

Figure 1

Individual Transition Plan (Page 1 of 14) (EXAMPLE-DO NOT USE)

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: _____ _____ _____	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 Counselor¹ 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: