

Individual Transition Plan (ITP)

Name:

Selected Post-military Goal: I plan to go to school and use my VA education benefits.

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 to pursue my education.

| Objective | Date | Personal Actions |
|--|------|--|
| Assess my skills and abilities. | | <i>Complete assessments in TAP workshop.</i> |
| Identify the things that are important for my future. | | |
| Attend a VA Benefits Briefing to learn more about MGIB/Post-9/11 MGIB. | | |
| Research testing, examination and other programs that award college credit. Schedule an evaluation of my skills and experience. | | |
| Research schools, degree/certificate programs and requirements. Consider location, cost, duration, campus vs. online, OJT training, etc. | | |
| Determine if I will work and attend school. | | |
| 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. | | <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. | | |

