

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"> Attend Pre-Separation Counseling and complete Pre-Separation Counseling Checklist 		
	R	<ul style="list-style-type: none"> Prepare Individual Transition Plan (ITP) 		
		<ul style="list-style-type: none"> Evaluate future personal and family housing, transportation and financial requirements 		
	R	<ul style="list-style-type: none"> Crosswalk military skill set to civilian skills 		
	R	<ul style="list-style-type: none"> Identify and document requirements & eligibility for licensure, certification and apprenticeships 		
	R	<ul style="list-style-type: none"> Complete the Employment Readiness Assessment tool as directed during Pre-separation Counseling 		
		<ul style="list-style-type: none"> 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 		
	R	<ul style="list-style-type: none"> Attend the Employment Workshop 		
	R	<ul style="list-style-type: none"> Complete the educational needs assessment (only required if attending Transition GPS Education or Technical Training tracks) 		
	R	<ul style="list-style-type: none"> Identify, compare, and select academic institutions based on specific selection criteria 		
		<ul style="list-style-type: none"> Attend a counseling session with a Small Business Administration Advisor 		
		<ul style="list-style-type: none"> Consider the possibility and impact of transferring Post 9/11 GI-Bill benefits to dependents 		
		<ul style="list-style-type: none"> 		
18 months – 12 months		<ul style="list-style-type: none"> Begin establishing a professional network 		
	R	<ul style="list-style-type: none"> Prepare and submit an Education/Technical Training Application or provide an enrollment acceptance letter 		

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

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