



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