



# Transition from the ADF

## Defence Member and Family Support (DMFS)

**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. 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 transition to civilian life. Access to the programs is facilitated by a transition coach.

### Job Search Preparation workshops (JSP)

These are two-day face to face workshops or four by two hour virtual offerings. The workshops provide training on managing your career, building a resume to capture your military skills, applying for civilian jobs and selling your skills and experience. JSP workshops are accessible to permanent ADF members during their career. Partners of members can also access these workshops.

### ADF Member & Family Transition Seminars

You and your family can attend a seminar (either virtual or face to face) 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 DMFS website at: [Seminars : Your Transition : Department of Defence](#) 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, hone your interview skills, build a competitive resume, learn effective job hunting skills and adjust to the civilian work environment. Your transition coach will work with you to build a CTC package 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 be provided to help 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 your financial security after transition

## Post transition follow up

Defence will maintain contact with you for 24 months after leaving via a follow up phone call and electronic surveys. These help you to seek support if your circumstances change. Your feedback helps to improve transition programs.

## 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 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 an 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 which can be found at:

<https://www.defence.gov.au/members-families/Master/documents/Transition/ADF-member-transition-guide.pdf>

Defence Member and Family Support offers a wide range of support services to ADF members and their families. For more information on this factsheet and other Defence member and Family Support services visit <https://www.defence.gov.au/members-families/> or call the all-hours Defence Member and Family Helpline on 1800 624 608.

