



MANAGING YOUR TRANSITION TIMELINE (MyTT)

**TRANSITION
ACTIVITIES CAN
OCCUR AS EARLY AS
24 MONTHS FOR
THOSE RETIRING, AND
NO LATER THAN 365
DAYS FOR THOSE
SEPARATING/
TRANSITIONING**

CAREER/FINANCIAL RESOURCES:

[American Job Centers](#)
[Assistance from your TAP counselor](#)
[Basic Skills Improvement Opportunities](#)
[Career Path DECIDE](#)
[Credentialing/Apprenticeship \(USMAP/COOL\)](#)
[Disability Compensation](#)
[DOL Unemployment Compensation for Veterans](#)
[FedHireVets](#)
[Financial Education, Counseling and Training](#)
[Job Counseling and Employment Placement](#)
[Office of Personnel Management Veteran Services](#)
[Sen\\$e mobile application](#)
[Veterans.gov \(DOL\)](#)
[Vocational Rehabilitation and Employment](#)

[Veteran Employment Services Office](#)
[Veteran-owned Businesses \(SBA\)](#)

EDUCATION RESOURCES:

[Education Benefits \(e.g. Post-9/11 GI Bill\)](#)
[Community College of the Air Force Transcript](#)
[Professional Education Counseling](#)
[Troops to Teachers \(available 3-years post sep.\)](#)
[Tuition Assistance](#)

HEALTH AND WELLBEING RESOURCES:

[eBenefits/MyHealtheVet Accounts](#)
[inTransition Program](#)
[Mental Health Resources](#)
[Peer Support Services](#)

[Suicide Prevention Information](#)
[VA Health Care/Dental Care](#)
[VA Life Insurance \(FGLI, FSGLI, etc.\)](#)
[VA Mental Health Access](#)
[VA VET Centers](#)
[Wounded Warrior](#)

ADDITIONAL RESOURCES:

[Community Support Resources](#)
[Joint Services Transcript](#)
[Military OneSource](#)
[National Resource Directory](#)
[Non-military Counseling](#)
[VA Home Loans](#)
[Veterans Military Exchange Online Shopping Benefit](#)

Statement of Benefits

Your statement of benefits will list the programs, services, and other benefits you qualify for and must be given to you no later than 30 days after your separation date. If qualified, these benefits are available to you as early as your day of separation:

VA: Disability compensation, home loan eligibility, Post 9/11 GI Bill eligibility, other

DoD: Pay and retirement, healthcare (TRICARE), Space A travel, [Commissary](#), [Exchange](#), MWR, lodging facilities, installation access, and other benefits outlined in the transition guide.

18 - 24 MONTHS

- ❑ Make an appt. with your local Transition Assistance Program (TAP) Counselor for your individualized initial counseling
- ❑ Attend initial counseling and complete your personal self-assessment/ Individual Transition Plan (ITP)
- ❑ If retiring, schedule/attend Pre-separation counseling (can occur before 365 days, but no later than 365 days)
- ❑ Identify a [mentor](#)
- ❑ Create a [LinkedIn](#) account and build your network
- ❑ Begin [exploring career options/SECO](#)
- ❑ Secure [your Joint Service Transcript \(JST\)](#) or [CCAF Transcript](#) and [Verification of Military Experience and Training \(VMET\)](#)

12-18 MONTHS

- ❑ If separating/transitioning, schedule/attend Initial Counseling Pre-separation Counseling (can occur before 365 days, but no later than 365 days)
- ❑ Explore [SkillBridge](#) or Career Skills opportunities
- ❑ Review finances to ensure you are financially ready for civilian life. If retiring, schedule a meeting with a personal financial counselor
- ❑ Learn about the [VA Home Loan Guaranty Program](#)
- ❑ Register for/attend TAP workshops and additional tracks (employment, vocational, entrepreneurship, higher education)
- ❑ Create a [master resume](#)
- ❑ Consider taking [CLEP exams](#)

6-12 MONTHS

- ❑ Begin and refine your job search
- ❑ Use your master resume to begin drafting targeted resumes
- ❑ Arrange for household goods (HHG) [transportation counseling](#) if you plan to relocate upon separation
- ❑ Schedule your physical and dental checkups
- ❑ Decide if you want to “opt-out” of VA health benefits or not
- ❑ If retiring, meet with your Service Retirement Office
- ❑ Sign up for [a free year of the LinkedIn Premium Subscription](#)

4-6 MONTHS

- ❑ Complete your Baseline Wellbeing Assessment and Separation Health Assessment
- ❑ Start attending [career fairs](#)
- ❑ Review and update your will and other legal documents
- ❑ Consider whether to take [terminal leave](#) or [sell back your leave balance](#)
- ❑ Determine if you are eligible for separation pay or early retirement
- ❑ Submit a pre-discharge disability claim under the Benefits Delivery at Discharge (BDD) or Decision Ready Claim (DRC) programs (if applicable)
- ❑ Connect with an [American Job Center \(AJC\)](#) near the installation or at your post-separation location

3 MONTHS

- ❑ Schedule and complete your Capstone event with your commander or their designee
- ❑ Review your Pre-Separation Checklist (DD2648)
- ❑ Research your health insurance options; register for [TRICARE](#) (if you are a retiree)
- ❑ Research life insurance options for self and family
- ❑ Contact your medical treatment facility to get copies of your health and dental records
- ❑ Complete [VA Healthcare registration](#)
- ❑ Set up a one-on-one session with a VA Benefits Advisor
- ❑ Obtain a [Veterans' Preference letter from eBenefits](#)
- ❑ Apply for [VA Education and Career Counseling benefit](#) (if applicable)

90 DAYS OR LESS

- ❑ If seeking employment, begin applying and interviewing for positions
- ❑ Finalize relocation appointments and review your benefits, if applicable
- ❑ Begin to prepare your [Disability claim with your local VSO](#) (if applicable and not completed previously)
- ❑ If married, make a [Survivor Benefit Plan](#) election decision with your spouse
- ❑ If retiring, complete DD Form 2656 with a retirement services office or counselor
- ❑ [Contact Military OneSource](#) to learn about the no-cost resources available to you for your first year post-transition

DAY OF SEPARATION + 365

- ❑ Ensure you have multiple certified copies of your DD-214 (Certificate of Release or Discharge from Active Duty) in a fireproof place
- ❑ Ensure your VA benefits contact information is updated with your correct phone number, email, and address
- ❑ Continue to network and stay involved on LinkedIn and other social media sites
- ❑ Register for the [VA burial pre-need program](#)
- ❑ Apply for VA Dental Insurance (if applicable)
- ❑ Apply for Veterans ID card, [Veteran's Health Identification Card](#), or print Proof of Service card from [eBenefits](#)
- ❑ Utilize [Military OneSource \(up to 365 days post-transition\)](#)
- ❑ If you're married, inform your spouse about the benefits offered by [Spouse Education and Career Opportunities \(SECO\)](#)

Updated: December 5, 2019