



PRE-SEPARATION COUNSELING FACILITATOR GUIDE

Effective
October 2021

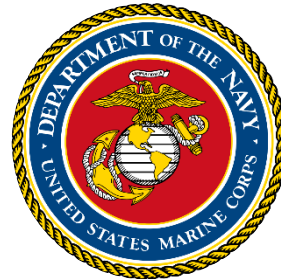


Table of Contents

Facilitator Overview	5
Parking Lot	5
Characteristics of Adult Learners.....	6
Effective PowerPoint (PP) Practices.....	7
Guidelines for the Delivery of Instructor-Led Virtual Training	8
Using the Facilitator Guide	9
Introduction to Pre-Separation Counseling	11
STEP 1: Plan for Your Transition.....	18
Transition Assistance Program (TAP).....	19
TAP Overview.....	20
Career Readiness Standards (CRS).....	33
DS Logon	34
DD Form 214	35
Transition Timeline	36
STEP 2: Build Your Transition Team	38
Transition Team	39
Additional Support Sources	41
Military Life Cycle (MLC) Courses	42
TAP Courses	43
STEP 3: Know your VA benefits.....	44
VA Benefits and Services Brief.....	45
VA Information in Resource Guide	47
VA Disability Benefits.....	48
VA Transfer of Education Benefits.....	49
VA Solid Start	50
VA Benefits Advisor(s)	51
STEP 4: Plan for Health/Mental Care and Health Insurance	52
Required Health Assessments	53
DoD inTransition Program	54
Veterans/ Military Crisis Line.....	55

Sexual Assault Prevention and Response Office (SAPRO)	56
TRICARE Health Care Plan	57
Transitional/ Temporary Health Care Coverage	58
Health Insurance Marketplace.....	59
STEP 5: Plan for Civilian Employment/Vocational Training	60
DOL Employment Track: Employment Workshop (DOLEW).....	61
DOL Vocational Track: Career and Credentialing Exploration (C2E).....	62
Department of Labor (DOL) Workshops—TEAMS.....	63
DOL Resources	64
Identifying Skills & Interests	65
Credentialing.....	66
Ways to Gain Experience	67
Uniformed Service Employment and Reemployment Rights Act (USERRA)	68
STEP 6: Learn about Federal Employment.....	69
Federal Employment Opportunities	70
Post-Military Employment Restrictions.....	72
STEP 7: Plan for Further Education.....	73
DoD Education Track: Managing Your (MY) Education	74
Service/Installation Education Assistance	75
State and Federal Aid Programs	76
STEP 8: Consider Starting a Business.....	77
SBA Entrepreneurship Track: Boots to Business (B2B).....	78
Veterans Federal Procurement Opportunities & Assistance.....	79
STEP 9: Explore Additional Information and Benefits	80
Extremism Post-Transition.....	81
Immigration	82
Opt-In for State Information.....	83
Additional Information and Benefits	84
Step 10: Know Where to Go for Assistance	87
Installation Resources.....	88
Partner Agencies.....	89

Summary 91
 Closing Quote.....91
 Wrap Up.....92
Quick Guide for Websites..... 93

Facilitator Overview

This course is designed to support a successful transition experience for transitioning Service members and their families by providing a high-level overview of the available benefits, services, and resources.

The **Facilitator Guide** follows the slide presentation and provides Key Points for each slide and page references for the Resource Guide (RG). In preparation for the workshop, complete the following:

- Download and share the writeable PDF version of the **October 2021 Pre-Separation Counseling Resource Guide** which is available electronically at <https://www.dvidshub.net/unit/DODTAP> (scroll down to Recent Publications). The link is provided during the brief and may be emailed to participants prior to the course.
- If the Resource Guide is not emailed to participants in advance, be prepared to have them download it during the brief.
- Research the demographics of the workshop in advance and tailor the talking points to fit the audience.
- Secure projection equipment (including projection screen suitable for audience size) and the **October 2021 Pre-Separation Counseling** PowerPoint presentation.

Parking Lot

As you progress through the material, you may get questions from participants that require further research or may be better suited for another part of the discussion. You can create a list—a “parking lot”—to collect these questions. Encourage participants to add additional questions to the parking lot throughout the brief. Check the parking lot at the end of the session to ensure you have answered relevant questions and provide contacts or resources for any unanswered questions.

Characteristics of Adult Learners

- **Adults are ready to learn when they sense a need to cope with real-life situations.**
 - Begin the session by explaining why this information is important to the success of their transition.
- **Adults learn best when they take charge of their learning.**
 - Emphasize that after this brief, they will determine which resources they need to explore further and can tailor their list to meet their needs.
 - Participants will have some choices regarding the TAP modules they pursue based on their post-transition goals.
- **Adults engage in learning with unique and often extensive prior knowledge that will aid or inhibit learning.**
 - Acknowledge upfront that they may already know some of the information you are about to present as everyone's preparation and timeline is unique.
 - Give participants the opportunity to ask questions and add resources.
 - Encourage participants to keep an open mind to new resources even if they think they already have a viable plan.
- **Adults who test and apply new knowledge and skills in the learning environment are more likely to implement what they have learned and change their behavior after the training.**
 - At appropriate times during the brief and especially at the end of each STEP, encourage participants to add relevant topics mentioned during the section to their "To Do" lists.

Effective PowerPoint (PP) Practices

The PowerPoint presentation that accompanies this curriculum is designed to support the content included in the Facilitator and Resource Guides by offering a visual for the audience that reinforces what is being presented verbally. Slides may show graphics, screenshots, or photos that reinforce the message or bullet points that summarize key concepts. Not all content in the Guides will be represented by a slide. Below are some strategies on how to use PowerPoint effectively to enhance your presentation.

REVIEW THE CONTENT IN THE FACILITATOR GUIDE AND SLIDES

- Write out what you want to say for each slide; add notes to the PP note pane, if necessary.
- Decide where it would be most effective to blank the slide presentation to minimize audience distraction.

PRACTICE

- Practice **out loud** what you will say for each slide.
- Do not read your notes. Just be sure to cover all the important points.

REMOVE UNNECESSARY WORDS

- Filler words—um, like, so, ah, OK, y' know—can be distracting to the point where the message is lost.
- Record (audio or video) your presentation to identify your filler words and replace them with a pause. Allowing a moment of silence will not seem awkward to your audience.

BE PREPARED

- Use the checklist in the *Facilitator Overview* section above to gather the required materials.
- Test everything! Make sure the projector, slides, web links, etc. are working as expected.
- Have a backup plan if an equipment failure occurs.

In the PowerPoint presentation, there are several opportunities for sites to create their own slides with installation-specific information. Below are the specifications for font (type and size) and color to use when creating slides:

- **Title Font:** Franklin Gothic Medium, All CAPS. | Body Font: Calibri Body | 40+ font size
- **Font Size:** Title Text: 40-55 | Body Text: >18
- **Color Codes:** Dark Blue - RGB (R: 30, G: 61, B: 88) | Light Blue - RGB (R: 0, G: 176, B: 240)

HIDE any slides not used during the brief, but do not DELETE as they may be needed for future presentations.

Guidelines for the Delivery of Instructor-Led Virtual Training

1. **Request a producer or assistant be assigned to your virtual course.** Producers or assistants will help you focus on presenting the subject matter and guiding activities. They are there to make sure the platform runs smoothly and to troubleshoot technical issues for individual learners. It's smart for you and your producer/assistant to do a technical practice-run prior to your facilitating the course.
2. **Collect demographic information about the learners** prior to training or, if that's not possible, during training. For in-person facilitation, you can probably gather quite a bit of knowledge about the learners just by looking at them or seeing them interact with each other. However, for virtual training, you need to formally seek this information so you can best tailor class content. If the class is larger, find a way to collect demographic data without slowing down the pace of training.
3. **Confirm the learners know how to use the application.** If learners are unfamiliar with the platform, start the session by introducing the interface components. Let them test the interactive tools.
4. **Use the various learner interactions recommended in the curriculum.** Interaction, however, needs to enhance learning and shouldn't be used gratuitously. If it's not possible to have an interaction after 10-20 minutes of lecture, check that participants are still with you by asking for a comment, a "raised hand," or other visual indication.
5. **Give learners a substantial break every 60 minutes.** Research on virtual training shows levels of engagement and learning diminish considerably past this timeframe. Seriously consider dividing courses that are longer than 60 minutes into shorter, discreet courses or modules. If that can't be done, incorporate 15-30-minute breaks after 60 minutes during the training session.
6. **Make sure learners can see you** at least periodically during training if the platform and bandwidth allow. It's important to try and create as much of an in-person experience as possible in the virtual environment. Allowing learners to see faces and expressions will help.
7. **Keep a check on energy level.** It's difficult to create the energy of the classroom in the virtual environment. You can remedy this, to a large extent, by showing enthusiasm for the subject matter, for facilitating, and for the students by word choice, pace, and voice. Remember that in the virtual world, your voice is the stand-in for body language.

Using the Facilitator Guide

Section Title

Slide Title	Slide Image	<p>NOTES:</p> <p>Facilitator may use this section to add reminders or Service-/site-specific information to be shared with participants.</p>
	<p>RG page number included on slides in the presentation</p> <div style="background-color: #555; color: white; padding: 5px; display: inline-block; border-radius: 10px;"> RG, p. X </div>	
Resource Guide	<p>Page 0 Beginning page number where more information can be found in the Resource Guide</p>	
Required Points to Present	<ul style="list-style-type: none"> • The purpose of this brief is to make transitioning Service members aware of the myriad resources available to them during and after transition. • The information in this section must be shared verbally with participants to meet the legislative requirements of the brief. Paraphrase the information and tailor it to meet the needs of the audience. • Avoid adding additional information as every topic mentioned in the brief will be discussed in greater detail by a representative of the owner agency during the appropriate TAP module. • Refer participants to the RG frequently for additional information. RG page numbers are included on the slides. • Slide images are included in the RG as visual cues for participants to use as if they want to follow along in the RG. 	
Additional Information	<ul style="list-style-type: none"> • Additional topic-related information for the facilitator that won't necessarily be shared with the participants unless appropriate for the audience. 	



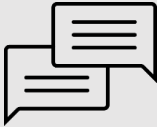
- Poll



- Computer-/mobile device-based activity



- Web demonstration



- Discussion



- Update "To Do" list

Introduction to Pre-Separation Counseling

October
2021 Pre-
Separation
Counseling

OCTOBER 2021



NOTES:

Resource
Guide

Page 5

Required
Points to
Present

- Welcome the group to **Pre-Separation Counseling**. (The term “script” is no longer used when referring to this module.)
- This module is mandatory for those transitioning after serving 180 continuous days or more on active duty.
- This module is **required** to be completed at least 365 days before transition, *after* the Individualized Initial Counseling (IC), and *before* DoD/DHS Transition Day. **The format for this course is a high-level, informational brief with the purpose of providing transition-related information on the TAP process and available benefits, services, and resources at least 365 days before transition to bring an awareness to services and benefits, especially those that may have a time deadline associated with them.**
- **Web addresses are not mentioned during this brief or included in the slide presentation. A Quick Guide for Websites has been included at the end of the Resource Guide.**

Additional
information

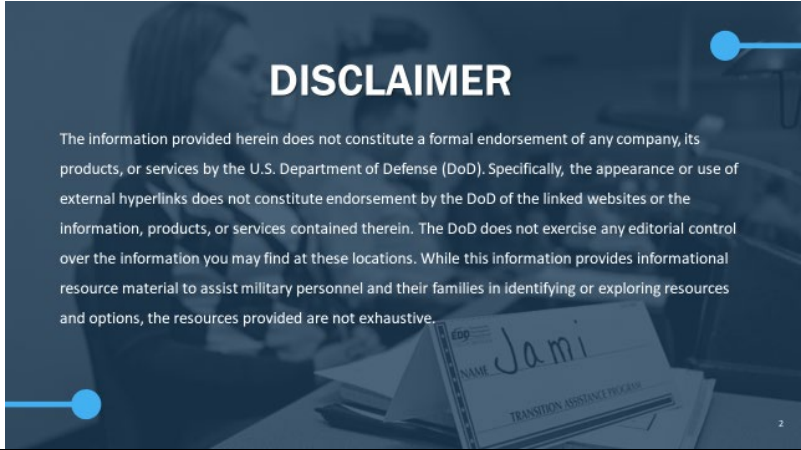
If there are caregivers present, provide the following information. If it is unknown if caregivers are in attendance, present the information below, but do not ask caregivers to identify themselves:

- Title 10, U.S. Code, Chapter 58, Section 1142 mandates for the 180-day rule

Section 1142 of Title 10, U.S.C., and Section 541 of the National Defense Authorization Act (NDAA) for FY2018 provides for SM to have in attendance an identified caregiver for post-separation at Pre-Separation/Transition Counseling.

- DoD provides Special Compensation for Assistance with Activities of Daily Living (SCAADL) for caregivers; more information can be found at:
<https://warriorcare.dodlive.mil/benefits/scaadl/>.
- Post-transition, VA provides assistance and support services provided for family caregivers of eligible veterans; more information can be found at:
<https://www.caregiver.va.gov>.

Introduction to Pre-Separation Counseling

Disclaimer		NOTES:
Resource Guide	Page 5	
Required Points to Present	<p>Disclaimer:</p> <ul style="list-style-type: none"> • Do not read—paraphrase the content to include the following points: • Explain that the DoD cannot endorse any external products or websites. • The websites used during this workshop are suggested because they have been found to contain valuable information. • The websites shared are not the only websites available for additional information. 	
Additional information	<p>Approved Use of Non-Federal Entity (NFE) Websites/Resources in TAP Curriculum: In May 2021, the DODHRA HQ OGC approved the use of NFE websites in TAP curricula if a government resource is not available provided the disclaimer included in this brief is presented to participants.</p>	

Introduction to Pre-Separation Counseling

Pre-Separation Counseling Resource Guide

PRE-SEPARATION COUNSELING RESOURCE GUIDE

1. Go to: www.dvidshub.net/unit/DoDTAP
2. Scroll down to Recent Publications on DVIDS
3. Select the *2022 DoD Pre-Separation Counseling Resource Guide*
4. Download and save or email the Resource Guide

NOTE: The corresponding page of the Resource Guide (RG) will appear in the left, bottom corner of each slide in this brief.

RG, p. X

NOTES:

Resource Guide

Page 92 (web address in Quick Guide for Websites)

Required Points to Present

- The Pre-Separation Resource Guide (RG) which accompanies this course should be provided to the participants prior to beginning this brief.



POLL: Ask how many have received the Resource Guide?

Conduct the activity below if some participants do not have a hard or electronic copy of the RG.



ACTIVITY: Download the *October 2021 Pre-Separation Counseling Resource Guide*

INSTRUCTIONS FOR PARTICIPANTS:

1. Go to www.dvidshub.net/unit/DoDTAP.
2. Scroll down on the DoD Transition Assistance Program DVIDS page to **Recent Publications**.
3. Select the *October 2021 DoD Pre-Separation Counseling Resource Guide*.
4. Download and save the Resource Guide; if not using a personal computer, email the Guide to yourself for future reference.

Introduction to Pre-Separation Counseling

Quote



NOTES:

Resource Guide

Facilitator Guide only

Required Points to Present

- Transition from active-duty service affects many parts of your life and requires time and attention to detail. Just like any journey, it begins with one step. Pre-Separation Counseling is an important step in learning the basics of transition and the people and resources available to support you.



If the demographics of the group are unknown, conduct the following polls:


POLL: Ask for a show of hands to determine with Services are represented in the brief.

POLL: Ask for a show of hands to see how many attendees are retiring and how many are separating. Use the results of the poll to tailor your presentation to the audience.

POLL: Ask for a show of hands to see how much time attendees have left before separation, retirement, or release from active duty using the following timelines:

- 24 – 18 months remaining
- 18 – 12 months remaining
- 12 – 6 months remaining
- 6 – 3 months remaining
- Less than 90 days remaining

Introduction to Pre-Separation Counseling

<p>Course Overview</p>	 <p>10 STEPS TO TRANSITION</p> <ul style="list-style-type: none"> STEP 1: Plan for Your Transition STEP 2: Build Your Transition Team STEP 3: Know Your VA Benefits STEP 4: Plan for Health/Mental Care and Health Insurance STEP 5: Plan for Civilian Employment/Vocational Training STEP 6: Learn About Federal Employment STEP 7: Plan for Further Education STEP 8: Consider Starting a Business STEP 9: Explore Additional Information and Benefits STEP 10: Know Where to Go for Assistance 	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 6</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • To better understand the vast number of resources, the information in this brief has been organized into 10 STEPS to Transition with each STEP addressing items related to a specific topic. • Most topics are provided at a high level with some provided in more detail because they are time sensitive and need to be considered early in the transition process. • The slide lists the 10 topic areas included in the brief. Included in the 10 STEPS are: <ul style="list-style-type: none"> ○ Specific effects of career change to expect in each step ○ Overview of the TAP process ○ Preview of benefits and services available through VA ○ Healthcare resources ○ Benefits and resources available for employment, education, and entrepreneurship ○ Pre- and Post-Transition Resources 	
<p>Additional Information</p>	<ul style="list-style-type: none"> • Do not go into detail for each of the bullets—just preview the general topics. More detail for each STEP will be provided later in the brief. 	

Introduction to Pre-Separation Counseling

My
Transition
“To Do” List



NOTES:

Resource
Guide

Page 6

Required
Points to
Present

- To help participants keep track of the vast amounts of information and resources covered in this brief, the RG contains a “To Do” list and a “Notes” page.
- Inform participants of the existence of the ***My Transition “To Do” List and Notes*** page at the end of the RG. These are included to help participants keep track of the information relevant to their situation. Time will be given at the end of each STEP to make notes and build their personalized list of tasks required for transition.
- Creating a plan will help make the changes associated with transition easier to manage.
- The cornerstone of any plan for transition is completing the requirements of the Transition Assistance Program (referred to as TAP) and using your time in TAP to understand how to find the resources and organizations that will support them during the process.
- The icon shown on the screen is also in the RG as a hyperlink. Clicking on the icon will automatically redirect the user to the “To Do/Notes” pages.
- The blue box indicates which page to return to when done adding to the “To Do/Notes” pages.

STEP 1: Plan for Your Transition

STEP 1:



STEP 1:
Plan for Your Transition

STEP 2: Build Your Transition Team
 STEP 3: Know Your VA Benefits
 STEP 4: Plan for Health/Mental Care and Health Insurance
 STEP 5: Plan for Civilian Employment/Vocational Training
 STEP 6: Learn About Federal Employment
 STEP 7: Plan for Further Education
 STEP 8: Consider Starting a Business
 STEP 9: Explore Additional Information and Benefits
 STEP 10: Know Where to Go for Assistance

NOTES:

Resource Guide

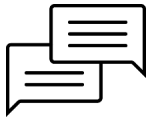
Page 7

Required Points to Present

Use your own words to explain the effects of career change pertaining to the STEP. The statement below is from the RG:

Effects of Career Change—

“Leaving the military is a major change. It will be both exciting and challenging. Transitioning can be stressful or seem as though you are losing a part of your identity, but it also opens up a whole range of new possibilities. By approaching your transition as an opportunity for personal and professional growth, you will take a giant step toward in reframing your identity and moving forward with a positive transition experience. “



ACTIVITY: What to Expect

INSTRUCTIONS FOR FACILITATOR:

Ask the following question: *What are some changes you expect to experience during transition?* Possible answers include:

- Finding new employment
- Enrolling in school
- Moving to a new residence/state
- Change in income
- Obtaining healthcare
- More choices

STEP 1: Plan for Your Transition

Transition Assistance Program (TAP)



TRANSITION ASSISTANCE PROGRAM (TAP)

Congressionally mandated program that provides information, tools and training to ensure Service members and their spouses are prepared for the next step in civilian life.

- Title 10 U.S.C., Sections 1142, 1143, 1144
- NDAA FY 19 John S. McCain, Section 552—Improvements to TAP
- NDAA FY20, Sections 570c, 570f
- DoDI 1332.35—TAP for Military Personnel

NOTES:

Resource Guide

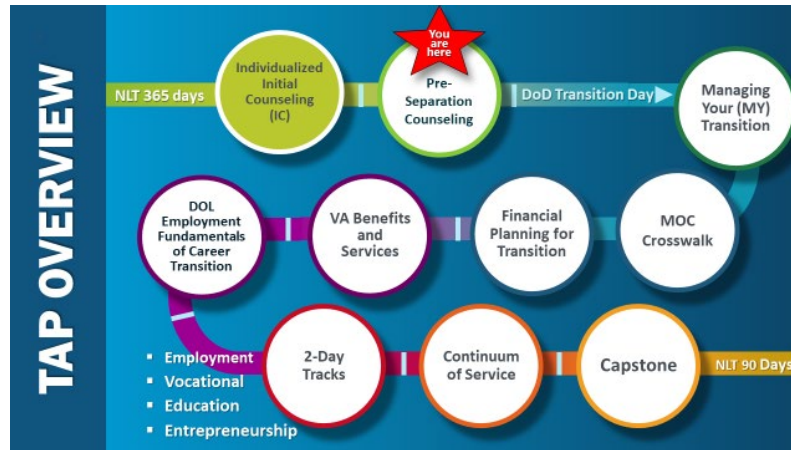
Page 7

Required Points to Present

- To help with these expected, and more specifically the unexpected changes associated with the major career change that is the transition from the military; Congress has mandated TAP for all transitioning Service members (TSM).
- **TAP (not TAPS)** is a congressionally mandated program enacted in 2011 that provides information, tools, and training to ensure Service members and their spouses are prepared for the next step in civilian life.
- Current legislation and policies mandating TAP and the components are listed on the slide:
 - Title 10, U.S.C., Sections 1142, 1143, 1144
 - National Defense Authorization Act (NDAA) Fiscal Year (FY) 19 – John S. McCain -Section 552 – Improvements to TAP
 - NDAA FY20—Sections 561, 570c, 570f
 - DoDI 1332.35—Transition Assistance Program (TAP) for Military Personnel

STEP 1: Plan for Your Transition

TAP
Overview



NOTES:

Resource
Guide

Page 8

Required
Points to
Present

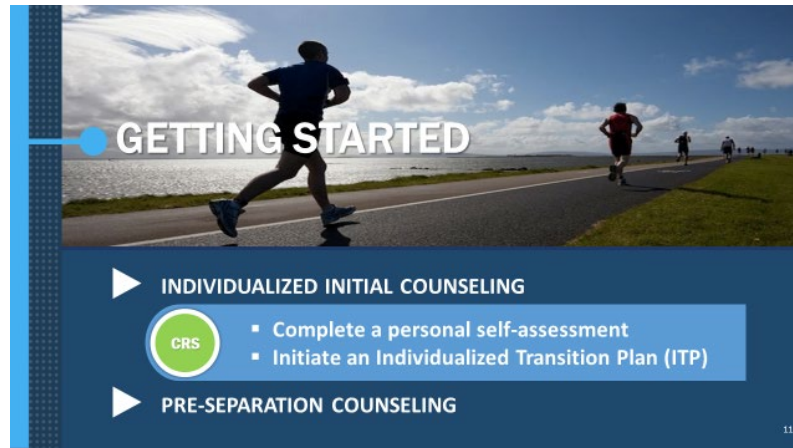
- TAP is a multi-step, outcome based process including a multi-part curriculum with standardized learning objectives that prepares Service members from all branches to transition from active duty to the Reserves, National Guard, or civilian life. By attending a series of workshops, Service members obtain skills that will assist in their separation or retirement.
- Listed on the slide are the steps in TAP which will be explained in detail on future slides:
 - Individualized Initial Counseling (IC)—completed with a TAP counselor or Career Counselor (depending on your Service) NLT 365 days before separation or retirement
 - Pre-Separation Counseling—where you are now—NLT 365 days before separation or retirement
 - DoD/DHS Transition Day
 - VA Benefits and Service
 - DOL Employment Fundamentals of Career Transition (One-Day)
 - 2-Day Tracks
 - Continuum of Military Service Opportunity
 - Capstone—completed NLT 90 days before separation/retirement
- **Optional:** Provide an explanation of the Tiers and associated requirements.

STEP 1: Plan for Your Transition

<p>Career Readiness Standards (CRS)</p>		<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 8</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • Career Readiness Standards (CRS)—are measurable outcomes (deliverables) completed before transition that indicate Service members are prepared to meet their transition goals. <ul style="list-style-type: none"> ○ Assigned during Initial Individualized Counseling ○ Initiated during TAP modules ○ Verified completion during Capstone 	

STEP 1: Plan for Your Transition

Getting Started



NOTES:

Resource Guide

Page 8

Required Points to Present

Prior to this session (Pre-Separation Counseling), participants should have **completed** their **Individualized Initial Counseling (IC)** NLT 365 days before separation or retirement.

The IC was a face-to-face discussion about transition with a member of the unit's chain of command, a transition counselor, or a career counselor during which the following occurred:

1. Completed a personal self-assessment (CRS)
2. Began development of the Individual Transition Plan (ITP) (CRS)
3. Initiated the DD eForm 2648
4. Determined Tier and Career Readiness Standard (CRS) requirements

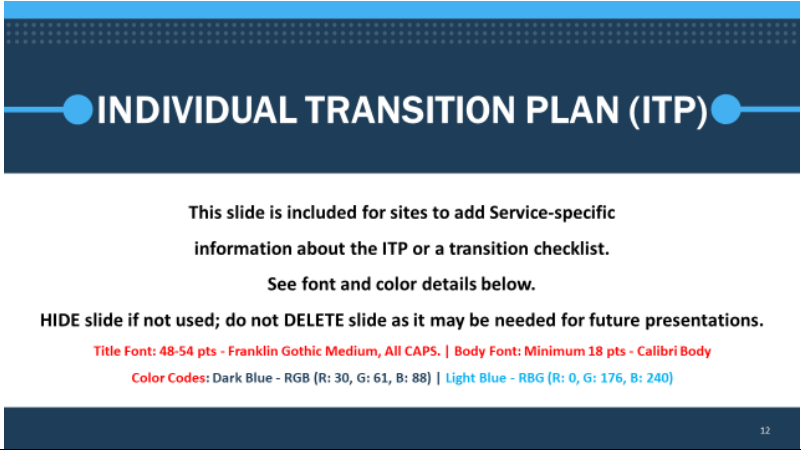
- **Current step—Pre-Separation/Transition Counseling (MANDATORY)**—legislatively-mandated information about various services, benefits, and resources available during and after transition.



POLL: Ask for a show of hands to confirm participants have completed the Individualized Initial Counseling and the Self-Assessment and have initiated an ITP (provided by the Services).

- Instruct the Service members who have not completed IC to see their transition counselor immediately following this brief.

STEP 1: Plan for Your Transition

<p>Service-Specific ITP</p>	 <p>INDIVIDUAL TRANSITION PLAN (ITP)</p> <p>This slide is included for sites to add Service-specific information about the ITP or a transition checklist.</p> <p>See font and color details below.</p> <p>HIDE slide if not used; do not DELETE slide as it may be needed for future presentations.</p> <p>Title Font: 48-54 pts - Franklin Gothic Medium, All CAPS. Body Font: Minimum 18 pts - Calibri Body</p> <p>Color Codes: Dark Blue - RGB (R: 30, G: 61, B: 88) Light Blue - RGB (R: 0, G: 176, B: 240)</p> <p>12</p>	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 9</p>	
<p>Additional Information</p>	<ul style="list-style-type: none"> Use this slide to provide specific details for the ITP by following the guidelines provided on the slide. HIDE the slide if not used; do not DELETE the slide as it may be needed for future presentations. 	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> Each Service has its own ITP. Add Service-specific ITP information or transition checklist here by following the instructions on the slide. The ITP is initiated during IC. A completed ITP is one of CRS for transition and is a personalized plan of goals, actions, and milestones. 	

STEP 1: Plan for Your Transition

DD eForm
2648

DD FORM 2648
Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty (REFRAD)

DD eFORM 2648 tracks completion of all TAP requirements.

Initial Counseling: Initiated → Pre-Separation Counseling: e-Sign → Capstone: e-Sign → Filed in official military record → Save copy for your records

NOTES:

Resource
Guide

Page 9

Required
Points to
Present

Official Title: DD Form 2648—Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty (REFRAD)

- Transition/Career Counselor initiates the DD Form 2648 at IC and is used to track the completion of TAP requirements.
- Service member signs electronically after completing Pre-Separation Counseling and again after Capstone.
- Final copy becomes part of the Service members’ military records.
- Service members are encouraged to save an electronic and/or hard copy for their records.

STEP 1: Plan for Your Transition

TAP Core Curriculum: DoD/DHS Transition Day

NOTES:

Resource Guide

Page 10

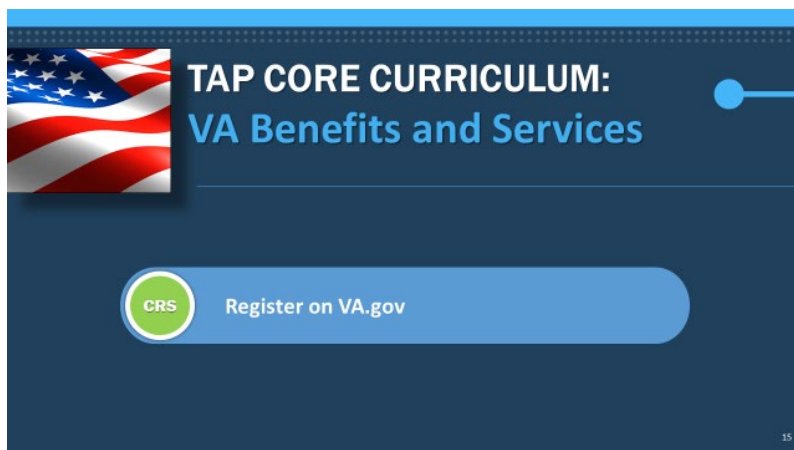
Required Points to Present

DoD/DHS Transition Day contains three modules:

- **Managing Your (MY) Transition**— reviews the TAP curriculum components and mandatory CRS covered in Pre-Separation Counseling, introduces topics important for transition (finding new purpose, handling stress, military-civilian culture differences, and mentors), and provides resources to be used before and after transition.
- **MOC Crosswalk (MANDATORY)**—assists with identifying skills obtained in the military and how to translate those skills to the civilian workplace and resume.
 - **CRS:** Complete a Gap Analysis or provide verification of employment
- **Financial Planning for Transition (MANDATORY)**—builds on the knowledge obtained during previous Military Life cycle courses but focuses on changes in finances which may occur due to transition.
 - **CRS:** Prepare a criterion-based, post-separation financial plan

STEP 1: Plan for Your Transition

TAP Core Curriculum: VA Benefits and Services



NOTES:

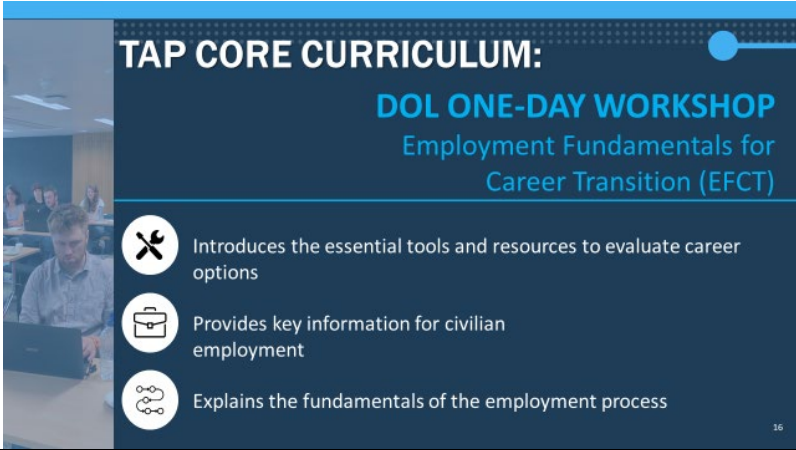
Resource Guide

Page 11

Required Points to Present

- **VA Benefits and Services (MANDATORY)**—provides information, resources, and understanding of how to navigate VA and benefits and services provided.
 - **CRS:** Register on VA.gov

STEP 1: Plan for Your Transition

<p>TAP Core Curriculum: DOL Employment Fundamentals of Career Transition (EFCT)</p>		<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 11</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • DOL Employment Fundamentals of Career Transition (EFCT) (MANDATORY WITH EXEMPTIONS) <ul style="list-style-type: none"> ○ One-day module ○ Introduces the essential tools and resources needed to evaluate career options ○ Provides key information for civilian employment ○ Explains the fundamentals of the employment process 	
<p>Additional Information</p>	<ul style="list-style-type: none"> • While this course is mandatory, it may be waived for those who have confirmed employment and meet the requirements for an exemption. Encourage those who are waived to attend; if they decide to change jobs later, the knowledge and resources provided in the course will be beneficial. 	

STEP 1: Plan for Your Transition

2-Day
Tracks

2-DAY TRACKS

- ▶ EMPLOYMENT
 - CRS Complete a resume or provide verification of employment
- ▶ VOCATIONAL
 - CRS Complete a comparison of technical training institution options
- ▶ EDUCATION
 - CRS Complete a comparison of higher education institution options
- ▶ ENTREPRENEURSHIP

NOTES:

Resource
Guide

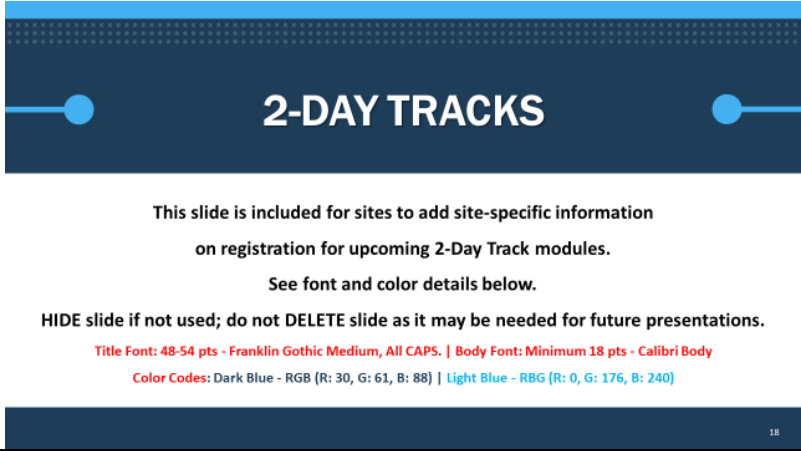
Page 12

Required
Points to
Present


- **Two-Day Tracks**—Track choice is dependent on self-assessment, IC, and post-transition goals.
- **Selecting a track is mandatory, but attendance may be waived based on Tier assignment.**
- Service members are authorized and encouraged to attend more than one track.
- Market the tracks and stress the importance of using the resources provided free of charge by the Services.
- Present the description of each track. The topics included in each track will be discussed later in the relevant STEPs.
- **DOL Employment Track—Employment Workshop (DOLEW)** covers best practices in career employment including the use of technology to network and search for employment. During the employment track, you will draft a resume.
 - **CRS:** Complete a resume or provide verification of employment
- **DOL Vocational Track—Career and Credential Exploration (C2E)** offers an opportunity to complete a personalized career development assessment of occupational interest and ability and to be guided through a variety of career considerations. During the vocational track, you will conduct a comparison of two schools, training programs, or credentials, the CRS for this module.

- **CRS:** Complete a comparison of technical training institution options
- **DoD Education Track—Managing Your Education (MYE)**—provides an understanding of the collegiate environment and how to be successful, the application process, funding options beyond the GI Bill, and admissions information needed to gain acceptance and achieve post-transition educational goals.
 - **CRS:** Complete a comparison of higher education institution options
- **SBA Entrepreneurship—Boots to Business (B2B)** provides an introductory understanding of business ownership.


STEP 1: Plan for Your Transition

2-Day Tracks	 <p>2-DAY TRACKS</p> <p>This slide is included for sites to add site-specific information on registration for upcoming 2-Day Track modules. See font and color details below.</p> <p>HIDE slide if not used; do not DELETE slide as it may be needed for future presentations.</p> <p>Title Font: 48-54 pts - Franklin Gothic Medium, All CAPS. Body Font: Minimum 18 pts - Calibri Body</p> <p>Color Codes: Dark Blue - RGB (R: 30, G: 61, B: 88) Light Blue - RGB (R: 0, G: 176, B: 240)</p> <p>18</p>	NOTES:
Resource Guide	Slide Presentation only	
Additional Information	<ul style="list-style-type: none">Use this slide to provide specific details for 2-day tracks offered at your installation by following the guidelines provided on the slide. HIDE the slide if not used; do not DELETE the slide as it may be needed for future presentations.	

STEP 1: Plan for Your Transition


<p>Continuum of Military Service Opportunity</p>	 <p>CONTINUUM OF MILITARY SERVICE OPPORTUNITY</p> <p>This slide is included for sites to add site-specific information about the Continuum of Military Service Opportunity (Active-Component only) counseling.</p> <p>See font and color details below.</p> <p>HIDE slide if not used; do not DELETE slide as it may be needed for future presentations.</p> <p><small>Title Font: 48-54 pts - Franklin Gothic Medium, All CAPS. Body Font: Minimum 18 pts - Calibri Body</small></p> <p><small>Color Codes: Dark Blue - RGB (R: 30, G: 61, B: 88) Light Blue - RGB (R: 0, G: 176, B: 240)</small></p>	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 12</p>	
<p>Additional Information</p>	<ul style="list-style-type: none"> • Use this slide to provide specific details for the Continuum of Military Service Opportunity counseling by following the guidelines provided on the slide. HIDE the slide if not used, e.g., retirement class; do not DELETE the slide as it may be needed for future presentations. • COUNSELOR NOTE: Active Component Service members must have documentation that shows they have completed a “Continuum of Military Service Opportunity Counseling.” 	

STEP 1: Plan for Your Transition

<p>Capstone</p>	 <p style="text-align: center;">CAPSTONE</p> <p style="text-align: center;">This slide is included for sites to add site-specific information about the Capstone process. See font and color details below.</p> <p style="text-align: center;">HIDE slide if not used; do not DELETE slide as it may be needed for future presentations.</p> <p style="text-align: center; color: red; font-size: small;">Title Font: 48-54 pts - Franklin Gothic Medium, All CAPS. Body Font: Minimum 18 pts - Calibri Body</p> <p style="text-align: center; color: red; font-size: x-small;">Color Codes: Dark Blue - RGB (R: 30, G: 61, B: 88) Light Blue - RGB (R: 0, G: 176, B: 240)</p>	<p>NOTES:</p>
<p>Resource Guide</p>	<p style="text-align: center;">Page 12</p>	
<p>Additional Information</p>	<ul style="list-style-type: none"> Use this slide to provide specific details for Capstone by following the guidelines provided on the slide. HIDE the slide if not used; do not DELETE the slide as it may be needed for future presentations. 	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> Capstone/ITP Review—MANDATORY FOR ALL SERVICE MEMBERS—Completed as the final session of the TAP process Each Service conducts CAPSTONE differently; ADD your Service/Installation CAPSTONE specifics to this slide. Capstone must be completed no later than 90 days before transition to verify the completion of required CRS and ITP. Not meeting one of these criteria requires a warm handover to the designated partner or agency with the necessary resources Explain this process for your installation – I.e., a meeting or phone call between the Service member and the designated POC. Service members may request a warm handover for the following: <ul style="list-style-type: none"> Assistance with employment – Employment Navigators and American Job Centers Assistance with housing – VA Benefits Advisors Assistance with peer support/community reintegration – Military OneSource 	

STEP 1: Plan for Your Transition

Career Readiness Standards (CRS)



Completed	CRS	Course/Brief
	Start a personal self-assessment/ Individual Transition Plan (ITP)	IC/Pre-Separation Counseling
	Complete a Gap Analysis or provide verification of employment	MOC Crosswalk
	Prepare a criterion-based, post-separation financial plan	Financial Planning for Transition
	Register on VA.gov	VA Benefits and Services
	Complete a resume or provide verification of employment	DOL Employment Workshop
	Complete a comparison of higher education or technical training institution options	DoD Managing Your Education/ DOL Career Credential Exploration
	Complete a continuum of Military Service Opportunity counseling (Active-component only)	By Installation

NOTES:

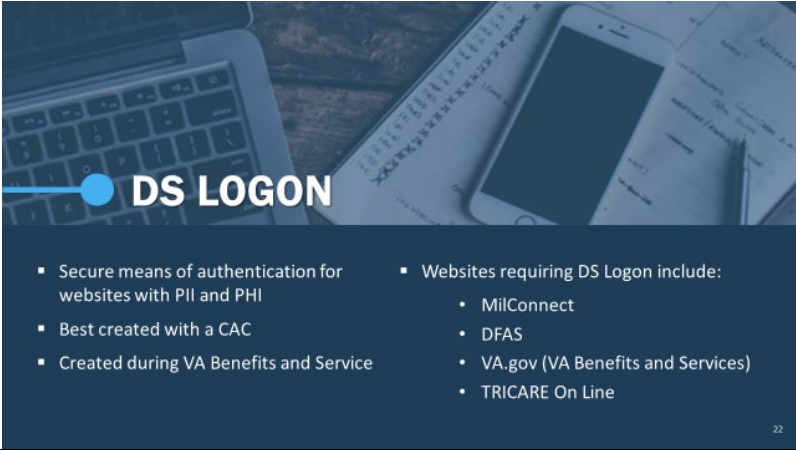
Resource Guide

Page 14

Required Points to Present

- As a reminder, the Resource Guide includes a list of all CRS and provides the TAP course/brief where the CRS are initiated.
- In some instances, the CRS will not be completed during the course, but Service members will have the knowledge, resources, and skills to complete the CRS prior to Capstone.
- CRS are reviewed during Capstone to determine if they have been completed or if a warm handover to the appropriate agency representative is required.
- A Service member may request a warm handover for housing, employment, peer support, etc.

STEP 1: Plan for Your Transition

<p>DS Logon</p>	 <p>DS LOGON</p> <ul style="list-style-type: none"> ▪ Secure means of authentication for websites with PII and PHI ▪ Best created with a CAC ▪ Created during VA Benefits and Service ▪ Websites requiring DS Logon include: <ul style="list-style-type: none"> • MilConnect • DFAS • VA.gov (VA Benefits and Services) • TRICARE On Line <p>22</p>	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 15</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • Prior to receiving the DD 214 and turning in their CAC, Service members need to create a DS Logon account to be able to access secure sites which are accessed currently with a CAC. • An activity to create a DS Logon account is conducted during the VA Benefits and Service session, but one can be created at any time through the DMDC MyAccess website. Additional information is included in the RG. • Encourage Service members to record their log in name, password, and verification image, no matter when the DS Log on is created, as it is considerably more difficult to recover without a CAC. • Sites that require DS Logon include but are not limited to: <ul style="list-style-type: none"> ○ MilConnect ○ DFAS ○ VA.gov (VA Benefits and Services) ○ TRICARE On Line 	

STEP 1: Plan for Your Transition

DD Form 214

NOTES:

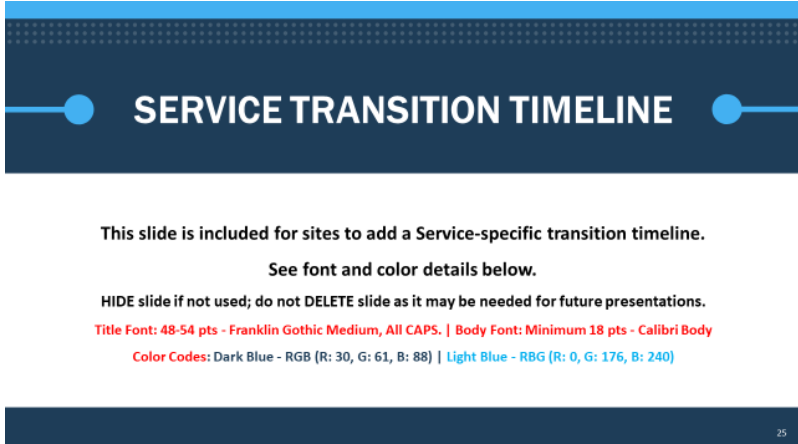

Resource Guide

Page 15

Required Points to Present

- The final step of transition is the receipt of the **DD Form 214 (DD 214)—Certificate of Release or Discharge from Active Duty**
- Issued through the DoD either at the final out processing appointment or after retirement or separation has occurred.
- **MOST IMPORTANT MILITARY DOCUMENT YOU WILL EVER RECEIVE. Take time to review it line by line to confirm the dates of Service are correct.** (For example, Service members who were exposed to burn pits were able to receive compensation later because their DD 214s confirmed their Service in Iraq during a specific time period.)
- The DD 214 is the key to unlocking your military benefits. It provides proof of military service and is used to verify service for benefits, i.e., GI Bill, VA home loan, VA medical benefits, veteran discounts, and retirement benefits.
- DD 214 is required to rejoin the military, claim veteran preference for employment, and for membership in veteran organizations.
- Store your DD 214 in a safe and accessible location known to your next of kin.
- More detailed information on the DD 214 and how to request additional official copies will be provided during the VA Benefits and Services module.

STEP 1: Plan for Your Transition

<p>Service Transition Timeline</p>		<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 16</p>	
<p>Additional Information</p>	<ul style="list-style-type: none"> Use this slide to provide specific details if your Service has a Service-Specific Transition Timeline by following the guidelines provided on the slide. HIDE the slide if not used; do not DELETE the slide as it may be needed for future presentations. 	
	<p>ACTIVITY: Update the <i>My Transition "To Do" List and Notes Page</i></p> <p>INSTRUCTIONS FOR PARTICIPANTS:</p> <p>Review the information presented in STEP 1 and add your action items to the “To Do” list in the back of the Resource Guide. (Use a separate sheet of paper if the Resource Guide is not available.) Below are some actions to consider:</p> <ul style="list-style-type: none"> Identify the CRS you are required to complete and list them. Have you initiated your DD 2648 and ITP? If not, add the task(s) to your list. Plan to schedule a time to review your DD 214 prior to transition. List any additional tracks or courses you are interested in completing. 	

STEP 2: Build Your Transition Team

STEP 2:

STEP 1: Plan for Your Transition

STEP 2: Build Your Transition Team

STEP 3: Know Your VA Benefits

STEP 4: Plan for Health/Mental Care and Health Insurance

STEP 5: Plan for Civilian Employment/Vocational Training

STEP 6: Learn About Federal Employment

STEP 7: Plan for Further Education

STEP 8: Consider Starting a Business

STEP 9: Explore Additional Information and Benefits

STEP 10: Know Where to Go for Assistance

NOTES:

Resource Guide

Page 18

Required Points to Present

Use your own words to explain the effects of career change pertaining to the STEP. The statement below is from the RG:

Effects of Career Change—

“In the Service, your team has your back, and the same is true for transition. Your team during transition will provide you with guidance, support, information, and enlarge your network, which is key to finding employment. Exactly who should be on your team is up to you, but here are some possibilities.”

STEP 2: Build Your Transition Team

Transition Team



NOTES:

Resource Guide

Page 18

Required Points to Present

- Provide a few examples for each area or ask participants for suggestions.
- **Military and Family Support Center Staff**
- **Service Transition Offices**
 - **Army** - Transition Assistance Program Center
 - **Navy** - Fleet and Family Support Center
 - **Air Force** – Airman/Military and Family Readiness Center
 - **Marine Corps** - Marine Career Resource Center
 - **Coast Guard** - Health, Safety and Work-Life Services Center
- **Installation Resources beyond TAP staff**
 - Military and Family Life Support Staff
 - VA Benefits Advisor
 - Chaplains
 - Medical Clinic professionals
 - Behavioral Health Teams
 - Education Office (for assessment and college credit information)
- **Off-Installation Resources**
 - **American Job Center (AJC)**, provided by the Department of Labor, provide free assistance to job seekers for a variety of career and employment related needs; Veterans have preference for AJC services over non-veterans.
 - **Department of Veterans Affairs (VA) Vet Centers** provide counseling as a confidential resource to you and your family as you transition.

- **Military OneSource** is a DoD information, referral, and assistance program providing confidential services worldwide, 7 days a week, 24 hours a day, at no cost to you, up to 365-days post-transition; within Military One Source there is an area specifically for transitioning SM.

COUNSELOR NOTE: Coast Guard active duty members and families can access Military OneSource for 365-days post-separation or retirement. Prior to separation, Coast Guard members and their families may utilize CGSUPRT.COM for their referral and assistance.

- **Military and Veteran Service Organizations (MSO/VSO)** provide advocacy, education, and other support for the unique issues facing Veterans. Many have their own job referral and registration services, sponsor job fairs, and provide networking opportunities.

Step 2: Build Your Transition Team

Additional Support Sources

ADDITIONAL SUPPORT SOURCES

- Family Members
- Military Colleagues
- Veterans
- Mentors
- Social Network
- National Resource Directory (NRD)

NOTES:

Resource Guide

Page 20

Required Points to Present

- **Family Members** are an integral part of your transition team. Keep in mind that they are also transitioning into a new life, and you will go through this together. They can be a source of comfort and encouragement during this time.
- **Military Colleagues** can provide valuable support as you process through transition.
- **Veterans and Mentors** who have been through the transition process will have a lot of wisdom, guidance and valuable assistance to share that will help you through your transition.
- **Social Network** includes friends, acquaintances, former and current co-workers. This group has networking potential and can provide far-reaching contacts for employment.
- **National Resource Directory** is a searchable database of resources vetted for Service members, veterans, family members, and caregivers.

Step 2: Build Your Transition Team

Military Life Cycle (MLC) Courses

MILITARY LIFE CYCLE (MLC) COURSES

- Transitioning to Federal Employment
- Reserve Component Dual Payments
- Social and Emotional Health Resources
- Survivor and Casualty Assistance Resources
- VA Benefits 101
- VA Education Benefits
- VA Home Loan Guaranty Program
- VA Life Insurance Benefits
- Vet Centers

28

NOTES:

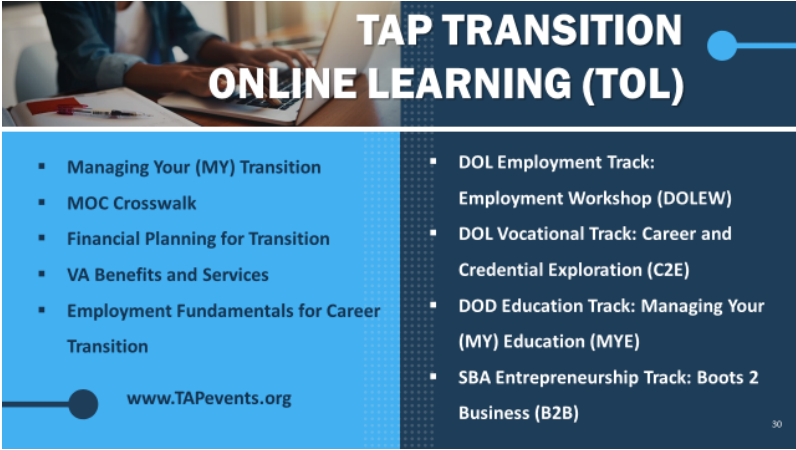

Resource Guide

Page 21

Required Points to Present

- While you are building your transition team, explore related virtual resources.
- **Military Life Cycle (MLC) courses**—can be used at any time to gain additional information on specific topics, i.e., VA home loans before buying a house, VA education benefits before enrolling in college courses, etc.
- Available at Transition Online Learning (TOL) for use by active-duty Service members, veterans, spouses, dependents, and care givers.
- No CAC required for access.
- Available courses are listed on the slide.
 - Transitioning to Federal Employment
 - Reserve Component Dual Payments
 - Social and Emotional Health Resources
 - Survivor and Casualty Assistance Resources
 - VA Benefits 101
 - VA Education Benefits
 - VA Home Loan Guaranty Program
 - VA Life Insurance Benefits
 - Vet Centers

Step 2: Build Your Transition Team

<p>TAP Courses</p>	 <p>TAP TRANSITION ONLINE LEARNING (TOL)</p> <ul style="list-style-type: none"> Managing Your (MY) Transition MOC Crosswalk Financial Planning for Transition VA Benefits and Services Employment Fundamentals for Career Transition DOL Employment Track: Employment Workshop (DOLEW) DOL Vocational Track: Career and Credential Exploration (C2E) DOD Education Track: Managing Your (MY) Education (MYE) SBA Entrepreneurship Track: Boots 2 Business (B2B) <p>www.TAPEvents.org</p>	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 22</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> If a Service member or family member wants to take a TAP refresher, TAP curriculum courses are available at any time during and after transition in the TAP Transition Online Learning (TOL) virtual environment. These courses and the accompanying Participant Guides and handouts can be accessed without a CAC at: https://TAPEvents.org/courses. Courses are listed on the slide. 	
	<p>ACTIVITY: Update the <i>My Transition "To Do" List</i> and Notes Page</p> <p>INSTRUCTIONS FOR PARTICIPANTS:</p> <p>Review the information presented in STEP 2 and add your action items to the "To Do" list in the back of the Resource Guide. (Use a separate sheet of paper if the Resource Guide is not available.) Below are some actions to consider:</p> <ul style="list-style-type: none"> Explore resources available on your installation. Research resources available off installation. Consider additional support resources. 	

STEP 3: Know your VA benefits

STEP 3:

STEP 1: Plan for Your Transition
STEP 2: Build Your Transition Team

**STEP 3:
Know Your VA Benefits**

STEP 4: Plan for Health/Mental Care and Health Insurance
STEP 5: Plan for Civilian Employment/Vocational Training
STEP 6: Learn About Federal Employment
STEP 7: Plan for Further Education
STEP 8: Consider Starting a Business
STEP 9: Explore Additional Information and Benefits
STEP 10: Know Where to Go for Assistance

31

NOTES:

Resource Guide

Page 23

Required Points to Present

Use your own words to explain the effects of career change pertaining to the STEP. The statement below is from the RG:

Effects of Career Change—

“A major change when you transition is the change in your benefits. It is crucial for you to utilize all the benefits you have earned as part of your military service. If you are unsure about any of the VA benefits ask the VA Benefits Advisors on the installation, call the 1-800 number, or send an email. Don’t wait for someone to tell you—be your own advocate and ask.”

- This STEP will preview benefits provided by VA.

STEP 3: Know your VA benefits

VA Benefits and Services Brief



VA BENEFITS AND SERVICES

VA Benefits Advisors discuss VA benefits over 6 modules:

- 1 Navigating the Journey
- 2 Supporting Yourself and Your Family
- 3 Getting Career Ready
- 4 Finding a Place to Live
- 5 Maintaining Your Health
- 6 Connecting with Your Community

The graphic features a dark blue background with a white dotted pattern. On the left, there is an illustration of a hand pointing at a target on a chalkboard, with several arrows hitting the bullseye. The text 'VA BENEFITS AND SERVICES' is written in large, bold, white letters. To the right, a list of six modules is presented, each with a blue circular icon containing a white number.

NOTES:

Resource Guide

Page 23

Required Points to Present

- Transitioning Service members are required by law and DoD policy to attend the *VA Benefits and Services* (VABS) brief before separating, retiring, or being released from active duty.
- VABS provides an overview of VA benefits and services and is divided into 6 modules. Mention the topics included in each section, but **do not expand on the topics**. VA information changes frequently and details about VA programs will be presented during VABS and not during Pre-Separation Counseling.
 1. Navigating Your Journey
 - Personal goals and priorities
 2. Supporting Yourself and Your Family
 - Disability compensation
 - Life insurance
 - Burial and memorial benefits
 3. Getting Career Ready
 - Personalized Career Planning
 - GI Bill benefits
 - Employment resources
 4. Finding a Place to Live
 - VA facility locator
 - VA Home Loan Guaranty program—Eligible to use while still on active duty and as a Veteran or surviving Spouse

5. Maintaining Your Health

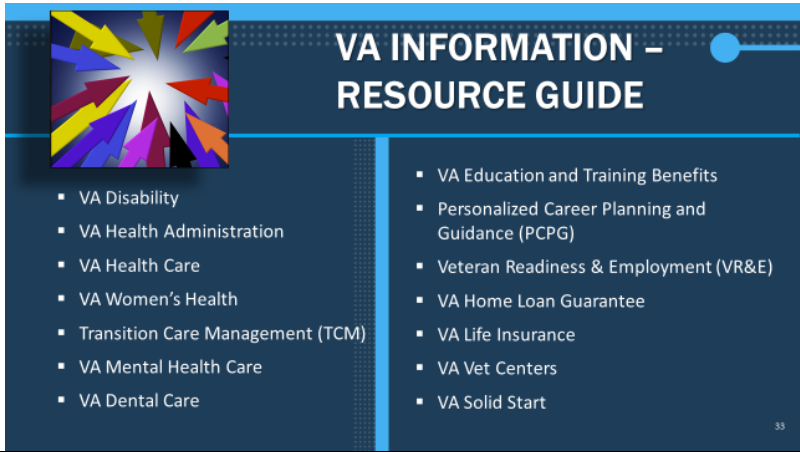
- VA health care facilities and services and tools
- Community-based Vet Centers

6. Connecting with Your Community

- Local resources
- MSO/VSOs

- Eligibility for VA programs could be affected by contract, the amount of time served in the military, and the characterization of discharge.
 - When the characterization of discharge does not allow for full utilization of VA Benefits, the Service member may petition the Veterans Benefits Administration of VA to receive certain benefits.
 - If a less than honorable discharge is anticipated, discuss this topic with a VA Benefits Advisor.
- More specific information on each topic will be provided during VABS.

STEP 3: Know your VA benefits

<p>VA Information in Resource Guide</p>	 <p>The slide features a central graphic of a starburst with colorful arrows pointing outwards. To the right, the title 'VA INFORMATION – RESOURCE GUIDE' is displayed in white on a dark blue background. Below the title, two columns of bulleted text list various VA benefits and services. The left column includes: VA Disability, VA Health Administration, VA Health Care, VA Women’s Health, Transition Care Management (TCM), VA Mental Health Care, and VA Dental Care. The right column includes: VA Education and Training Benefits, Personalized Career Planning and Guidance (PCPG), Veteran Readiness & Employment (VR&E), VA Home Loan Guarantee, VA Life Insurance, VA Vet Centers, and VA Solid Start. A small number '33' is visible in the bottom right corner of the slide.</p>	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 24</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • VA Benefits and Services brief will cover a vast array of benefits and resources available from the VA, including but not limited to the topics listed on the slide. • Further information on these topics is included in the RG. Topics that are time sensitive will be discussed now. 	

STEP 3: Know your VA benefits

VA
Disability
Benefits



VA DISABILITY BENEFITS:
Benefits Delivery at Discharge

What Benefits Delivery at Discharge (BDD) provides VA disability compensation (pay) from day of discharge

Who Service members meeting the requirements begin the BDD claim process **within 180 – 90 days from discharge**

How Meet with a VA Benefits Advisor to determine if this option is right for you

34

NOTES:

Resource
Guide

Page 25

Required
Points to
Present

- During the mandatory VABS brief, an in-depth discussion is provided on VA disability. It will include:
 - Navigation of the VA website for filing a claim.
 - Documentation required to submit when filing your claim.
 - Ways to file a claim to included BDD
 - Benefits Delivery at Discharge (BDD)
- For this brief, it is important to note the BDD has a specific timeline for application.
 - **For BDD, the claim must be submitted between 180-90 days prior to separation.**
 - No other VA disability has this time requirement. Those interested in pursuing BDD should speak with a VA Benefits Advisor as soon as possible to ensure they meet the requirements, including the timeline.

STEP 3: Know your VA benefits

VA
Transfer
of
Education
Benefits

TRANSFER OF BENEFITS

Failure to complete the obligated Service before separating may require any benefits used to be repaid.

Criteria for active-duty Service member to transfer Post-9/11 GI Bill benefits

- Served a minimum of 6 years
- AND
- Agree to add 4 more years of Service
- AND
- Recipient of benefits has enrolled in DEERS

NOTES:

Resource
Guide

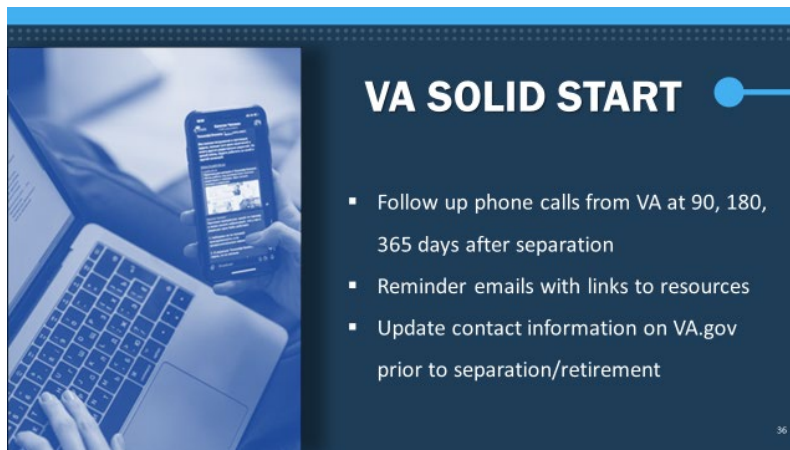
Page 29

Required
Points to
Present

- VA education benefits will be discussed in detail during VABS and during the DoD Education Track: Managing Your Education.
- This slide is for anyone who transferred their Post-9/11 GI Bill benefits to their spouse or children.
- **ASK** if anyone transferred their GI BILL benefits.
- Review the requirements to transfer benefits. This is a retention tool that requires the Service member to remain in the Armed Forces for an additional four-year period.
- Encourage all who have transferred educational benefits to log into milConnect and ensure they have, or will have, completed their required obligated Service before separating.
 - The Obligation End Date is reflected at the top of the page under “Sponsor” and on the “Approval Form.”
- **STRESS** that failure to complete the obligated Service before separating will likely require any benefits that were used to be repaid in full.

STEP 3: Know your VA benefits

VA Solid Start

A presentation slide titled "VA SOLID START" with a blue background. On the left, there is an image of a person's hands holding a smartphone and a laptop. The text on the slide includes the title "VA SOLID START" and a bulleted list of three items: "Follow up phone calls from VA at 90, 180, 365 days after separation", "Reminder emails with links to resources", and "Update contact information on VA.gov prior to separation/retirement". A small number "36" is visible in the bottom right corner of the slide.

- Follow up phone calls from VA at 90, 180, 365 days after separation
- Reminder emails with links to resources
- Update contact information on VA.gov prior to separation/retirement

NOTES:

Resource Guide

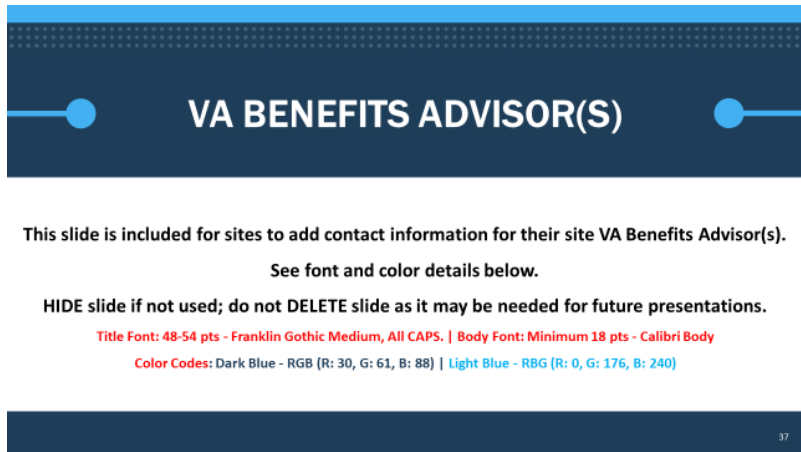
Page 34

Required Points to Present

- New program initiated in 2020 by Executive Order.
- Service members should expect a phone call from the VA three times during the first year of separation around 90, 180, and 365 days after separation.
- In addition to the three phone calls, newly separated veterans receive reminder emails about upcoming calls with links to resources.
- To ensure receipt of these phone call/email, encourage Service members to update their contact information at VA.gov prior to transition.

STEP 3: Know your VA benefits

VA Benefits Advisor(s)



VA BENEFITS ADVISOR(S)

This slide is included for sites to add contact information for their site VA Benefits Advisor(s).
See font and color details below.

HIDE slide if not used; do not DELETE slide as it may be needed for future presentations.

Title Font: 48-54 pts - Franklin Gothic Medium, All CAPS. | Body Font: Minimum 18 pts - Calibri Body
Color Codes: Dark Blue - RGB (R: 30, G: 61, B: 88) | Light Blue - RGB (R: 0, G: 176, B: 240)

37

NOTES:

Resource Guide

Slide Presentation only

Required Points to Present

- Encourage participants to meet with the VA Benefits Advisor to discuss specific questions/concerns related to VA benefits.



ACTIVITY: Capture VA Benefits Advisor Contact Information

INSTRUCTIONS FOR PARTICIPANTS:

Take a picture of the VA Benefits Advisor Contact Information slide or write the information on the NOTES page in the Resource Guide.



ACTIVITY: Update the *My Transition "To Do" List and Notes Page*

INSTRUCTIONS FOR PARTICIPANTS:

Review the information presented in STEP 3, and add action items to the "To Do" list in the back of the Resource Guide. (Use a separate sheet of paper if the Resource Guide is not available.) Below are some actions to consider:

- **If you transferred your GI Bill benefits, make a note to confirm that you will meet your Service obligation before you separate or retire.**
- If you did not transfer your GI Bill benefits, make a note to research the amount of your VA education benefit.
- Research VA benefits and services that are of interest to you.
- Write down questions for the VABS brief.

STEP 4: Plan for Health/Mental Care and Health Insurance

STEP 4:

STEP 1: Plan for Your Transition
 STEP 2: Build Your Transition Team
 STEP 3: Know Your VA Benefits

**STEP 4:
 Plan for Health/Mental Care and
 Health Insurance**

STEP 5: Plan for Civilian Employment/Vocational Training
 STEP 6: Learn About Federal Employment
 STEP 7: Plan for Further Education
 STEP 8: Consider Starting a Business
 STEP 9: Explore Additional Information and Benefits
 STEP 10: Know Where to Go for Assistance

NOTES:

Resource
Guide

Page 35

Required
Points to
Present

Use your own words to explain the effects of career change pertaining to the STEP. The statement below is from the RG:

Effects of Career Change—

“While in the military, comprehensive healthcare was provided at little or no cost to you or your family. Once you transition, you may be able to use Tricare, which is familiar, or you may need to find your own doctors and insurance to cover the cost. No matter your options, it is important to understand the basics as you begin to research the best healthcare options for you and your family.”

- Insurance can be very expensive, so it is important to know what benefits are currently available and information to make the best choices based on your situation.

Additional
Notes

- The slides in this section are content heavy to assist with the transfer of information. Allow time for participants to read the slides before providing additional information.

STEP 4: Plan for Health/Mental Care and Health Insurance

Required Health Assessments

REQUIRED HEALTH ASSESSMENTS

TricareOnline contains a Service Separation tab which provides the step necessary to start the process

SEPARATION HISTORY AND PHYSICAL EXAMINATION (SHPE) **OR** **SEPARATION HEALTH ASSESSMENT (SHA)** **AND** **MENTAL HEALTH ASSESSMENT (MHA)**

- Either SHPE (DoD conducted) or SHA (VA conducted) is required prior to separation or release from active duty
- Either SHA (VA conducted) or SHPE (DoD conducted) is required prior to separation or release from active duty
- SHA is required for VA disability claims
- MHA is required prior to SHPE or SHA and will be included as part of the appointment

Confirm your Service Treatment Record (STR) includes all medical aid received, on installation as well as off.

RG, p. 34

NOTES:

Resource Guide

Page 35

Required Points to Present

- Service members are required to complete a SHPE OR SHA if they have served 180 days on active duty or 30 days in a contingency operation. **If a Service member is applying for disability, the DoD will accept the SHA—no need to complete both.**

- The SHPE and SHA facilitate:
 - Documentation in the Service Treatment Record (STR) of the health status of separating Service members
 - Assistance in the transfer of care from the DoD to the VA


It is essential for the STR to be up to date prior to the medical exam to include summaries of any inpatient hospital care and mental health treatment provided during periods of active military Service or related to conditions caused by military Service.

- **Mental Health Assessment (MHA)** is required to complete prior to attending the SHPE or SHA appointment. This results of this online self-assessment will be addressed during the SHPE or Separation Health Assessment (SHA).
- **Tricare online provides a Service Separation page with instructions, forms, and resources to help prepare for the SHPE/SHA.**



FOR RESERVE:

- Reserve Component Service members who deployed within two years **may request** a SHPE to document duty-related health conditions that may not have been captured during other physical exams.


STEP 4: Plan for Health/Mental Care and Health Insurance

<p>DoD inTransition Program</p>	 <p>DoD inTRANSITION PROGRAM</p> <p>inTransition CONNECTING · COACHING · EMPOWERING</p> <p>Free, confidential coaching and assistance for Service members who require mental health services.</p> <ul style="list-style-type: none"> Available to ALL Service members regardless of length of Service or discharge status No expiration date to enroll Automatically enrolled if seen by a behavioral health provider within 1 year of separation from active duty* <p><small>*May opt out 40</small></p>	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 37</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • DoD inTransition program is specialized coaching and assistance for military members who need access to mental health care. • A Service member who was seen within the last year for behavioral health, will be automatically enrolled in the program and will be contacted by a counselor. The Service member has the ability to opt out. • InTransition coaches answer questions about treatment options, provide information about community resources, and secure appointments with a behavioral health provider at the Service member’s new location. • Available to ALL military members regardless of length of Service or discharge status. 	

STEP 4: Plan for Health/Mental Care and Health Insurance

<p>Veterans/ Military Crisis Line</p>	 <p>VETERANS/MILITARY CRISIS LINE</p> <p>Save this information in your phone to assist friends and family</p> <p>Text: 838255</p> <p>Call: 1-800-2738255; Press 1</p> <p>Chat: www.VeteransCrisisLine.net</p>	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 38</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • Veterans/Military Crisis Line is a Toll-free, confidential resource that connects Service members and veterans and their families and friends with qualified VA responders for support when issues reach a crisis point, even if it is not a suicidal crisis. • Receive free, confidential support 24 hours a day, 7 days a week, 365 days a year. • Do not need to be registered with the VA or enrolled in VA health care. 	
	<p>ACTIVITY: Create a Contact for the Veterans/Military Crisis Line</p> <p>INSTRUCTIONS FOR FACILITATOR:</p> <ol style="list-style-type: none"> 1. After presenting a description of the Crisis Line, encourage (never require) participants to take out their phones and create a contact or take a picture of the slide. Stress that “this is great information to have available if a friend or family member ever needs additional support.” 2. Remind participants that the Crisis Line supports calls, texts, and online chats for assistance. 	

STEP 4: Plan for Health/Mental Care and Health Insurance

<p>Sexual Assault Prevention and Response Office (SAPRO)</p>	 <p>SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM</p> <ul style="list-style-type: none"> ▪ Sexual harassment ▪ Sexual assault ▪ Intimate Partner Violence (IPV) <p>Contact your unit or installation SAPR Victim Advocate or Safe Helpline if you have been a victim of Sexual Assault</p>	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 39</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • Sexual Assault Response Coordinator or SAPR Victim Advocate for those who have been victims of Military Sexual Trauma (MST) to include: <ul style="list-style-type: none"> ○ Sexual harassment ○ Sexual assault ○ Intimate Partner Violence (IPV) • VA offers services to any veteran that is a victim of MST or IPV, regardless of disability rating. 	

STEP 4: Plan for Healthcare and Health/Life Insurance

TRICARE
Health
Care Plan



TRICARE HEALTH CARE PLAN

- Schedule an appointment with TRICARE representative.
- Visit the Plan Finder on the TRICARE website.
- Retirees who fail to enroll in TRICARE Prime or TRICARE Select will lose all TRICARE coverage.

43

NOTES:

Resource
Guide

Page 40

Required
Points to
Present

Health care options will vary depending on type of separation.

- TRICARE is but one option available; types of plans include:
 - TRICARE Prime and Tricare Select – for Retirees
 - US Family Health Plan
 - TRICARE Young Adult
 - TRICARE Retired Reserve
- For those over 65, TRICARE for Life is an option to supplement Medicare.
- **Schedule an appointment with the nearest TRICARE Representative to go over your benefits or visit the TRICARE website’s Plan Finder** to learn about options based on your status, including TRICARE options for retirees. The Plan Finder allows you to enter specific information, answers questions and explains your options.
- Retirees who fail to enroll in TRICARE Prime or TRICARE Select and pay the premium **may** lose all TRICARE coverage and default to direct care, space available only coverage, provided in a military hospital or clinic. Any health care delivered outside of a military facility will not be covered.

STEP 4: Plan for Health/Mental Care and Health Insurance

Transitional/
Temporary
Health Care
Coverage



**TRANSITIONAL/TEMPORARY
HEALTH CARE COVERAGE**

- Continued Health Care Benefits Program (CHCBP)
- Transitional Assistance Management Program (TAMP)

44

NOTES:

Resource
Guide

Page 43

Required
Points to
Present

If a separating Service member needs health insurance, there are some options for Transitional Health Care Benefits:

- **Continued Health Care Benefits Program (CHCBP)**
 - Provides temporary health coverage for 18-36 months for the former Service member and family when you lose eligibility for TRICARE or TAMP.
- **Transitional Assistance Management Program (TAMP)**
 - Provides 180 days of premium-free TRICARE transitional health care benefits after regular TRICARE benefits end.
 - To be eligible for the 180-day transitional medical and dental benefits, you must meet one of the requirements listed in the RG.

STEP 4: Plan for Health/Mental Care and Health Insurance

Health Insurance Marketplace

HEALTH INSURANCE MARKETPLACE

- The Marketplace helps uninsured people find health coverage.
- Plans cover essential health benefits, pre-existing conditions, and preventive care.
- More information will be provided during the Financial Planning for Transition module.

NOTES:

Resource Guide

Page 46

Required Points to Present

- If you are not enrolled in VA benefits, TRICARE, or other veteran’s health coverage, you can get coverage through the Health Insurance Marketplace.
- The Marketplace helps uninsured people find health coverage by offering essential healthcare coverage (including pre-existing conditions) from multiple insurance carriers which allows you to pick the price and coverage you need. Income and household size are considered when calculating premium costs.
- Leaving the military is considered a “loss of qualifying health coverage” and allows you to enroll outside of the normal open enrollment period.
- More information on this topic will be provided during the Financial Planning for Transition TAP module.



ACTIVITY: Update the *My Transition “To Do” List* and *Notes Page*

INSTRUCTIONS FOR PARTICIPANTS:

Review the information presented in STEP 4, and add your action items to the “To Do” list in the back of the Resource Guide. (Use a separate sheet of paper if the Resource Guide is not available.) Below are some actions to consider:

- Determine eligibility for TRICARE healthcare.
- Explore healthcare options.
- Research mental health resources.

STEP 5: Plan for Civilian Employment/Vocational Training

STEP 5

STEP 1: Plan for Your Transition
 STEP 2: Build Your Transition Team
 STEP 3: Know Your VA Benefits
 STEP 4: Plan for Health/Mental Care and Health Insurance

STEP 5:
**Plan for Civilian
 Employment/Vocational Training**

STEP 6: Learn About Federal Employment
 STEP 7: Plan for Further Education
 STEP 8: Consider Starting a Business
 STEP 9: Explore Additional Information and Benefits
 STEP 10: Know Where to Go for Assistance

46

NOTES:

Resource
Guide

Page 48

Required
Points to
Present

Use your own words to explain the effects of career change pertaining to the STEP. The statement below is from the RG:

Effects of Career Change—

“Transitioning from the Service is the ultimate career change. For many, finding employment or a new career path is the first and most important area of concern. DOL takes the lead for this topic providing information on employment, vocational training, certifications, licensure, and various other avenues to find your next employment or career. The topics covered in this section will be covered in depth during one of the three DOL modules.”

- During STEP 1, information about the DOL **mandatory** one-day workshop, Employment Fundamentals for Career Transition (EFCT), was presented.
- DOL provides two other workshops and multiple resources for those seeking employment after transition from active duty.

STEP 5: Plan for Civilian Employment/Vocational Training

DOL
Employment
Track:
Employment
Workshop
(DOLEW)

DOL EMPLOYMENT TRACK: Employment Workshop (DOLEW)

EMPLOYMENT

- Identifying Skills
- Job Searching
- Networking
- Resume Building
- Federal Hiring
- Social Media
- Branding
- Applications
- Interviews
- Job Offers

CRS Complete a resume or provide verification of employment

NOTES:

Resource
Guide

Page 48

Required
Points to
Present

- Two-day workshop: DOLEW provides greater detail on transitioning to a civilian career to include identifying your career goals and skills, developing and building your personal brand, exploring federal hiring, preparing for interviews, receiving a job offer and negotiating the offer.
- Topics include:
 - Identifying Skills
 - Job Searching
 - Networking
 - Resume Building
 - Federal Hiring
 - Social Media
 - Branding
 - Applications
 - Interviews
 - Job Offers
- CRS: Complete a resume or provide verification of employment

STEP 5: Plan for Civilian Employment/Vocational Training

DOL Vocational Track: Career and Credentialing Exploration (C2E)

NOTES:


Resource Guide

Page 48


Required Points to Present

- Two-day workshop: C2E is for those who want to explore their interests, values, and aptitudes to make informed career decisions. It is ideal for those seeking to identify credentials and qualifications needed for various occupations of interest and includes information on the opportunity for and benefits of apprenticeships.
- Topics include:
 - Vocational Training
 - Career Clusters
 - Career Assessments
 - Resources
 - Labor Markets
 - Experience Opportunities
 - Credentials
 - Educational Goals
 - Career Action Plan
- CRS: Complete a comparison of technical training institutions


STEP 5: Plan for Civilian Employment/Vocational Training

<p>Department of Labor (DOL) Workshops—TEAMS</p>	 <p>DOL TRANSITION EMPLOYMENT ASSISTANCE FOR MILITARY SPOUSES (TEAMS)</p> <ul style="list-style-type: none"> ▪ Your Next Move ▪ Career Credentials ▪ Marketing Me ▪ Resume Essentials ▪ Federal Hiring ▪ Interview Skills ▪ LinkedIn Profiles/Job Search ▪ Salary Negotiations 	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 49</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • DOL also provides assistance for military spouses seeking employment before, during or after transition and has created a robust catalogue of TEAMS workshops specifically focused on spouse employment needs. • Courses are offered online with a live instructor at various times/dates to allow for maximum participation by military spouses. • Course descriptions and registration instructions are included in the RG. • Transition Employment Assistance for Military Spouses (TEAMS) <ul style="list-style-type: none"> ○ Your Next Move ○ Marketing Me ○ Career Credentials ○ Resume Essentials ○ Federal Hiring ○ Interview Skills ○ Salary Negotiations ○ LinkedIn Profiles/Job Search 	


STEP 5: Plan for Civilian Employment/Vocational Training

<p>DOL Resources</p>		<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 50</p>	
<p>Required Points to Present</p>	<p>In addition to TAP courses, DOL also has numerous resources available for use during and after transition to include:</p> <ul style="list-style-type: none"> • Career One Stop—DOL website that provides employment-related resources and information to help identify potential careers using current military occupation and explore training opportunities for certifications and licenses. • American Job Center (AJC)—located throughout the U.S. to provide employment, education, and training services through local, state, and federal programs. AJCs are managed by the state, and services may vary. <ul style="list-style-type: none"> ○ Priority of Service—veterans and their family members receive priority of service before non-veteran individuals at AJCs; must identify as a veteran. ○ State Job Banks—each state has its own free job board that allows searches for jobs in specific states/cities. ○ Unemployment Compensation (UCX)—research the state where UCX will be filed to determine requirements and eligibility. 	


STEP 5: Plan for Civilian Employment/Vocational Training

<p>Identifying Skills & Interests</p>		<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 52</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • Another resources provided by DOL is O*NET Online. This website focuses on identifying skills and interests and assists with researching hundreds of career fields and occupations. • The O*NET database contains hundreds of standardized and occupation-specific descriptors on almost 1,000 occupations covering the entire U.S. economy. It also includes: <ul style="list-style-type: none"> ○ Interest Profiler (IP)—identifies skills, abilities, and interests and careers where those skills and abilities are used. ○ My Next Move for Veterans—Search careers by using keywords, branch of Service, and the military occupational code (MOC). ○ IP and My Next Move are used during the MOC Crosswalk on DoD Transition Day and during the Vocational Track. <p>The VMET is not a DOL resource, but is a useful tool for transition:</p> <ul style="list-style-type: none"> • Verification of Military Experience and Training (VMET) (DD Form 2586)—provided by DoD to document and verify military experience and training. <ul style="list-style-type: none"> ○ Useful for determining skills, deciding on a career path, writing a resume, and translating military terminology into civilian terms. ○ Available to all Service members including National Guard and Reservists. ○ Encourage Service members to verify their VMET is accurate at least 120 days prior to separation; incorrect information can be corrected by the Personnel office. 	

STEP 5: Plan for Civilian Employment/Vocational Training

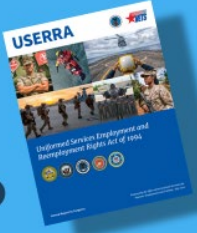
<p>Credentialing</p>		<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 54</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> ● Credentialing is the generic term for licenses and certification. Sometimes credentials are legally required to perform certain jobs, and employers may give preference in hiring or higher salaries to candidates with credentials. Types of credentials include: <ul style="list-style-type: none"> ○ Licenses—granted by a governmental agency to practice a specific occupation, e.g., medical license for doctors, state teaching certification for teachers, etc. ○ Certifications—issued by a non-government agency, association, or private-sector company and may be required or optional. ○ Certificates are not the same as certifications as they document completion of a course, but do not show proof of competency and are not regarded highly by most employers. ● Credential Resources: <ul style="list-style-type: none"> ○ Credentialing Opportunities On-Line (COOL)—determines if military training or experience can be used toward a license or credential. <ul style="list-style-type: none"> ▪ Each Service has a COOL website geared toward its specific MOS, MOC, or Rating that provides additional information on relevant credentials, how to requirement gaps, and where to gain civilian credentials. ○ MilGears—uses military training, duty assignments, off-duty education, credentialing, and in-Service/post-Service goals to create a personal assessment of civilian credentials and career opportunities. ● Additional credentialing information is included in the DOL Vocational Track: Career and Credential Exploration (C2E). 	

STEP 5: Plan for Civilian Employment/Vocational Training

<p>Ways to Gain Experience</p>	 <p>GAINING EXPERIENCE</p> <ul style="list-style-type: none"> ▪ Apprenticeships/OJT ▪ United States Military Apprenticeship Program (USMAP) ▪ DoD SkillBridge ▪ Volunteering <ul style="list-style-type: none"> • AmeriCorps 	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 57</p>	
<p>Required Points to Present</p>	<p>In addition to education and credentials, it is important to gain experience. There are multiple ways to gain experience in the civilian sector:</p> <ul style="list-style-type: none"> ○ Apprenticeships—perform work for an employer and gain on-the-job training (OJT) while being paid a wage; may attend classroom instruction prior to OJT or at the same time. <ul style="list-style-type: none"> ▪ May be able to receive GI Bill benefits during an apprenticeship. ○ United States Military Apprenticeship Program (USMAP)—a formal military training program that allows Service members to improve their job skills and complete civilian apprenticeship requirements while on active duty; provided at no cost and requires no off-duty hours. ○ DoD SkillBridge—job skills training program allows Service members to participant in civilian apprenticeships, internships, and job training while still on active duty and receiving full military pay and benefits. <ul style="list-style-type: none"> ▪ Must be within 180 days of separation date to participate. ▪ Requires approval from first field-grade level Commander. ▪ Each Service has individual guidelines and requirements for participation. ▪ Contact the local TAP office for more information. ○ Volunteering—increases the likelihood of gaining employment and provides opportunities to gain experience, build a resume, and network in a specific career field. AmeriCorps is a national service/volunteer program providing valuable experience helping communities solve tough challenges 	

STEP 5: Plan for Civilian Employment/Vocational Training

Uniformed Service Employment and Reemployment Rights Act (USERRA)



UNIFORMED SERVICE EMPLOYMENT AND REEMPLOYMENT RIGHTS ACT (USERRA)

- Federal law that establishes rights and responsibilities for uniformed Service members and their civilian employers
- Active Duty, National Guard, and Reserve Members covered by USERRA
- More information provided during DOL modules

54

NOTES:

Resource Guide

Page 60

Required Points to Present

- USERRA is a federal law that establishes rights and responsibilities for uniformed Service members and their civilian employers.
- Interpreted, administered, and enforced by DOL-VETS who will provide details during the DOL modules.



ACTIVITY: Update the *My Transition "To Do" List and Notes Page*

INSTRUCTIONS FOR PARTICIPANTS:

Review the information presented in STEP 5, and add your action items to the "To Do" list in the back of the Resource Guide. (Use a separate sheet of paper if the Resource Guide is not available.) Below are some actions to consider:

- Review DOL resources.
- Research current occupations and possible career choices.
- Download and review VMET for accuracy.
- Consider volunteering after transition.

STEP 6: Learn about Federal Employment

STEP 6:

STEP 1: Plan for Your Transition
 STEP 2: Build Your Transition Team
 STEP 3: Know Your VA Benefits
 STEP 4: Plan for Health/Mental Care and Health Insurance
 STEP 5: Plan for Civilian Employment/Vocational Training
STEP 6: Learn About Federal Employment
 STEP 7: Plan for Further Education
 STEP 8: Consider Starting a Business
 STEP 9: Explore Additional Information and Benefits
 STEP 10: Know Where to Go for Assistance

NOTES:

Resource
Guide

Page 63


Required
Points to
Present

Use your own words to explain the effects of career change pertaining to the STEP. The statement below is from the RG:

Effects of Career Change—

“Many who transition from the military may find employment in the federal, state, or local government. This may occur for various reasons—familiarity with the job or position, wanting to remain within the military space without being in the military, or a desire to support those serving in the military. Finding employment in the federal government can be challenging and time consuming. You are encouraged to take advantage of all the available resources provided in this section if you are seeking employment within the federal government.”

STEP 6: Learn about Federal Employment

<p>Federal Employment Opportunities</p>		<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 63</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • For federal employment, explore USAJOBS.gov, the official website for federal jobs, and Feds Hire Vets, which includes 24 agencies interested in hiring veterans with each providing a veteran representative within the agency. <p>During Application Process:</p> <ul style="list-style-type: none"> • Veterans Preference—a rating system that gives Veterans who qualify additional consideration over non-veterans during the review process for federal employment. <ul style="list-style-type: none"> ○ Eligibility is based, in part, on dates of Service, receipt of a campaign badge, and Service-connected disability. ○ Not all Veterans are eligible for preference. • Special Appointing Authority for Veterans <ul style="list-style-type: none"> ○ Veterans Employment Opportunities Act (VEOA)—provides access to Merit Promotion positions which are open only to current and former federal employees. ○ Veterans Recruitment Appointment (VRA)—allows Veterans to be appointed without open competition to any position they qualify for up to GS-11 or equivalent. ○ Thirty Percent or More Disabled Veterans—Veterans who are disabled 30% or more and qualified may be given a temporary or term position and could then be converted to a permanent appointment. 	

- | | |
|--|---|
| | <ul style="list-style-type: none">• More information will be provided during DOL Employment fundamentals of Career Transition. and the DOL Employment Track: Employment Workshop• In addition, the Office of Personnel Management (OPM) MLC course, <i>Transitioning to Federal Employment</i>, is available online as part of Transition Online Learning. |
|--|---|

STEP 6: Learn about Federal Employment

Post-Military
Employment
Restrictions



NOTES:

Resource
Guide

Page 66

Required
Points to
Present

- **Retiring Service members are under a 180-day restriction for employment within DOD**
 - Applies only to federal employment in DoD.
 - Restriction requires a 180-day waiting period before a military retiree can be hired into the DoD.
 - Exceptions may be granted.
- **Post-Government (Military) Service Restriction Counseling**
 - DoD components are required to provide counseling on Federal and DoD Government service employment restrictions to military members who are leaving active-duty Service.
 - Counseling is required and cannot be declined; written acknowledgment of the restrictions is required by all Service members.



ACTIVITY: Update the *My Transition "To Do" List* and *Notes Page*

INSTRUCTIONS FOR PARTICIPANTS:

Review the information presented in STEP 6, and add your action items to the "To Do" list in the back of the Resource Guide. (Use a separate sheet of paper if the Resource Guide is not available.) Below are some actions to consider:

- Visit the Feds Hire Vets website.
- Review special hiring authorities to determine eligibility.
- Take the Transition to Federal Employment course.
- Receive counseling on government restrictions to employment.

STEP 7: Plan for Further Education

STEP 7:

STEP 1: Plan for Your Transition
 STEP 2: Build Your Transition Team
 STEP 3: Know Your VA Benefits
 STEP 4: Plan for Health/Mental Care and Health Insurance
 STEP 5: Plan for Civilian Employment/Vocational Training
 STEP 6: Learn About Federal Employment

**STEP 7:
 Plan for Further Education**

STEP 8: Consider Starting a Business
 STEP 9: Explore Additional Information and Benefits
 STEP 10: Know Where to Go for Assistance

58

NOTES:

Resource
 Guide

Page 69

Required
 Points to
 Present

Use your own words to explain the effects of career change pertaining to the STEP. The statement below is from the RG:

Effects of Career Change—

“If you are seeking a complete career change, you may need to complete the educational requirements prior to seeking employment. Explore the vast resources available to you as you transition from the military to higher education.”

STEP 7: Plan for Further Education

DoD
Education
Track:
Managing
Your (MY)
Education

NOTES:

Resource
Guide

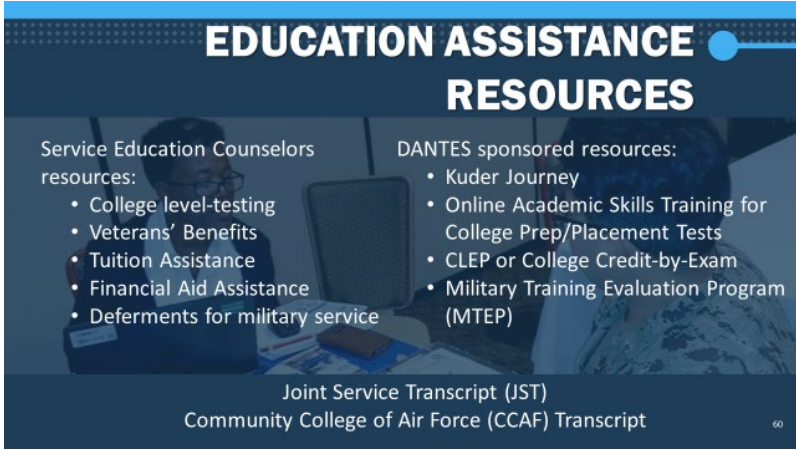
Page 69

Required
Points to
Present

- Assists service members **and their dependents*** with identifying the higher education requirements that support their personal career goals.
- Information on both undergraduate and graduate degrees is included in the module.
- The two-day workshop includes the following topics:
 - Education terms
 - Reasons for earning a degree
 - Choosing a field of study
 - Degree options
 - Choosing an institution
 - Gaining admission
 - Transfer credit
 - Funding options
- CRS: Complete a comparison of higher education institution options

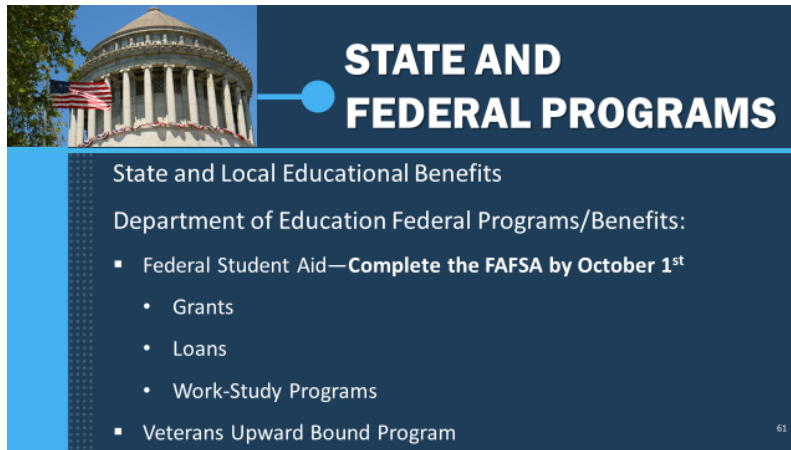
*Spouses and dependents are encouraged to attend the DoD Education Track, especially if they are using GI Bill benefits.

STEP 7: Plan for Further Education

<p>Service/ Installation Education Assistance</p>		<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 69</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • Education counselors provide information for undergraduate, graduate, and certificate programs as well as information on: <ul style="list-style-type: none"> ○ College level testing ○ Veterans benefits ○ Tuition Assistance ○ Financial Aid • DANTES-sponsored programs used by Service Education Counselors include: <ul style="list-style-type: none"> ○ Career exploration, e.g., Kuder Journey ○ Academic Skills Training for College Preparation <ul style="list-style-type: none"> ▪ Online Academic Skills Course (OASC)—lessons that address specific needs in basic math, science, reading comprehension, and vocabulary ▪ College Placement Skills Test (CPST)—preparation for college entrance and placement exams. ○ College-Level Examination Program® (CLEP)/DANTES Subject Standard Tests (DSST)—tests which allow college credit to be earned for existing knowledge acquired outside of a traditional classroom. ○ Military Training and Experience Evaluation (MTEP)—collaboration with the American Council on Education (ACE) to determine college credits awarded for military education and training. • Joint Service Transcript (JST)—lists military education and training and provides credit recommendations. • Community College of the AF (CCAF) regionally accredited community college to promote education within the Air Force. 	

STEP 7: Plan for Further Education

State and Federal Aid Programs



STATE AND FEDERAL PROGRAMS

State and Local Educational Benefits

Department of Education Federal Programs/Benefits:

- Federal Student Aid—**Complete the FAFSA by October 1st**
 - Grants
 - Loans
 - Work-Study Programs
- Veterans Upward Bound Program

61

NOTES:

Resource Guide

Page 72

Required Points to Present

- **State and Local Ed Benefits**—some states have additional education benefits such as free or discounted tuition at state schools for veterans and/or families.
- Federal education programs can assist with improving academic skills, and also provide additional funding for education. **Apply for federal student aid, even if using the GI Bill, as it may NOT cover all expenses.**
- Programs administered by the U.S. Department of Education (ED)
 - **Federal Student Aid—Complete the Federal Application for Federal Student Aid (FAFSA) as early as October 1st of the year prior to starting classes.**
 - Grants, loans, and work-study programs (must complete the FAFSA)
 - Can be used with the GI Bill
 - **Veterans Upward Bound Program**—helps refresh academic skills before college.

ACTIVITY: Update the *My Transition “To Do” List and Notes Page*



INSTRUCTIONS FOR PARTICIPANTS:

Review the information presented in STEP 7, and add your action items to the “To Do” list in the back of the Resource Guide. (Use a separate sheet of paper if the Resource Guide is not available.) Below are some actions to consider:

- Consider taking the DoD Education Track: Managing Your (MY) Education.
- Visit an Education Counselor.
- Utilize DANTES Resources (Kuder Journey, CLEP, college placement exam practice).
- Access your Joint Services Transcript (JST).
- Research state and federal education benefits.

STEP 8: Consider Starting a Business

STEP 8:

STEP 1: Plan for Your Transition
 STEP 2: Build Your Transition Team
 STEP 3: Know Your VA Benefits
 STEP 4: Plan for Health/Mental Care and Health Insurance
 STEP 5: Plan for Civilian Employment/Vocational Training
 STEP 6: Learn About Federal Employment
 STEP 7: Plan for Further Education

STEP 8:
Consider Starting a Business

STEP 9: Explore Additional Information and Benefits
 STEP 10: Know Where to Go for Assistance

62

NOTES:

Resource
Guide

Page 74

Required
Points to
Present

Use your own words to explain the effects of career change pertaining to the STEP. The statement below is from the RG:

Effects of Career Change—

“Starting or running your own business may be all or part of your post-transition plan. To understand how to begin this process, the Small Business Administration (SBA) is the best possible resource.”

STEP 8: Consider Starting a Business

SBA
Entrepreneurship
Track:
Boots to
Business (B2B)



NOTES:

Resource
Guide

Page 74

Required
Points to
Present

- SBA Entrepreneurship Track: Boots to Business provides an overview of entrepreneurship for those interested in opening new businesses, growing an existing business, or managing one as they transition from military to civilian life.
 - The two-day workshop includes the following topics:
 - Identifying business opportunities
 - Constructing a business plan
 - Mapping strategies for success
 - Launching a new business enterprise

STEP 8: Consider Starting a Business

Veterans
Federal
Procurement
Opportunities
& Assistance



VETERANS FEDERAL PROCUREMENT OPPORTUNITIES & ASSISTANCE

Veteran entrepreneurship is supported by SBA, VA, and DoD through the following legislation and programs:

- **SBA—Small Business Development Act 1999** created goals for veteran contracts.
- **DoD Procurement Technical Assistance Center Program** helps businesses pursue government contracts.
- **VA Small and Veteran Business Program** provides support to small and veteran businesses.

NOTES:

Resource
Guide

Page 75

Required
Points to
Present

- Veteran entrepreneurship is supported by SBA, VA, and DoD through legislation and programs:
 - **SBA—Small Business Development Act 1999** created veteran contract goals.
 - **DoD Procurement Technical Assistance Center Program** helps businesses pursue government contracts.
 - **VA Small and Veteran Business Program** provides support to small and veteran businesses.



ACTIVITY: Update the *My Transition "To Do" List* and Notes Page

INSTRUCTIONS FOR PARTICIPANTS:

Review the information presented in STEP 8, and add your action items to the “To Do” list in the back of the Resource Guide. (Use a separate sheet of paper if the Resource Guide is not available.) Below are some actions to consider:

- Consider taking the SBA Entrepreneurship Track: Boots to Business.
- Research the SBA website.
- Contact the VA Small and Veteran Business Programs.
- Explore the DoD Procurement Technical Assistance Center Program.

STEP 9: Explore Additional Information and Benefits

STEP 9:

STEP 1: Plan for Your Transition
 STEP 2: Build Your Transition Team
 STEP 3: Know Your VA Benefits
 STEP 4: Plan for Health/Mental Care and Health Insurance
 STEP 5: Plan for Civilian Employment/Vocational Training
 STEP 6: Learn About Federal Employment
 STEP 7: Plan for Further Education
 STEP 8: Consider Starting a Business

**STEP 9:
 Explore Additional Information and
 Benefits**

STEP 10: Know Where to Go for Assistance

65

NOTES:

Resource
 Guide

Page 77

Required
 Points to
 Present


Use your own words to explain the effects of career change pertaining to the STEP. The statement below is from the RG:

Effects of Career Change—



“As you transition and change careers, it is beneficial to explore additional information, benefits, and resources provided to support you.”

- There are many benefits available to transitioning Service members and Veterans beyond those provided by the VA.
- This section provides additional information on a few topics and highlights *some* of the available federal and state benefits, but is not inclusive or comprehensive of all benefits available.

STEP 9: Explore Additional Information and Benefits

Extremism Post- Transition	 <p>EXTREMISM REPORTING METHODS</p> <ul style="list-style-type: none">▪ For an emergency, call 911▪ FBI-Tips Electronic Tip Form: https://tips.fbi.gov/▪ Local FBI offices: https://www.fbi.gov/contact-us/field-offices <p>66</p>	NOTES:
Resource Guide	Page 77	
Required Points to Present	<ul style="list-style-type: none">• When you began your military service, you took an oath to support and defend the Constitution of the United States against all enemies, foreign and domestic.• You have been trained to avoid and report extremist groups and activities, which go against the fundamental principles of that oath.• As you leave military service, guard against attempts to be radicalized, continue to take a stand against extremism organizations, and report suspicious activities to the proper authorities.• Reporting methods are listed on the screen and in the RG.	

STEP 9: Explore Additional Information and Benefits

<p>Immigration</p>	 <p>U.S. Immigration and Customs Enforcement</p>  <h3>IMMIGRATION STATUS</h3> <p>Request information on immigration status and expedited naturalization:</p> <ul style="list-style-type: none"> ▪ DD 2648 eForm—Opt in ▪ DD 2648 printed form—Write an “opt in” election in Section XI – REMARKS, item 48 	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Page 78</p>	
<p>Required Points to Present</p>	<ul style="list-style-type: none"> • Immigration Status—Service members may request additional information on immigration status and expedited naturalization during IC. <ul style="list-style-type: none"> ○ DD eForm 2648—includes an option to “opt in” to receive more information ○ DD2648 printed form—allows for an “opt in” election to be written in Section XI—REMARKS, item 48 • If immigration information has not been provided, have participants speak with a TAP counselor, contact the local legal office, or reach out to the U.S. Citizenship and Immigration Service at the website provided in the RG. 	

STEP 9: Explore Additional Information and Benefits

Opt-In for State Information

OPT-IN FOR STATE INFORMATION

- 1** Opt-in with your civilian email on the DD 2648
- 2** Indicate the state or states where you may live after transition
- 3** State representatives will contact you with information on employment, housing, education, etc.

The graphic includes a map of the United States with red dots indicating various states. A small number '68' is visible in the bottom right corner of the graphic.

NOTES:

Resource Guide

Page 78

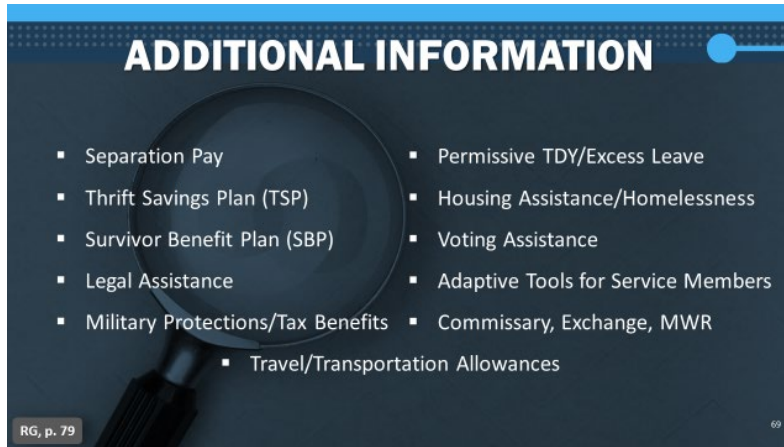
Required Points to Present

During the IC and initiating of the DD 2648, SM were offered the opportunity to share their email with the state or states to which they may be moving.

- Stress this is **Opt-in only** and the email will be shared only with the state to provide information specific to that state.
- Each State will determine what is to be provided, but may include:
 - Employment information
 - Education information
 - Housing information
 - Resources specific to that state
- To receive State-specific information:
 1. List your civilian email on the DD 2648.
 2. Indicate the state or states where you may live after transition.
 3. State Representatives will contact you with information on employment, housing, education, etc.

STEP 9: Explore Additional Information and Benefits

Additional Information and Benefits



NOTES:

Resource Guide

Page 79

Required Points to Present

The RG provides additional information and benefits which are not discussed in this brief, but may be covered during TAP Curriculum. The RG provides additional information on the following:

- **Separation Pay**—Those being involuntarily separated or released from active duty, may be eligible for separation pay. Eligibility and amounts are determined by the type of separation and vary greatly from person to person. The personnel office can provide more details on eligibility.
- **Thrift Savings Plan (TSP)**—No matter if you separate or retire, you will retain your TSP account, a decision needs to be made as to what to do with the funds; options will be covered more fully in the financial planning for transition.
- **Survivor Benefit Plan (SPB)—Retirees only**—SBP is a very personal topic; your installation may have a separate class or you may need to make an appointment with a financial counselor to discuss your financial situation and SBP.
- **Legal Assistance**—Post-transition you may or may not have access to free legal assistance; utilize legal assistance to address legal matters prior to separation or retirement.
- **Military Protections and Tax Benefits**
 - After transition, many military protections, such as Military Lending Act and Servicemembers Civil Relief Act will no longer apply. Along with tax benefits

you have enjoyed, such as the non-taxable entitlements and no penalty extension on taxes.

- This will be more fully addressed in the Financial Planning for Transition course

- **Travel and Transportation Allowances**—The final move for separation/retirement is different from the other moves, with additional guidelines on transportation and allowances. For more information, contact the Personal Property or Transportation Office to schedule a personalized appointment.

- **Permissive Temporary Duty (PTDY) and Excess Leave (EL)**—
 - PTDY or EL **may** be authorized for the purpose of job search and house hunting activities.
 - Not available for those voluntarily separating at ETS or involuntarily separating under OTH.
 - For additional information contact your personnel office; Your unit commander can provide approval.

- **Housing Assistance Information**
 - **U.S. Department of Housing and Urban Development (HUD)**
 - HUD Veteran Resource Center (HUDVET)
 - ✓ Resources, programs, and Services for Veterans facing the possibility of homelessness.
 - HUD also provides a list of State resources and programs for:
 - ✓ Avoiding foreclosure
 - ✓ Financing home improvements
 - ✓ Buying and selling a home
 - **Homelessness**—Concerned about the possibility of home insecurity, schedule a session with a VA Benefits Advisor or talk with your TAP Manager during your Capstone event.

- **Voting Assistance**—Post-transition, a SM is no longer covered by the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) unless remaining or moving overseas. Notify local election official of your change in voter registration status and update information to vote locally.

- **Adaptive Tools for Service Members**—DoD Computer/Electronic Accommodations Program (CAP) provides assistive technologies to transitioning

Service members with limitations at no cost to the individual or agency. To determine if you qualify, visit the CAP website.

- **Commissary, Exchange, and Morale, Welfare, and Recreation (MWR) Benefits—** Depending on your separation status, honorably or general discharged Veterans may be eligible for access to some or all of these services when you separate.



ACTIVITY: Update the *My Transition “To Do” List and Notes page*

INSTRUCTIONS FOR PARTICIPANTS:

Review the information presented in STEP 9, and add your action items to the “To Do” list in the back of the Resource Guide. (Use a separate sheet of paper if the Resource Guide is not available.) Below are some actions to consider:

- Ask about expedited immigration status, if applicable.
- Opt in on the DD 2648 to receive information from selected states.
- Determine if you are eligible for Separation Pay.
- If retiring, speak with the financial counselor about SBP.
- Update legal documents.
- If eligible, plan for PTDY/EL.
- Change your voting registration.
- Visit the CAP website, if needed.

Step 10: Know Where to Go for Assistance

STEP 10:

STEP 1: Plan for Your Transition
 STEP 2: Build Your Transition Team
 STEP 3: Know Your VA Benefits
 STEP 4: Plan for Health/ Mental Care and Health Insurance
 STEP 5: Plan for Civilian Employment/Vocational Training
 STEP 6: Learn About Federal Employment
 STEP 7: Plan for Further Education
 STEP 8: Consider Starting a Business
 STEP 9: Explore Additional Information and Benefits

STEP 10:
Know Where to Go for Assistance

69

NOTES:

Resource
Guide

Page 89


Required
Points to
Present

Use your own words to explain the effects of career change pertaining to the STEP. The statement below is from the RG:

Effects of Career Change—

“As you transition, the most important thing to know is where to go when you have a question. The best place for any question relating to transition is the installation TAP Office. The Transition Counselors and Managers have knowledge and resources to assist in your transition.”

Step 10: Know Where to Go for Assistance

<p>Installation Resources</p>	 <p>INSTALLATION RESOURCES</p> <p>This slide is included for sites to add site-specific information about Installation Resources.</p> <p>See font and color details below.</p> <p>HIDE slide if not used; do not DELETE slide as it may be needed for future presentations.</p> <p><small>Title Font: 48-54 pts - Franklin Gothic Medium, All CAPS. Body Font: Minimum 18 pts - Calibri Body</small></p> <p><small>Color Codes: Dark Blue - RGB [R: 30, G: 61, B: 88] Light Blue - RGB [R: 0, G: 176, B: 240]</small></p> <p><small>69</small></p>	<p>NOTES:</p>
<p>Resource Guide</p>	<p>Facilitator Guide only</p>	
<p>Additional Information</p>	<p>Use this slide to provide specific details for Installation Resources by following the guidelines provided on the slide. HIDE the slide if not used; do not DELETE the slide as it may be needed for future presentations.</p>	

Step 10: Know Where to Go for Assistance

Partner Agencies

AGENCY PARTNERS & WEBSITES

- **DoD TAP**
- **DOL VETS**
- **VA.GOV**
- **SBA OVBD**

Benefit	Website/Link
Step 10: Know Where to Go for Assistance	
DoDTAP	www.dodtap.mil
DOL Vets	https://www.dol.gov/agencies/vets
VA Veterans Resources	https://www.va.gov
SBA Office of Veteran Business Development	https://www.sba.gov/about-sba/sba-locations/headquarters-offices/office-veterans-business-development

NOTES:

Resource Guide

Page 89/92

Required Points to Present

TAP is an inter-agency program, and each agency provides transition resources.

- **DoD TAP**—comprehensive resource to support separation, transition, and retirement-related issues. From the DoD TAP web portal, you can:
 - Learn about the Transition Assistance Curriculum
 - Determine how and where to prepare for transition to civilian life
 - Discover a host of online resources

- **DOL VETS**—designed to prepare America’s Veterans, Service members, and their spouses for meaningful careers; provide them with employment resources and expertise. From the DOL Vets website you can access information on the following topics:
 - Employment
 - Veteran Employment Services and Apprenticeships
 - Veterans Preference
 - Employment Resources for Spouses

- **VA Veteran Resources**—the entrance portal for all VA-related benefits and resources. From the VA website you can access:
 - Healthcare
 - Disability
 - Education
 - Records

- **SBA Office of Veterans Business Development (OVBD)**—maximizes the availability, applicability, and usability of small business programs for Veterans, Service-Disabled Veterans, Reserve Component Members, and their dependents or survivors. From the OVBD website you can:
 - Find a business guide
 - Learn about funding programs
 - Learn about federal contracting
 - Enter the SBA learning center
- A **Quick Guide for Websites** that lists all the websites related to the topics discussed during this brief can be found at the back of the Resource Guide.

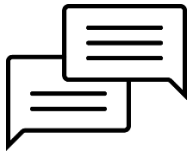


ACTIVITY: Update the *My Transition “To Do” List and Notes Page*

INSTRUCTIONS FOR PARTICIPANTS:

Review the information presented in STEP 10, and add your action items to the “To Do” list in the back of the Resource Guide. (Use a separate sheet of paper if the Resource Guide is not available.) Below are some actions to consider:

- Review installation resources to determine which would be beneficial.
- Research DOD, DOL, VA, and SBA transition websites for further resources.



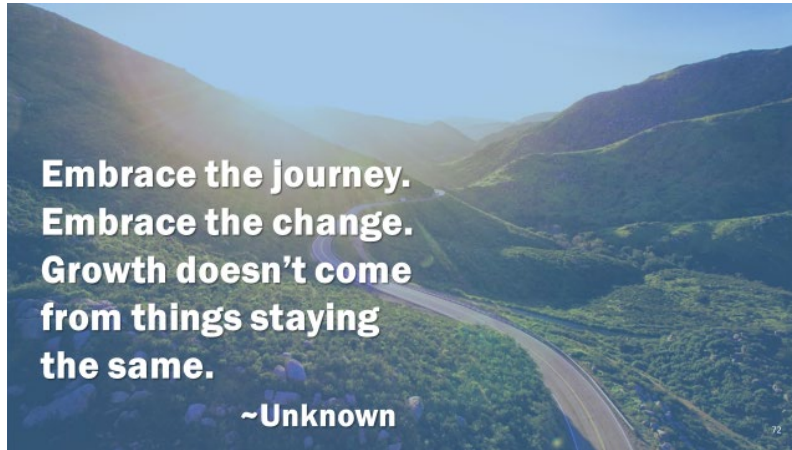
ACTIVITY: Review and Check Knowledge

INSTRUCTIONS FOR FACILITATOR:

1. Ask for volunteers to share 1-2 items they added to their “To Do” lists without repeating previously mentioned items.
2. If no one volunteers (never force anyone to participate), mention a few tasks that are relevant to the demographics of the audience, such as:
 - a. Creating a DS Logon
 - b. Reviewing the DD 214
 - c. TSP and SBP for retirees
 - d. GI Bill information for those interested in further education
 - e. DOL Vocational Track for those who are undecided about a career
 - f. Exploring SkillBridge
 - g. Any other topics you feel are essential to the group
3. Encourage participants to continue to add items to their lists as they attend future TAP modules.

Summary

Closing
Quote



NOTES:

Resource
Guide

Page 91

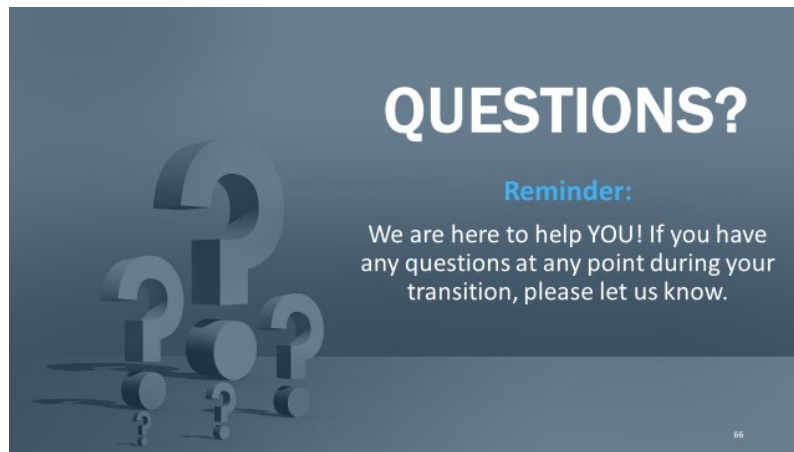
Required
Points to
Present

Summary message to Service members: Transitioning from the military can be exciting, challenging, and probably a bit stressful when it brings up questions and creates times of uncertainty. We hope this information provided during this brief, the Resource Guide, early preparation, and the use of your transition team will decrease concerns, stress, and uncertainty. Preparation is key to a successful transition—lean on your resources, ask questions, and seek out assistance. We wish you great success in your next adventure!

Embrace the journey.
Embrace the change.
Growth doesn't come from things staying the same.
-Unknown

Summary

Wrap Up



NOTES:

Resource
Guide

Facilitator Guide only

Required
Points to
Present

- Answer any remaining questions and remind participants of their next steps in the transition process.

Quick Guide for Websites

Benefit	Website/Link
Step 1: Plan for Your Transition	
DoD Curriculum Participant Guides	www.divdshub/net/DoDTAP.mil
DoD TAP	www.DoDTAP.mil
VA Benefits and Services Participant Guide	https://benefits.va.gov/transition/tap.asp
DOL Curriculum Participant Guides	https://www.dol.gov/agencies/vets/programs/tap
DMDC myAccess	https://myaccess.dmdc.osd.mil/
Step 2: Build Your Transition Team	
Army – Transition Assistance Program Centers	www.armytap.army.mil
Navy – Fleet and Family Support Centers	https://www.cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/work-and-family-life/transition_assistance.html
Air Force – Airman/Military and Family Readiness Centers	https://www.afpc.af.mil/Airman-and-Family/Transition-Assistance-Program/
Marine Corps – Career Resource Centers	https://www.usmc-mccs.org/services/career/transition-readiness
Coast Guard – Health, Safety and Work-Life Services Center	https://www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/Work-Life-Field-Offices/
American Job Centers (AJC)	https://www.careeronestop.org/LocalHelp/AmericanJobCenters/american-job-centers.aspx
VA Vet Centers	www.vetcenter.va.gov
Military OneSource	www.militaryonesource.mil
MSO/VSO	https://www.va.gov/vso/
National Resource Directory	https://nrd.gov
Military Life Cycle Modules	TAPevents.org/courses
Step 3: Know Your VA Benefits	
VA Benefits and Services Participant Guide	https://benefits.va.gov/transition/tap.asp
VA Disability Benefits	https://www.va.gov/disability/

Benefit	Website/Link
Benefits Delivery at Discharge (BDD)	https://www.va.gov/disability/how-to-file-claim/when-to-file/pre-discharge-claim/
VA Health Care	https://www.va.gov/health-care/
Women’s Health Care	https://www.va.gov/health-care/health-needs-conditions/womens-health-needs/
Women’s Health Transition Training	https://www.va.gov/womenvet/whtt/
Transition and Care Management (TCM)	https://www.oefoif.va.gov/caremanagement.asp
VA Mental Health Care	https://www.samhsa.gov/find-treatment
VA Dental Care	https://www.va.gov/health-care/about-va-health-benefits/dental-care/
VA Education and Training Benefits	https://gibill.custhelp.va.gov/app/answers/detail/a_id/947
Transfer Post 9-11 GI Bill	https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/
Montgomery GI Bill (MGIB)	https://www.va.gov/education/about-gi-bill-benefits/montgomery-active-duty/
Montgomery GI Bill Selected Reserves (MGIB-SR)	https://www.va.gov/education/about-gi-bill-benefits
Personalize Career Planning and Guidance (PCPG)	https://www.va.gov/careers-employment/education-and-career-counseling/
Veteran Readiness and Employment (VR&E)	https://www.va.gov/careers-employment/vocational-rehabilitation/
VA Home Loan Program	https://www.va.gov/housing-assistance/
VA Life Insurance	https://www.va.gov/life-insurance/
State VA Benefits	https://www.va.gov/statedva.htm
VA Vet Centers	https://www.vetcenter.va.gov/
VA Solid Start	https://benefits.va.gov/transition/solid-start.asp
Step 4: Plan for Health Care and Health Insurance	
SHPE/SHA with Tricare	https://www.tricareonline.com/
Access Medical Records	https://www.tricare.mil/Resources/MedicalRecords
Medical History Form, 2807-1	https://dcp.psc.gov/ccmis/forms/FORMS_medical_m.aspx
DoD InTransition	https://www.pdhealth.mil/resources/intransition
Suicide Prevention Resources	https://www.veteranscrisisline.net/
Suicide Crisis Line Chat	https://www.veteranscrisisline.net/get-help/chat
DoD Safe – Sexual Assault Resources	http://safehelpline.org/
State/Local Health Care/Mental Health Services	www.statelocalgov.net

Benefit	Website/Link
Qualifying Life Event (QLE) - Separating	https://www.tricare.mil/LifeEvents/Separating
Qualifying Life Event (QLE) - Retiring	https://www.tricare.mil/LifeEvents/Retiring
Qualifying Life Event (QLE) - Deactivating	https://www.tricare.mil/LifeEvents/Deactivating
TRICARE	www.tricare.mil
TRICARE Plan Finder	www.tricare.mil/planfinder
Retired Veteran Under 65	https://www.tricare.mil/Plans/Eligibility/RSMandFamilies
Continued Health Care Benefits Program (CHCBP)	https://www.humanamilitary.com/beneficiary/benefit-guidance/special-programs/chcbp/
Transition Assistance Management Program (TAMP)	https://www.tricare.mil/TAMP
Federal Insurance (FEDVIP)	www.benefeds.com
Federal Long Term Care Insurance Program (FLTCIP)	www.LTCFEDS.com
Health Insurance Marketplace	www.healthcare.gov/veterans
Step 5: Plan for Civilian Employment/Vocational Training	
DOL Participant Guides	https://www.dol.gov/agencies/vets/programs/tap
DOL Vets	www.veterans.gov
Veteran and Military Transition Center	www.careeronestop.org/veterans
Transition Employment Assistance for Military Spouses (TEAMS)	www.Veterans.gov/MilSpouses/Events
Career One Stop/American Job Centers	www.CareerOneStop.org
State Job Banks	https://www.careeronestop.org/JobSearch/FindJobs/state-job-banks.aspx
Unemployment Compensation	www.careeronestop.org/veterans/toolkit/find-unemployment-benefits.aspx
O*NET Online	https://www.onetonline.org/
My Next Move for Veterans	www.mynextmove.org/vets/
Verification of Military Experience and Training (VMET)	https://milconnect.dmdc.osd.mil/milconnect/
Licensing/Certification Training	www.careeronestop.org/FindTraining/ https://www.dol.gov/agencies/vets
Apprenticeships	www.apprenticeship.gov
COOL - DoD	https://www.cool.osd.mil

Benefit	Website/Link
COOL - Army	https://www.cool.osd.mil/army/index.htm
COOL – Marine Corps	https://www.cool.navy.mil/usmc
COOL - Navy	https://www.cool.navy.mil/usn/
COOL – Air Force	https://afvec.us.af.mil/afvec/Public/COOL/
COOL – Coast Guard	https://www.cool.osd.mil/uscg/
MilGears	https://milgears.osd.mil/
United States Military Apprenticeship Program (USMAP)	https://usmap.netc.navy.mil/usmaps/static/index.htm
DoD SkillBridge	https://dodskillbridge.usalearning.gov
Volunteering	www.VolunteerMatch.org
AmeriCorps	https://www.americorps.gov/members-volunteers
Uniformed Services Employment and Reemployment Rights Act (USERRA)	https://www.dol.gov/agencies/vets/programs/userra www.esgr.mil www.benefits.va.gov/guardreserve
Step 6: Learn about Federal Employment	
Transition to Federal Hiring Course	https://tapevents.org/courses
OPM Federal Hiring Course	www.usajobs.gov/notification/events
Feds Hire Vets	https://www.fedshirevets.gov/
USA Jobs	www.usajobs.gov
Veteran Employment Program Offices (VEPO)	https://www.fedshirevets.gov/veterans-council/agency-directory/
Step 7: Plan for Future Education	
Managing Your Education Track – Online Version	https://TAPEvents.org/courses
Defense Activity for Non-Traditional Education Support (DANTES)	www.dantes.doded.mil
Joint Service Transcript (JST)	https://jst.doded.mil/jst/
Department of Education Federal Aid	https://studentaid.ed.gov/sa/ https://www2.ed.gov/programs/triovub/index.html
State/Local Education Benefits for Veterans	https://www.military.com/education/money-for-school/state-veteran-benefits.html

Step 8: Consider Starting a Business	
SBA - Boots 2 Business- Online Version	https://TAPEvents.org/courses
Veterans Business Outreach Center (VBOC)	www.sba.gov/vboc
System for Award Management (SAM)	https://www.sam.gov
Mentor-Protégé Program	https://www.sba.gov/
VA Small and Veterans Business Program	https://www.va.gov/osdbu/programs
DoD Procurement Technical Assistance Center Program (PTACs)	https://www.aptac-us.org
Step 9: Explore Additional Information and Benefits	
FBI Extremism Tip Line	https://tips.fbi.gov/
Immigration Status	https://www.uscis.gov/
State Benefits for Veterans	https://www.va.gov/statedva.htm
Thrift Savings Plan (TSP)	https://www.tsp.gov/changes-in-your-career/leaving-the-federal-government/
Survivor Benefit Plan (SPB)	https://militarypay.defense.gov/Benefits/Survivor-Benefit-Program/
Military Protections and Tax Benefits (MLA and SCRA)	https://www.consumerfinance.gov/practitioner-resources/servicemembers/
Office of Housing and Urban Development (HUD)	https://www.hud.gov/program_offices/comm_planning/veteran_information
Voting Assistance	www.fvap.gov/links www.fvap.gov/military-voter/transition
Adaptive Tools for Service Members	https://www.cap.mil/
Step 10: Know Where to Go for Assistance	
DoDTAP	www.dodtap.mil
DOL Vets	https://www.dol.gov/agencies/vets
VA Veterans Resources	https://www.va.gov
VA - Healthcare	https://www.va.gov/health-care/
VA – Disability	https://www.va.gov/disability/
VA - Education	https://www.va.gov/education/
VA - Records	https://www.va.gov/records/
SBA Office of Veteran Business Development	https://www.sba.gov/about-sba/sba-locations/headquarters-offices/office-veterans-business-development

