

Individual Transition Plan (ITP)

Name:

Selected Post-military Goal: I plan to get a job and start work as soon as possible.

Estimated date when I will separate/retire from active duty:

Location where I want to live:

Type of work I want to do:

Salary I want to earn:

Things I need to do to prepare for my next career.

Objective	Date	Personal Actions
Attend a DOL TAP Employment Workshop.		
Complete a self-assessment of my experience and training.		<i>Complete assessments in TAP workshop.</i>
Assess my skills and abilities.		<i>Complete assessments in TAP workshop.</i>
Identify the things that are important to me in my next career.		
Research locations where I want to live and work.		
Research industries, careers, jobs and salaries. Consider jobs in the public and private sectors. Determine job requirements; identify those I need to develop/obtain (e.g., education, license and certification.)		
Develop a job search network of colleagues, family, friends and other contacts. Join a professional organization. Volunteer for a job in a related career field. Consider the networking benefits of joining the National Guard or Reserve.		
Attend additional training/classes.		
Develop resumes or job applications.		
Conduct informational interviews.		
Apply and interview for jobs.		
Evaluate/negotiate job offers.		
Begin my new career.		

Things I need to consider during my transition to take care of my family's needs.

Objective	Date	Personal Actions
Education needs or requirements		
Individual family member needs		
Special medical needs		
Other		

Things I need to do to become financially ready for my transition.

Objective	Date	Personal Actions
Complete a budget worksheet and develop a transition budget.		<i>Complete budget worksheet in TAP workshop.</i>
Determine my post-transition salary requirements.		
Develop a debt repayment plan.		
Consider the financial benefits of joining the National Guard or Reserve.		

Things I need to consider as I prepare to leave active duty.

Objective	Date	Personal Actions
Develop a personal transition timeline.		
Attend a DOL TAP Employment Workshop.		
Attend a VA Benefits Briefing.		
Attend a DTAP Briefing.		
Update my will and other legal documents.		
Schedule my separation physical/dental evaluation.		
Receive post-government (military) service employment restriction counseling.		

