

Individual Transition Plan (ITP)

Name:

Selected Post-military Goal: I already have post-military employment.

Estimated date when I will separate/retire from active duty:

Location where I want to live:

Type of work I want to do:

Salary I want to earn:

Things I need to consider during my transition to take care of my family's needs.

Objective	Date	Personal Actions
Education needs or requirements		
Individual family member needs		
Special medical needs		
Other		

Things I need to consider as I prepare to leave active duty.

Objective	Date	Personal Actions
Develop a personal transition timeline.		
Attend a DOL TAP Employment Workshop.		
Attend a VA Benefits Briefing.		
Attend a DTAP Briefing.		
Update my will and other legal documents.		
Schedule my separation physical/dental evaluation.		
Receive post-government (military) service employment restriction counseling.		

Things I need to do/prepare for my retirement.

Objective	Date	Personal Actions
Evaluate my financial situation.		<i>Complete budget worksheet in TAP workshop.</i>
Determine what I plan to do in retirement.		
Determine where I plan to live.		
Receive post-government (military) service employment restriction counseling.		
Meet with the Retirement Services Officer.		
Join a professional organization.		
Write a resume to document my military experience.		

