

# INDIVIDUAL TRANSITION PLAN

Full Name \_\_\_\_\_ Anticipated Separation Date \_\_\_\_\_

Rank \_\_\_\_\_ Unit \_\_\_\_\_

Advisor Name \_\_\_\_\_ Advisor email/phone \_\_\_\_\_

List your Military Occupation Specialty(s) and Title(s):

- Enter Primary MOS:
- Enter Secondary MOS:

Designate the career field you wish to pursue based on your personal, family, and financial obligations and desires. You'll use this information on your Gap Analysis in the MOC Crosswalk module in the Transition Readiness Seminar (TRS).

**Desired Post -Transition Career Field (List below)**

**Desired Post-Transition Relocation Destination(s) (List below)**

## OVERVIEW

The key to a successful transition is planning, which requires a carefully thought out Individual Transition Plan (ITP). The ITP provides a framework to achieve realistic career goals based upon an assessment of your personal and family needs as well as your unique skills, knowledge, experience, interests and abilities. The ITP helps you identify critical activities associated with your transition and your Transition Counselor will assist you through the process of organizing your transition into manageable tasks. The ITP also helps you to establish a timeline for completing all required activities prior to separation – it is a living document and can be modified at any time. The ITP is the road map for attaining your employment, education, technical training, and entrepreneurial objectives and can help you make a successful transition to civilian life.

## CAREER READINESS STANDARDS

Prior to completing your Individual Transition Plan (ITP), it is important to note that there are Career Readiness Standards (CRS) you will be expected to meet. You will be required to provide documentation of meeting the following readiness standards to your Transition Counselor and Command representative prior to separation. These standards are designed to increase your ability to successfully overcome any challenges you may face in pursuit of your chosen career path. Some CRSs apply to all career paths (Employment, Education, Technical Training and Entrepreneurship) while others only apply to a specific career path.

CRS completion will be documented on your [DD Form 2648 eForm](#) through the milConnect website.

<http://www.mccslejeune-newriver.com/trs/>

## Career Readiness Standards Applicable to all\*\*\*

- Attend Pre-Separation Counseling
- Complete [DD Form 2648 eForm](#) – Pre-Separation Counseling Checklist
- [Register](#) for a DS Logon Premium Account on eBenefits
- Prepare a [criterion-based post-separation budget](#)
- Complete the [Kuder Journey Assessment or O\\*Net Interest Profiler](#)
- Evaluate opportunities presented by continuing military service in a Reserve Component by attendance at the [Reserve Obligations and Opportunities Brief](#) (ROOB)
- Crosswalk military skills to civilian skills by completing a Gap Analysis during the MOC Crosswalk
- Identify and document requirements and eligibility for licensure, certification, and apprenticeships at potential relocation destinations by completing a Gap Analysis during the MOC Crosswalk
- Complete the Individual Transition Plan and provide documentation of meeting additional Career Readiness Standards applicable to the chosen career paths below.
- Attend the Department of Labor Employment Workshops (DOLEW)
- Prepare and submit the [Job Application Package](#) (resume, references, and at least 2 employment applications **OR** provide a job acceptance/confirmation of employment letter)

## Accessing Higher Education or Career Exploration and Training Track Career Readiness Standards\*\*\*

- Attend Accessing Higher Education (AHE) or the Career Exploration and Training Track
- Complete the Kuder Journey Assessment
- Schedule one-on-one counseling with the academic advisor from the institution you will attend
- Identify, compare, and select academic institutions based on specific selection criteria
- Prepare and submit an education or Career Exploration and Training Track application package (submit application to academic institution **OR** provide an acceptance letter)
- Connect with the Student Veteran Organization at your chosen institution

***Mandatory Sections noted by 3 asterisks (\*\*\*) throughout the ITP***

### (1) PERSONAL ASSESSMENT

#### a. Register on eBenefits

- \*\*\* Go to [eBenefits](#) and [register](#) for a DS Logon Premium Account for access to personalized benefits and information.

[Registration Using CAC Guide](#)

[Registration Using Email Guide](#)

Enter date you registered for your DS Logon Premium Account:

Document on your [DD Form 2648 eForm](#).

<http://www.mccslejeune-newriver.com/trs/>

## **b. Health Care**

- \*\*\*Identify individual/family needs such as medical care, expenses, and location of potential providers. Enter notes below.

## **c. Relocation Cost**

- \*\*\*Assess impact of individual/family requirements on relocation options (e.g. quality of local schools, availability of medical care, spouse employment opportunities, etc.). Enter notes below.

## **d. Post-Transition Housing Plan**

- \*\*\*Evaluate your immediate post-transition housing requirements. Determine how much living space you will require to safely house yourself, dependents, and personal items. Consider whether you may need to make more than one move or need to utilize temporary storage. Contact the housing referral office to identify local and remote housing options. The installation transportation office can provide detailed information about planning the movement and storage of your household goods. Visit the VA website to get information on the [VA home loan program](#). Enter notes below.

## **e. Post-Transition Transportation**

- \*\*\*Consider your post-transition transportation requirements. Determine if you have adequate reliable personal transportation to take you to and from your place of employment or school. Evaluate your commuting options and whether you need to purchase another vehicle(s) for your spouse and/or dependents. Identify your post-transition transportation expenses to include: purchase costs, vehicle registration, insurance, maintenance, fuel, etc. Enter notes below.

## **f. Criterion-Based Financial Plan for Military to Civilian Transition**

- \*\*\* Complete a financial planning worksheet based on your current financial obligations (e.g., living expenses and indebtedness) as well as anticipated post-transition expenses. Determine if your expected post-transition income will adequately address anticipated financial obligations (e.g. housing, medical, food, insurance, transportation, costs of establishing a home, utility security deposits, etc.). Your installation [Personal Financial Management Specialist](#) can help. Enter notes below.

## **g. Evaluate the Benefits of the Reserve Component**

- \*\*\*Attend the Reserve Opportunities and Obligations Brief (ROOB) (a component of TRS) to understand the benefits of joining the Reserve Component.

Any Guard or Reserve member facing employment difficulty prior to or after an active duty tour can contact [Employer Support of the Guard and Reserve](#) to learn their legal rights. ESGR will work to resolve conflicts or misunderstandings between the member and their employer.

## **(2) EVALUATE MILITARY AND CIVILIAN EXPERIENCE AND TRAINING**

- Access your [Verification of Military Experience and Training](#) (VMET) Document
- \*\*\*Attend the Military Occupational Code (MOC) Crosswalk course (a component of TRS).
- \*\*\*Crosswalk your military skill set to the corresponding civilian skills. Complete Gap Analysis. (Component of MOC Crosswalk)
  - DOL's [MyNextMove for Veterans](#)
  - DOL's CareerOneStop [Veteran and Military Transition Center](#)
  - VA's [Military Skills Translator](#)
- Determine Credentialing/Apprenticeship/On-the-job training opportunities
  - [Marine Corps Credentialing Opportunities On-Line \(COOL\)](#)
  - [DoD SkillBridge](#) Program
  - VA [On-The-Job Training and Apprenticeship](#)

## **(3) DETERMINE POST-TRANSITION CAREER PATH**

**\*\*\*Document your post full-time active duty goal for (Select all that apply):**

### **Employment**

- I already have post-military employment.
- I plan to get a job and start work as soon as possible.

Your attendance at the [Department of Labor Employment Workshop](#) (DOLEW) is required by law

### **Education**

- I am already attending a college or university.
- I plan to go to college immediately.

If either of these are a post-transition goal for you, consider attending Accessing Higher Education (AHE), an optional 2-day track.

**<http://www.mccslejeune-newriver.com/trs/>**

### **Credentialing/Apprenticeship**

- I am already attending a career technical institution.
- I require additional technical/apprenticeship training in my desired career field.

If either of these are a post-transition goal for you, consider attending Career Exploration and Training Track, an optional 2-day track.

### **Entrepreneurship**

- I already have my own business.
- I desire to start my own business.

If either of these are a post-transition goal for you, consider attending [Boots to Business](#) (B2B), an optional 2-day track from the Small Business Administration (SBA) focused on entrepreneurship.

### **Other**

- I don't know what I plan to do.

Meet with your TRS Advisor and review [How to EAS Successfully as a Marine](#).

- Other (Explain):

## **(4) EMPLOYMENT**

### **a. Complete Employment Readiness Assessment**

- \*\*\*Complete the [Kuder Journey Assessment](#) or [O\\*Net Interest Profiler](#)

Enter your **RIASEC** scores (Enter notes below):

Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
<b>R</b>	<b>I</b>	<b>A</b>	<b>S</b>	<b>E</b>	<b>C</b>

### **b. \*\*\*Complete Job Application Package. If desired, list notes below.**

- \*\*\*Develop your resume and 3 references
- Submit at least two applications
- Establish a [USAJOBS](#) account and research potential federal employment opportunities

### **c. Develop Networking Plan. If desired, list notes below.**

- Attend a [LinkedIn course](#)/set up profile.
- Join the [Marine For Life Network](#).

Professional networking and self-marketing instruction will be provided during TRS.

<http://www.mccslejeune-newriver.com/trs/>

**d. Register at an American Job Center. If desired, list notes below.**

- Seek out and use additional resources such as the local DOL [Workforce Development Office/American Job Center](#).

## **(5) EDUCATION OR CAREER EXPLORATION AND TRAINING TRACK**

- Attend Accessing Higher Education (AHE) or Career Exploration and Training Track (CEPT)
- Research education paths. Conduct personal research and evaluate potential education options.
  - Department of Education: Federal Student Aid: [Choosing a School](#)
  - VA: [Choosing a School](#)
- \*\*\*Complete the [Kuder Journey Assessment](#) (register as a new user if you do not already have login credentials)

Enter your **RIASEC** scores (Enter notes below):

<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>	<a href="#">Click here to enter text.</a>
<b>R</b>	<b>I</b>	<b>A</b>	<b>S</b>	<b>E</b>	<b>C</b>

- Research academic institution credentials to include: tuition costs, fees, accreditation, financing options, graduation rates, transferring credits, procedures for sending transcripts for credit review, GI Bill acceptance, and admission standards. (AHE and CEPT can help with this.)
  - Department of Education: [College Navigator](#)
  - Department of Education: [College Scorecard](#)
- Schedule one-on-one counseling with a TRS advisor.
- Schedule one-on-one counseling with a higher education or Career Exploration and Training Track institution advisor. Academic counselors are typically located by visiting the school's registrar and/or admissions website. Additional degree-specific information may also be sought by contacting the faculty/staff within your specific field of study.

**Document this counseling session here; it will be necessary at Capstone. List notes below.**

Name of counselor:

Date counselor session occurred:

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- Identify potential sources of income while attending school (e.g., employment options and [scholarship/grant](#) eligibility including academic, athletic, [need-based](#), [veteran status](#), college- or career-specific)
  - Department of Education: [Federal Student Aid](#)
- [Apply for GI Bill benefits](#) (if you will use your [GI Bill benefits](#)). Contact the academic institution GI Bill certifying official to confirm GI Bill eligibility and acceptance.
- Acknowledge understanding of transferability requirements (if [transferring benefits](#)).

## (6) ENTREPRENEURSHIP

- Attend [Boots to Business](#), the optional 2-day track from the Small Business Administration (SBA) focused on entrepreneurship.
- Conduct market research on the business you plan to start.
- Develop a business plan.

Register online for all tracks [www.mccslejeune-newriver.com/trs](http://www.mccslejeune-newriver.com/trs)  
 INFO: (910) 451-3781/3754 (Camp Lejeune) or 449-4914 (New River)



## TRANSITION TIMELINE

Transitioning Service members are encouraged to develop a transition timeline. Highly qualified and experienced professionals are available to assist you in developing a transition timeline. This sample timeline does not include all of the possible considerations you need to make, as transition requirements differ for each person. Required milestones are **bold**. Add your own items to the timeline. Examine the [Transition Checklist](#) to inform your individual timeline.

### **24 months prior to EAS (retirees) If desired, list notes below**

- Attend Pre-Separation Counseling and complete the Pre-separation Counseling phase of the DD form 2648/eForm**
- Attend the Transition Readiness Seminar** (Transition Overview/Resilient Transitions; MOC Crosswalk; VA Benefits I & II; DOLEW; Financial Planning for Your Transition; Connecting with the Marine For Life Network; ITP Review)
- Develop an Individual Transition Plan (ITP)
- Determine post-retirement income requirements. Project retirement take-home pay. Determine whether you need to supplement retirement take-home pay.

### **18-12 months prior to EAS (retirees and separatees) If desired, list notes below**

- Develop a 12-month post-transition budget.**

<http://www.mccslejeune-newriver.com/trs/>

- Develop a resume(s).**
- Prepare and submit an Education/Technical Training Application** or provide an enrollment acceptance letter (if pursuing education as your primary post-transition goal)
- Update personal legal documents
- Identify and document chronic medical/dental problems and seek treatment for yourself and your family
- Research potential destinations for your post-separation relocation; evaluate employment opportunities for your chosen career (document in your Gap Analysis)
- Schedule and attend individual counseling sessions with TRS Advisor.
- Join a professional organization(s).
- Review and make any necessary corrections to your VMET and JST.
- Create a business development plan (if pursuing entrepreneurship as your primary post-transition goal)
- Identify anticipated financial requirements and sources of capital for your business (if pursuing entrepreneurship as your primary post-transition goal)

**14 months prior to EAS (retirees and separatees) If desired, list notes below**

- Attend Pre-Separation Counseling and complete the Pre-separation Counseling phase of the DD form 2648/eForm**
- Attend the Transition Readiness Seminar** (Transition Overview/Resilient Transitions; MOC Crosswalk; VA Benefits I & II; DOLEW; Financial Planning for Your Transition; Reserve Opportunities and Obligations Brief; Connecting with the Marine For Life Network; ITP Review)
- Crosswalk military skill set to civilian skills.** (MOC Crosswalk)
- Identify and document requirements & eligibility for licensure, certification, and apprenticeships** (document in your Gap Analysis)
- Complete the Kuder Journey Assessment or O\*Net Interest Profiler tool**
- Develop an Individual Transition Plan (ITP)
- Evaluate future personal and family housing, transportation and financial requirements.
- 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 (if pursuing education as your primary post-transition goal)
- Identify, compare, and select academic institutions based on specific selection criteria (if pursuing education as your primary post-transition goal)
- Attend a counseling session with a Small Business Administration Advisor (if pursuing entrepreneurship as your primary post-transition goal)

**12-6 months prior to EAS (retirees and separatees) If desired, list notes below**

- Register for (free) DS Logon Premium Account on eBenefits portal**
- Submit at least 2 job application packets or present an employment acceptance letter**

<http://www.mccslejeune-newriver.com/trs/>



- Visit Guard or Reserve Recruiting Office** (if applicable)
- Complete 1:1 counseling with an academic advisor at college/technical school** (if pursuing education as your primary post-transition goal)
- Apply for [VA Benefits](#)
- Receive post-military service employment restriction counseling
- Review and make a copy of your personnel and medical records (including your [VMET](#), [JST](#))
- Learn Federal job search process (covered in DOLEW), [search for opportunities](#), and begin posting resumes/submitting applications
- Conduct informational interviews
- Research Survivor Benefit Plan options
- Research and compare [VGLI](#) to other insurance

**180-30 days prior to EAS (retirees and separatees) If desired, list notes below**

- Obtain a “Gold Card” for preferred services at DOL’s [American Job Centers](#)**
- Connect with the campus student veteran organization (e.g. [Student Veterans of America](#)) if available** or contact the local [VA representative](#) to identify local Veteran resources (if pursuing education as your primary post-transition goal)
- Schedule a separation/retirement physical
- Start assembling wardrobe for next job
- Review DD Form 214 worksheet
- Visit Relocation Assistance Program office
- Schedule a visit to the area where you plan to live
- Connect with the local [Marine For Life Representative](#) to identify local Veteran and Veteran-friendly resources
- Arrange for government housing inspection (if living in quarters)
- Make contact with local [Workforce Development Office/American Job Center](#)
- Continue to network in person and/or online
- Continue to send resumes & apply for jobs
- Begin interviewing for jobs
- Decide on a Continued [Healthcare](#) program