



Individual Transition Plan

(Required to be completed by *ALL TIERS* for the Capstone Appointment)

Full Name: _____ Rank: _____

Unit: _____ Tier: _____ Anticipated Transition Date: _____

List Short Term Transition Goals:

List Long Term Transition Goals:

TRANSITION PLANNING OVERVIEW

The key to a successful transition is planning, which requires a carefully thought-out Individual Transition Plan (ITP). The ITP provides a framework to achieve realistic career goals based upon an assessment of your personal and family needs as well as your unique skills, knowledge, experience, interests and abilities. You create and maintain your ITP using the following template as well as the workshop participant/resource guides. The ITP mirrors the TAP outcome-based curriculum and provides a means to discover and explore your skills and interests which may lead to potential post-transition career tracks. The ITP helps you identify critical activities associated with your transition and your Military & Family Readiness Center (M&FRC) will assist you through the process of organizing your transition into manageable tasks. The ITP also helps you to establish a timeline for completing all required activities prior to separation – it is a living document and can be modified at any time. The ITP is the road map for attaining your employment, education, vocational training, and entrepreneurial objectives and can help you make a successful transition to civilian life. To develop a successful ITP you must consider the following critical elements in your planning process:

- Determine Post-transition Career Track(s)
 - Finding a New Job
 - Continuing Your Education
 - Pursuing Vocational Training
 - Starting a Business
- Identify Post-transition Personal/Family Requirements
 - Taking Care of Individual/Family Needs
 - Assessing Benefits and Entitlements
 - Getting Financially Ready
- Evaluate Military and Civilian Experience and Training
 - Documenting Job Related Training
 - Verifying Eligibility for Licensure and Certification
 - Identify career field(s) you are qualified to enter
 - Starting a Business

SECTION 1. DETERMINE POST-TRANSITION CAREER TRACK(S)

A. Designate the career field you wish to pursue based on your personal, family, and financial obligations and desires.

Identify desired Career Field(s): _____

Identify desired Relocation Destination(s): _____

B. Designate your transition track. Select the transition track(s) you wish to pursue. Use the statements below each track to help you determine which step to take next:

- Employment (DoL Employment Workshop)
 - I require additional assistance to further explore future employment opportunities.
 - I need to write/update my resume.
 - I need to learn more about networking, interviewing, and job search prep.
- Education (Higher Education Workshop)
 - I require additional education in my desired career field.
 - I plan to enroll in college or university.
 - I plan to obtain professional licensure or certification.
- Vocational (Career & Credential Workshop)
 - I require additional vocational training in my desired career field.
 - I plan to enroll in vocational training or apprentice.
 - I plan to obtain professional licensure or certification.
- Entrepreneurship (Boots to Business Workshop)
 - I require additional SBA training to start my own business.
 - I need to begin or complete a business plan.
- Other
 - I am fully qualified to seek immediate employment in my desired career field and am ready to apply to the position I want.
 - I have been offered a job that meets my post-transition personal/family/financial obligations and relocation plans.
 - I currently already have the position I want in my desired career field.
 - I am currently or will be enrolled in a higher education or vocational institute.
 - I currently own my own business or will be taking over a family business.

SECTION 2. IDENTIFY POST-TRANSITION PERSONAL/FAMILY REQUIREMENTS

A. Taking Care of Individual or Family Member Needs

- Have you identified individual/family needs such as medical care, expenses, and location of potential providers?
 - Schedule final physical (SHPE or SHA) and dental checkups and speak with your Tricare representative about Transitional Healthcare Benefits. Visit www.healthcare.gov to evaluate costs of health insurance.
- Have you identified extenuating individual/family circumstances (e.g. need to provide care for elderly parents, family business, exceptional family member needs, etc.)?
- Have you assessed impact of individual/family requirements on relocation options (e.g. quality of local schools, availability of medical care, spouse employment opportunities, etc.)?
- Have you evaluated your immediate post-transition housing requirements?
 - Determine living space needed. Consider making more than one move or utilizing temporary storage.
 - Contact the housing referral office to set up transportation counseling. The installation transportation office can provide detailed information about planning the movement and storage of your household goods.
 - Visit the VA website: <https://www.va.gov/housing-assistance/home-loans> to get information on the VA home loan guaranty program.
- Have you considered your post-transition transportation requirements?
 - Determine what reliable transportation can take you to and from work or school.
 - Evaluate your commuting options.
 - Determine transportation needs for spouse and/or dependents.
 - Identify your post-transition transportation expenses to include: purchase costs, vehicle registration, insurance, maintenance, fuel, etc.
 - If you are disabled, determine if you are eligible for assistance in purchasing a vehicle and/or automotive adaptive equipment by visiting: <https://www.va.gov/disability/eligibility/special-claims/automobile-allowance-adaptive-equipment/>
- Have you evaluated if the thought of leaving the military creates increased feelings of stress or anxiety on you and your family?
- Have you considered your support system outside of the military?
 - Who do you go to for advice, personal counsel and/or mentoring in a difficult challenge or decision?
 - Will you still have access to those persons after you transition from active duty?
 - Determine what steps you need to take now to maintain contact and continue those relationships.
 - Determine how to establish this type of support in the community where you will live.

B. Assessing Benefits and Entitlements

- Have you evaluated the benefits (e.g., additional income, promotions, leadership and professional development opportunities, travel) associated with continuing your military service in either the Reserves or National Guard (if applicable). Consider the financial impact of continued entitlements such as medical and dental coverage, life insurance, military exchange, commissary, club privileges, recreational and athletic facilities. Contact the installation/local recruiter to schedule an informational counseling session and identify potential units/positions. Would this financial impact be beneficial?

NOTES:

C. Getting Financially Ready

- Have you identified anticipated financial obligations such as dependent college savings plan, retirement savings plan, utility security deposits, and additional commuting/transportation expenses (e.g., additional car payment, fuel, maintenance, renter's home, or life insurance).
- Have you reviewed your free credit report?: <https://www.annualcreditreport.com>
- Have you developed an action plan to reduce/eliminate current debt?: <https://powerpay.org>
- Have you developed a spend plan based on your current financial obligations (e.g., living expenses and indebtedness) as well as anticipated post-transition expenses?
- Determine if your expected post- transition income will adequately address anticipated financial obligations (e.g. housing, medical, food, insurance, transportation, costs of establishing a home, utility security deposits, etc.).
- Have you estimated your annual civilian salary/income requirements?

NOTES:

SECTION 3. EVALUATE MILITARY AND CIVILIAN EXPERIENCE AND TRAINING

A. Documenting Job Related Training

- List the documentation of your civilian and military experience training (e.g., certifications, diplomas, transcripts, licenses, etc.) that you need to gather for resume development. This may require research on your behalf to contact former technical training and academic institutions to identify their specific procedures and any applicable fees for providing this service.

- Verification of Military Experience and Training (VMET) at <https://www.dodtap.mil>**
If you detect an error on your VMET, we encourage you to contact the local Military Personnel Section for assistance in updating your information. If the local MPS is unable to update a course, you can email a scanned copy of the certificate to the Air Force Personnel Center at afpc.ota@us.af.mil with course code, course title, PDS code, graduation date and your SSN.

B. Verify Eligibility for Licensure and Credentialing

- Identify and document transferable credits earned through your military experience and training and verify your eligibility for licensure, certification, and apprenticeship programs.

C. Identify Career Field(s) You Are Qualified to Enter

- Have you conducted personal research to explore and evaluate potential career field options?
- Have you refined your research to identify desired industries, careers, jobs, and salaries. Consider the public and private sectors. Identify any prerequisites you would have to complete (e.g., education, training, certification, licensure, security clearance) before being fully qualified to seek employment.
- Now that you identified potential careers, evaluate your ease to relocate and find new employment. Find where opportunities exist by researching employment websites such as: <https://www.usajobs.gov> & American Job Centers <https://www.careeronestop.org/LocalHelp>
 - <https://www.careeronestop.org/Site/american-job-center.aspx>
 - Now that you know where potential jobs exist, research those locations to determine if they meet your personal/family requirements. Explore state, city and county websites to evaluate demographics, school ratings, tax rates, cost of living, availability of housing, home prices, etc. Assistance is also available through your installation relocation assistance office and through the U.S. Bureau of Labor Statistics: <https://www.bls.gov/data>

CAREER READINESS STANDARDS CHECKLIST

It is important to note that there are Career Readiness Standards you will be expected to meet before your transition date. You will be required to provide documentation of meeting career readiness standards to your Transition Counselor and Commander or Commander Designee prior to transition. These standards are designed to increase your ability to successfully overcome any challenges you may face in pursuit of your transition goals. Different Career Readiness Standards may apply to specific career track(s).

Career Readiness Standards

(All are mandatory unless otherwise stated)

- Meet with a Transition Counselor in person to complete an Initial Counseling Appointment, complete a Self-Assessment, and be assigned a Tier
- Attended Pre-Separation Counseling Briefing
- Signed my DD FM 2648 acknowledging attendance of a Pre-Separation Counseling Briefing
- Attended DoD Day (Day 1 of Transition Workshop)
- Attended VA Benefits & Services Workshop (Day 2 of Transition Workshop)
- Attended DOL Employment Fundamentals of Career Transition (EFCT) (Day 3 of Transition Workshop)
- Registered for an account on VA.gov with your own login (not using your CAC)
- Completed this Individual Transition Plan (ITP) for your Capstone appointment
- Completed a GAP Analysis (*ONLY FOR TIERS 2 & 3*) for your Capstone Appointment
- Completed a Post-Transition Financial Plan (*ONLY FOR TIERS 2 & 3*) for your Capstone appointment
- Employment Track (DOL Employment Workshop) Career Readiness Standard
 - Complete a resume (*ONLY FOR TIER 3*)
- Vocational Track (Career & Credential Exploration Workshop) Career Readiness Standard
 - Complete a comparison of vocational/technical schools (*ONLY FOR TIER 3*)
- Education Track (Higher Education Workshop) Career Readiness Standard
 - Complete a comparison of colleges/universities (*ONLY FOR TIER 3*)
- Schedule and complete a Capstone Appointment by:
 - Providing all your required Career Readiness Standards for review
 - Asking any questions you still have regarding your transition
 - Signing your DD FM 2648 showing you completed your Capstone appointment