



My Next Steps:

Preparing an Individual Transition Plan



Question

How can my service member and I organize all of the transition information and resources we learn about into a plan that is useful for our family as we prepare to transition from the military?



Answer

The objective of the Department of Defense's Transition Assistance Program is to help prepare your family for a bright and successful future after your service member leaves the military. To meet this objective, TAP offers in-person and online instruction to introduce your service member and you to information, resources and tools that can help set your family up for success after transition from the military.

The military recognizes that each service member and/or family has different goals and plans following transition. For that reason, planning for transition involves more than just learning about transition information, resources and tools. The key to effective transition planning is applying what you learn to create an individualized plan that meets the specific needs and goals of your family. The DoD has created a tool, called an Individual Transition Plan, to help. The ITP template is designed to guide you and your service member as you create a unique, step-by-step transition plan based on your personal and family needs and your specific skills, knowledge, experience and interests. By working with your service member to create an ITP, you can set and achieve realistic goals, identify actions and activities associated with your transition, and organize actions into manageable tasks. Your ITP will also help you establish a timeline for meeting important transition milestones and coordinating specific actions associated with transition.

Sections of the ITP, referred to as blocks, can help you and your service member think through appropriate plans and actions for a variety of issues important to your family leading up to and following transition from the military. Completion of Blocks 1 and 6 is mandatory for your service member, but your input is invaluable and will help make your ITP more useful for your family. Block 1, "Identify Post-transition Personal/Family Requirements," will guide

“The key to effective transition planning is applying what you learn to create an individualized plan that meets the specific needs and goals of your family.”

you and your service member through an evaluation of your family's specific needs, such as healthcare, schools, relocation and housing. Block 1 also addresses access to your military and veterans' benefits and financial planning and preparedness. Block 6, "Transition Milestones," is the section of your ITP that helps you establish a timeline for completion of transition tasks and activities. Depending on your individual goals after transition, you and your service member may also complete one or more of the other ITP blocks: Block 2 – Employment; Block 3 – Education; Block 4 – Technical Training and Block 5 – Entrepreneurship.

Visit MySECO on Social Media



Resources at a Glance

- [DoD Transition Assistance Program](#)
- DoD Transition Assistance Program [Virtual Curriculum](#)
- Individual Transition Plan [Template](#)
- [Locate](#) a transition assistance office



Answer (cont.)

The ITP is a dynamic document and is meant to be modified and updated as your family makes decisions, meets goals and makes progress towards a successful transition. A transition counselor or coordinator at your installation transition assistance office can help your service member and you with the ITP at any stage. You can expect a

transition counselor to review the ITP as your transition date approaches to ensure your service member and your family are on track to achieve your post-transition goals. Spouses are welcomed and encouraged to be part of the ITP process.



Steps to Consider

These “Steps to Consider” are not meant as a checklist. Use the suggestions to facilitate a discussion with your service member.

- Download an ITP [template](#) and use it as a guide to help spark discussion, set personal goals, make decisions, schedule appointments and map out actions you and your service member can take to set your family up for success after transition from the military.
- Learn about the transition training provided by the DoD and your service member’s branch of the military. View the Stepping Beyond video and download the fact sheet entitled, “Military-Sponsored Transition Resources and Training.”
- [Contact](#) your installation Transition Assistance Program to schedule in-person transition training. Attend the training with your service member or complete the [online](#) training or the [stand-alone online training](#) for veterans and family members who do not have a Common Access Card.
- Have your ITP handy during transition training as ITP blocks are concurrent to the information, resources and tools presented in the Transition GPS (Goals, Plans, Success) workshop, which makes the training a good time to create, update or modify your ITP.
- Schedule an individual appointment with a transition counselor at your installation transition assistance office for help developing or completing your ITP.



Resources

Department of Defense and Virtual Resources

- DoD TAP: <https://www.dodtap.mil>
- DoD Transition Assistance Program Virtual Curriculum: https://www.dodtap.mil/virtual_curriculum.html
- Stand-alone online curriculum for veterans and family members who do not have a Common Access Card or a Joint Knowledge Online account: <http://jko.jten.mil/courses/tap/TGPS%20Standalone%20Training/start.html>
- DoD TAP ITP template: https://www.dodtap.mil/rest/docs?filename=Individual_Transition_Plan.pdf

Locate a transition assistance office: <https://installations.militaryonesource.mil>

- In the dropdown menu, choose “I’m looking for a program or service.” Then, type in “Transition Assistance Program” in the “I’m choosing from” text field. Next, you’ll be asked to filter by installation or zip code. After making your selection, select the “Search” button.

Branch-specific Transition Office Locator Information

- Army Soldier for Life - Transition Assistance Program: <https://www.sfl-tap.army.mil/locations>
- Marine Corps Transition Offices: <http://www.usmc-mccs.org/MCCS/index.cfm/locations/>
- Navy Fleet and Family Support Centers: https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/FFSC.html
- Air Force Airmen and Family Readiness Centers: [Directs to <https://installations.militaryonesource.mil/>]

