

## SERVICE MEMBER'S INDIVIDUAL TRANSITION PLAN CHECKLIST

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 1142, Pre-separation Counseling; DoD Directive 1332.35, Transition Assistance for Military Personnel; DoD Instruction 1332.36, Pre-separation Counseling for Military Personnel; and E.O. 9397, as amended (SSN).

**PRINCIPAL PURPOSE(S):** To document achievement of Career Readiness Standards commensurate with the Service member's desired employment, education, technical training, and/or entrepreneurial objectives.

**ROUTINE USE(S):** The DoD "Blanket Routine Uses" found at [http://dpclo.defense.gov/privacy/SORNs/blanket\\_routine\\_uses.html](http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html) apply.

**DISCLOSURE:** Voluntary; however, if SSN is not provided, the form may not be filed in the correct Official Military Personnel File.

### SECTION I - SERVICE MEMBER INFORMATION

<b>1. NAME</b> (Last, First, Middle Initial)	<b>2. GRADE</b> (Select one)	<b>3. SSN</b>	<b>4. SEPARATION DATE</b> (YYYYMMDD)
<b>5. SERVICE</b> (Select one)	<b>6. UNIT</b>		<b>7. DATE ATTENDED PRE-SEPARATION COUNSELING</b> (YYYYMMDD)

### 8. EXEMPTED FROM ATTENDING (X one)

None  DOL Employment Workshop

### 9. REASON EXEMPTED (X one)

Not Exempt  Confirmed Employment (NG & RC only)  WII Transition Program  Pending Unit Deployment  
 Retiring with 20 years AFS  Confirmed Education/Training School Enrollment (NG & RC only)  Previously Attended DOLEW (NG & RC only)

### SECTION II - ASSESSMENT OF PERSONAL/FAMILY NEEDS

TASK COMPLETED (X one)

YES NO

#### 10. Completed Individual Transition Plan.

11. Evaluated post-military transportation requirements and developed a plan to meet personal/family needs.

12. Evaluated post-military housing requirements and developed a plan to meet personal/family needs.

13. Prepared a 12-month post-separation budget reflecting personal/family goals.

### SECTION III - EVALUATION OF MILITARY SERVICE BENEFITS, TRAINING, EXPERIENCE AND ACQUIRED SKILLS

YES NO N/A

14. Registered on eBenefits.

15. Completed a continuum of Military Service opportunity counseling (active component Service members only).

16. Evaluated transferability of military skills to civilian workforce (MOC CROSSWALK) and completed gap analysis.

17. Documented requirements and eligibility for licensure, certification and apprenticeship (if applicable).

18. Evaluated civilian education credits earned through military schools, training and experience.

### SECTION IV - EMPLOYMENT, EDUCATION, AND TECHNICAL TRAINING CAREER READINESS STANDARDS

YES NO N/A

19. Completed an assessment tool to identify aptitudes, interests, strengths, and skills.

20. Attended the VA Benefits Briefing.

21. Attended the Department of Labor (DOL) Employment Workshop (if applicable).

22. Completed a job application package or received a job offer letter.

23. Received a DOL Gold Card Certificate for DOL American Job Centers (if applicable).

24. Completed an assessment tool to identify aptitudes, interests, strengths, and skills.

25. Completed a comparison of academic or training institution choices.

26. Completed a college, university or technical training application or received an acceptance letter.

27. Confirmed their one-on-one counseling with a college, university or technical training institution advisor or counselor.

### SECTION V - HAND-OFF TO SUPPORTING AGENCIES CONTACT INFORMATION

<b>28.a. VA REPRESENTATIVE NAME</b> (Last, First, Middle Initial)	b. LOCATION	c. TELEPHONE NUMBER	<input type="checkbox"/> d. REFERRAL REQUIRED (X)
<b>29.a. DOL REPRESENTATIVE NAME</b> (Last, First, Middle Initial)	b. LOCATION	c. TELEPHONE NUMBER	<input type="checkbox"/> d. REFERRAL REQUIRED (X)
<b>30.a. OTHER RESOURCES</b>	b. LOCATION	c. TELEPHONE NUMBER	<input type="checkbox"/> d. REFERRAL REQUIRED (X)

### SECTION VI - VERIFICATION

I verify that all applicable Career Readiness Standards  were  were not met, as documented in the Individual Transition Plan.

<b>31.a. SERVICE MEMBER'S SIGNATURE</b>	b. DATE (YYYYMMDD)
<b>32.a. TRANSITION COUNSELOR NAME</b> (Last, First, Middle Initial)	b. SIGNATURE
<b>33.a. COMMANDER OR THEIR DESIGNEE NAME</b> (Last, First, Middle Initial)	b. SIGNATURE
	c. DATE (YYYYMMDD)

## INSTRUCTIONS

This checklist coincides with the Individual Transition Plan and certifies achievement of the Career Readiness Standards commensurate with the Service member's desired employment, education, technical training and/or entrepreneurial objectives. This checklist must be completed prior to the Service member's separation, certified by the Transition Counselor and Service member's Commander or designated representative. Items 10, 13, 14 - 17, 19, and 22-27 are bolded to indicate that these are the Career Readiness Standards. This form will be filed in the Service member's personnel record along with the Pre-separation Counseling Checklist (DD Form 2648/DD Form 2648-1).

1. **Name.** Self-explanatory.
2. **Grade.** Enter or select E1 - E9; W1 - W5; or O1 - O10 from the drop-down list.
3. **Social Security Number (SSN).** Self-explanatory.
4. **Separation Date.** Enter expected date of retirement, ETS, discharge, or release from active duty.
5. **Service.** Enter or select your specific Service Branch from the drop-down list.
6. **Unit.** Enter designation of current unit of assignment.
7. **Date Attended Pre-Separation Counseling.** Self-explanatory; enter in YYYYMMDD format.
8. **Exempted from Attending.** Mark (X) the box "None" if the Service member attends the DOL Employment Workshop. Mark (X) in the other box if the Service member meets exemption criteria in Item 9 below and does not attend the DOL Employment Workshop.
9. **Reason Exempted.** Mark (X) in the box corresponding to the reason the Service member may be exempted from attending some the DOL Employment workshop. Mark (X) in the "Not Exempt" box if the Service member does not meet the following exemption criteria:
  - a. Service members retiring after 20 years or more of active Federal service (AFS) in the Military Services.
  - b. Members of the Reserve Components who are being demobilized or deactivated after 180 continuous or more days on active duty, if they meet one of the following criteria:
    - I. Be able to confirm employment.
    - II. Provide documented acceptance into an accredited technical training, undergraduate, or graduate degree program.
    - III. Have previously attended the DOL Employment Workshop.
  - c. Service members with specialized skills who, due to unavoidable circumstances, are needed to support a unit on orders to be deployed within 60 days. The first commander in the Service member's chain of command with authority pursuant to chapter 47 of Title 10, United States Code (also known as the "Uniform Code of Military Justice (UCMJ)") must certify on the ITP checklist any such request for exemption from the DOL Employment Workshop. A make-up plan must accompany the postponement certification.
  - d. Wounded, ill and injured recovering Service members most likely to transition out of active duty, who are enrolled in the Education and Employment Initiative (E2I) or a similar transition program designed to secure employment, further education, or technical training post-separation.
- Items 10. - 13.** A response is required for each entry. Mark the applicable box in response to whether the Service member completed the corresponding transition activity or Career Readiness Standard. Service members must meet the common Career Readiness Standards and the Career Readiness Standards associated with their chosen Transition GPS track(s) in addition to those aligned to the DOL Employment Workshop.
- Items 14. - 27.** A response is required for each entry. Mark the applicable box - Yes, No, Not Applicable (N/A) - in response to whether the Service member completed the corresponding Career Readiness Standards. Service members are required to meet the Career Readiness Standards associated with their chosen transition training track(s) in addition to those aligned to the DOL Employment Workshop.
- Item 15.** Item 15 pertains only to Active Component Service members. Active Component Service members who are separating must receive counseling from a career counselor on the value and importance of continuing Military Service in the Reserve Components.
- Items 28. - 30.** Enter the name and contact information of the Veterans Administration, Department of Labor, and other employment, education, or supporting resources available to provide assistance to the Service member after they leave active military service. These entries are required for Service members identified to be at risk for attaining their employment or educational goals upon leaving active duty. Mark (X) the "Referral Required" box in items 28d. - 30d. for the appropriate supporting partner agency if the Service member fails to meet any required Career Readiness Standard or requests additional assistance.
- Section VI - Verification.** Upon reviewing the Service member's completed Individual Transition Plan (ITP) and assessing the quality of the transition products (e.g., 12-month post-separation integrated budget, job application package (resume, references, cover letter), application to a degree completion or technical institution) aligned to the Career Readiness Standards, the Transition Counselor and the Service member's Commander or Commander Designated Representative, will agree and verify whether or not the Service member successfully met their Career Readiness Standards.
- Items 31. - 33.** Self-explanatory.