

## Have a plan

Having a plan will improve the chances your transition will go smoothly, be a period of growth, and be enjoyable.

You'll need a plan for leaving the NZ Defence Force. Having a plan includes having achievable goals and measures for success. These will help you figure out what needs to be done and ensure you successfully transition out of the military. A NZDF career transition coach can help you to make the transition.

## When to start and what to plan

It's important to start creating your plan as soon as you decide to leave.

### 1 to 2 years before you leave

- Get familiar with the information about leaving on the HR Toolkit and the My Career Portal (found on the intranet).
- Make financial decisions around superannuation, insurance and savings using the Force Financial Hub.
- Check for qualifications you may have earned with your military experience by contacting Defence Qualifications within the New Zealand Defence College (found on the intranet).
- Update your personal information on your Employee Self Service.
- Consider where your home location will be once you leave. Visit the HR Toolkit to check if you'll be eligible for resettlement expenses or to request a Terminal Posting.
- Plan how you'll use your Resettlement Study Assistance if you're eligible to receive it. There's information on the HR Toolkit.
- Establish a professional network. You can start off by subscribing to professional associations or joining LinkedIn.
- See what skills you can learn, apply and consolidate before you leave.
- Record the specific achievements, projects and skills you have utilised in your various roles.
- Join ex-service groups, such as a corps or branch association.
- Attend a NZ Defence Force Transition Seminar if you're eligible. There's more information on the NZ Defence Force Course Plan (found on the intranet).

Force Financial Hub (<http://www.nzdf.mil.nz/families/financial-hub/default.htm>) [🔗](#)

### 12 months before you leave

- Read the *Departing the NZDF* information on the HR Toolkit.
- Develop wider identity through sports clubs, your child's school or other interest groups.
- Prepare a CV, making sure you have adequately translated your skills and abilities for the civilian workforce.
- Book in to see a NZDF career transition coach. They will work with you to update your CV, learn and practice interview techniques, and provide job seeking and application strategies.
- Start learning interview techniques.
- Consider who could be your referees—people who can speak positively about your skills, abilities and attributes.
- Review your options for life insurance, income protection insurance and health insurance. The Force Financial Hub has a section on insurance.

Force Financial Hub (<http://www.nzdf.mil.nz/families/financial-hub/default.htm>) [↗](#)

## 6 months before you leave

- Consider whether to join the Reserve Forces when you leave. It can be a good way to remain engaged with the New Zealand Defence Force.
- Plan to maximise the use of your annual leave.
- Use your Resettlement Study Assistance if you're eligible to receive it.
- If you're nearing retirement age, check your superannuation options. You might be eligible to receive NZ Super or the Veteran's Pension.
- Check whether you have a Return of Service Obligation (ROSO) for any education, apprenticeships overseas course. If you have a ROSO you will need to organise for it to be paid back or apply for a waiver.
- Talk to others who are leaving, or recently have, about other things you need to do.

Join the Reserve Forces (<https://www.defencecareers.mil.nz/reserves>) [↗](#)

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Information about NZ Super (<https://www.workandincome.govt.nz/eligibility/seniors/superannuation/index.html>) [↗](#)

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Information about the Veteran's Pension (<https://www.veteransaffairs.mil.nz/a-z/veterans-pension/>)

## 3 months before you leave

- Complete a *Release from NZDF* request through Employee Self Service on the intranet.
- Schedule release medical and dental examinations.
- If you're dealing with a health issue, consider what your health management plan will be after you leave. Talk to your local Defence Health Centre if you're unsure.
- Register with a civilian GP and dentist.
- Update your personal information on Employee Self Service.
- Payback any outstanding payments, such as those for travel, advance payments, or education.
- Consider whether to maintain your current superannuation scheme or transfer to another one.
- Complete any administration tasks your HRSC case manager gives you.

## 1 month before you leave

- Assemble an appropriate wardrobe for your new role.
- Make a copy of your personnel records.
- Request your medical file from your local Defence Health Centre and Defence Dental Services. Make sure you forward these to your new practitioners.
- Connect with other agencies, such as the RSA, ACC, or Veterans' Affairs.
- Think about the possible psychological impact of leaving.
- Inquire about your farewell from your workplace or mess.
- Find out what uniform and equipment you need to return. Those joining the Reserve Force should also inquire as you may need to return only certain items.

## The week you leave

Make sure you return:

- uniform issued to you
- equipment issued to you

- equipment issued to you
- library books
- RAS tokens
- your identity card (MD58).

If you're transferring to the Reserve Force, you may be able to keep some of these.

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Last Modified: 25 January 2023