



MANAGING YOUR TRANSITION TIMELINE (MYTT)

**TRANSITION
ACTIVITIES MUST
BEGIN NLT 365 DAYS
BEFORE TRANSITION
AND MAY BEGIN AS
EARLY AS 24
MONTHS PRIOR TO
RETIREMENT**

CAREER/FINANCIAL RESOURCES:

[American Job Centers](#)
[Assistance from your TAP counselor](#) / [Online TAP Schedule](#)
[Basic Skills Improvement Opportunities](#)
[Career Path DECIDE](#)
[Credentialing/Apprenticeship: \(COOL/USMAP/MILGEARS\)](#)
[Disability Compensation](#)
[DOL Unemployment Compensation for Veterans](#)
[FedshireVets](#)
[Job Counseling and Employment Placement](#)
[Office of Personnel Management Veteran Services](#)
[Personal Finance Resources](#)
[SenSe mobile application](#)
[Thrift Savings Plan](#)
[Veteran Employment Services Office](#)

[Veteran-owned Businesses \(SBA\)](#)
[Veterans.gov \(DOL\)](#)
[Veteran Readiness and Employment](#)

EDUCATION RESOURCES:

[Education Benefits \(e.g. Post-9/11 GI Bill\)](#)
[Professional Education Counseling](#)

HEALTH AND WELLBEING RESOURCES:

[VA.gov/MyHealtheVet Accounts inTransition Program](#)
[Mental Health Resources](#)
[Peer Support Services](#)
[Recovery Coordination Program](#)
[Suicide Prevention Information](#)
[VA Health Care/Dental Care](#)

[VA Mental Health Access](#)
[VA Solid Start](#)
[VA VET Centers](#)

ADDITIONAL RESOURCES:

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

Pre-Separation Counseling Resource Guide

provided during Pre-Separation Counseling contains information and websites on programs, services, and benefits available pre, during, and post-transition.
Available for download:

www.TAPevents.mil/Resources

SPOUSE RESOURCES:

[LinkedIn Premium for Military Spouses](#)
[Spouse Education and Career Opportunities](#)
[Transition Employment Assistance for Military Spouses \(TEAMS\)](#)

18 - 24 MONTHS

- ❑ Make an appt. with your local TAP Counselor to begin the TAP process
- ❑ If retiring, schedule and attend Individualized Initial Counseling and Pre-Separation Counseling (can occur before 365 days, but no later than 365 days prior to separation or retirement)
- ❑ Identify a [mentor](#)
- ❑ Create a [LinkedIn](#) account and start to build your network
- ❑ Secure [your Joint Service Transcript \(JST\)](#) or [CCAF Transcript](#) and [Verification of Military Experience and Training \(VMET\)](#)

12-18 MONTHS

- ❑ If separating schedule and attend Individualized Initial Counseling and 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. Schedule a meeting with a personal financial counselor
- ❑ Register for/attend TAP workshops and additional tracks
- ❑ 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
- ❑ Review and update your will, and other legal documents
- ❑ Decide if you want to register VA health benefits
- ❑ If retiring, meet with your Service Retirement Office
- ❑ Sign up for a [free year of the LinkedIn Premium Subscription](#)
- ❑ Start attending [career fairs](#)

4-6 MONTHS

- ❑ Start your SHPE and SHA, visit [TRICARE](#) online for information
- ❑ Obtain copies of your [medical records](#)
- ❑ Schedule your physical and dental checkups
- ❑ 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), if applicable
- ❑ Connect with an [American Job Center \(AJC\)](#) near you
- ❑ Schedule Capstone with a TAP Counselor and Commander or their designee

3 MONTHS

- ❑ Review your DD 2648 and DD 214
- ❑ Research your health insurance options; register for [TRICARE](#) (if you are retiring)
- ❑ 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 VA.gov](#)
- ❑ Apply for [Personalized Career Planning and Guidance](#)
- ❑ Update your voter registration

90 DAYS OR LESS

- ❑ If seeking employment, begin applying and interviewing for positions
- ❑ Finalize relocation appointments and review your benefits
- ❑ Begin to prepare your [Disability claim with your local VSO](#) (if not completed previously)
- ❑ If retiring and married, make a [Survivor Benefit Plan](#) election decision with your spouse
- ❑ If retiring, complete DD 2656 with a retirement services office or counselor
- ❑ [Contact Military OneSource](#) to learn about 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 current 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](#)
- ❑ Utilize [Military OneSource \(up to 365 days post-transition\)](#)