



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

Access [Transition Online Learning \(TOL\)](#) for self-paced online courses

24 - 18 MONTHS

- ☐ Make an appt with your local TAP Counselor to begin the TAP process
- ☐ Retiring: Schedule and attend Individualized Initial Counseling and Pre-Separation Counseling
- ☐ Identify a [mentor](#)
- ☐ Create a [LinkedIn](#) account and start to build your network
- ☐ Review your Joint Service Transcript (JST), [Verification of Military Experience and Training \(VMET\)](#), CG-4082, and other Service specific documents for accuracy
- ☐ Use [MilGears](#) to conduct career exploration
- ☐ Update your spending plan; review your emergency savings fund

18-12 MONTHS

- ☐ Separating: Schedule and attend Individualized Initial Counseling and Pre-Separation Counseling
- ☐ Explore [SkillBridge](#) opportunities or credentialing opportunities through [COOL](#)
- ☐ Schedule TAP workshops and tracks through your TAP Counselor/Office
- ☐ Create a [master resume](#)
- ☐ Consider taking [CLEP](#) exams

12-6 MONTHS

- ☐ Begin and refine your job search
- ☐ Use your master resume to begin drafting targeted resume
- ☐ Arrange for household goods (HHG) [transportation counseling](#) if necessary
- ☐ Review and update your will and other legal documents
- ☐ Retiring: meet with your Service Retirement Office
- ☐ Start attending [career fairs](#)
- ☐ Obtain copies of medical records and attend appointments to prepare to submit for [Benefits Delivery at Discharge \(BDD\)](#) or [Fully Developed VA Disability claim](#)

6-4 MONTHS

- ☐ Start your SHPE and SHA, visit [TRICARE](#) online for information
- ☐ Schedule final 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 BDD claim using a [vetted VSO](#)
- ☐ Connect with an [American Job Center \(AJC\)](#) near you
- ☐ Register on [VA.gov](#)
- ☐ Sign up for a free year of [LinkedIn Premium](#)
- ☐ Make an appointment with a financial counselor

3 MONTHS

- ☐ Review your DD 2648 and DD 214
- ☐ Research your health insurance options
- ☐ Retiring: Register for [TRICARE](#)
- ☐ 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
- ☐ Apply for [Personalized Career Planning and Guidance](#)

90 DAYS OR LESS

- ☐ Begin applying and interviewing for positions
- ☐ Submit fully developed VA Disability claim through a [vetted VSO](#)
- ☐ Retiring: Make a [Survivor Benefit Plan](#) election
- ☐ Retiring: Review and complete DD 2656 with a retirement services office or counselor
- ☐ Review [Military OneSource](#) for resources available first-year post-transition
- ☐ Retiring: Sign up for dental and vision insurance
- ☐ Schedule Capstone with a TAP Counselor and Commander/designee

DAY OF SEPARATION

- Have multiple certified copies of your DD 214 and 2656
- Update VA.gov with personal phone number, email, and address
- Apply for [VA Dental Insurance](#)
- Apply for VA [Veteran's Health Identification Card](#), if using VA healthcare
- Apply for [Veteran ID card](#) to receive Veteran discounts
- Resources available post-transition:
 - [Military OneSource](#)
 - [AJC](#) for employment needs
 - [TOL](#) for TAP courses and resources