## **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		Complete assessments in TAP workshop.
experience and training.		
Assess my skills and abilities.		Complete assessments in TAP workshop.
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.		Complete budget worksheet in TAP workshop.
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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.		

# Personal Transition Timeline Active Component Soldiers

18-12 Months Prior to Planned Separation (24-12 for Retiring Soldiers)	Completion Date
Complete Preseparation Counseling (DD Form 2648) (NLT 12 mo prior)	
18-10 Months Prior to Planned Separation	Completion Date
Attend Individual Counseling and complete an ITP (NLT 10 mo prior)	F 3.7.5
18-9 Months Prior to Planned Separation	Completion Date
Attend DOL TAP Employment Workshop (NLT 9 mo prior)	Completion Date
7 Mend BOE 1741 Employment Workshop (NET 5 His phor)	
18-6 Months Prior to Planned Separation	Completion Date
Attend VA Benefits Briefing (NLT 6 mo prior)	Completion Date
Attend VA benefits briefing (NET 6 file prior)	
18-5 Months Prior to Planned Separation	Completion Date
Develop a resume of choice (NLT 5 mo prior)	Completion Date
Develop a resume of choice (NET 5 IIIO phot)	