MANAGING YOUR TRANSITION TIMELINE (MYTT)

**CAREER/FINANCIAL RESOURCES:**
- American Job Centers
- Assistance from your TAP counselor / Online TAP Schedule
  Basic Skills Improvement Opportunities
- Career Path DECIDE
- Credentialing/Apprenticeship: (DOOL/USMAP/MILGERS)
- Disability Compensation
- DoL Unemployment Compensation for Veterans
- FedEmpVets
- Financial Education, Counseling and Training
- Job Counseling and Employment Placement
- Office of Personnel Management Veteran Services
- SenSe mobile application
- Thrift Savings Plan
- Veteran Employment Services Office
- Veteran-owned Businesses (SBA)
- Veterans gov (DOL)
- Vocational Rehabilitation and Employment

**EDUCATION RESOURCES:**
- Education Benefits (e.g. Post-9/11 GI Bill)
- Community College of the Air Force (CCAF)
- Professional Education Counseling
- Troops to Teachers (Available 3 years post sep.)
- Tuition Assistance

**HEALTH AND WELLBEING RESOURCES:**
- eBenefits/MyHealthVet Accounts
- InTransition Program
- Mental Health Resources
- Peer Support Services
- Recovery Care Program
- Suicide Prevention Information
- VA Health Care/Dental Care
- VA Life Insurance (FLGI, FSGI, etc.)
- VA Mental Health Access
- VA Solid Start
- VA Vet Centers
- Warrior Care

**ADDITIONAL RESOURCES:**
- Community Support Resources
- Joint Services Transcript
- Military OneSource
- National Resource Directory
- Non-military Counseling
- VA Home Loans
- Veterans Military Exchange Online Shopping Benefit

**TRANSMISSION ACTIVITIES CAN OCCUR AS EASILY AS 24 MONTHS FOR THOSE RETIRING, AND NO LATER THAN 365 DAYS FOR THOSE SEPARATING/TRANSITIONING**

**18 - 24 MONTHS**
- Make an appt. with your local Transition Assistance Program (TAP) Counselor for your individualized initial counseling
- Attend initial counseling and complete your personal self-assessment/ Individual Transition Plan (ITP)
- Schedule/attend 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
- Explore career options and SEO
- Secure your Joint Service Transcript (JST) or CCAF Transcript and Verification of Military Experience and Training (VMBT)

**12-18 MONTHS**
- If separating/transferring, schedule/attend Initial Counseling Pre-separation Counseling (can occur before 365 days, but no later than 365 days prior to separation)
- Explore Skill/career or skills opportunities
- Review finances to ensure you are financially ready for civilian life.
- Schedule a meeting with a personal financial counselor
- Learn about the VA Home Loan Guaranty Program
- Register for/attend TAP workshops and additional tracks (employment, vocational, entrepreneurship, higher education)
- Create a master resume
- Consider taking CLEP exams
- Begin and refine your job search
- Use your master resume to begin drafting targeted resumes
- Arrange for household goods (peope) transportation counseling if you plan to relocate upon separation
- Schedule your physical and dental checkups
- Decide if you want to "opt-out" of VA health benefits or not
- If retiring, meet with your Service Retirement Office
- Sign up for a free year of the LinkedIn Premium subscription
- Start attending career fairs
- Review your Pre-Sepertation Checklist (DD2648)
- Research your health insurance options; register for TRICARE (if you are retiring)
- If filing a claim for VA disability compensation, submit an application between 90-180 days prior to separation or retirement.
- Research life insurance options for self and family
- Begin to prepare your Disability claim with your local VSO (if applicable and not completed previously)
- Contact your medical treatment facility to get copies of your health and dental records
- Submit a pre-discharge disability claim under the Benefits Delivery at Discharge (BDD) or Decision Ready Claim (DRC) programs (if applicable)
- Complete VA Healthcare registration
- Set up a one-on-one session with a VA Benefits Advisor
- Obtain a Veterans' Preference letter from your local VSO (if applicable)
- Apply for VA Education and Career Counseling benefit (if applicable)
- Review your Basicline Wellness Assessment and Separation Health Assessment
- Obtain copies of your medical records
- Review and update your will, other legal documents, and voter registration
- Schedule 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) or Decision Ready Claim (DRC) programs (if applicable)
- Connect with an American Job Center (AJC) near you
- Schedule/complete Capstone with a TAP Counselor and Commander or their designee
- Apply for VA Education and Career Counseling benefit (if applicable)
- Secure a VA Home Loan Guarantee Program
- Research the VA Home Loan Guaranty Program
- Register for/attend TAP workshops and additional tracks (employment, vocational, entrepreneurship, higher education)

**6-12 MONTHS**
- Review your Pre-Sepertation Checklist (DD2648)
- Research your health insurance options; register for TRICARE (if you are retiring)
- If filing a claim for VA disability compensation, submit an application between 90-180 days prior to separation or retirement.
- Research life insurance options for self and family
- Begin to prepare your Disability claim with your local VSO (if applicable and not completed previously)
- Contact your medical treatment facility to get copies of your health and dental records
- Submit a pre-discharge disability claim under the Benefits Delivery at Discharge (BDD) or Decision Ready Claim (DRC) programs (if applicable)
- Complete VA Healthcare registration
- Set up a one-on-one session with a VA Benefits Advisor
- Obtain a Veterans' Preference letter from
- Apply for VA Education and Career Counseling benefit (if applicable)
- Review your Basicline Wellness Assessment and Separation Health Assessment
- Obtain copies of your medical records
- Review and update your will, other legal documents, and voter registration
- Schedule 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) or Decision Ready Claim (DRC) programs (if applicable)
- Connect with an American Job Center (AJC) near you
- Schedule/complete Capstone with a TAP Counselor and Commander or their designee

**4-6 MONTHS**
- Complete your Baseline Wellness Assessment and Separation Health Assessment
- Obtain copies of your medical records
- Review and update your will, other legal documents, and voter registration
- Schedule 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) or Decision Ready Claim (DRC) programs (if applicable)
- Connect with an American Job Center (AJC) near you
- Schedule/complete Capstone with a TAP Counselor and Commander or their designee

**3 MONTHS**
- Complete your Baseline Wellness Assessment and Separation Health Assessment
- Obtain copies of your medical records
- Review and update your will, other legal documents, and voter registration
- Schedule 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) or Decision Ready Claim (DRC) programs (if applicable)
- Connect with an American Job Center (AJC) near you
- Schedule/complete Capstone with a TAP Counselor and Commander or their designee

**90 DAYS OR LESS**
- If seeking employment, begin applying and interviewing for positions
- Finalize relocation appointments and review your benefits, if applicable
- Begin to prepare your Disability claim with your local VSO (if applicable and not completed previously)
- Contact your medical treatment facility to get copies of your health and dental records
- Submit a pre-discharge disability claim under the Benefits Delivery at Discharge (BDD) or Decision Ready Claim (DRC) programs (if applicable)
- Complete VA Healthcare registration
- Set up a one-on-one session with a VA Benefits Advisor
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- Submit a pre-discharge disability claim under the Benefits Delivery at Discharge (BDD) or Decision Ready Claim (DRC) programs (if applicable)
- Complete VA Healthcare registration
- Set up a one-on-one session with a VA Benefits Advisor
- Obtain a Veterans' Preference letter from
- Apply for VA Education and Career Counseling benefit (if applicable)

**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, Veterans' Health Identification Card, or print Proof of Service card from benefits
- Utilize Military OneSource (up to 365 days post-transition)
- If you’re married, inform your spouse about the benefits offered by Spouse Education and Career Opportunities (SECO)

Updated: June 29, 2020

**Statement of Benefits**

Your statement of benefits list the programs, services, and other benefits you qualify for and must be given to you no later than 30 days prior to your separation date. If qualified, these benefits are available to you as early as your day of separation:

- VA: Disability compensation, home loan eligibility, Post 9/11 GI Bill eligibility, other, etc.
- DoD: Pay and retirement, healthcare (TRICARE), Space A travel, commissary, exchange, MWR, recreational and space A lodging, installation access, and other benefits outlined in the transition guide.