

Chapter 15 – Individual Transition Plan

A carefully thought out Individual Transition Plan (ITP) is your game plan for a successful transition to civilian life-it is not an official form, but something you create by yourself, for yourself. Your Transition Assistance Office will give you a head start with your DD Form 2648, "Pre-Separation Counseling Checklist," which can serve as an outline for your ITP. On this checklist, you indicate the benefits and services for which you want counseling. You then are referred to subject experts who will answer your questions. Your Transition Assistance Office will furnish additional information and emphasize certain points for you to consider.

"You may be whatever you resolve to be."
-Stonewall Jackson

A. Create Your Own Individual Transition Plan

The ITP should identify likely actions and activities associated with your transition. You can determine what these might be through consultation with your Transition/ACAP or Command Career Counselor and using a document called the DD Form 2648, "Pre-Separation Counseling Checklist."

Contact your Transition/ACAP Office or Command Career Counselor and make an appointment to complete your Pre-Separation counseling and the checklist.

Your Military Service has samples of ITPs that can help you. Check with your Transition or Command Career Counselor to review them. You can start developing your ITP by answering these simple questions:

- a. What are my goals after I leave the military?
- b. Where do I plan to live?
- c. Do I need to continue my education or training?
- d. Will the job market, where I plan to relocate, provide me the employment that I am seeking?
- e. Do I have the right skills to compete for the job (s) I am seeking?
- f. Will my spouse and family goals be met at our new location?
- g. Am I financially prepared to transition at this time?

If you are uncertain about your future plans, now is the time to obtain all the assistance and information you need. Professional guidance and counseling are available at your Transition Office, as are workshops, publications, information resources, automated resources, and government programs. Take advantage of each one that pertains to your unique situation. It is your Individual Transition Plan: It is your responsibility and your life.