

# Individual Transition Plan (ITP BLOCK 1)

## PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 1142, Pre-separation Counseling; DoD Directive 1332.35, Transition Assistance for Military Personnel and DoD Instruction 1332.36, Pre-separation Counseling for Military Personnel. **PRINCIPAL PURPOSE(S):** To document achievement of Career Readiness Standards commensurate with the Service member's desired employment, education, technical training, and/or entrepreneurial objectives. **ROUTINE USE(S):** The DoD "Blanket Routine Uses" found at [http://dpclo.defense.gov/privacy/SORNs/blanket\\_routine\\_uses.html](http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html) apply. **DISCLOSURE:** Voluntary; however, if the requested information is not provided, it may not be possible for a Commander or designee to verify that a Service member has met the Career Readiness Standards.

Full Name: \_\_\_\_\_ Anticipated Separation Date: \_\_\_\_\_

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

Date attended Pre-separation Counseling: \_\_\_\_\_ (attach copy of DD Form 2648 / 2648-1)

List your top 3 Military Occupation Code(s) and Title(s):

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### 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. The ITP coincides with the Transition GPS (Goals, Plans, Success) outcome-based curriculum and provides a means to discover and explore your skills and interests which may lead to potential post-transition career paths. 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, technical 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:

**I. Identify Post-transition Personal/Family Requirements (ITP Block 1)**

- Taking Care of Individual/Family Needs
- Assessing Benefits and Entitlements
- Getting Financially Ready

**II. Evaluate Military and Civilian Experience and Training (ITP Block 1)**

- Documenting Job Related Training
- Verifying Eligibility for Licensure, Certification

**III. Determine Post-transition Career Path**

- Finding a New Job (ITP Block 2)
- Continuing Your Education (ITP Block 3)
- Pursuing Technical Training (ITP Block 4)
- Starting a Business (ITP Block 5)

**IV. Create a Transition Timeline (ITP Block 6)**

- Identifying Planning Milestones
- Synchronizing Specific Activities

<sup>1</sup> Transition Counselor is a term used by the Army & Air Force; Advisor (Marine Corps); Command Career Counselor (Navy); State Transition Assistance Advisor (National Guard); Transition & Relocation Manager (Coast Guard).

## CAREER READINESS STANDARDS

Prior to completing your Individual Transition Plan (ITP), it is important to note that there are Career Readiness Standards you will be expected to meet. You will be required to provide documentation of meeting the following readiness standards to your Transition Counselor and Command representative prior to separation. These standards are designed to increase your ability to successfully overcome any challenges you may face in pursuit of your chosen career path. Some Career Readiness Standards apply to all career paths (Employment, Education, Technical Training and Entrepreneurship) while others only apply to a specific career path.

### Career Readiness Standards Applicable to all Career paths\*\*\*

- Attend Pre-Separation Counseling
- Complete Pre-Separation Counseling Checklist DD Form 2648 / DD Form 2648-1
- Register for VA Benefits (eBenefits)
- Attend VA Benefits Briefings I and II
- Attend a DOL Employment Workshop and obtain a “Gold Card” Certificate from the Department of Labor
- Prepare a Post-Separation 12-month budget reflecting personal and family goals and obligations
- Complete an individual assessment tool
- Evaluate opportunities presented by continuing military service in a Reserve Component
- Crosswalk military skill set to civilian skills (MOS crosswalk) to include an evaluation of the demand for those civilian skills within the potential relocation destinations
- Identify and document requirements and eligibility for licensure, certification and apprenticeships at the potential relocation destinations
- Complete the Individual Transition Plan and provide documentation of meeting the Career Readiness Standards for the chosen career path
- Prepare and submit the Job Application Package (e.g., create resume, identify references, submit at least two employment applications, and/or provide a job acceptance letter)
- Attend Capstone and complete the DD Form 2958 Individual Transition Plan Checklist

### Education Career Readiness Standards\*\*\*

- ↳ Complete an education needs assessment
- Identify, compare, and select academic institutions based on specific selection criteria
- Prepare and submit an Education Application Package (e.g., submit application to academic institution and/or provide an acceptance letter)
- Schedule one-on-one counseling with the academic advisor from the institution you will attend

### Technical Training Career Readiness Standards\*\*\*

- ↳ Complete an education needs assessment
- Identify, compare, and select technical training institutions based on specific selection criteria
- Prepare and submit a Technical Training Application Package (e.g., submit application to technical training institution and/or provide an acceptance letter)
- Schedule one-on-one counseling with the academic advisor from the institution you will attend

\*\*\*Career Readiness Standards are noted by 3 asterisks throughout the Individual Transition Plan

## PERSONAL ASSESSMENT

### 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.

Notes:

- ❖ Identify extenuating individual/family circumstances (e.g. need to provide care for elderly parents, family business, exceptional family member needs, etc.).

Notes:

- ❖ Assess impact of individual/family requirements on relocation options (e.g. quality of local schools, availability of medical care, spouse employment opportunities, etc.).

Notes:

- ❖ Evaluate your immediate post-transition housing requirements. Determine how much living space you will require to safely house yourself, dependents, and personal items. Consider whether you may need to make more than one move or need to utilize temporary storage. Contact the housing referral office to identify local and remote housing options. The installation transportation office can provide detailed information about planning the movement and storage of your household goods. Visit the VA website: <http://www.benefits.va.gov/homeloans/> to get information on the VA home loan program.

Notes:

- ❖ Consider your post-transition transportation requirements. Determine if you have adequate reliable personal transportation to take you to and from your place of employment or school. Evaluate your commuting options and whether you need to purchase another vehicle(s) for your 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 [http://www.warms.vba.va.gov/regs/38CFR/BOOKB/PART3/S3\\_808.DOC](http://www.warms.vba.va.gov/regs/38CFR/BOOKB/PART3/S3_808.DOC)

Notes:

- What person or persons do you go to for advice, personal counsel and/or mentoring when facing a difficult challenge or decision? Will you still have access to those persons after you separate from active duty? Consider what steps you need to take now to maintain contact.

Notes:

- With whom do you spend your leisure time now? Who is a part of your social network? How did you meet them? Determine the steps you need to take to continue these relationships or establish this type of support in the community where you will live post-separation.

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.

Notes:

Recruiter counseling date: \_\_\_\_\_ Financial impact: \_\_\_\_\_

- ❖ \*\*\* Register for your VA Benefits and assess their impact on future financial obligations:  
[www.ebenefits.va.gov](http://www.ebenefits.va.gov)

Notes:

Date applied for eBenefits: \_\_\_\_\_

### 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, insurance).

Notes:

- ❖ List required new civilian workforce wardrobe items and estimate expenses.

Notes:

- ❖ Develop and attach a plan to reduce/eliminate current debt: <https://powerpay.org/>

Notes:

Date you reviewed your free credit report (<http://www.annualcreditreport.com/>): \_\_\_\_\_

- ❖ \*\*\* Develop a 12-month budget 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.). Use the Financial Planning Worksheets located in the Financial Planning Workshop section of the Participant Guide.
- ❖ Attach a copy of your Financial Planning Worksheet for Career Transition and bring a copy to the Core Curriculum TAP workshop.
- ❖ Estimate your annual salary y/income requirements: \_\_\_\_\_

## Section II. Evaluate Military and Civilian Experience and Training

### A. Documenting Job Related Training

❖ Check all that apply:

- |  |   |   |
|--|---|---|
| <input type="radio"/> High School Graduate/GED | <input type="radio"/> Training Certificates/ Licenses | <input type="radio"/> Baccalaureate Degree  |
| <input type="radio"/> Vocational School        | <input type="radio"/> Apprenticeship                  | <input type="radio"/> Post Graduate Studies |
| <input type="radio"/> Relevant Training        | <input type="radio"/> Some College                    | <input type="radio"/> Master's Degree       |
| <input type="radio"/> Technical Training       | <input type="radio"/> Associates Degree               | <input type="radio"/> Doctorate             |

❖ Gather documentation of your civilian and military experience/training (e.g., certifications, diplomas, transcripts, licenses, etc.) and list them below. 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 at: <https://www.dmdc.osd.mil/tgps>. Assistance is available by meeting with an Education Counselor and instruction is available by attending the Transition GPS Core Curriculum training. 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:

- \_\_\_\_\_ • \_\_\_\_\_
- \_\_\_\_\_ • \_\_\_\_\_

❖ Calculate American Council on Education (ACE) credits earned for military training (if applicable): <http://www.acenet.edu/Content/NavigationMenu/ProgramsServices/MilitaryPrograms/index.htm>

Number of ACE credits earned: \_\_\_\_\_

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

❖ \*\*\* Crosswalk your military skill set to the corresponding civilian skills (MOC Crosswalk) at: [www.online.onetcenter.org/crosswalk](http://www.online.onetcenter.org/crosswalk). Assistance is also available by meeting with an Education Counselor and instruction is available by attending the Transition GPS Core Curriculum.

Notes:

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

Department of Labor Workforce Credentials Information Resource Center	<a href="http://www.careeronestop.org/CREDENTIALING/CredentialingHome.asp">www.careeronestop.org/CREDENTIALING/CredentialingHome.asp</a>
U.S. Army Credentialing Opportunities On-Line (COOL)	<a href="https://www.cool.army.mil">https://www.cool.army.mil</a>
Joint Services Transcript	<a href="https://jst.doded.mil/smart/">https://jst.doded.mil/smart/</a>
United Services Military Apprenticeship Program (USMAP)	<a href="https://usmap.cnet.navy.mil/usmapss/static/usmap.jsp">https://usmap.cnet.navy.mil/usmapss/static/usmap.jsp</a>
Defense Activity for Non-Traditional Education Support (DANTES)	<a href="http://www.dantes.doded.mil/index.html">http://www.dantes.doded.mil/index.html</a>
Navy Credentialing Opportunities On-Line (COOL)	<a href="https://www.cool.navy.mil">https://www.cool.navy.mil</a>
Sailor/Marine American Council on Education Registry Transcript (SMART) is now Joint Services Transcript	<a href="https://jst.doded.mil/smart/">https://jst.doded.mil/smart/</a>
Community College of Air Force (CCAF)	<a href="http://www.au.af.mil/au/ccaf/index.asp">http://www.au.af.mil/au/ccaf/index.asp</a>
Air Force Credentialing and Education Research Tool (CERT)	<a href="https://augateway.maxwell.af.mil/ccaf/certifications/programs/">https://augateway.maxwell.af.mil/ccaf/certifications/programs/</a>

**C. Identify career field(s) you are qualified to enter.**

- ❖ Conduct personal research to explore and evaluate potential career field options.

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 ([ESGR.org](http://ESGR.org)) to learn their legal rights. ESGR will work to resolve conflicts or misunderstandings between the member and their employer.

Veterans Employment Center for Job Seekers	<a href="https://www.ebenefits.va.gov/ebenefits/jobs">https://www.ebenefits.va.gov/ebenefits/jobs</a>
State Job Boards	<a href="http://www.careeronestop.org/jobsearch/cos_jobsites.aspx">www.careeronestop.org/jobsearch/cos_jobsites.aspx</a>
Department of Labor	<a href="http://mynextmove.dol.gov/">http://mynextmove.dol.gov/</a>
Teaching Opportunities/Troops to Teachers	<a href="http://www.proudtoserveagain.com">www.proudtoserveagain.com</a>

Federal Employment Opportunities	<a href="http://www.usajobs.gov/">http://www.usajobs.gov/</a> <a href="http://www.go-defense.com">www.go-defense.com</a>
Veterans Preference in Federal Employment	<a href="http://www.fedshirevets.gov/">http://www.fedshirevets.gov/</a>  <a href="http://www.opm.gov/policy-data-oversight/veterans-services/veterans-services-faqs/">http://www.opm.gov/policy-data-oversight/veterans-services/veterans-services-faqs/</a>  <a href="http://www.fedshirevets.gov/veteranemployees/veteranspreference/index.aspx">http://www.fedshirevets.gov/veteranemployees/veteranspreference/index.aspx</a>
Office of Personnel Management (OPM) Special Hiring Authorities	<a href="http://www.opm.gov/policy-data-oversight/hiring-authorities/veterans-authorities/#url=Overview">http://www.opm.gov/policy-data-oversight/hiring-authorities/veterans-authorities/#url=Overview</a>
Hiring Preference in Non-Appropriated Funds (NAF) Jobs	<a href="https://www.nafjobs.org/preferences.aspx">https://www.nafjobs.org/preferences.aspx</a>
State Employment Agencies	<a href="http://www.careeronestop.org/jobsearch/cos_jobsites.aspx">www.careeronestop.org/jobsearch/cos_jobsites.aspx</a>

- ❖ Refine your research to identify desired industries, careers, jobs and salaries. Consider jobs in 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 in a chosen career field. Assistance is also available by meeting with a VA Career Counselor and instruction is available by attending Transition GPS.

Notes:

- ❖ 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 the Veterans Job Bank: <https://www.ebenefits.va.gov/ebenefits/jobs>

Notes:



- ❖ 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 Transition Counselor and installation relocation assistance office and through the U.S. Census Bureau: <http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>.

Notes:

**Section III. Determine Post-transition Career Path**

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

Desired Career Field: \_\_\_\_\_

Desired Relocation Destination: \_\_\_\_\_

**B. Designate your transition career path.**

- ❖ Select the transition career path you wish to pursue. Use the statements below each path to help you determine the appropriate transition career path.
- Employment (refer to ITP Block 2, Employment, Sec. IV; and Block 6, Milestones, Sec. VIII)
  - I am qualified to seek immediate employment in my desired career field or I plan to explore future employment opportunities. This path applies to all transitioners.
- Education (refer to ITP Block 3, Education, Sec. V; and Block 6, Milestones, Sec. VIII)
  - I require additional education in my desired career field.
- Technical Training (refer to ITP Block 4, Technical Training, Sec. VI; and Block 6, Milestones, Sec. VIII)
  - I require additional technical training in my desired career field.
- Entrepreneurship (refer to ITP Block 5, Entrepreneurship, Sec. VII; and Block 6, Milestones, Sec. VIII)
  - I desire to start my own business.

## CAREER PATH – EMPLOYMENT (ITP BLOCK 2)

### 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.

❖ Date of DOL Employment Workshop: \_\_\_\_\_

#### A. Attach a copy of your resume or begin to develop a private and/or federal resume.

❖ Identify your professional skills.

*Sample: Lean Six Sigma – black belt; procurement skills; proven leader; management; facilitate staff communications; analyze reports; prepare presentations; estimate quantities and costs of materials for projects; provide labor projections; maintain fleet of 10 tracked vehicles; organize and schedule events.*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

❖ Identify your personal strengths and attributes.

*Sample: Mature manager; able to identify timely solutions; excellent team building skills; effective communicator; dedicated and reliable – will work until job is complete; highly organized; able to ask for help when needed; team player; disciplined work ethic; able to live within means; quick learner.*

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

❖ Provide employment history (military and/or civilian) for the last three positions you held:

Employer / Unit #1: \_\_\_\_\_ Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Accomplishments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\*\*\* Career Readiness Standards are noted by 3 asterisks throughout the Individual Transition Plan

Employer / Unit #2: \_\_\_\_\_ Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Accomplishments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employer / Unit #3: \_\_\_\_\_ Position: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Accomplishments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- ❖ 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. Instruction in resume development will be provided during the Department of Labor (DOL) Employment Workshop.
- ❖ Develop an introductory cover letter (if applicable) and review it with your Transition Counselor.
- ❖ \*\*\* Submit application packets to at least two potential employers identified during your research in Section I and attach both job descriptions.

Company #1: \_\_\_\_\_ Position: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Company #2: \_\_\_\_\_ Position: \_\_\_\_\_ Date submitted: \_\_\_\_\_

- ❖ Have you been offered employment effective upon your separation from the military?

\_\_\_\_\_ Yes, and the job meets my post-transition personal/family/financial obligations and relocation plans identified in Section I. A copy of my resume and job acceptance letter are attached.

\_\_\_\_\_ Yes, but this job does not meet my post-transition personal/family/financial obligations and relocation plans I identified in Section I. I will continue to seek employment to meet those needs.

\_\_\_\_\_ No, but I will continue to seek employment that meets my post-transition personal/family/financial obligations and relocation plans.

**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). Professional networking and self-marketing instruction will be provided during the DOL Employment Workshop.

Notes:

- ❖ Volunteer for a job in a related career field.

Notes:

- ❖ Consider the networking opportunities and continued service benefits of joining the Guard or Reserve.

Notes:

- ❖ Seek additional education, technical training, licenses, and/or certification.

Notes:

- ❖ Schedule informational (practice) job interviews.

Notes:

- ❖ Establish a USAJobs account and research potential federal employment opportunities.

Notes:

- ❖ \*\*\* Seek out and utilize additional resources such as registering with the local DOL Career One-Stop Center and obtain the DOL "Gold Card" certificate: <http://www.dol.gov/vets/goldcard.html>

Notes:

**C. Prepare your transition timeline (refer to ITP Block 6, Transition Milestones; Section VIII).**

## CAREER PATH - EDUCATION (ITP BLOCK 3)

### Section V. Education

#### A. Contact your Transition Counselor to schedule attendance at the Education Workshop.

Date of Transition GPS Education Workshop: \_\_\_\_\_

#### B. Complete the Education Needs Assessment.

- ❖ Schedule one-on-one counseling with a Service Education Counselor.

Notes:

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

- ❖ \*\*\* Attach the results of your Education Needs Assessment.
- ❖ Summarize the results of your Education Needs Assessment.

Notes:

- ❖ Gather documentation of military and civilian education completed, to include certificates of training and college transcripts (refer to VMET and MOC Crosswalk section in Block 1). Contact your former academic / training institute to request official transcripts and identify any associated fees.

Notes:

- ❖ Identify the field of study and degree that you plan to pursue.

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

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

\*\*\* Career Readiness Standards are noted by 3 asterisks throughout the Individual Transition Plan

**C. Assess educational financing options.**

- ❖ Apply for GI Bill benefits - visit: <http://www.gibill.va.gov/> and [www.ebenefits.va.gov](http://www.ebenefits.va.gov)

Notes:

GI Bill application date: \_\_\_\_\_

- ❖ Determine if you will attend school part-time or full-time and identify how many credit hours you will take each semester.

Notes:

- ❖ 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 Transition GPS Education Workshop and by visiting the Department of Labor Career One Stop website: <http://www.careeronestop.org/ReEmployment/Veterans/>.

Notes:

**D. Identify academic institution.**

- ❖ \*\*\* Research academic institution credentials 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 Transition GPS Education Workshop.

Notes:

- ❖ Research standardized testing requirements of potential academic institutions (e.g., SAT, SAT II, GRE, GMAT, MCAT, LSAT) 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/>, and <http://www.lsac.org/>.

Notes:

- ❖ Compare research results of academic institutions that offer degrees in your desired field of study.

Notes:

- ❖ Identify your top 3 academic institutions.

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

- ❖ \*\*\* Submit an application to the institution(s) you selected.

Name of institution: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Name of institution: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Name of institution: \_\_\_\_\_ Date submitted: \_\_\_\_\_



- ❖ \*\*\* Identify an academic counselor at your preferred 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: \_\_\_\_\_ Counseling date: \_\_\_\_\_

- ❖ 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: \_\_\_\_\_ Contact date: \_\_\_\_\_

- ❖ Contact the academic institution GI Bill certifying official to confirm GI Bill eligibility and acceptance.

Notes:

Name of contact: \_\_\_\_\_ Date: \_\_\_\_\_

- ❖ Have you received an acceptance letter to an academic institution?

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

\_\_\_\_\_ 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 plans.

- ❖ Attach a copy of your class registration confirmation.

**E. Prepare your transition timeline (refer to ITP Block 6, Transition Milestones; Section VIII).**

**CAREER PATH - TECHNICAL TRAINING (ITP BLOCK 4)**

**Section VI. Technical Training**

**A. Contact your Transition Counselor to schedule attendance at the Technical Training Workshop.**

Date of Transition GPS Technical Training Workshop: \_\_\_\_\_

**B. Complete the Education Needs Assessment.**

- ❖ Schedule one-on-one counseling with a Service Education Guidance Counselor through your installation Transition Counselor.

Notes:

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

- ❖ \*\*\* Attach the results of your Education Needs Assessment.
- ❖ Summarize the results of your Education Needs Assessment.

Notes:

- ❖ Identify the field of study and degree that you plan to pursue.

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

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

\*\*\* Career Readiness Standards are noted by 3 asterisks throughout the Individual Transition Plan

**C. Assess educational financing options.**

- ❖ Apply for GI Bill benefits - visit: <http://www.gibill.va.gov/> and [www.ebenefits.va.gov](http://www.ebenefits.va.gov)

Notes:

GI Bill application date: \_\_\_\_\_

- ❖ Determine if you will attend training part-time or full-time and identify how many credit hours you will take each semester.

Notes:

- ❖ 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 Transition GPS Education Workshop and by visiting the DOL Career One Stop website: <http://www.careeronestop.org/militarytransition/>.

Notes:

**D. Identify technical training institution.**

- ❖ \*\*\* Research training institution credentials to include: tuition costs, fees, accreditation, financing options, graduation rates, transferability of 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 Transition GPS Technical Training Workshop.

Notes:

- ❖ Research standardized testing requirements of potential technical training institutions (e.g., SAT, SAT II, and ACT) and identify local testing schedules, locations and fees: <http://sat.collegeboard.org/home>, and <http://www.actstudent.org/>.

Notes:

- ❖ Compare research results of technical training institutions that offer degrees in your desired field of study.

Notes:

- ❖ Identify your top 3 technical training institutions.

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

- ❖ \*\*\* Submit an application to the institution(s) you selected.

Name of institution: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Name of institution: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Name of institution: \_\_\_\_\_ Date submitted: \_\_\_\_\_

- ❖ \*\*\* Identify an academic counselor at your preferred technical training institution and schedule a one-on-one counseling session. Academic counselors are typically located by visiting the school's registrar and/or admissions website. A counselor may also be identified by contacting the institution's faculty and staff within your preferred field of study.

Notes:

Name of counselor/advisor: \_\_\_\_\_ Counseling date: \_\_\_\_\_

- ❖ 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: \_\_\_\_\_ Contact date: \_\_\_\_\_

- ❖ Schedule one-on-one counseling with DOL One Stop Career Center Counselor to identify future employment opportunities.

Notes:

Name of counselor/advisor: \_\_\_\_\_ Counseling date: \_\_\_\_\_

- ❖ Contact the training institution GI Bill certifying official to confirm GI Bill eligibility and acceptance.

Notes:

Name of contact: \_\_\_\_\_ Contact date: \_\_\_\_\_

- ❖ Have you received an acceptance letter to a training institution?

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

\_\_\_\_\_ 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-military technical training goals and relocation plans.

- ❖ Attach a copy of your technical training course registration confirmation.

**E. Prepare your transition timeline (refer to ITP Block 6, Transition Milestones; Section VIII).**

**CAREER PATH - ENTREPRENEURSHIP (ITP BLOCK 5)**

**Section VII. Entrepreneurship**

**A. Contact your Transition Counselor to schedule attendance at the Entrepreneurship Workshop.**

Date of Transition GPS Entrepreneurship Workshop: \_\_\_\_\_

❖ Evaluate your applicable skills.

- |  |   |
|--|---|
| <input type="radio"/> Leadership   | <input type="radio"/> Good planning and organizational skills |
| <input type="radio"/> Ability to get along with and work with all types of people  | <input type="radio"/> Flexibility and adaptability            |
| <input type="radio"/> Ability to work under pressure and meet deadlines            | <input type="radio"/> Self-direction                          |
| <input type="radio"/> Ability to give directions and delegate                      | <input type="radio"/> Initiative                              |
| <input type="radio"/> Familiarity with personnel administration and record keeping | <input type="radio"/> Problem-solving skills                  |
| <input type="radio"/> Standards of quality and a commitment to excellence          | <input type="radio"/> Strong work habits                      |

❖ Evaluate your personality traits.

- |   |  |  |
|---|--|--|
| <input type="radio"/> Goal-oriented           | <input type="radio"/> Desire to work hard    | <input type="radio"/> Calculated risk-taker                            |
| <input type="radio"/> Independent             | <input type="radio"/> Problem solver         | <input type="radio"/> Courageous                                       |
| <input type="radio"/> Confident               | <input type="radio"/> Good manager           | <input type="radio"/> Persistent                                       |
| <input type="radio"/> Innovative and creative | <input type="radio"/> Organized              | <input type="radio"/> Adaptable  |
| <input type="radio"/> Strong commitment       | <input type="radio"/> Honest                 | <input type="radio"/> Tolerance for failure,<br>but a drive to achieve |
| <input type="radio"/> Highly reliable         | <input type="radio"/> Idea-oriented          |  |
| <input type="radio"/> Competitive             | <input type="radio"/> Motivated by challenge |  |

❖ Schedule a counseling session with a Small Business Administration Advisor: [www.sba.gov](http://www.sba.gov)

Notes:

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

\*\*\* Career Readiness Standards are noted by 3 asterisks throughout the Individual Transition Plan

**B. 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.

Notes:

- ❖ Determine business space requirements, acreage, employee/customer parking, facilities, etc.

Notes:

- ❖ Identify your desired customer demographic requirements.

Notes:

- ❖ Research and identify your competitors.

Notes:

- ❖ Research potential business location while considering ease of access, proximity to your competitors, zoning policies, city ordinances, sign regulations, etc.

Notes:

- ❖ Identify potential suppliers and secure letters of intent.

Notes:

- ❖ Research and identify marketing strategies for your business.

Notes:

- ❖ Research and develop operating procedures that are appropriate for your business. Determine ways to utilize technology to enhance your business.

Notes:



- ❖ Research and determine staffing requirements.

Notes:

- ❖ Research and identify potential insurance plans and providers.

Notes:

- ❖ 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:

**C. 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).

Notes:

- ❖ Research and evaluate the differences and benefits of For-Profit and Non-Profit firms and identify the advantages of each.

Notes:

- ❖ Determine applicable tax filing requirements (e.g., income tax, self-employment tax, taxes for employers, excise taxes, etc.).

Notes:

- ❖ Research state and local tax requirements (e.g., tax registration, tax permit, income taxes, employment taxes, property tax, etc.).

Notes:

- ❖ Obtain a tax identification number from the IRS and your state revenue agency.

Notes:

- ❖ Register with your state to obtain workers' compensation, unemployment and disability insurance.

Notes:

- ❖ Research federal, state and local licenses and permits required for your business (e.g., agriculture, alcohol beverages, radio and television broadcasting, transportation, logistics).

Notes:

- ❖ Identify additional legal concerns such as examining the tax returns and personal financial statements of company principals/partners for the last three years.

Notes:

- ❖ Learn the legal steps you need to take to hire new employees (e.g., federal income tax withholding (W-4), federal wage and tax statement (W-2), state taxes, and employee eligibility verification I-9).

Notes:

- ❖ Register your business name with your state government.

Notes:

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

**D. Prepare your transition timeline (refer to ITP Block 6, Transition Milestones; Section VIII).**

## TRANSITION MILESTONES (ITP BLOCK 6)

**Section VIII. Use this template to develop your individual transition timeline. This example is not intended to be an all-inclusive list of actions applicable to your transition. However, the items marked as "Required" are mandatory planning activities and must be completed to achieve the required Career Readiness Standards applicable to your chosen career path. Additional room is provided to allow you to tailor this timetable to meet your specific requirements.**

Timeline to Separation	Required	Milestone	Scheduled Date	Completion Date
24 months – 18 months	R	<ul style="list-style-type: none"> <li>Attend Pre-Separation Counseling and complete Pre-Separation Counseling Checklist</li> </ul>		
	R	<ul style="list-style-type: none"> <li>Prepare Individual Transition Plan (ITP)</li> </ul>		
		<ul style="list-style-type: none"> <li>Evaluate future personal and family housing, transportation and financial requirements</li> </ul>		
	R	<ul style="list-style-type: none"> <li>Crosswalk military skill set to civilian skills</li> </ul>		
	R	<ul style="list-style-type: none"> <li>Identify and document requirements &amp; eligibility for licensure, certification and apprenticeships</li> </ul>		
		<ul style="list-style-type: none"> <li>Visit the Education Center to assess your job skills and interests. Sign up for college entrance exams, training opportunities, license programs, college courses, or certification exams</li> </ul>		
	R	<ul style="list-style-type: none"> <li>Attend the Employment Workshop</li> </ul>		
	R	<ul style="list-style-type: none"> <li>Complete the educational needs assessment (only required if attending Transition GPS Education or Technical Training tracks)</li> </ul>		
	R	<ul style="list-style-type: none"> <li>Identify, compare, and select academic institutions based on specific selection criteria</li> </ul>		
		<ul style="list-style-type: none"> <li>Attend a counseling session with a Small Business Administration Advisor</li> </ul>		
		<ul style="list-style-type: none"> <li>Consider the possibility and impact of transferring Post 9/11 GI-Bill benefits to dependents</li> </ul>		
		<ul style="list-style-type: none"> <li></li> </ul>		
18 months – 12 months		<ul style="list-style-type: none"> <li>Begin establishing a professional network</li> </ul>		
	R	<ul style="list-style-type: none"> <li>Prepare and submit an Education/Technical Training Application or provide an enrollment acceptance letter</li> </ul>		

Timeline to Separation	Required	Milestone	Scheduled Date	Completion Date
		<ul style="list-style-type: none"> <li>• Create a business development plan</li> </ul>		
		<ul style="list-style-type: none"> <li>• Update personal legal documents</li> </ul>		
		<ul style="list-style-type: none"> <li>• Identify anticipated financial requirements and sources of capital for your business</li> </ul>		
		<ul style="list-style-type: none"> <li>• Identify and document chronic medical/dental problems and seek treatment for yourself and your family</li> </ul>		
		<ul style="list-style-type: none"> <li>• Research potential destinations for your post-separation relocation; evaluate employment opportunities for your chosen career</li> </ul>		
		<ul style="list-style-type: none"> <li>• Schedule and attend individual counseling sessions with Transition Counselor</li> </ul>		
	R	<ul style="list-style-type: none"> <li>• Develop a 12-month post-transition budget</li> </ul>		
	R	<ul style="list-style-type: none"> <li>• Develop a resume(s)</li> </ul>		
		<ul style="list-style-type: none"> <li>• Join a professional organization(s)</li> </ul>		
		<ul style="list-style-type: none"> <li>•</li> </ul>		
		<ul style="list-style-type: none"> <li>•</li> </ul>		
12 months – 6 months	R	<ul style="list-style-type: none"> <li>• Register for VA Benefits on eBenefits portal</li> </ul>		
		<ul style="list-style-type: none"> <li>• Apply for VA Benefits</li> </ul>		
	R	<ul style="list-style-type: none"> <li>• Complete one-on-one counseling with an academic advisor at educational/training institute</li> </ul>		
	R	<ul style="list-style-type: none"> <li>• Visit Guard or Reserve Recruiting Office ( if applicable)</li> </ul>		
		<ul style="list-style-type: none"> <li>• Receive post-military service employment restriction counseling</li> </ul>		
		<ul style="list-style-type: none"> <li>• Review and make a copy of your personnel and medical records</li> </ul>		
	R	<ul style="list-style-type: none"> <li>• Submit two Job Application Packets or present an employment acceptance letter</li> </ul>		
		<ul style="list-style-type: none"> <li>• Learn Federal job search process and begin posting resumes (as applicable)</li> </ul>		
		<ul style="list-style-type: none"> <li>• Conduct informational interviews</li> </ul>		

Timeline to Separation	Required	Milestone	Scheduled Date	Completion Date
		<ul style="list-style-type: none"> <li>Research Survivor Benefit Plan options</li> </ul>		
		<ul style="list-style-type: none"> <li>Research and compare VGLI to other insurance</li> </ul>		
		<ul style="list-style-type: none"> <li></li> </ul>		
180 days – 30 days		<ul style="list-style-type: none"> <li>Schedule a separation or retirement physical</li> </ul>		
	R	<ul style="list-style-type: none"> <li>Obtain a “Gold Card” Certificate for preferred services at the Department of Labor Career One-Stop Centers</li> </ul>		
		<ul style="list-style-type: none"> <li>Start assembling a wardrobe for next job</li> </ul>		
		<ul style="list-style-type: none"> <li>Review DD form 214 worksheet</li> </ul>		
		<ul style="list-style-type: none"> <li>Visit Relocation Assistance Program office</li> </ul>		
		<ul style="list-style-type: none"> <li>Schedule a visit to the area where you plan to live</li> </ul>		
		<ul style="list-style-type: none"> <li>Connect with the campus Student Veteran Organization if available or contact the local VA representative to identify local Veteran resources</li> </ul>		
		<ul style="list-style-type: none"> <li>Arrange for government housing inspection</li> </ul>		
		<ul style="list-style-type: none"> <li>Make contact with Workforce Development Office</li> </ul>		
		<ul style="list-style-type: none"> <li>Continue to send resumes and begin interviewing</li> </ul>		
		<ul style="list-style-type: none"> <li>Decide on a Continued Healthcare program</li> </ul>		
		<ul style="list-style-type: none"> <li></li> </ul>		
		<ul style="list-style-type: none"> <li></li> </ul>		
		<ul style="list-style-type: none"> <li></li> </ul>		
		<ul style="list-style-type: none"> <li></li> </ul>		
		<ul style="list-style-type: none"> <li></li> </ul>		
		<ul style="list-style-type: none"> <li></li> </ul>		