



**TRANSITION
ACTIVITIES CAN
OCCUR AS EARLY AS
24 MONTHS FOR
THOSE RETIRING, AND
NO LATER THAN 365
DAYS FOR THOSE
SEPARATING/
TRANSITIONING**

MANAGING YOUR (MY) TRANSITION TIMELINE

CAREER/FINANCIAL RESOURCES:

[American Job Centers](#)
[Assistance from your TAP counselor](#)
[Basic Skills Improvement Opportunities](#)
[Career Path DECIDE](#)
[Credentialing/Apprenticeship \(USMAP/COOL\)](#)
[Disability Compensation](#)
[DOL Unemployment Compensation for Veterans](#)
[FedsHireVets](#)
[Financial Education, Counseling and Training](#)
[Job Counseling and Employment Placement](#)
[Office of Personnel Management Veteran Services](#)
[SenSe mobile application](#)
[Veterans.gov \(DOL\)](#)
[Vocational Rehabilitation and Employment](#)

[Veteran Employment Services Office](#)
[Veteran-owned Businesses \(SBA\)](#)

EDUCATION RESOURCES:

[Education Benefits \(e.g. Post-9/11 GI Bill\)](#)
[Community College of the Air Force Transcript](#)
[Professional Education Counseling](#)
[Troops to Teachers \(available 3-years post sep.\)](#)
[Tuition Assistance](#)

HEALTH AND WELLBEING RESOURCES:

[eBenefits/MyHealthVet Accounts](#)
[inTransition Program](#)
[Mental Health Resources](#)
[Peer Support Services](#)

[Suicide Prevention Information](#)
[VA Health Care/Dental Care](#)
[VA Life Insurance \(FGLI, FSGLI, etc.\)](#)
[VA Mental Health Access](#)
[VA VET Centers](#)
[Wounded Warrior](#)

ADDITIONAL RESOURCES:

[Community Support Resources](#)
[Joint Services Transcript](#)
[Military OneSource](#)
[National Resource Directory](#)
[Non-military Counseling](#)
[VA Home Loans](#)
[Veterans Military Exchange Online Shopping Benefit](#)

18 - 24 MONTHS

- ❑ Make an appt. with your local Transition Assistance Program (TAP) Counselor for your individualized initial counseling
- ❑ Attend initial counseling and complete your personal self-assessment/ Individual Transition Plan (ITP)
- ❑ If retiring, schedule/attend Pre-separation counseling (can occur before 365 days, but no later than 365 days)
- ❑ Identify a [mentor](#)
- ❑ Create a [LinkedIn](#) account and build your network
- ❑ Begin [exploring career options/SECO](#)
- ❑ Secure [your Joint Service Transcript \(JST\)](#) or [CCAF Transcript and Verification of Military Experience and Training \(VMET\)](#)

12-18 MONTHS

- ❑ If separating/transitioning, schedule/attend Initial Counseling Pre-separation Counseling (can occur before 365 days, but no later than 365 days)
- ❑ Explore [SkillBridge](#) or Career Skills opportunities
- ❑ Review finances to ensure you are financially ready for civilian life. If retiring, schedule a meeting with a personal financial counselor
- ❑ Learn about the [VA Home Loan Guaranty Program](#)
- ❑ Register for/attend TAP workshops and additional tracks (employment, vocational, entrepreneurship, higher education)
- ❑ Create a [master resume](#)
- ❑ Consider taking [CLEP exams](#)

6-12 MONTHS

- ❑ Begin and refine your job search
- ❑ Use your master resume to begin drafting targeted resumes
- ❑ Arrange for household goods (HHG) [transportation counseling](#) if you plan to relocate upon separation
- ❑ Schedule your physical and dental checkups
- ❑ Decide if you want to "opt-out" of VA health benefits or not
- ❑ If retiring, meet with your Service Retirement Office
- ❑ Sign up for a [free year of the LinkedIn Premium Subscription](#)

4-6 MONTHS

- ❑ Complete your Baseline Wellbeing Assessment and Separation Health Assessment
- ❑ Start attending [career fairs](#)
- ❑ Review and update your will and other legal documents
- ❑ Consider whether to take [terminal leave](#) or [sell back your leave balance](#)
- ❑ Determine if you are eligible for separation pay or early retirement
- ❑ Submit a pre-discharge disability claim under the Benefits Delivery at Discharge (BDD) or Decision Ready Claim (DRC) programs (if applicable)
- ❑ Connect with an [American Job Center \(AJC\)](#) near the installation or at your post-separation location

3 MONTHS

- ❑ Schedule and complete your Capstone event with your commander or their designee
- ❑ Review your Pre-Separation Checklist (DD2648)
- ❑ Research your health insurance options; register for [TRICARE](#) (if you are a retiree)
- ❑ Research life insurance options for self and family
- ❑ Contact your medical treatment facility to get copies of your health and dental records
- ❑ Complete [VA Healthcare registration](#)
- ❑ Set up a one-on-one session with a VA Benefits Advisor
- ❑ Obtain a [Veterans' Preference letter from eBenefits](#)
- ❑ Apply for [VA Education and Career Counseling benefit](#) (if applicable)

90 DAYS OR LESS

- ❑ If seeking employment, begin applying and interviewing for positions
- ❑ Finalize relocation appointments and review your benefits, if applicable
- ❑ Begin to prepare your [Disability claim with your local VSO](#) (if applicable and not completed previously)
- ❑ If married, make a [Survivor Benefit Plan](#) election decision with your spouse
- ❑ If retiring, complete DD Form 2656 with a retirement services office or counselor
- ❑ [Contact Military OneSource](#) to learn about the no-cost resources available to you for your first year post-transition