Individual Development Plan (IDP) / Individual Transition Plan (ITP)

Full Name: _____ Anticipated Transition Date**:** _____

Ret/Sep: _____ Rank: _____ Gender: Male Unit: _____

Military Status: _____ Character of Discharge (projected): _____

Level of Education: _____ Secured Employment: N/A Prior Military Employment: No

Prior Civilian Employment:

- _____
- _____
- _____

List your top 3 Military Occupation Code(s) and Title(s):

- _____
- _____
- _____

Section I. Identify Post-transition Personal/Family Requirements

A. Taking Care of Individual/Family Member Needs

- Identify individual/family needs such as medical care, mental health care, expenses, and location of potential providers.

Explain:

- Mental Health Services: https://www.va.gov/health-care/health-needs-conditions/mental-health/ , https://www.pdhealth.mil/resource-center/intransition, https://www.militaryonesource.mil/health-wellness/mental-health/mental-health-resources

- Identify extenuating individual/family circumstances (e.g. need to provide care for elderly parents, family business, exceptional family member needs, etc.).

Explain:

- Assess impact of individual/family requirements on relocation options (e.g. quality of local schools, availability of medical care, spouse employment opportunities, etc.).

Explain:

- What person or persons do you go to for advice, personal counsel and/or mentoring when facing a difficult challenge or decision? Will you still have access to those persons after you separate from active duty? Consider what steps you need to take now to maintain contact.

Explain:

- Evaluate your immediate post-transition housing requirements. How much living space you will require to house yourself, dependents, and personal items. The installation transportation office can provide detailed information about planning the movement and storage of your household goods. Visit the VA website: http://www.benefits.va.gov/homeloans/ to get information on the VA home loan.

Explain:

- Consider your post-transition transportation requirements. Determine if you have adequate reliable personal transportation to take you to and from your place of employment or school. Evaluate your commuting options and whether you need to purchase another vehicle(s) for your spouse and/or dependents. Identify your post-transition transportation expenses to include: purchase costs, vehicle

registration, insurance, maintenance, fuel, etc. If you are disabled, determine if you are eligible for assistance in purchasing a vehicle and/or automotive adaptive equipment by visiting: https://www.va.gov/disability/eligibility/special-claims/automobile-allowance-adaptive-equipment/

Explain:

B. Assessing Benefits and Entitlements

- ❖ Evaluate the benefits (e.g. additional income, promotions, leadership and professional development opportunities, travel) associated with continuing your military service in either the Reserves or National Guard (if applicable). Consider the financial impact of continued entitlements such as medical/dental coverage, life insurance, Exchange, Commissary, recreational and athletic facilities. Contact the installation/ local recruiter to schedule an informational counseling session and identify potential units/positions.

Explain: Recruiter counseling date: _____ Financial impact: _____

- ❖ Register for your VA Benefits and assess their impact on future financial obligations: www.ebenefits.va.gov

Explain: Date applied for eBenefits:_____ Projected Disability Rating_____

C. Getting Financially Ready

- ❖ Identify anticipated financial obligations such as dependent college savings plan, retirement savings plan, utility security deposits, and additional commuting/transportation expenses (e.g., additional car payment, fuel, maintenance, insurance).

Explain:

❖ Date you reviewed your free credit report (http://www.annualcreditreport.com/): _____

Section II. Evaluate Military and Civilian Experience and Training

A. Documenting Job Related Training

❖ Gather documentation of your civilian and military experience/training (e.g., certifications, diplomas, transcripts, licenses, etc.) and list them below. This may require research on your behalf to contact former technical training and academic institutions to identify their specific procedures and any applicable fees for providing this service.

❖ _____ • _____

❖ _____ • _____

❖ _____ • _____

❖ Identify and document transferable credits earned through your military experience and training and verify your eligibility for licensure, certification and apprenticeship programs:

Department of Labor Workforce Credentials Information Resource Center	https://www.careeronestop.org/FindTraining/Types/certifications.aspx
Defense Activity for Non-Traditional Education Support (DANTES)	http://www.dantes.doded.mil/EducationPrograms/index.html#GetCredit
Community College of Air Force (CCAF)	https://www.airuniversity.af.edu/Barnes/CCAF/
U.S. Air Force Credentialing Opportunities On-Line (COOL)	https://afvec.us.af.mil/afvec/Public/COOL/
U.S. Army Credentialing Opportunities On-Line (COOL)	https://www.cool.army.mil
Army, Coast Guard, Marines, or Navy - Joint Services Transcripts (JST)	https://jst.doded.mil
Navy Credentialing Opportunities On-Line (COOL)	https://www.cool.navy.mil

B. Identify career field(s) you are qualified to enter.

❖ Conduct personal research to explore and evaluate potential career field options.

Note: Any Guard or Reserve member facing employment difficulty prior to or after an active duty tour can contact Employer Support of the Guard and Reserve (ESGR.mil) to learn their legal rights. ESGR will work to resolve conflicts or misunderstandings between the member and their employer.

State Job Boards	https://www.careeronestop.org/jobsearch/findjobs/state-job-banks.aspx?frd=true
Department of Labor	https://www.dol.gov/veterans/findajob
Teaching Opportunities/Troops to Teachers	www.proudtoserveagain.com
Federal Employment Opportunities	http://www.usajobs.gov/
Veterans Preference in Federal Employment	https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/#2, https://www.fedshirevets.gov/
Hiring Preference in Non-Appropriated Funds (NAF)	http://www.nafjobs.org/preferences.aspx
State Employment Agencies	https://www.careeronestop.org/JobSearch/FindJobs/employment-agencies.aspx

Section III. Determine Post-transition Career Path

A. Designate the career field you wish to pursue based on your personal, family and financial obligations and desires.

Desired Career Field: _____

Desired Relocation Destination: _____

B. Designate your transition career path.

❖ Select the transition career path you wish to pursue. Use the statements below each path to help you determine the appropriate transition career path.

☐ Employment
- I am qualified to seek immediate employment in my desired career field or I plan to explore future employment opportunities.

☐ Education
- I require additional education in my desired career field.

☐ Vocational Training
- I require additional technical training in my desired career field.

☐ Entrepreneurship
- I desire to start my own business.

Tier Designation (assigned by TAP Counselor):