend one every five years and no less than one year prior to your transition.

Visit the [DCO website](#) for more information, and how to register to attend an upcoming seminar.

#### Career Transition Coaching (CTC)

Offers specialist one-on-one coaching to help you identify your motivators, skills, career



options, develop an employment plan, develop interview skills, build a competitive resume, learn effective job hunting skills and adjust to the civilian environment.

Your transition coach will work with you to build a package of CTC to support your needs.

### **Career Transition Training**

Access to vocational education and training to support your employment or meaningful engagement goals after you transition. Limited support may also be provided to help you with travel to attend training.

### **Personalised Career & Employment Program**

Focuses on providing intensive job search support to members at risk of not securing employment prior to or soon after transition. In particular, where a member's financial security and ability to meet their basic needs may be compromised as a result of unemployment.

### **Transition for Employment**

Provides long term vocational and career support to medically transitioning members with complex circumstances.

### **Partner Employment Assistance Program**

Facilitates assistance for partners of medically transitioning ADF members to access a range of professional employment services such as resume preparation, interview skills, development of online employment profiles, e.g. LinkedIn, as well as assistance with professional re-registration fees.

### **Approved absence**

Leave for transition related activities including house hunting, job interviews, appointments and on-the-job experience (includes weekends and public holidays).

### **Financial advice**

Provides a contribution towards professional financial advice to assist in planning for your financial security after transition.

### **Post transition follow up**

Defence will maintain contact with you for 24 months after leaving through a follow up phone call and electronic surveys. These help you to

reach back for further support if your circumstances change and helps us to improve transition programs based on your feedback.

### **WHAT ELSE DO I NEED TO KNOW?**

#### **Skills Recognition – Australian Defence College**

The ADF Civil Recognition & Transition Project facilitates assistance with attaining records of national recognition of competencies and qualifications obtained as a result of a member's professional military education and training.

#### **Leaving with documentation**

Every member is supported to leave with appropriate documentation related to their Defence service including medical, dental, service and training records, leave and pay summaries and ADF Will (if applicable).

#### **Connection with DVA**

Connecting with DVA is a critical part of your transition. Register with DVA via MyService and connect with a veteran support officer.

#### **Comprehensive health assessment**

Every transitioning member must undergo a comprehensive health assessment prior to transition.

This provides an accurate assessment and record of health, including psychological status, Medical Employment Classification, and any ongoing health care. You will be provided with a clinical summary, which can be given to your chosen civilian general practitioner.

### **WANT TO KNOW MORE?**

The [ADF Member and Family Transition Guide](#) contains detailed information on the transition process.

Defence Community Organisation offers a wide range of support services to ADF members and their families.

For more information on this factsheet and other Defence Community Organisation support services visit [www.defence.gov.au/dco](http://www.defence.gov.au/dco) or call the all-hours Defence Family Helpline on 1800 624 608.

