



# 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](#)
- [Sen\\$e 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/MyHealthVet 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.dvidshub.net/DoDTAP](http://www.dvidshub.net/DoDTAP)

## SPOUSE RESOURCES:

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

### 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 \(up to 365 days post-transition\)](#)