INDIVIDUAL TRANSITION PLAN
Transition Assistance Program

NAME: _____ **DOD #:** _____ **BRANCH & RANK:** _____

INSTALLATION: _____ **COMMAND:** _____ **RET / SEP:** _____

DATE OF DISCHARGE: _____ **CHARACTER OF DISCHARGE:** _____

WORK EMAIL: _____ **PERSONAL EMAIL:** _____ **PERSONAL PHONE:** _____

TRANSITION DATES:
Anticipated End of Service (EAOS/Retirement/Resignation) Date: _____
Anticipated Terminal Leave Date (if known): Terminal Leave start date _____

Step 1: Initial Counseling Due Date (EOS date - NLT 365 days): completion date _____
Step 2: Pre-Sep Counseling Due Date (EOS date - NLT 365 days): completion date _____
Step 3: Transition Assistance Program (TAP) Class Date: completion date _____
Step 4: Capstone Review Due Date (EOS date - NLT 90 days): completion date _____
Step 5: Commander/Designee Verification Due Date (EOS date - NLT 90 days): completion date _____

Throughout the transition process, there are Career Readiness Standards (CRS) that you are required to meet. CRSs tangibly measure Servicemember's preparation for entry into a civilian career, higher education, and/or vocational training. During the Capstone review, a Servicemember's ITP, CRS deliverables pertaining to the member's personal goals and DD Form 2648/eForm will be checked to identify gaps and determine if the member is at risk of not meeting the CRS before release from active duty.

PAY GRADE & MOS/DESIGNATOR TITLE: _____

Write the career field you wish to pursue based on your personal, family, and financial obligations and desires

My desired career field: _____ **My desired relocation destination:** _____

ASSIGNED TIER LEVEL: ⊙ / ◘ / ◘ (circle applicable Tier)

CAREER TRACK (circle one or more career goals)

Employment Seeking immediate employment	**Education** In need of additional courses
Entrepreneurship Wanting to start your own business	**Vocational** Need additional technical training

CAREER READINESS STANDARDS

- Initial Self-Assessment /ITP
- Attend 2-Day Track (if not exempted)
- Register for VA Benefits and Services
- Continue Military Service Opportunity Reserve Component
- GAP Analysis or Verification of Employment
- 12-month post separation projected budget review
- Draft Resume or Verification of Employment (as required based on selected Track)
- Comparison of Technical Institutions (as required based on selected Track)
- Comparison of College/University (as required based on selected Track)

INDIVIDUAL/FAMILY INSURANCE CONSIDERATIONS

1. Have you visited www.healthcare.gov to evaluate the cost of health insurance? ■ Yes ■ No
2. Have you explored options for Life Insurance and/or Survivor Benefit Plan? ■ Yes ■ No
3. Have you visited MilitaryOneSource, VA Vet Centers or DoD in Transition Program for information on confidential mental health Services? ■ Yes ■ No

POST-TRANSITION HOUSING AND RELOCATION CONSIDERATIONS

1. Have you considered using one or more cost of living calculators, such as those provided by bankrate.com, payscale.com, nerdwallet.com, and/or moving.com? ■ Yes ■ No
2. Did you know the installation transportation office can provide information about the movement and storage of your household goods? ☐ Yes ☐ No
3. Have you visited the VA website to get information on the VA home loan program? ■ Yes ■ No

POST-TRANSITION TRANSPORTATION CONSIDERATIONS

1. Will you have reliable transportation to/from your place of employment and/or school? ■ Yes ■ No
2. Have you reviewed your vehicle payment, insurance, registration, and taxes? ■ Yes ■ No
3. Is there a need to purchase a new vehicle for you or spouse/dependents? ■ Yes ■ No
4. If you are disabled, have you determined if you are eligible for assistance in purchasing a vehicle and/or automotive adaptive equipment by visiting the VA's website? ■ Yes ■ No

COMMUNITY RESOURCES AND PEER-TO-PEER SUPPORT

1. Have you visited MilitaryOneSource for peer-to-peer specialty consultations to discuss personal or career aspirations or challenges of military life? ■ Yes ■ No

CRITERION-BASED FINANCIAL PLAN FOR MILITARY TO CIVILIAN TRANSITION

1. Are you aware you can order your free FICO score from your installation PFM staff? ■ Yes ■ No
2. Have you examined your tax status with regard to taxable income? ■ Yes ■ No
3. Do you have an up-to-date will and/or power of attorney? ■ Yes ■ No
4. Do you need additional assistance to prepare for finances post-transition? ■ Yes ■ No

VETERAN AFFAIRS BENEFITS AND SERVICES: Register for an eBenefits DS Logon Premium Account for access to personalized benefits and information that allows you to log in to multiple VA and DoD websites and apps using a username and password http://www.benefits.va.gov. **Date completed**: 4/1/26

BENEFITS OF THE RESERVE COMPONENT/INTER-SERVICE TRANSFER: Attend the Reserve Opportunities and Obligations Brief, to evaluate the benefits of joining the Reserve Component, if applicable. RC service may be mandatory based on your years of service. **Date completed**: 4/22/26

VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET): Your VMET (DD Form 2586), provides an overview of your military experience and training. You can use this document along with your DD Form 214, evaluation records, training certificates, awards, transcripts, and other documentation to complete a resume, identify credit recommendations from the American Council of Education (ACE), and possible certification/waiver of apprenticeship requirements.

JOINT SERVICES TRANSCRIPT (JST)/COMMUNITY COLLEGE OF THE AF (CCAF): The Joint Service Transcript (Navy) is an academically accepted document approved by ACE to validate your military occupational experience. The JST also includes military courses you completed, descriptions of military occupations, and college test scores. The CCAF transcript (Air Force) documents credits attained from the Community College of the Air Force.
JST: https://jst.doded.mil CCAF: https://www.airuniversity.af.edu/Barnes/CCAF/