

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 manage my own business.		<i>Complete assessments in TAP workshop.</i>
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.		<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.		

