



NAVY INDIVIDUAL TRANSITION PLAN

Transition Assistance Program

NAME: _____ COMMAND: _____

RATE/DESIGNATOR/TITLE: _____ TAP CLASS DATE: _____

ASSIGNED TIER LEVEL: 1 / 2 / 3 - determined at Initial Counseling by CCC

PRE-SEPARATION BRIEF*: Date: _____ Time: _____

CAPSTONE* APPOINTMENT: Date: _____ Time: _____

Desired career/industry:	
Desired relocation destination:	
Expected salary for desired career at chosen location:	

SELECT TWO-DAY TRACK (required for Tier 3)

Department of Labor Employment Workshop (DOLEW) – seeking immediate employment	
Career and Credentialing Exploration (C2E) – seeking technical training or certification	
DoD Managing Your (MY) Education – seeking a four-year college degree, or post-grad education	
SBA Entrepreneurship / Boots to Business (B2B) – seeking to start own business	

CAREER READINESS STANDARDS

Career Readiness Standards (CRS) deliverables are tangibly measureable outcomes completed before transition that indicate service members are prepared for entry into a civilian career, higher education, and/or technical training. During Capstone review, the service member's ITP, CRS deliverables, and DD Form 2648 will be checked to identify gaps, and determine if the member is at risk of not meeting the CRS before separation, retirement, or release from active duty.

- Initial Self-Assessment /ITP (*Tiers: 1, 2, 3*)
- Register for DS Logon, Login.gov / ID.me account using username and password (*Tiers: 1, 2, 3*)
- Attend the Continuum of Military Service Opportunity Brief (*as required*)
- GAP Analysis or Verification of Employment (*Tiers 2, 3*)
- 12-month post separation projected spending plan (*Tiers 2, 3*)
- Attend Career Track (*Mandatory for Tier 3; Tiers 1 & 2 may waive this requirement*)
- Draft Resume or Verification of Employment (*as required based on selected Track for Tier 3*)
- Comparison of Technical Institutions (*as required based on selected Track for Tier 3*)
- Comparison of College/University (*as required based on selected Track for Tier 3*)

INDIVIDUAL/FAMILY INSURANCE CONSIDERATIONS

1. What are your plans for healthcare after separation? _____
2. Have you determined how much life insurance you need? ☐ Yes ☐ No
3. (Retirees) Does your spouse understand the Survivor Benefit Plan? ☐ Yes ☐ No
4. Have you visited MilitaryOneSource, VA Vet Centers, or DoD in Transition Program for information on confidential mental health Services? ☐ Yes ☐ No

POST-TRANSITION HOUSING AND RELOCATION CONSIDERATIONS

1. How is cost of living different at your desired location? ☐ Higher ☐ Lower ☐ Similar/Same
2. Have you informed your landlord of your upcoming move due to separation? ☐ Yes ☐ No
3. Have you contacted the Household Goods Office and/or Relocation Specialist at FFSC to assist in planning your move? ☐ Yes ☐ No
4. Do you understand the VA Home Loan Guarantee Program? ☐ Yes ☐ No
5. Are you aware of the resources available for homeless/imminently homeless veterans at your chosen location? ☐ Yes ☐ No

POST-TRANSITION TRANSPORTATION CONSIDERATIONS

1. Will you have reliable transportation to/from work and/or school? ☐ Yes ☐ No
2. Have you reviewed your vehicle payment, insurance, registration, and taxes? ☐ Yes ☐ No
3. If you are disabled, have you determined if you are eligible for assistance in purchasing a vehicle and/or automotive adaptive equipment by visiting the VA's website? ☐ Yes ☐ No

COMMUNITY RESOURCES AND PEER-TO-PEER SUPPORT

1. Have you visited Military OneSource for peer-to-peer specialty consultations to discuss personal or career aspirations or challenges of military life? ☐ Yes ☐ No
2. Are you aware of mentoring services such as OnwardOps, American Corporate Partners, USO Pathways, and others? ☐ Yes ☐ No
3. Do you know where the Vet Center closest to your new residence is? ☐ Yes ☐ No
4. Do you know where the American Job Center closest to your new residence is? ☐ Yes ☐ No

CRITERION-BASED FINANCIAL PLAN FOR MILITARY TO CIVILIAN TRANSITION

1. Have you met with the installation PFM to create a post-transition financial plan and order your free FICO credit score? ☐ Yes ☐ No
2. Do you understand the changes to your tax status after separation? ☐ Yes ☐ No
3. Do you have an up-to-date will and/or power of attorney? ☐ Yes ☐ No
4. Do you need additional assistance to prepare for finances post-transition? ☐ Yes ☐ No
5. Do you have savings that can cover at least three months of expenses? ☐ Yes ☐ No
6. Are you eligible for unemployment compensation? ☐ Yes ☐ No State: _____

DS LOGON

Register for a DS Logon account for access to your eForm, VMET, DFAS, and other services using a username and password – you must do this before Capstone

DS Logon: <https://myaccess.dmdc.osd.mil/identitymanagement/app/registration>

VETERAN AFFAIRS BENEFITS AND SERVICES

Register for a Login.gov or ID.me account for access to personalized benefits and information that allows you to log in to multiple VA and DoD websites and apps using a username and password – you must do this before Capstone

ID.me: <https://api.id.me/en/session/new>

Login.gov: https://secure.login.gov/sign_up/enter_email

- ☐ Registered for VA Healthcare/VA Women's Health
- ☐ Filed BDD / Locate a VSO at your desired location to help with your post-separation VA claim

BENEFITS OF THE RESERVE COMPONENT/INTER-SERVICE TRANSFER

Attend the Reserve Opportunities and Obligations Brief, to evaluate the benefits of joining the Reserve Component, if applicable. RC service may be mandatory based on your years of service. This brief is provided during Pre-Separation Counseling and on Day 1 of SEP TAP

VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET)

Your VMET (DD Form 2586), provides an overview of your military experience and training. You can use this document along with your DD Form 214, evaluation records, training certificates, awards, transcripts, and other documentation to complete a resume, a job application, identify credit recommendations from the American Council of Education (ACE), and possible certification/waiver of apprenticeship requirements.

<https://milconnect.dmdc.osd.mil/milconnect/>

JOINT SERVICES TRANSCRIPT (JST)

Your JST is an academically accepted document approved by ACE to validate your military occupational experience. The JST also includes military courses you completed, descriptions of military occupations, and college test scores.

<https://jst.doded.mil/jst/>

* **PRE-SEPARATION COUNSELING:** Offered on the 2nd (1400) and 4th (0900) Tuesdays of the month in Building 2000. No pre-registration required.

~ Initial Counseling must be completed with CCC prior to attending ~

* **CAPSTONE:** Contact FFSC at 425-304-3367 or 425-304-3735 to schedule your Capstone Review.