Individual Transition Plan (ITP)

Name:

Selected Post-military Goal: I plan to start a business.
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 to start my own business.

Objective	Date	Personal Actions
Assess my skills and abilities to		Complete assessments in TAP workshop.
manage my own business.		
Identify the things that are important for		
my/my family's future.		
Evaluate my/my family's financial		
situation: requirements, obligations,		
income, etc.		
Develop a personal financial plan.		
Research business opportunities (start-		
up, franchise, etc.), locations,		
requirements, cost, etc.		
Network with business professionals:		
SCORE, mentorship programs, etc.		
Develop a business plan.		
Seek financing (bank, SBA, etc.)		
Write a resume to document my military		
experience.		

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.
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 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 5 mo phot)	