



**Army**  
**Transition Assistance Program Guide**  
*Managing Your (MY) Transition,*  
*MOS Crosswalk, and*  
*Financial Planning for Transition*

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# Contents

<b>INDIVIDUAL TRANSITION PLAN (ITP)</b> .....	<b>4</b>
TRANSITION PLANNING OVERVIEW.....	4
CAREER READINESS STANDARDS .....	5
POST-TRANSITION PLANS .....	6
<b>DESIGNATE YOUR TRANSITION TRACK</b> .....	<b>9</b>
CAREER TRACK – EMPLOYMENT .....	10
CAREER TRACK(S) – EDUCATION OR VOCATIONAL.....	13
CAREER TRACK - ENTREPRENEURSHIP .....	16
<b>MANAGING YOUR (MY) TRANSITION</b> .....	<b>18</b>
TRANSITION CONCERNS .....	18
RESILIENCY IN TRANSITION .....	19
MANAGING TRANSITION STRESS .....	19
WAYS TO RELIEVE STRESS .....	19
MILITARY VS. CIVILIAN CULTURE .....	21
TRANSITION REMINDERS:.....	22
<b>MOS CROSSWALK</b> .....	<b>23</b>
MOS CROSSWALK PROCESS .....	23
HARD VS SOFT SKILLS – FINDING YOUR SKILLS .....	23
<b>TOOLS FOR TRANSITION</b> .....	<b>26</b>
REVIEW VMET, ESS, JST, CCAF, CG 4082 AND OTHER MILITARY DOCUMENTS (EVALUATIONS, ADDITIONAL TRAINING, ETC.) .....	26
NAVIGATING THE COOL WEBSITE .....	26
O*NET INTEREST PROFILER RESULTS:.....	27
HOLLAND CODES.....	27
CREATE/COMPLETE YOUR GAP ANALYSIS .....	28
JOB SEEKER TYPES .....	28
STRENGTHS .....	28
CHALLENGES.....	28
TRANSITION REMINDERS:.....	28
<b>MOS CROSSWALK GAP ANALYSIS, BLANK</b> .....	<b>29</b>
<b>FILLING IN THE GAP</b> .....	<b>29</b>
<b>MOS CROSSWALK GAP ANALYSIS, ENLISTED EXAMPLE</b> .....	<b>30</b>
<b>MOS CROSSWALK GAP ANALYSIS, OFFICER EXAMPLE</b> .....	<b>31</b>
<b>FINANCIAL PLANNING FOR TRANSITION</b> .....	<b>32</b>
FINANCIAL GOALS FOR TRANSITION.....	32
FINANCIAL GOALS.....	32
<b>INCOME</b> .....	<b>33</b>
SPENDING PLAN UPDATE – INCOME.....	33
DETERMINE THE CIVILIAN SALARY EQUIVALENT .....	33
CIVILIAN SALARY EQUIVALENT .....	33
<b>EXPENSES</b> .....	<b>34</b>
SPENDING PLAN UPDATE –EXPENSES .....	34
DETERMINE THE COST OF LIVING FOR A NEW LOCATION AFTER TRANSITION .....	34

DETERMINE THE LIVING WAGE IN A NEW LOCATION AFTER TRANSITION.....	34
COST OF LIVING AND LIVING WAGE.....	35
<b>UNDERSTANDING HOW TAXES AFFECT YOUR INCOME .....</b>	<b>35</b>
TAXABLE vs NON-TAXABLE .....	35
NON-TAXABLE .....	35
SEPARATION TAX CALCULATIONS.....	36
DETERMINE YOUR TAXES AFTER TRANSITION .....	36
RETIREMENT TAX CALCULATIONS .....	36
DETERMINE YOUR TAXES WITH RETIREMENT PAY .....	36
TAXES FOR CIVILIAN SALARY EQUIVALENT - SEPARATEES: .....	37
TAXES FOR RETIREMENT.....	37
ESTIMATE THE COST OF HEALTH INSURANCE.....	38
ESTIMATED COST OF HEALTHCARE.....	38
<b>DEBT.....</b>	<b>39</b>
SPENDING PLAN UPDATE -DEBT.....	39
SPENDING PLAN UPDATE – DEBT-TO-INCOME RATIO .....	39
DEBT-TO-INCOME RATIO .....	39
<b>ASSETS.....</b>	<b>40</b>
DETERMINE NET WORTH.....	40
NET WORTH.....	40
SPENDING PLAN UPDATE –ASSETS.....	40
<b>ACTION PLAN.....</b>	<b>41</b>
FINANCIAL ACTION PLAN .....	41
CURRENT FINANCIAL SITUATION .....	41
RE-EXAMINE FINANCIAL GOALS.....	41
FINANCIAL GOALS.....	41
INCREASE INCOME, DECREASE EXPENSES AND DECREASE DEBT .....	42
<b>CREATE/COMPLETE YOUR POST-TRANSITION FINANCIAL PLAN .....</b>	<b>43</b>

**PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 1142, Preseparation Counseling; transmittal of medical records to Department of Veterans Affairs. **PURPOSE(S):** To record pre-separation counseling services and benefits requested by and provided to Service members; to identify pre-separation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed pre-separation counseling checklist will be maintained in the Service member’s official personnel file. Title 10 USC 1142, requires that not later than 90 days before the date of separation, for anticipated losses, pre-separation counseling for Service members be made available. For unanticipated losses, or in the event a member of a reserve component is being demobilized under circumstances in which operational requirements make the 90-day requirement unfeasible, pre-separation counseling shall be made available as soon as possible within the remaining period.

**ROUTINE USE(S):** Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. Applicable Blanket Routine Use(s) are: Law Enforcement Routine Use, Congressional Inquiries, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, and Data Breach Remediation Purposes Routine Use.

To the Department of Veterans Affairs for the purpose of available benefits to the Service member.

The complete list of DoD Blanket Routine Uses can be found online at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>

The applicable system of records notice is: DMDC 01, Defense Manpower Data Center Data Base

The SORNs may be found at <http://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570563/dmdc-01/>

**DISCLOSURE:** Disclosure is voluntary however it may not be possible to initiate preseparation counseling and other transition assistance services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.

# Individual Transition Plan (ITP)

Full Name: \_\_\_\_\_ Anticipated Transition Date: \_\_\_\_\_

Rank: \_\_\_\_\_ Unit: \_\_\_\_\_ Tier: \_\_\_\_\_

Date completed Initial Counseling: \_\_\_\_\_ Date attended Pre-Separation Counseling: \_\_\_\_\_

List Short Term Transition Goals:

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List Long Term Transition Goals:

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## 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 with assistance from your Transition Counselor<sup>1</sup> using the following template to coincide with the ones available in your specific transition workbook(s). 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 Transition Counselor 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:

- 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
- Determine Post-transition Career Track(s)
  - Finding a New Job
  - Continuing Your Education
  - Pursuing Vocational Training
  - Starting a Business

<sup>1</sup> *Transition Counselor* is a term used by the Army

## CAREER READINESS STANDARDS

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

- Meet with a Transition Counselor in person or by video conference to complete an Individualized Initial Counseling, complete a Self-Assessment and be assigned a Tier
- Attend Pre-Separation Counseling
- Complete Pre-Separation Counseling Needs Assessment DD Form 2648 eForm. Copy will have "DRAFT" watermark until completed and signed by Commander.
- Attend Army Transition Day
- Attend DOL Employment Day
- Attend VA Day
- Register for VA Benefits (eBenefits)
- Complete the Individual Transition Plan (ITP)
- Evaluate opportunities presented by continuing military service in a Reserve Component (Active Component only)
- Complete a Gap Analysis or verification of employment
- Prepare a post-transition financial plan
- Attend Capstone which includes review of Individual Transition Plan and provide documentation of meeting the Career Readiness Standards for the assigned Tier with submission of DD Form 2648 eForm (will print as draft until signed by Commander)

### Employment Track Career Readiness Standard

- Complete a resume or provide verification of employment

### Education and Vocational Track Career Readiness Standard

- Complete a comparison of colleges/universities and/or technical schools

### Entrepreneurship Track Career Readiness Standard

- N/A

## POST-TRANSITION PLANS

### Section I. Identify Post-transition Personal/Family Requirements

#### A. Taking Care of Individual/Family Member Needs

- Identify 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](http://www.healthcare.gov) to evaluate costs of health insurance.
- Identify extenuating individual/family circumstances (e.g. need to provide care for elderly parents, family business, exceptional family member needs, etc.).
- Assess impact of individual/family requirements on relocation options (e.g. quality of local schools, availability of medical care, spouse employment opportunities, etc.).
- Evaluate 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.
- Consider 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/>
- Evaluate if the thought of leaving the military creates increased feelings of stress or anxiety on you and your family.
- Consider your support system.
  - 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.

Notes:

**B. Assessing Benefits and Entitlements**

- Evaluate 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**

- Identify 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).
- List required new civilian workforce wardrobe items and estimate expenses.
- Develop an action plan to reduce/eliminate current debt: <https://powerpay.org/>
- Develop 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.).
- Estimate your annual civilian salary/income requirements: \_\_\_\_\_

Notes:

**Section II. 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.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
  
- Verify your military experience and training (VMET) at: <https://www.dodtap.mil/login.html>. Assistance is available by meeting with a Transition Counselor and instruction is available by attending the MOS Crosswalk Course. Review the list of schools documented on the VMET site. If necessary, gather documentation and list below all military professional development schools you completed that are missing from the VMET site.
- \_\_\_\_\_
- \_\_\_\_\_

**B. Verify Eligibility for Licensure and Credentialing**

- Crosswalk your military skill set to the corresponding civilian AND 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.**

- Conduct personal research to explore and evaluate potential career field options.
- Refine 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/> and American Job Centers <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/>

Notes:



### Section III. Determine Post-transition Career Track

#### 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(s) to take next.

Employment

- 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

- 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

- I require additional vocational training in my desired career field.
- I plan to enroll in vocational training or apprenticeship.
- I plan to obtain professional licensure or certification.

Entrepreneurship

- 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 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.

#### Check-In:

- I have been assigned a Tier
- I understand my Career Readiness Standards and the deliverable(s) associated with my Career track(s)
- I have attended/scheduled Pre-Separation Counseling and I do not have any follow-on questions
- I have selected a Career Track(s)
- I have been scheduled for additive classes or follow-up counseling(s) and have received my appointment slips

## CAREER TRACK – EMPLOYMENT

### Section IV. Employment

Note: Any Guard or Reserve member facing employment difficulty prior to or after an active duty tour can contact Employer Support of the Guard and Reserve <http://www.esgr.mil/> to learn their legal rights. ESGR will work to resolve conflicts or misunderstandings between the member and their employer. Also be aware of the rights you have under USERRA (<https://www.esgr.mil/USERRA/What-is-USERRA>)

#### A. Begin to develop a private and/or federal draft or master resume.

- Identify your hard skills.
- Identify your soft skills.
- Identify at least 3 professional references\* (former Commanders, supervisors, and employers who have firsthand knowledge of your technical proficiency, work ethic, devotion to duty, etc.).

Name #1: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Name #2: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Name #3: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

- Identify at least 3 personal references\* who can speak to your character, integrity, values and morals.

Name #1: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Name #2: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

Name #3: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

\* Note: It is strongly recommended to advise your references that they may be contacted by a third party.

- Volunteer service constitutes work experience and also demonstrates your willingness to support your community. Identify your volunteer/community service activities.

Organization: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Event/Role: \_\_\_\_\_

Organization: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Event/Role: \_\_\_\_\_

- Develop your application packet and review it with your Transition Counselor.
- Develop a cover letter and review it with your Transition Counselor.
- Become familiar with the job application process.

Notes:

**B. Strengthen your employment prospects.**

- Develop a job search network of colleagues, family and friends, and join a professional organization (e.g. an organization representing the interests of your chosen career field, military officers, NCOs, spouses or retirees).
- Volunteer in a related career field to gain missing experience.
- Seek additional education, technical training, licenses, and/or certification.
- Schedule informational (practice) job interviews.
- Establish a USAJobs account and research potential federal employment opportunities.
- Seek out and utilize additional resources such as registering with the local Career One-Stop Center: <https://www.careeronestop.org/LocalHelp/local-help.aspx>

Notes:

**Check-In:**

- I have attended the Department of Labor Employment Day (one-day)
- I have attended the Department of Labor Employment Track (two-day)
- I have begun my resume
- I understand my Career Readiness Standards and the deliverables associated with my track(s)
- I have updated my ITP in regards to my employment research
- I have been scheduled for additive classes or follow-up counseling(s) and have received appointment slips

Follow-Up Questions or Concerns:

What actionable steps do I need to take to position myself and/or my family for success?

Additional Resources:

## CAREER TRACK(s) – EDUCATION OR VOCATIONAL

### Section V. Education or Vocational

#### A. Complete an Education Needs Assessment

- Summarize the results of Education Needs Assessment.
- Gather documentation of military and civilian education completed, to include certificates of training and college transcripts (refer to VMET, JST, and MOS Crosswalk section). Contact your former academic / training institute to request official transcripts and identify any associated fees.
- Calculate American Council on Education (ACE) credits earned for military training (if applicable): <http://www.acenet.edu/Content/NavigationMenu/ProgramsServices/MilitaryPrograms/index.htm>
  - Identify the number of ACE credits earned: \_\_\_\_\_
- Identify the field of study and degree that you plan to pursue.

Field of study: \_\_\_\_\_

Degree: \_\_\_\_\_ Target completion date: \_\_\_\_\_

- Explore DoD Skillbridge opportunities (<https://dodskillbridge.com/>) and Army Career Skills Program (<https://home.army.mil/imcom/index.php/customers/career-skills-program>)

Notes:

#### B. Assess educational financing options.

- Review GI Bill benefits - visit: <http://www.gibill.va.gov/> and <http://www.ebenefits.va.gov> for more information.
- Determine if you will attend school part-time or full-time or online vs brick and mortar and identify how many credit hours you will take each semester.
- Identify potential sources of income while attending school (e.g., employment options and scholarship/grant eligibility including academic, athletic, need-based, veteran status, college/career specific). Assistance is available by attending the Education Workshop.
- Research Credentialing Assistance, Tuition Assistance, Army COOL and USMAP opportunities.

Notes:

**C. Identify academic institution.**

- Research academic institution to include: tuition costs, fees, accreditation, financing options, graduation rates, transferring credits, procedures for sending transcripts for credit review, GI Bill acceptance, and admission standards. Assistance is available through your Education Counselor and by attending the Education Workshop.
- Research standardized testing requirements of potential academic institutions (e.g., SAT, SAT II, GRE, GMAT, MCAT, LSAT, CLEP) and identify local testing schedules, locations and fees: <http://sat.collegeboard.org/home>, <http://www.ets.org/>, <http://www.mba.com/>, <https://www.aamc.org/students/applying/mcat/>, <http://www.lsac.org/>, and <https://www.dantes.doded.mil/index.html>
- Compare research results of academic/vocational institutions that offer degrees/credentials in your desired field of study.
- Identify your top 3 academic/vocational institutions.

- \_\_\_\_\_ Location: \_\_\_\_\_
- \_\_\_\_\_ Location: \_\_\_\_\_
- \_\_\_\_\_ Location: \_\_\_\_\_

- Submit an application to the institution(s) you have selected; be aware of submission deadlines.

Name of institution: \_\_\_\_\_ Submission Deadline: \_\_\_\_\_

Name of institution: \_\_\_\_\_ Submission Deadline: \_\_\_\_\_

Name of institution: \_\_\_\_\_ Submission Deadline: \_\_\_\_\_

- Identify the appropriate academic counselor at your institution and schedule a one-on-one or telephonic counseling session. Academic counselors are typically located by visiting the school's registrar and/or admissions website. Additional degree-specific information may also be sought by contacting the faculty/staff within your specific field of study.

Notes:          Name of counselor/advisor: _____
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- Contact the Student Veteran Organization (<http://www.studentveterans.org/>) at your preferred school (if available), or the local VA Representative to identify local Veteran support resources.

Notes:          Name of contact: _____
--

Have you received an acceptance letter to an academic institution?

\_\_\_\_\_ Yes, and a copy of my acceptance letter is available.

\_\_\_\_\_ No, but I anticipate a response from the institution within the next couple of weeks.

\_\_\_\_\_ No, but I will continue to research and apply to other institutions that meet my post-transition educational goals and relocation plan.

**Check-In:**

- I attended the Education or Vocational Track**
- I understand my Career Readiness Standards and the deliverables associated with my track(s)**
- I have completed an Interest Profiler or Needs Assessment**
- I have obtained my JST/VMET**
- I have updated my ITP in regards to my Education or Vocational Track**
- I have been scheduled for additive classes or follow-up counseling(s) and have received appointment slips**

Follow-Up Questions or Concerns:

What actionable steps do I need to take to position myself and/or my family for success?

Additional Resources:

## CAREER TRACK - ENTREPRENEURSHIP

### Section VI. Entrepreneurship

- Evaluate your applicable skills (e.g. leadership, initiative, strong work habits, persistent, adaptable).
- Schedule a counseling session with a Small Business Administration Advisor: [www.sba.gov](http://www.sba.gov)

Notes:

Name of advisor: \_\_\_\_\_ Date attended: \_\_\_\_\_

#### A. Begin developing a business plan.

- Provide an in-depth description of the type of business products and services you plan to offer.

Notes:

Type of business: \_\_\_\_\_

- Determine whether your customers will come to you or if you will have to go to your customers.
- Determine business space requirements, acreage, employee/customer parking, facilities, etc.
- Identify your desired customer demographic requirements.
- Research and identify your competitors.
- Research potential business location while considering ease of access, proximity to your competitors, zoning policies, city ordinances, sign regulations, etc.
- Identify potential suppliers and secure letters of intent.
- Research and identify marketing strategies for your business.
- Research and develop operating procedures that are appropriate for your business. Determine ways to utilize technology to enhance your business.
- Research and determine staffing requirements.
- Research and identify potential insurance plans and providers. Register with your state to obtain workers' compensation, unemployment and disability insurance and legal actions that must be taken for hiring employees.
- Identify anticipated financial requirements such as preparing loan applications, purchasing equipment and supplies, maintaining balance sheets, performing breakeven analysis, and preparing profit and loss statements.

Notes:



**B. Determine the legal requirements of your business.**

- Research and determine what form of business entity to establish (i.e., sole proprietorship, partnership, corporation, S corporation, or limited liability company).
- Research and evaluate the differences and benefits of For-Profit and Non-Profit firms and identify the advantages of each.
- Determine applicable tax filing requirements (e.g., income tax, self-employment tax, taxes for employers, excise taxes, etc.) and research state and local tax requirements (e.g., tax registration, tax permit, income taxes, employment taxes, property tax, etc.).
- Obtain a tax identification number from the IRS and your state revenue agency.
- Research federal, state and local licenses and permits required for your business (e.g., agriculture, alcohol beverages, radio and television broadcasting, transportation, logistics).
- Identify additional legal concerns such as examining the tax returns and personal financial statements of company principals/partners for the last three years.
- Register your business name with your state government.

Notes:

- Determine target completion date of business plan:  
\_\_\_\_\_

**Check-In:**

- I have attended the Entrepreneurship Track**
- I have elected to attend the additional 8 week course**
- I have started a business plan**
- I have updated my ITP in regards to the Entrepreneurship Track**
- I have been scheduled for additive classes or follow-up counseling(s) and have received appointment slips**

Follow-Up Questions or Concerns:

What actionable steps do I need to take to position myself and/or my family for success?

Additional Resources:

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## Managing Your (MY) Transition

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### Transition Concerns

It is normal for you to have concerns about life after the military while going through the transition process. There are two kinds of transitions:

- **Planned**—retirement or a separation that was made through a conscious, thoughtful, decision-making process
- **Unplanned**—medical issues or involuntary separation—could be more stressful since it is not your choice and you may not have time to mentally process or plan for your transition

Regardless of the type of separation, there are great number of unknowns. To start thinking and planning for transition, list your transition concerns and what you are looking forward to most after transition below.

My transition concerns are:

What I am looking forward to after transition is:

Below is a list of common concerns identified by transitioning Soldiers:

Getting and keeping the right job
Being successful at college
Creating a fall back plan
Going into debt
Surviving in a new work environment
Not being “in charge” anymore
Being medically discharged and unable to work
Moving or relocating self (and family)
More time with family
Having enough money
No guaranteed paycheck
Increased taxes

Earning less leave at a civilian job
Loss of Military support system
Children leaving their friends
Putting children in new schools
Cost of a new wardrobe
Employment for spouse
Getting VA Benefits
Obtaining and paying for healthcare
Finding affordable housing
Interaction with in-laws and extended family
Entering civilian life
Changing roles and expectations of Family members

Were your concerns listed?

Does knowing that others have some of the same concerns as you relieve some of the pressure?

What changes are you looking forward to after transition?

## Resiliency in Transition

**Resiliency**—the process of adapting well in the face of change, adversity, or significant sources of stress—such as family and relationship problems, health issues, and workplace or financial stressors.

Consider the following questions:

- What changes do you expect you experience during transition?
- If you have a family, what changes might they experience?
- Have you considered what new stress might result from all the changes and how will you handle it?

## Managing Transition Stress

Stress due to transitioning out of the military can be both positive and negative.

- **Positive**—short-term motivator to increase energy and focus and help you set goals and achieve tasks to prepare for transition
- **Negative**—can result in some level of psychological distress and manifest itself in an adverse physical manner

Signs of transition stress include:

- irritability
- changes in appetite
- changes in sleep patterns
- headaches
- depression
- isolation
- decreased communication
- use of alcohol/drugs
- anxiety
- frustration
- helplessness
- apathy

## Ways to Relieve Stress

Review the list below, and think about other techniques you have used during your military career. Place a check next to your preferred methods and add any additional strategies you would consider using in the space provided.

	<b>Eat Well, Drink Water</b>	Skipping meals, excessive alcohol intake, and overuse of energy drinks can interfere with your body's ability to function well and cope with stress.
	<b>Get rest</b>	Sleep is important to help your body repair itself. Experts recommend seven to nine hours of sleep per night.
	<b>Exercise</b>	Physical activity releases endorphins, clears your head, and releases muscle tension.
	<b>Maintain a schedule</b>	Build time for work, play, family time, and spiritual needs.

	<b>Set goals and move toward them</b>	Setting goals and achieving them will help you organize your transition and build your confidence.
	<b>Break tasks down and delegate</b>	Break large tasks into smaller pieces and share or delegate, if possible.
	<b>List and let go</b>	Write out a list of tasks and assign a priority to get a visual perspective and free up your mind.
	<b>Ask for help/accept help</b>	Reach out to mentors, friends, other transitioning Service members, and Service- related organizations for help.
	<b>Acknowledge and accept your feelings</b>	Acknowledge the changes, and accept the related feelings.
	<b>Embrace change</b>	Build change-stamina by being open to small changes in your daily life in preparation for the more dramatic changes that could occur during transition.
	<b>Surround yourself with positivity</b>	Being around those who are positive makes you more likely to adopt a positive attitude.
	<b>Take breaks</b>	Engage in an activity you enjoy...or just relax.
	<b>Listen to music</b>	Listen to slow-paced instrumental (classical) music to relax, or rock out to your favorites.
	<b>Breathing/meditation</b>	Concentrating on your breathing will slow your thoughts and help you feel more relaxed.
	<b>Laugh</b>	Watch a funny show or stand-up routine. Laughing brings more oxygen into your body/organs and relaxes your muscles.
	<b>Communicate</b>	Sharing information, thoughts, and feelings with co-workers, friends, and family members can reduce misunderstandings and tension.
	<b>Have Fun</b>	Free concerts, hiking/biking, game nights, watching movies, camping, talking, and community activities with others can be inexpensive ways to decompress.

## Military vs. Civilian Culture

TOPICS	MILITARY	CIVILIAN
<b>Personal Choice</b>	Military Service decides location, job duties, and length of duty assignment	Individual chooses location and type of work and can leave a position at any time
<b>Attire</b>	Uniforms—clear guidelines on what to wear	Less restrictive with more chance for individuality; may have dress code, but may not be enforced evenly
<b>Pay</b>	Able to see/know what everyone else makes; pay raises are standardized	Private-sector jobs rarely publicize salaries; starting salaries and pay raises may vary widely among employees; discussions about salary are discouraged
<b>Housing</b>	Base housing/BAH determined by rank; may be required to keep certain standards	Free to choose any housing; Home Owners Associations (HOA) rules/fees may apply
<b>Starting Over</b>	Started new job with each assignment, but kept rank	Earn respect based more on performance than position; may take a lower position and pay cut if changing fields
<b>Service to Country</b>	Citizens respond with “thank you for your Service”	Most jobs do not have the thanks of the nation
<b>“We” vs. “I”</b>	Part of a cohesive group where the unit’s goals are placed above personal goals	May work with a team, but emphasis is placed on self- reliance and employees are expected to highlight their individual contributions
<b>Peer Interaction</b>	Social circle is formed easily as most Service members have common experiences/ interests; not unusual to socialize with co-workers	Individual must initiate efforts to find friends with common experiences/ interests; some civilians are reluctant to socialize after work with co-workers
<b>Mission/Purpose</b>	Overall mission is clearly defined and embraced by all; individually, incentives for serving may vary	May not be well defined or even known/understood
<b>Rank/Respect</b>	Position in the hierarchy is known by wearing rank on uniform; respected, in part, because of rank	Position in the hierarchy may be unknown initially; accomplishments, work ethic, and how you treat others earns respect

<b>Language- Written</b>	Close with “Very Respectfully” or V/R	Close with “Best regards,” “Sincerely”; “Very Respectfully” may be used in government agencies
<b>Language- Verbal</b>	Military-specific acronyms and jargon; use of sir/ ma’am or superior’s name/rank Profanity may be used among personnel of similar rank	Industry-specific acronyms; no military jargon; use of sir/ma’am varies but used less often Avoid using profanity in the workplace

Are there any topics not listed? If so, add them to the chart in the empty spaces provided.

Which changes do you see as being the most significant? Why?

From the list of topics, which one do you think will be the easiest to adapt to and will cause the least stress? Why?

**Transition Reminders:**

- Understand and acknowledge your concerns.
- Stress is a normal part of the transition process.
- Know the differences between military and civilian cultures.
- Your family is transitioning and their need should be considered.
- Mentors are a valuable resource during and after transition.
- There are an abundant amount of resources available to support both you and your family throughout the transition process and beyond!

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## MOS Crosswalk

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### MOS Crosswalk Process

Translating your education, training, experience, and skills into civilian career goals is a multistep process that can have a variety of outcomes.

This process is as follows:

1. Examine your military experience and training record.
2. Identify civilian occupations/careers that correlate to your career goals, skills or abilities or identify a chosen career field.
3. Identify the education, experience, and credentials required for the identified occupation/career field.
4. Document the gap between your current skill set and what is required for your occupation/career field.

### Hard vs Soft Skills – Finding Your Skills

Hard skills, also referred to as technical skills, are defined as specific, teachable knowledge, or abilities which can be measured and defined. Hard Skills are also quantifiable, and able to replicate. If you claim to speak a foreign language or can type 90 words a minute, these are skills an employer can easily test.

Soft skills, also called non-technical skills, are harder to define. Soft skills are based on experiential knowledge, and character traits. These are characteristics which are based on personality and interpersonal interaction. Common soft skills include leadership, team building, and problem solving.

Think about what you do on a daily basis. Do you type, use a computer, repair radios, work on vehicles, or speak a foreign language? What tasks do you complete on a daily basis, and what skills are required to complete these tasks? Determine if the skill would be hard or soft and add it into the space provided.

HARD SKILLS	SOFT SKILLS

Review the list below created by the RAND Corporation study to determine which soft skills you possess. Determine which skills you have, and add them to the list on the page above.

<b>Skill Name</b>	<b>Definition</b>	<b>Synonyms</b>
<b>Leadership</b>	Influencing and inspiring others by providing purpose, direction, and motivation to accomplish the organization's goals.	Motivating Inspiring Mentoring
<b>Decision Making</b>	Choosing the best solution or option in a timely or decisive manner.	Evaluating Assessing
<b>Persistence</b>	Working hard to achieve a goal or accomplish an assigned task.	Perseverance Grit
<b>Managing the Work of Others</b>	Organizes, coordinates, and leads subordinates in work efforts to accomplish organizational goals.	Administering Organizing
<b>Project Planning</b>	Identifying resources, planning, organizing, scheduling, and coordinating tasks and activities.	Project management Strategic planning
<b>Continuous Learning</b>	Taking the necessary actions to develop and maintain knowledge, skills, and expertise.	Adaptive learning Willingness to learn
<b>Training Others</b>	Planning, organizing, and conducting activities that increase the capability of individuals or organizations.	Developing Mentoring
<b>Teamwork</b>	Establishing productive relationships with other team members to perform team tasks and improving performance.	Followership Cooperation Collaboration
<b>Interpersonal Skills</b>	Recognizing and accurately interpreting the verbal and nonverbal behavior of others.	Oral communication Intercultural skills
<b>Oral Communication</b>	Persuasively presenting thoughts and ideas; attending to and interpreting verbal messages and other cues.	Persuasive speaking Active listening Two-way communication



<b>Written Communication</b>	Communicates thoughts, ideas, and information in a logical, organized, and coherent written manner.	Writing
<b>Dependable</b>	Diligently following through on commitments and consistently meeting deadlines.	Getting the activity done
<b>Attention to Detail</b>	Diligently checking work to ensure that all essential details have been considered.	Conscientiousness Discipline Autonomy
<b>Situational Awareness</b>	Perceiving, analyzing, and comprehending critical elements of information in one's environment.	Responsiveness Attentiveness
<b>Adaptability</b>	Responding quickly and effectively to uncertain and unpredictable work situations.	Active learning Situational flexibility
<b>Handling Work Stress</b>	Functioning effectively under pressure; remaining composed under pressure and high- stress situations.	Resilience Coping
<b>Operating Safely</b>	Identifying and carefully weighing safety risks in making decisions and adhering to safety rules.	Safety Risk Management
<b>Behaving Ethically</b>	Behaving in an honest, fair and ethical manner and encourages other to do so as well.	Integrity
<b>Critical Thinking</b>	Actively and skillfully conceptualizing, analyzing, synthesizing and evaluation information to formulate options and to reach a conclusion.	Analytical thinking Problem Solving

## Tools for Transition

**Review VMET, ESS, JST, CCAF, CG 4082 and other military documents (evaluations, additional training, etc.)**

Review these documents for additional skills, training, evaluation and education. Annotate the information below to include in the “Where am I now?” section of your Gap Analysis.


### Navigating the COOL Website

Navigate to the appropriate Service-specific COOL Website:

- <https://www.cool.army.mil>
- <https://www.cool.navy.mil/usn/>
- <https://www.cool.navy.mil/usmc/>
- <https://afvec.us.af.mil/afvec/Public/COOL/>
- [www.cool.uscg.mil](http://www.cool.uscg.mil)

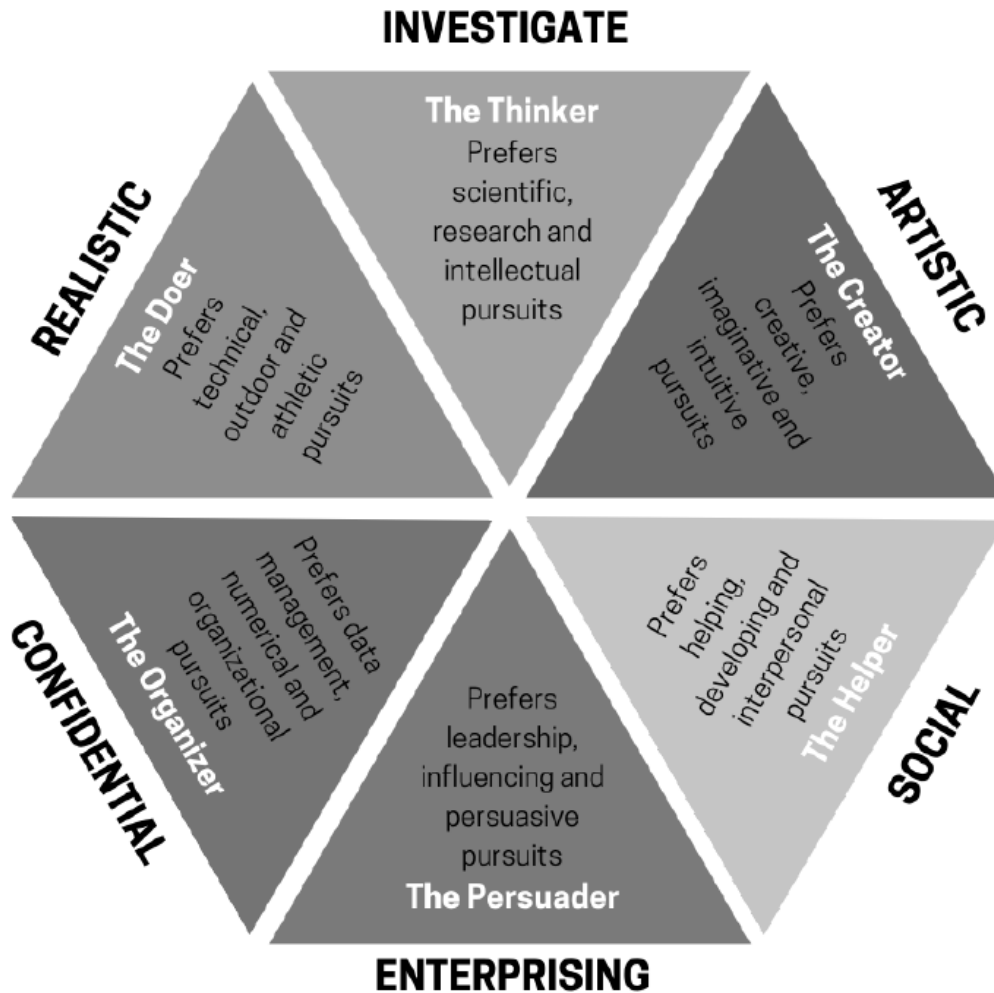
Find occupation specific information using the “Find and Select Related Credentials” information accessible from the tab in the left margin of every page. Annotate the information below to include in the “Where am I now?” section of your Gap Analysis.


**O\*NET Interest Profiler Results:**

The results of the interest profiler tell you which jobs or careers might be of the most interest to you. Those with the highest numbers are the areas where you have the greatest interest.

**Holland Codes**

<b>R</b>	<b>I</b>	<b>A</b>	<b>S</b>	<b>E</b>	<b>C</b>



### **Create/Complete your Gap Analysis**

You have now researched all the information required to complete your Gap Analysis. Consider the following:

- Education, skills, abilities, experience and credentials
- Career opportunities and their requirements
- Gaps identified between current skills and requirements for your chosen next job

### **Job Seeker Types**

Once you complete the “Type of Job Seeker” activity, revisit this chart with what group you identify to the most and fill in what could be the strengths and challenges of your chosen job seeker type. Check applicable type:

- Transitioning Specialist – A Service member who has held a technical military occupation and wants to continue in that occupational area in the civilian workforce.
- Transitioning Generalist – A Service member who wants to utilize the general and leadership skills acquired through military Service in the civilian workforce.
- Career Switcher – A Service member who wants to pursue a specific civilian occupation that is unrelated to military occupation or experiences.
- Undecided – A Service member who has not decided on a specific career path within the civilian workforce.
- Multi-tracker – A Service member who wants to pursue a combination of civilian opportunities that may include employment, education, technical training, entrepreneurship, or volunteerism.

<b>Strengths</b>	<b>Challenges</b>

### **Transition Reminders:**

- Further explore <https://www.mynextmove.org/vets/>
- Schedule a follow-on counseling with a Transition Counselor for further assistance.
- Update your ITP to determine appropriate track selection based on Gap Analysis findings.
- Schedule a two-day track class to align with your transition goals.

## MOS Crosswalk Gap Analysis, Blank

### Filling in the Gap

Complete the “Where am I now?” column, the “Where am I going?” column, and finally *fill in the Gap* by completing the “What do I need to fill in the Gap?” column.

<b>Where am I now?</b> Current MOS:  <hr/> <i>Use VMET, Service Transcripts, and Professional Evaluations to complete this column.</i>	<b>What do I need to fill in the Gap?</b>	<b>Where am I going?</b> Civilian Occupation:  <hr/> <i>Use MyNextMove for Veterans, O*Net to complete this column.</i>
Experience and skills I have:	Experience and skills I need to obtain:	Experience and skills this occupation requires:
Education and training I have:	Education and training I need to obtain:	Education and training this occupation requires:
Credentials (licenses, certifications, certificates) I have:	Credentials (licenses, certifications, certificates) I need to obtain:	Credentials (licenses, certifications, certificates) or any other requirements for this occupation:

## MOS Crosswalk Gap Analysis, Enlisted Example

### Filling in the Gap

Complete the “Where am I now?” column, the “Where am I going?” column, and finally *fill in the Gap* by completing the “What do I need to fill in the Gap?” column.

<b>Where am I now?</b>	<b>What do I need to fill in the Gap?</b>	<b>Where am I going?</b>
<p><b>Current MOS:</b> <u>31B.Military Police</u> Use <i>VMET, Service Transcripts, and Professional Evaluations</i> to complete this column.</p>		<p><b>Civilian Occupation:</b> <u>Welder</u> Use <i>MyNextMove for Veterans, O*Net</i> to complete this column.</p>
<p><b>Experience and skills I have:</b> Knowledge: Excel; Distribution of products; Customer service and Geometry (HS and College). Skills: Problem solving. Other: Adaptability; Attention to detail; Integrity; Dependability. Supervises small sections in support of security and installation law and order operations. Enforces traffic regulations and law and order; traffic accident investigation; maintains traffic control; law enforcement investigations; and applies crime prevention measures. Prepares reports, forms, and records on MP operations and processes evidence.</p>	<p><b>Experience and skills I need to obtain:</b> Weld components in flat, vertical, or overhead positions. Lay out, position, align, and secure parts and assemblies prior to assembly, using straightedges, combination squares, calipers, and rulers.</p>	<p><b>Experience and skills this occupation requires:</b> Use hand-welding or flame-cutting equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products</p>
<p><b>Education and training I have:</b> Phase 1 and 2, Basic Military Police; Risk Management Basic Course; Leadership Communication Skills; Combat Life Saver Course; Unit Supply Specialist  AA – General Studies</p>	<p><b>Education and training I need to obtain:</b> CERTIFICATES: 1) Certified Welder or 2) Certified Associate Welding Inspector – both American Welding Society; both are Core certificates. 1) Senior Certified Welding Inspector – American Welding Society; Advanced TRAINING: J Sergeant Reynolds Community College, Richmond, VA</p>	<p><b>Education and training this occupation requires:</b> certificate after high school or high school diploma/ GED</p>
<p><b>Credentials (licenses, certifications, certificates) I have:</b> Secret Security Clearance; Expert Marksmanship</p>	<p><b>Credentials (licenses, certifications, certificates) I need to obtain:</b>  American Welding Society (www.aws.org) Exam Required for certification with renewal every 5 years</p>	<p><b>Credentials (licenses, certifications, certificates) or any other requirements for this occupation:</b> Certified Welder</p>

## MOS Crosswalk Gap Analysis, Officer Example

### Filling in the Gap

Complete the “Where am I now?” column, the “Where am I going?” column, and finally *fill in the Gap* by completing the “What do I need to fill in the Gap?” column.

<b>Where am I now?</b>	<b>What do I need to fill in the Gap?</b>	<b>Where am I going?</b>
<p>Current MOS: <u>Intelligence Officer</u> <i>Use V-MET, Service Transcripts, and Professional Evaluations to complete this column.</i></p>		<p>Civilian Occupation: <u>Social Worker</u> <i>Use MyNextMove for Veterans, O*Net to complete this column.</i></p>
<p>Experience and skills I have:</p> <ul style="list-style-type: none"> <li>• Leadership/Command</li> <li>• Analytical</li> <li>• Integrity</li> <li>• Accountability</li> <li>• Interpreter-German</li> <li>• Security</li> </ul>	<p>Experience and skills I need to obtain:</p> <ul style="list-style-type: none"> <li>• Immediately find Sponsor for Volunteering with Veterans for experience as I complete education requirements (VA/WTB)</li> </ul>	<p>Experience and skills this occupation requires:</p> <ul style="list-style-type: none"> <li>• Critical Thinking</li> <li>• Service Orientation</li> <li>• Active Listening</li> <li>• Social Perceptiveness</li> <li>• Service Orientation</li> </ul>
<p>Education and training I have:</p> <ul style="list-style-type: none"> <li>• AS General Studies/Psych</li> <li>• BA Criminal Justice</li> <li>• MA Homeland Security</li> <li>• US ARMY Intelligence Center and School</li> </ul>	<p>Education and training I need to obtain:</p> <ul style="list-style-type: none"> <li>• Take GRE</li> <li>• Acceptance of MSW Program</li> <li>• Completion of MSW Program</li> </ul>	<p>Education and training this occupation requires:</p> <ul style="list-style-type: none"> <li>• GRE</li> <li>• MSW</li> <li>• PTSD/TBI</li> <li>• Suicide</li> <li>• Drug/Alcohol</li> <li>• Homelessness</li> </ul>
<p>Credentials (licenses, certifications, certificates) I have:</p> <ul style="list-style-type: none"> <li>• TS/SBI Clearance</li> <li>• Counter-Intelligence</li> <li>• Signal/Electronic Warfare</li> </ul>	<p>Credentials (licenses, certifications, certificates) I need to obtain:</p> <ul style="list-style-type: none"> <li>• LCSW-Find Sponsor</li> <li>• CADC-Find Sponsor</li> </ul>	<p>Credentials (licenses, certifications, certificates) or any other requirements for this occupation:</p> <ul style="list-style-type: none"> <li>• LCSW</li> <li>• CADC</li> </ul>

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## Financial Planning For Transition

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### Financial Goals for Transition

Write three SMART financial goals in the box below.

- ✓ Short Term – 1 month to 1 year
- ✓ Medium Term – 1 to 5 years
- ✓ Long Term – 5 to 10 years

### FINANCIAL GOALS

Short-Term Goal:	
Med-Term Goal:	
Long-Term Goal:	
NOTES:	

Focus on the following questions:

- ✓ Where are you now?
- ✓ Where should you be?
- ✓ And can you get there from here?

*The goals established during individualized initial counseling can have a financial impact during transition. Be sure to update your Individual Transition Plan to include this information.*



# INCOME

## SPENDING PLAN UPDATE – INCOME

Now is the time to review the INCOME section of the Spending Plan (Excel document).

Include:

- Income from LES or PaySlip to include all entitlements
- Spouse income
- Income from additional sources

### Determine the Civilian Salary Equivalent

Using the Regular Military Compensation (RMC) Calculator on MilitaryPay.com, determine the civilian salary equivalent based on your current location:

<http://militarypay.defense.gov/Calculators/RMC-Calculator/>

1. Provide the information requested on the RMC calculator
  - a) Rate/rank (when transition occurs)
  - b) Years of Service
  - c) Tax filing status (single, married filing jointly, married filing separately, head of household).
  - d) Family size ( type 1, if it is only you)
  - e) Living OCONUS or Not Receiving BAH
  - f) ZIP code of where you are currently living or where you plan to relocate
2. Click CALCULATE RMC
3. Write the amount in the box below
4. Repeat using a second location
5. Provide additional notes as needed

### CIVILIAN SALARY EQUIVALENT

Current Location (zip code)	
Civilian Salary Equivalent	
Possible Second location (zip code)	
Civilian Salary Equivalent	
NOTES:	

# EXPENSES

## SPENDING PLAN UPDATE –EXPENSES

Now is the time to review the EXPENSES section of the Spending Plan (Excel document).

Include:

- Rent or mortgage
- Estimate utilities
- Estimate grocery expenses
- Personal grooming
- Other expenses

### **Determine the cost of living for a new location after transition**

Using the BankRate.com website, find the location based salary equivalent:

<http://www.bankrate.com/calculators/savings/moving-cost-of-living-calculator.aspx>

1. Write your new location in the box provided
2. Determine your new salary based on location and using civilian salary equivalent
3. Write the amount in the box below
4. Determine a secondary location and repeat the calculations.
5. Review housing adjustment. Is it higher or lower than your current housing price?
6. Provide additional notes as needed

### **Determine the living wage in a new location after transition**

Use the Living Wage Calculator (<http://livingwage.mit.edu>) or a different living wage calculator, to locate the hourly living wage for you new location.

1. Choose a State, city, or metro area
2. Review the different situations and determine the hourly living wage based on your family situation
3. Write the amount to the box below
4. Repeat with the secondary location for above

### COST OF LIVING AND LIVING WAGE

1st Location (city, state)	
Salary adjustment for location	
Housing difference for location	
Hourly Living Wage	
2nd Location (city, state)	
Salary adjustment for location	
Housing difference for location	
Hourly Living Wage	
NOTES:	

### UNDERSTANDING HOW TAXES AFFECT YOUR INCOME

#### TAXABLE vs NON-TAXABLE

List a benefit that is non-taxable. Use your LES to determine what pay you receive that is non-taxable and write it in the box below

NON-TAXABLE

## SEPARATION TAX CALCULATIONS

### Determine your taxes after transition

Find the 3 tax amounts using: <https://smartasset.com/taxes/income-taxes>

1. Enter your Civilian Salary Equivalent as the Household Income
2. Enter a location
3. Indicate Filing Status
4. Choose a secondary location
5. Write the information in the space provided below
6. Provide additional notes as needed

## RETIREMENT TAX CALCULATIONS

### Determine your taxes with retirement pay

(Calculating taxes for those retiring requires you to first determine your pre-tax retirement pay.)

1. Estimate **pre-tax** retirement pay using <http://militarypay.defense.gov/Calculators/High-3-Calculator/>
2. Follow the directions on the website
  - a. Active or Reserve
  - b. Personal Information (must first add year to Pay Entry before month)
  - c. Retirement Information
  - d. Career Progression
  - e. Roll over the first full High-3 Pension bar to see the yearly amount
3. GO TO: <https://smartasset.com/retirement/retirement-taxes>
4. Choose the state where you wish to retire
5. Complete the following information:
  - a. SS = \$0 (if not drawing Social Security)
  - b. Annual Retirement = military retirement (\$55,000)
  - c. Annual wages = amount needed to close the gap between retirement pay and civilian salary equivalent (\$95,000)
  - d. Location = zip code
  - e. Year of birth
  - f. Filing Status
6. Choose a secondary location
7. Write the information in the space provided
8. Provide additional notes as needed

**TAXES FOR CIVILIAN SALARY EQUIVALENT - Separatees:**

Civilian Salary Equivalent	
1st Location (city, state, zip)	
1st Location - Taxes based on civilian salary equivalent	
2nd Location (city, state, zip)	
2nd Location - Taxes based on civilian salary equivalent	
NOTES:	

**TAXES FOR RETIREMENT**

Retirement Pay	
Annual Wages: Amount used for gap between retirement pay and civilian salary equivalent	
1st Location for Retirement (city, state, zip)	
1st Location Tax Amount	
2nd Location for Retirement (city, state, zip)	
2nd Location Tax Amount	
NOTES:	

### Estimate the cost of health insurance

Go to a healthcare website – such as <https://www.healthcare.gov/see-plans/>

1. Add your zip code; follow directions to add your specific information
2. Review Plans – there is no obligation to purchase/enroll
3. Add your research to the box below

### ESTIMATED COST OF HEALTHCARE

<b>Website Used</b>			
Plan Name			
Company			
Monthly Premium			
Annual Premium			
Deductible			
Co-Pays			
Coinsurance			
NOTES:			

### Wrap Up Questions:

- Why would tracking your expenses for a period of time prior to transition benefit you?
- What is the significance non-taxable entitlements will have on civilian equivalent pay and taxes?
- What is a co-pay? Deductible?
- What insurance expenses will you add after leaving the military?

# DEBT

## SPENDING PLAN UPDATE -DEBT

Now is the time to review the DEBT section of the spending plan or in your excel workbook. Include:

- Mortgage
- Car Payments
- Credit Cards – bank, department, Military Star Card
- Loans – personal, student, car, home

## SPENDING PLAN UPDATE – DEBT-TO-INCOME RATIO

Determine Debt-to-Income Ratio

1. Determine the total amount of your monthly payments, and write them in the box below (remember to include your rent/mortgage)
2. Write your gross monthly income from your spending plan in the box below.
3. Divide payments by income, and multiply by 100.
4. The result is your DTI. Write it in the box provided.
5. Provide additional notes as needed.
6. Update the Debt-to-Income Ratio section of the Spending Plan Workbook (Excel Document).

### DEBT-TO-INCOME RATIO

Total reoccurring monthly payments	
Gross Monthly Income	
DTI	
NOTES:	

### Wrap Up Questions:

- How important is the DTI for obtaining more credit? What other factors are used in the decision-making process?
- What is the FCRA? Will this have an impact on your transition?
- Name the two most important factors which affect your credit score.

# ASSETS

## Determine Net Worth

1. Determine the value of all your assets that could have a cash value
2. Determine the total of your liabilities (debt owed)
3. Subtract liability from asset to find your Net Worth

## NET WORTH

Assets	
Liabilities	
Net Worth	
NOTES:	

## SPENDING PLAN UPDATE –ASSETS

Now is the time to review the ASSETS section of the Spending Plan Workbook (Excel document).

### Wrap Up Questions:

Define asset, liability and net worth.

What type of retirement plan is the Legacy Retirement System? What type of plan is the Blended Retirement System?



# ACTION PLAN

## Financial Action Plan

Return to the information captured in past modules and fill in current financial situation chart.

### CURRENT FINANCIAL SITUATION

Total Current income (with BAH, BAS, etc.)	
Civilian Equivalent Salary	
Monthly Expenses	
Total Debt	
Debt-to-Income Ratio	
Total Assets	
Net Worth	
NOTES:	

### Re-examine Financial Goals

Return to the financial goals in Section 1; determine if these goals are still valid with an understanding of your current financial situation and with financial constraints which can occur during transition. You can either rewrite the goals here or revise as necessary.

### FINANCIAL GOALS

Short-Term Goal:	
Med-Term Goal:	
Long-Term Goal:	
NOTES:	

## Increase Income, Decrease Expenses and Decrease Debt

Circle which of the below changes can be made starting today. Small changes in your day-to-day like can result in big changes for your financial situation.

Ways to increase income:	Ways to decrease expenses:	Ways to decrease debt:
<ul style="list-style-type: none"> <li>• Spouse gets job</li> <li>• Active-duty person gets part-time job</li> <li>• Seek out temporary or seasonal work</li> <li>• Review and change tax filing status and exemptions</li> <li>• Enroll in federal or state programs</li> <li>• Use eBay, Craigslist, or a garage sale to sell items you no longer use</li> <li>• Use internet to research the best prices for more expensive purchases</li> <li>• Apply for unemployment entitlement</li> </ul>	<ul style="list-style-type: none"> <li>• Down grade or eliminate the cable package</li> <li>• Bundle packages for cable, Internet, and cell phone</li> <li>• Re-shop for auto, home, and life insurance</li> <li>• Eliminate your land line; use cell phone</li> <li>• Review current cell phone plan to determine if any extras can be removed</li> <li>• Check books/eBooks/movie out from library</li> <li>• Use public transportation or carpool</li> <li>• Turn off lights &amp; appliances when not using. Check with your utility company for more tips</li> <li>• Ask for veteran and military discounts</li> <li>• Find friends who can trade services; babysitting, pet sitting, etc.</li> <li>• Cook at home and pack your lunch; plan menus around foods on sale</li> <li>• Use coupon/Groupon for shopping, dining out, and recreational activities</li> <li>• Shop at thrift stores</li> <li>• Ask utility companies about a budget plan for consistent utility bills</li> <li>• Cancel underutilized subscriptions such as gaming services, Hulu, Netflix, Amazon Prime</li> </ul>	<ul style="list-style-type: none"> <li>• Stop using credit cards</li> <li>• Pay off debts by paying the debts with the highest interest first</li> <li>• Pay lowest balance first and roll payment into next debt</li> <li>• Pay down debt using a power pay plan. Take advantage of websites that explain various methods of power paying; such as <a href="http://PowerPay.org">PowerPay.org</a></li> <li>• Pay more than the minimum payment</li> <li>• If you get a raise, use the additional money to pay down a debt</li> <li>• Shop for the lowest interest rates, refinance when possible</li> <li>• Consider consolidation loans</li> <li>• Contact credit card companies and negotiate a lower interest rate</li> <li>• Seek help if you are in serious debt.</li> <li>• Ask if accrued interest and late fees can be waived by your creditors if you enroll in a non-profit debt management program</li> </ul>

### **Wrap Up Questions:**

Name one way to increase income, decrease expenses and decrease debt. Why is this important during/after transition?

Do you have an alternative plan if the current plan is not effective for a successful transition?

Where can you seek financial assistance while still in the military? After you transition?

## **Create/Complete your Post-Transition Financial Plan**

You have now researched all the information required to complete your spending plan. Consider the following:

- Civilian equivalent salary
- Location after separation/ retirement
- Sources of income (spousal income, retirement, investment income, alimony, child support)
- Transition expenses/debts
- Debt-to-income ratio
- Net worth

Schedule a follow-on counseling with a Financial Counselor for further assistance.

MONTHLY INCOME			
Name:			Location or Zip Code:
ENTITLEMENTS	CURRENT	PROJECTED	REMARKS
<b>Annual Income</b>			
Base Pay/Monthly Pay		\$ -	
BAH (Housing)			
BAS			
OHA			
COLA			
Special Pay			
Hazard Duty Pay			
Flight Duty Pay			
Foreign Language Pay			
Family Separation Allowance			
Other Take Home Pay			
Military Retirement Pay			
Rental Home Income			
VA Benefits			
Child Support/Alimony			
Second Job			
Other			
<b>Spouse Gross Monthly Income</b>			
<b>Household Gross Income</b>	\$ -	\$ -	
DEDUCTIONS	CURRENT	PROJECTED	REMARKS
FITW (Federal Income Tax Withheld)			
FICA (Soc Security)			
FICA (Medicare)			
State Income Tax			
AFRH (Armed Forces Retirement Home)			
SGLI AND T-SGLI			
SGLI Family/Spouse			
Tricare Dental			
TSP			
SDP			
Partial Pay			
Advance Payments			
Montgomery GI Bill			
Other			
<b>Spouse Estimated Deductions</b>			
<b>TOTAL DEDUCTIONS</b>	\$ -	\$ -	
<b>Household Net Income</b>	\$ -	\$ -	

MONTHLY EXPENSES			
LOCATION			
LIVING EXPENSES (Page 1)	CURRENT	PROJECTED	REMARKS
<b>HOUSEHOLD</b>			
Monthly Rent			
Maintenance/Repairs/Lawn Care			
Furniture/Decorations			
Fees/HOA Fees/Pool Fees			
Pet Care			
Other			
<b>UTILITY</b>			
Cable/Satellite/Internet			
Cell Phone/Phone Cards/Landline			
Electricity			
Natural Gas/Propane			
Water/Garbage/Sewage			
Other			
<b>TRANSPORTATION</b>			
Gasoline			
Maintenance/Repairs			
Taxi/Bus/Uber/Lfyt/Train			
Taxes/Registration/Licensing			
Parking			
Other			
<b>FOOD</b>			
Dining Out			
Groceries			
Lunches			
Vending Machines/Energy Drinks/Coffee			
Snacks/Chips/Candy			
Other			
<b>INSURANCE</b>			
Auto Insurance			
Renters/Homowner's Insurance			
Dental Insurance			
Health Insurance			
Life Insurance			
Vision Insurance			
Other Insurance			
<b>HEALTHCARE</b>			
Dental Expenses			
Eye Care/Glasses/Contacts			
Doctor/Hospital/Urgent Care			
Prescriptions/Medication Expenses			
Other			
<b>LIVING EXPENSES (SUB-TOTAL, Page 1)</b>	\$ -	\$ -	

MONTHLY EXPENSES			
LIVING EXPENSES (Page 2)	CURRENT	PROJECTED	REMARKS
<b>CLOTHING/PERSONAL</b>			
Laundry/Dry Cleaning			
Average Monthly Clothing Purchases			
Hair-Cuts/Salon/Barber			
Tobacco/Vaping Products			
Alcohol/Beer/Wine/Spirits			
Health Club/Organizational Dues			
Personal Spending Fund			
Nails/Massage/Personal Grooming			
Makeup/Toiletries/Personal Supplies			
Education (Books, Tuition, Fees, Etc.)			
Gift Giving/Holidays			
<b>CHILD CARE</b>			
Allowance			
Day Care			
Child Support/Alimony			
Diapers/Wipes/Etc.			
<b>LEISURE/ENTERTAINMENT</b>			
Athletic Events/Sporting Events			
Books/Magazines			
Computer Products			
Streaming Services			
Movie/Music Streaming			
Toys/Games			
Travel/Lodging			
Concerts/Theater/Clubs/Movies			
Other			
<b>CONTRIBUTIONS</b>			
Charities			
Religious Donations			
<b>Monthly Expenses SUB-TOTAL Page 2</b>	\$ -	\$ -	
<b>Monthly Expenses SUB-TOTAL Page 1</b>	\$ -	\$ -	
<b>GRAND TOTAL OF MONTHLY EXPENSES</b>			
	\$ -	\$ -	
<b>NEW EXPENSES (After Separation)</b>			

DEBT OBLIGATIONS					
	MONTHLY DEBT OBLIGATIONS	ACTUAL PAYMENT	PROJECTED PAYMENT	CURRENT BALANCE	REMARKS (MONTHS BEHIND, PAID BY ALLOTMENT, ETC.)
1	PRIMARY MORTGAGE				
2	Credit Cards (bank, dept store, gas, etc.)				
3	Car Loan Payment				
4	Car Loan Payment				
5	Personal Loan Payment				
6	Consolidation Loans				
7	Student Loans				
8	Advanced Payments/Payday Loans				
9	Overpayments				
10	Military Aid Organizations (AER, NMCRS, AFAS)				
11	Family & Friends				
12					
13					
14					
<b>TOTAL MONTHLY DEBT PAYMENT</b>		\$ -	\$ -		
			<b>TOTAL OWED</b>	\$ -	

## SAVINGS AND INVESTMENTS

TOTAL COMBINED NET INCOME/MONTH	\$ -	\$ -	
MONTHLY SAVINGS	CURRENT	PROJECTED	REMARKS
Emergency Fund Monthly Contributions			
Reserve Fund Monthly Contributions			
General Savings Account Contributions			
401(k) Monthly Contributions			
IRA Investments (Monthly)			
Other Savings Plans/ Savings Allotments			
Other Savings Plans/ Savings Allotments			
Other Savings Plans/ Savings Allotments			
<b>SAVINGS AND INVESTMENTS TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	

## ASSETS, LIABILITIES AND NET WORTH

ASSETS		LIABILITIES	
Cash on Hand		Signature Loans	
Checking Accounts		Auto Loans or Leases	
Savings Accounts		Consolidation Loans	
Certificate of Deposit		Student Loans	
Cash Value of Life Insurance		AAFES (Star Card)	
U.S. Savings Bonds		Department Store Credit Cards	
Mutual Funds/Money Market		Other Credit Cards	
Stocks/Bonds		AER/NMCRS/AFAS Loan	
College Funds		Other Loans (Friends, Relatives, etc.)	
401(k)/403(b)/TSP		Advance/Overpayments	
IRA/Pensions		Other	
Other		<b>TOTAL LIABILITIES</b>	<b>\$ -</b>
<b>TOTAL ASSETS</b>	<b>\$ -</b>		
<b>REAL ESTATE (MARKET VALUE)</b>		<b>MORTGAGES-BALANCE DUE</b>	
Primary Home		Primary Home	
Second Home		Second Home	
Rental Property		Rental Property	
Other (Vac Home/Trailer/Time Share)		Other (Vac Home/Trailer/Time Share)	
<b>TOTAL REAL ESTATE</b>	<b>\$ -</b>	<b>TOTAL MORTGAGES-BALANCE DUE</b>	<b>\$ -</b>
<b>PERSONAL PROPERTY</b>			
Vehicles/Motorcycles/Boats		<b>TOTAL ASSETS</b>	<b>\$ -</b>
Furniture			
Jewelry		<b>TOTAL LIABILITIES</b>	<b>\$ -</b>
Other (Collectibles, etc.)			
<b>TOTAL PERSONAL PROPERTY</b>	<b>\$ -</b>	<b>NET WORTH (ASSETS-LIABILITIES)</b>	<b>\$ -</b>



<b>CASH FLOW SUMMARY</b>			
TOTAL	ACTUAL	PROJECTED	REMARKS
<b>Household Gross Income</b>	\$ -	\$ -	
Paycheck Deductions	\$ -	\$ -	
<b>Household Net Income</b>	\$ -	\$ -	
Living Expenses	\$ -	\$ -	
Total Monthly Debt Payments	\$ -	\$ -	
Savings & Investments	\$ -	\$ -	
<b>Monthly Surplus or Deficit</b>	\$ -	\$ -	

<b>CURRENT FINANCIAL SITUATION</b>	
Total Debt	\$ -
Debt-to-Income Ratio	0.00%
Total Assets	\$ -
Net Worth	\$ -
Credit Score	
Notes:	

<b>FINANCIAL GOALS</b>	
Short-Term Goals (1 month - 1 year):	
Mid-Term Goals (1-5 years):	
Long-Term Goals (5-10+ years):	
<b>NOTES:</b>	