



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 / Online TAP Schedule](#)
- [Basic Skills Improvement Opportunities](#)
- [Career Path DECIDE](#)
- [Credentialing/Apprenticeship: \(COOL/USMAP/MILGEARS\)](#)
- [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](#)
- [Thrift Savings Plan](#)
- [Veteran Employment Services Office](#)

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

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/MyHealthVet Accounts](#)
- [inTransition Program](#)
- [Mental Health Resources](#)
- [Peer Support Services](#)
- [Recovery Care Program](#)

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

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 prior to 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, etc.

DoD: Pay and retirement, healthcare (TRICARE), Space A travel, [commissary](#), [exchange](#), MWR, recreational and space A lodging, 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)
- Schedule/attend 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
- Explore [career options](#) and [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. 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](#)
- Start attending [career fairs](#)

4-6 MONTHS

- Complete your Baseline Wellbeing Assessment and Separation Health Assessment
- Obtain copies of your [medical records](#)
- Review and update your will, other legal documents, and voter registration
- 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 you
- Schedule/complete Capstone with a TAP Counselor and Commander or their designee

3 MONTHS

- Review your Pre-Separation Checklist (DD2648)
- Research your health insurance options; register for [TRICARE](#) (if you are retiring)
- If filing a claim for [VA disability compensation](#), submit an application between 90-180 days prior to separation or retirement.
- 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 retiring and 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 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](#), 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 \(SECO\)](#)