Individual Transition Plan (ITP)

Name:

Selected Post-military Goal: I plan to retire and not work.
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/prepare for my retirement.

Objective	Date	Personal Actions
Evaluate my financial situation.		Complete budget worksheet in TAP workshop.
Determine what I plan to do in		
retirement.		
Determine where I plan to live.		
Receive post-government (military)		
service employment restriction		
counseling.		
Meet with the Retirement Services		
Officer.		
Join a professional organization.		
Write a resume to document my military		
experience.		

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 Da
Complete Preseparation Counseling (DD Form 2648) (NLT 12 mo prior)	
18-10 Months Prior to Planned Separation	Completion Da
Attend Individual Counseling and complete an ITP (NLT 10 mo prior)	•
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18-9 Months Prior to Planned Separation	Completion Da
Attend DOL TAP Employment Workshop (NLT 9 mo prior)	
18-6 Months Prior to Planned Separation	Completion Da
Attend VA Benefits Briefing (NLT 6 mo prior)	_
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18-5 Months Prior to Planned Separation	Completion Da
Develop a resume of choice (NLT 5 mo prior)	Completion Da
Develop a resume of choice (NET 3 tho phot)	