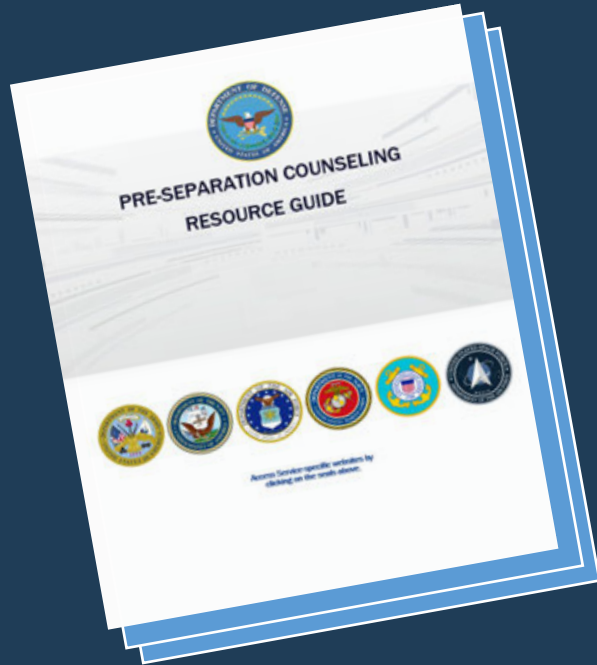


# PRE-SEPARATION COUNSELING RESOURCE GUIDE



1. Use the QR code on the right or the URL below to go to:  
[https://www.tapevents.mil/Assets/ResourceContent/TAP/Pre Separation Counseling Resource Guide.pdf](https://www.tapevents.mil/Assets/ResourceContent/TAP/Pre%20Separation%20Counseling%20Resource%20Guide.pdf)
2. Select the *Pre-Separation Counseling Resource Guide*.
3. Download and save the Resource Guide on your computer or email it to yourself if using a government computer.



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

OCTOBER 2023



# PRE-SEPARATION COUNSELING

# DISCLAIMER

The information provided herein does not constitute a formal endorsement of any company, its products, or services by the U.S. Department of Defense (DoD). Specifically, the appearance or use of external hyperlinks does not constitute endorsement by the DoD of the linked websites or the information, products, or services contained therein. The DoD does not exercise any editorial control over the information you may find at these locations. While this information provides informational resource material to assist military personnel and their families in identifying or exploring resources and options, the resources provided are not exhaustive.

All websites and URLs in this guide were active at the date of publication. However, web content is subject to change without notice. Users of this guide are advised to confirm information is current.

**THE JOURNEY OF A  
THOUSAND MILES  
BEGINS WITH ONE  
STEP.**

- Lao Tzu

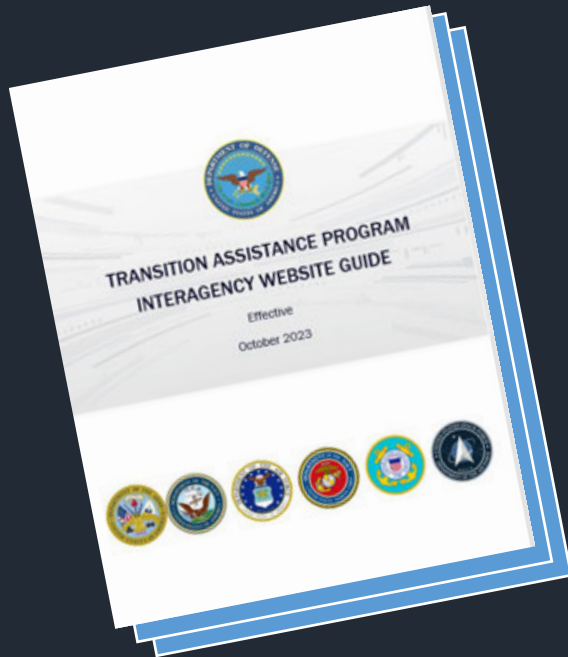


# 10 STEPS TO TRANSITION



- 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

# THE TAP INTERAGENCY WEBSITE GUIDE



1. Use the QR code on the right or the URL below to go to:  
[https://www.tapevents.mil/Assets/ResourceContent/TAP/TAP Interagency Website Guide.pdf](https://www.tapevents.mil/Assets/ResourceContent/TAP/TAP%20Interagency%20Website%20Guide.pdf)
2. Download and save the Website Guide on your computer or email it to yourself if using a government computer



# MY TRANSITION “TO DO” LIST AND NOTES PAGE

The worksheet is titled "My Transition 'To Do' List". It features a table with two columns: "Task" and "Complete?". The "Complete?" column contains a series of checkboxes, with the first one already checked. The table is designed for listing tasks and tracking their completion.

Complete?	Task
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## ACTIVITY

Throughout this brief, add the tasks you need to complete and take notes as you prepare for transition.



# **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**

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**STEP 10: Know Where to Go for Assistance**



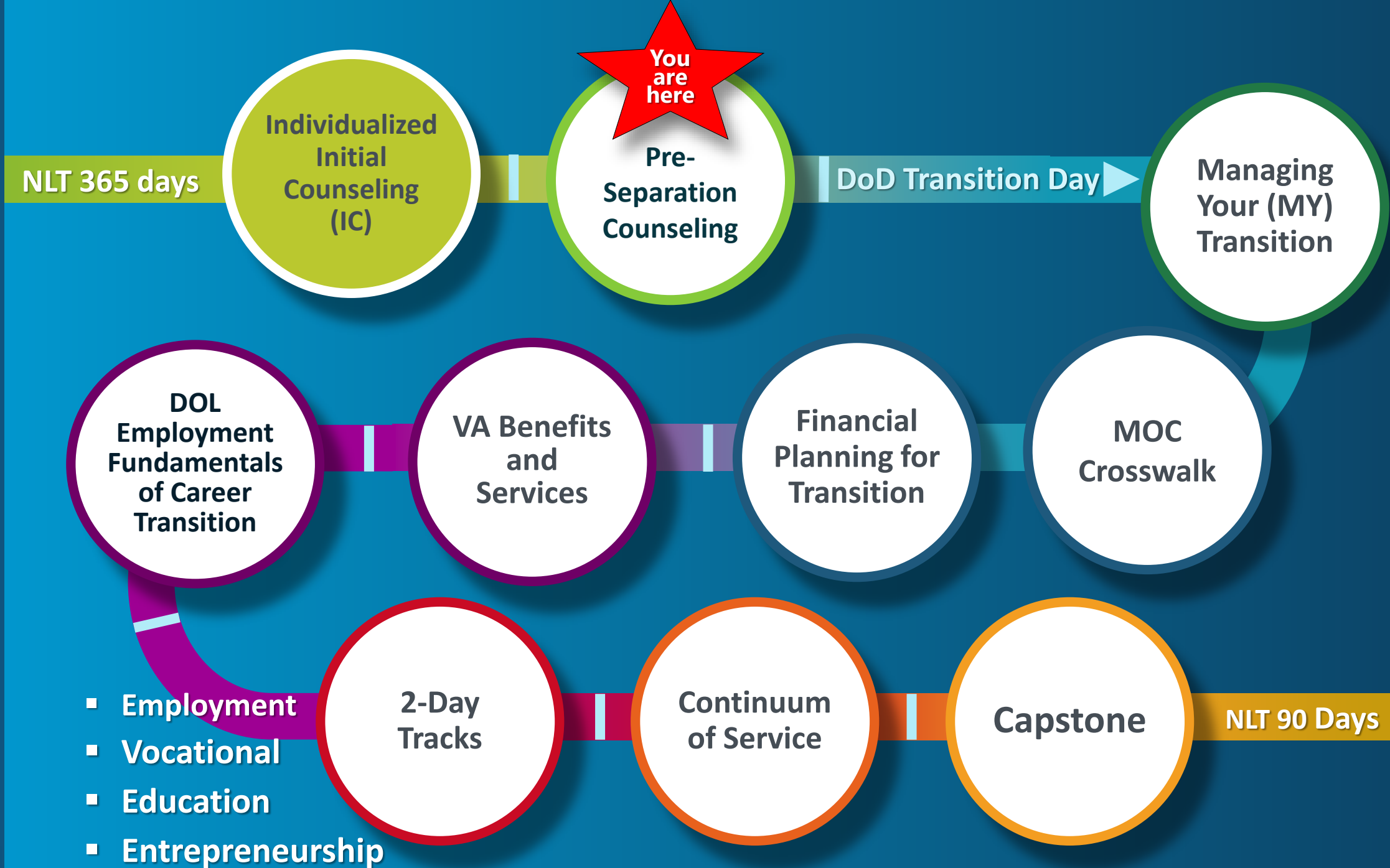
# TRANSITION ASSISTANCE PROGRAM (TAP)

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



# TAP OVERVIEW



# CAREER READINESS STANDARDS



Ensure you are  
ready for  
transition.

**Individualized  
Initial  
Counseling**

Deliverables  
*assigned*

**TAP Courses**

Deliverables  
*initiated*

**Capstone**

Deliverables  
*verified*



# ● GETTING STARTED

## ▶ INDIVIDUALIZED INITIAL COUNSELING

CRS

- Complete a personal self-assessment
- Initiate an Individualized Transition Plan (ITP)

## ▶ PRE-SEPARATION COUNSELING

# ● INDIVIDUAL TRANSITION PLAN (ITP) ●

**This slide is included for sites to add Service-specific information about the ITP or a transition checklist.**

**See font and color details below.**

**HIDE or DELETE slide if not used.**

**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)

# 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.





# TAP CORE CURRICULUM:

## DoD/DHS Transition Day

▶ MANAGING YOUR (MY) TRANSITION

▶ MOC CROSSWALK

CRS

Complete a Gap Analysis or provide verification of employment

▶ FINANCIAL PLANNING FOR TRANSITION

CRS

Prepare a criterion-based, post-separation financial plan



# TAP CORE CURRICULUM:

## VA Benefits and Services

CRS

Register on [VA.gov](https://va.gov)

# TAP CORE CURRICULUM:

## DOL ONE-DAY WORKSHOP

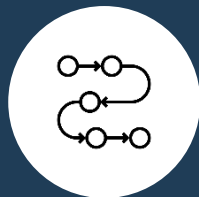
Employment Fundamentals for Career Transition (EFCT)



Introduces the essential tools and resources to evaluate career options.



Provides key information for civilian employment.



Explains the fundamentals of the employment process.

# 2-DAY TRACKS



## EMPLOYMENT



**Complete a resume or provide  
verification of employment**



## VOCATIONAL



**Complete a comparison of technical  
training institution options**



## EDUCATION



**Complete a comparison of higher  
education institution options**



## ENTREPRENEURSHIP

# CONTINUUM OF MILITARY SERVICE OPPORTUNITY

**This slide is included for sites to add site-specific information about the Continuum of Military Service Opportunity (Active-Component only) counseling.**

**See font and color details below.**

**HIDE or DELETE slide if not used.**

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**Color Codes:** Dark Blue - RGB (R: 30, G: 61, B: 88) | Light Blue - RGB (R: 0, G: 176, B: 240)

# CAPSTONE and WARM HANDOVER



## CAPSTONE

- Culminating event in which commander or commanders designee verify attainment of Career Readiness Standards (CRS).
- If not, the commander or designee verifies, confirms, and documents a warm handover to appropriate interagency partner or local resources.

## WARM HANDOVER

- For further assistance with:
  - Housing instability
  - Employment
  - Peer support/community reintegration



# DS LOGON & LOGIN.GOV



**DS Logon**

<https://myaccess.dmdc.osd.mil/>

MilConnect  
DFAS  
MHS GENESIS Patient Portal



**LOGIN.GOV**

[Login.gov](https://login.gov)

VA.gov  
Social Security Benefits  
Small Business Loans  
USAJobs

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES. THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID.

### CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER	
4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		b. STATION WHERE SEPARATED			
9. COMMAND TO WHICH TRANSFERRED			10. SGLI COVERAGE AMOUNT: \$ <input type="checkbox"/> NONE		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)		12. RECORD OF SERVICE			
		a. DATE ENTERED AD THIS PERIOD			
		b. SEPARATION DATE THIS PERIOD			
		c. NET ACTIVE SERVICE THIS PERIOD			
		d. TOTAL PRIOR ACTIVE SERVICE			
		e. TOTAL PRIOR INACTIVE SERVICE			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (List period of service)		f. FOREIGN SERVICE			
		g. SEA SERVICE			
		h. INITIAL ENTRY TRAINING			
		i. EFFECTIVE DATE OF PAY GRADE			
14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)					
15a. COMMISSIONED THROUGH SERVICE ACADEMY				YES	NO
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 3107b)				YES	NO
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, specify type of commitment)				YES	NO
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION				YES NO
18. REMARKS					

# DD Form 214

## Certificate of Release or Discharge from Active Duty



Your DD 214 is the **key** to unlocking all future benefits.



Safeguard your DD 214!

25. SEPARATION AUTHORITY	26. SEPARATION CODE	27. REENTRY CODE
28. NARRATIVE REASON FOR SEPARATION		
29. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD)		30. MEMBER REQUESTS COPY 4 (initials)

DD FORM 214, AUG 2009

PREVIOUS EDITION IS OBSOLETE.

MEMBER - 4

## BEFORE TRANSITION:

- Review the dates and locations of Service on your DD 214 CAREFULLY.
- Have mistakes corrected.

# MY TRANSITION TIMELINE

## 18 - 24 MONTHS

- ❑ Make an appt. with your local TAP Counselor to begin the TAP process
- ❑ If retiring, schedule and attend Individualized Initial Counseling and Pre-Separation Counseling (can occur before 365 days, but no later than 365 days prior to separation or retirement)
- ❑ Identify a [mentor](#)
- ❑ Create a [LinkedIn](#) account and start to build your network
- ❑ Secure your [Joint Service Transcript \(JST\)](#) or [CCAF Transcript and Verification of Military Experience and Training \(VMET\)](#)

## 12-18 MONTHS

- ❑ If separating schedule and attend Individualized Initial Counseling and Pre-Separation Counseling (can occur before 365 days, but no later than 365 days)
- ❑ Explore [SkillBridge](#) or career skills opportunities
- ❑ Review finances to ensure you are financially ready for civilian life. Schedule a meeting with a personal financial counselor
- ❑ Register for/attend TAP workshops and additional tracks
- ❑ Create a [master resume](#)
- ❑ Consider taking CLEP exams

## 6-12 MONTHS

- ❑ Begin and refine your job search
- ❑ Use your master resume to begin drafting targeted resumes
- ❑ Arrange for household goods (HHG) [transportation counseling](#) if you plan to relocate upon separation
- ❑ Review and update your will, and other legal documents
- ❑ Decide if you want to register VA health benefits
- ❑ If retiring, meet with your Service Retirement Office
- ❑ Sign up for a free year of the

## 4-6 MONTHS

- ❑ Start your SHPE and SHA, visit [TRICARE](#) online for information
- ❑ Obtain copies of your [medical records](#)
- ❑ Schedule your physical and dental checkups
- ❑ Consider whether to take [terminal leave](#) or [sell back your leave balance](#)
- ❑ Determine if you are eligible for separation pay or early retirement
- ❑ Submit a pre-discharge disability claim under the Benefits Delivery at Discharge (BDD), if applicable
- ❑ Connect with an [American Job Center \(AJC\)](#) near you

## 3 MONTHS

- ❑ Review your DD 2648 and DD 214
- ❑ Research your health insurance options; register for [TRICARE](#) (if you are retiring)
- ❑ Research life insurance options for self and family
- ❑ Contact your medical treatment facility to get copies of your health and dental records
- ❑ Complete [VA Healthcare registration](#)
- ❑ Set up a one-on-one session with a VA Benefits Advisor
- ❑ Obtain a [Veterans' Preference letter from VA.gov](#)
- ❑ Apply for Personalized Career Planning, and

## 90 DAYS OR LESS

- ❑ If seeking employment, begin applying and interviewing for positions
- ❑ Finalize relocation appointments and review your benefits
- ❑ Begin to prepare your [Disability claim with your local VSO](#) (if not completed previously)
- ❑ If retiring and married, make a [Survivor Benefit Plan](#) election decision with your spouse
- ❑ If retiring, complete DD 2656 with a retirement services office or counselor
- ❑ Contact [Military OneSource](#) to learn

DAY OF SEPARATION + 365

- ❑ Ensure you have multiple certified copies of your DD 214 (Certificate of Release or Discharge from Active Duty) in a fireproof place
- ❑ Ensure your VA benefits contact information is updated with your current phone number, email, and address
- ❑ Continue to network and stay involved on LinkedIn and other social media sites
- ❑ Register for the [VA burial pre-need program](#)
- ❑ Apply for [VA Dental Insurance](#) (if applicable)
- ❑ Apply for Veterans ID card, [Veteran's Health Identification Card](#)
- ❑ Utilize [Military OneSource](#) (up to 365 days post-transition)

[https://www.dodtap.mil/dodtap/rest/docs?filename=Managing\\_Your\\_Transition\\_Timeline.pdf](https://www.dodtap.mil/dodtap/rest/docs?filename=Managing_Your_Transition_Timeline.pdf)



# MY TRANSITION “TO DO” LIST

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## Step 1:

- Identify the TAP Courses and CRS you are required to complete and list them.
- Initiate your DD 2648 and ITP.
- Schedule a time to review your DD 214.
- Create DS Logon and Login.gov accounts.

**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**



# ● YOUR TRANSITION TEAM

## Installation Resources

- Military & Family Support Staff
- Service Transition or TAP Office
- VA Benefits Advisor
- Chaplains, Health Professionals, Education Office

## Off-installation Resources

- American Job Centers - DOL
- Vet Centers - VA
- Military OneSource - DoD
- Military and Veteran Service Organizations

# INTERAGENCY PARTNERS



**DoD TAP**



**DOL VETS**



**VA Veterans Resources**



**SBA Office of Veteran Business Development**

# ADDITIONAL SUPPORT SOURCES

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



# MY TRANSITION “TO DO” LIST



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## Step 2:

- Identify one resource to use on the installation.
- Identify one resource to use off the installation.
- Research a previously unknown resource.

**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**



# VA BENEFITS AND SERVICES

- VA Disability
    - Benefits Delivery at Discharge
  - VA Health Care
  - VA Women's Health
  - Transition Care Management (TCM)
  - VA Mental Health Care
- Personalized Career Planning and Guidance (PCPG)
  - VA Education Benefits
  - Veteran Readiness & Employment (VR&E)
  - VA Home Loan Guarantee
  - VA Life Insurance
  - State VA Offices
  - VA Solid Start

# 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 **SUBMIT** the completed BDD claim **within 180 – 90 days from discharge**.

### How

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

# 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

# STATE VA OFFICES

- Assist in identifying and accessing benefits after separation or retirement.
- Each state manages its own VA Office; therefore, each state's level of assistance will vary.



<https://www.va.gov/statedva.htm>

# VA SOLID START



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

# 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 or DELETE slide if not used.**

**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)**

# MY TRANSITION “TO DO” LIST



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## Step 3:

- Check to ensure obligation due to transfer of entitlement is complete.
- Research GI Bill education benefit
- Determine eligibility for BDD
- Make appointment with VA Benefits Advisor

**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**

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**STEP 10: Know Where to Go for Assistance**

# REQUIRED HEALTH ASSESSMENTS

*MHS GENESIS Patient Portal contains a Service Separation tab which provides the steps necessary to start the process.*

## SEPARATION HISTORY AND PHYSICAL EXAMINATION (SHPE)

- Either SHPE (DoD conducted) or SHA (VA conducted) is required prior to separation or release from active duty.

OR

## SEPARATION HEALTH ASSESSMENT (SHA)

- 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.

AND

## MENTAL HEALTH ASSESSMENT (MHA)

- MHA is required prior to SHPE or SHA and will be included as part of the appointment.



Confirm your Service Treatment Record (STR) or Military Medical Record includes all medical aid received on AND off installation.

# DoD inTRANSITION PROGRAM



***inTransition***  
CONNECTING • COACHING • EMPOWERING

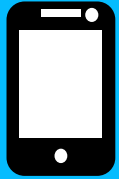
Free, confidential coaching and assistance for Service members who require mental health services.

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\*

# VETERANS/MILITARY CRISIS LINE

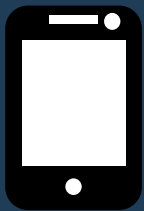


Save this information in your phone to assist friends and family



**Text:** 838255

---



**Dial:** 988; Press 1

---



**Chat:** [www.VeteransCrisisLine.net](http://www.VeteransCrisisLine.net)

# SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM



- Sexual harassment
- Sexual assault
- Intimate Partner Violence (IPV)

Contact your unit or installation SAPR Victim Advocate or Safe Helpline if you have been a victim of Sexual Assault.

# TRICARE HEALTH CARE PLAN



- Schedule an appointment with TRICARE representative.
- Retirees who fail to enroll in TRICARE Prime or TRICARE Select and pay the premium will lose all TRICARE coverage.
- TRICARE Plans:
  - TRICARE Prime or Select
  - Tricare for Life
  - TRICARE Retired Reserves
  - US Family Health Plan

# TRANSITIONAL/TEMPORARY HEALTH CARE COVERAGE



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

# HEALTH INSURANCE MARKETPLACE



- At date of separation, health insurance ends with TRICARE, with few exceptions.
- Health Insurance Marketplace is where anyone can find health insurance.
- More information will be provided during the Financial Planning for Transition module.

*Be sure to plan for separation when your health insurance with Tricare may end!*

# MY TRANSITION “TO DO” LIST



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## Step 4:

- Start the SHPE/SHA process through the DoD or VA website.
- Determine eligibility/options for temporary or transitional insurance.
- Research health insurance options.
- Know the mental health resources.

**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**

# 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**

# **DOL VOCATIONAL TRACK:**

## **Career and Credentialing Exploration (C2E)**



## **VOCATIONAL**

- Vocational Training
- Career Clusters
- Career Assessments
- Resources
- Labor Markets
- Experience Opportunities
- Credentials
- Educational Goals
- Career Action Plan

**CRS**

**Complete a comparison of technical training institution options**

# EMPLOYMENT NAVIGATORS

Looking for direction for your next career? Not sure how to identify your “good fit” career field? We can help.

**Schedule your appointment today.**

Scan the QR code with your phone camera. Scroll down to schedule your appointment online.



Employment Navigators provide assistance with...

- ✓ Self-Assessments
- ✓ Skills Testing
- ✓ Career Exploration
- ✓ Identification of high-demand careers
- ✓ Identification of necessary credentials
- ✓ Review of detailed labor market information
- ✓ Resume Review
- ✓ Connections to partners for additional employment services



For more information or to connect with an Employment Navigator, go to  
<https://www.dol.gov/agencies/vets/programs/tap/employment-navigator-partnership>



# **DOL TRANSITION EMPLOYMENT ASSISTANCE FOR MILITARY SPOUSES AND CAREGIVERS (TEAMS)**

- Your Next Move
- Career Credentials
- Entrepreneurship
- Marketing Me
- Resume Essentials
- Federal Hiring
- Flexible Job Options
- Interview Skills
- LinkedIn Profiles/Job Search
- Salary Negotiations

An overhead view of a meeting table with several people, papers, a laptop, and coffee cups. The table is light-colored wood. Papers with charts and graphs are scattered on the table. A laptop is open in the center. People's hands and arms are visible, some pointing at the papers or the laptop screen. There are two black coffee cups and several yellow and green sticky notes.

# DOL RESOURCES

- **American Job Centers (AJC)**

- Priority of Service
- State Job Banks
- Unemployment Compensation

- **Career One Stop website**

- **O\*NET**

- Interest Profiler
- My Next Move for Veterans

# CREDENTIALING

- Licenses
- Certifications
- Credentialing Opportunities On-Line (COOL)
- MilGears





# ● GAINING EXPERIENCE

- Apprenticeships/OJT
- United States Military Apprenticeship Program (USMAP)
- Volunteering
  - AmeriCorps
  - Peace Corps



# DoD SkillBridge

## BENEFITS:

- Train and learn with an industry partner
- Continue military pay and benefits

## REQUIREMENTS:

- Meet Service requirements
- Within 180 days of separation
- Obtain unit commander approval

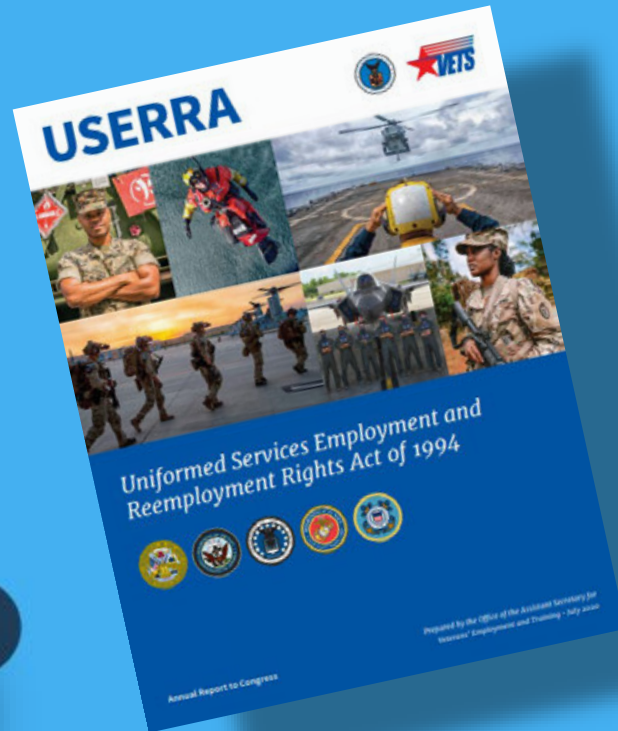
## Find a SkillBridge Opportunity



[Skillbridge.osd.mil/locations.htm](https://Skillbridge.osd.mil/locations.htm)



# 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

# MY TRANSITION “TO DO” LIST

The worksheet is titled "My Transition 'To Do' List". It features a table with two columns: "Task" and "Complete?". The "Complete?" column contains a series of checkboxes, with the first one marked. The table has 15 rows for listing tasks.

Complete?	Task
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## Step 5:

- Consider taking one of the two DOL tracks
- Research credentials in chosen career field
- Determine if SkillBridge is an option

**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**

# FEDERAL EMPLOYMENT OPPORTUNITIES

- Feds Hire Vets and USAJobs
- Veterans Preference
- Special Appointing Authority for Veterans

Transitioning to  
Federal  
Employment

[TAPEvents.mil/courses](https://TAPEvents.mil/courses)





# POST-MILITARY EMPLOYMENT RESTRICTIONS

**180-Day Restriction on DoD  
Employment of Military Retirees**

**Post-Government (Military) Service  
Employment Restriction Counseling**

# MY TRANSITION “TO DO” LIST



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## Step 6:

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

**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**

# DoD EDUCATION TRACK:

## Managing Your (MY) Education



## EDUCATION

- 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**

# EDUCATION ASSISTANCE RESOURCES

Service Education Counselors resources:

- College level-testing
- Veterans' Benefits
- Tuition Assistance
- Financial Aid Assistance
- Deferments for military service

DANTES sponsored resources:

- Kuder Journey
- Online Academic Skills Training for College Prep/Placement Tests
- CLEP or College Credit-by-Exam

Joint Service Transcript (JST)

Community College of Air Force (CCAF) Transcript



# STATE AND FEDERAL PROGRAMS

State and Local Educational Benefits

Department of Education Federal Programs/Benefits:

- Federal Student Aid—**Complete the FAFSA by October 1<sup>st</sup>**
- Veterans Upward Bound Program

# MY TRANSITION “TO DO” LIST



My Transition “To Do” List	
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## Step 7:

- Consider taking the Education Track: Managing Your Education.
- Visit your Education Counselor.
- Research State Education Benefits for veterans.
- Download JST

**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**

# SBA ENTREPRENEURSHIP TRACK:

## Boots to Business (B2B)



## ENTREPRENEURSHIP

- Fundamentals
- Opportunities
- Market Research
- SmallBiz Economics
- Legal
- Financing



# 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.

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



# EXTREMISM REPORTING METHODS

- 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>



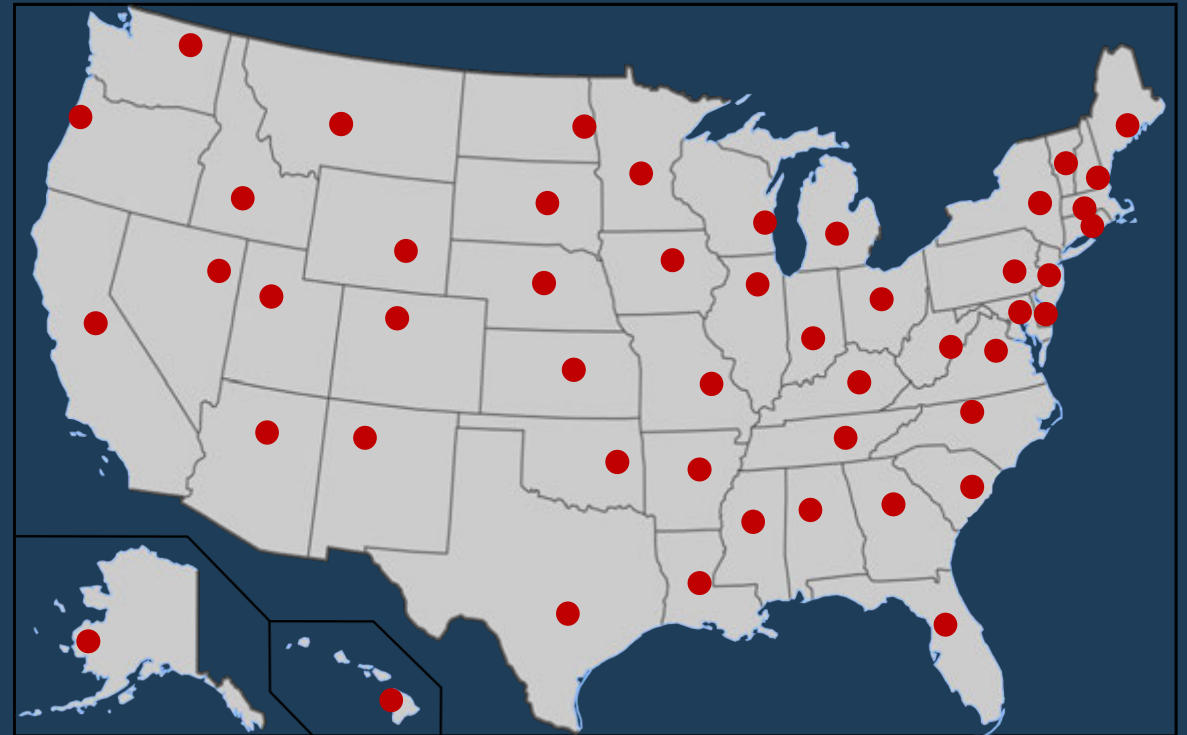
# IMMIGRATION STATUS

Request information on immigration status  
and expedited naturalization:

- DD 2648 eForm—Opt in
- DD 2648 printed form—Write an “opt in” election in Section XI – REMARKS, item 48

# 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.



# SEPARATION PAY



**Separating:** based on type of separation, reason for separation and vary greatly from person to person.

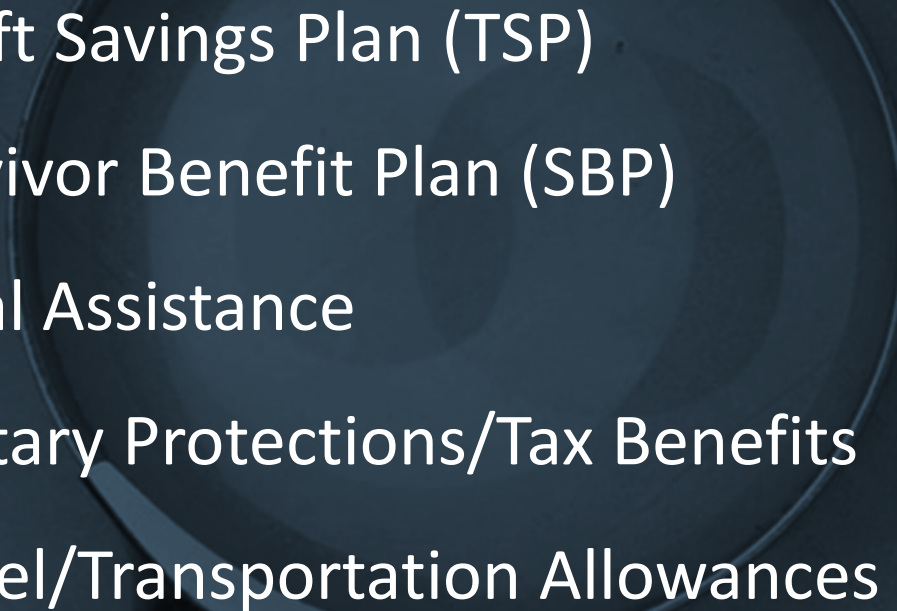
## **Final Pay:**

- Will be reduced by any outstanding balances/debts owed.
- Service member is responsible for repayment of all debts, to include overpayment.
- RETIREES: Final pay will be delayed to ensure all debts are cleared.

## **IMPORTANT TO NOTE WHEN RECEIVING SEPARATION PAY:**

- If receiving separation pay, and then become eligible for disability retired pay, the entire amount separation pay will recouped.
- The separation pay debt will be repaid using the disability pay. You will receive the disability pay once the repayment is complete.

# ADDITIONAL INFORMATION

- 
- Thrift Savings Plan (TSP)
  - Survivor Benefit Plan (SBP)
  - Legal Assistance
  - Military Protections/Tax Benefits
  - Travel/Transportation Allowances
  - Permissive TDY/Excess Leave
  - Housing Assistance/Homelessness
  - Voting Assistance
  - Adaptive Tools for Service Members
  - Commissary, Exchange, MWR

# MY TRANSITION “TO DO” LIST



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## Step 8/9:

- Consider taking the Entrepreneurship Track: Boots to Business.
- Review states for Opt-In and research state veteran benefits.
- Research SPB options.
- Update legal documents.
- Determine eligibility for PDTY/EL.

- STEP 1: Plan for Your Transition**
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## **STEP 10:**

# **Know Where to Go for Assistance**

# INSTALLATION RESOURCES

**This slide is included for sites to add site-specific information about Installation Resources.**

**See font and color details below.**

**HIDE or DELETE slide if not used.**

**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)



# **TAP TRANSITION ONLINE LEARNING (TOL)**

- **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  
to Business (B2B)**

**[www.TAPevents.mil](http://www.TAPevents.mil)**



# **MILITARY LIFE CYCLE (MLC) COURSES**

- **Apprenticeship**
- **Community Integration Resources**
- **Disability Compensation**
- **Other Than Honorable**
- **Transitioning to Federal Employment**
- **Reserve Component Dual Payments**
- **Social and Emotional Health Resources**
- **Survivor and Casualty Assistance**
- **VA Benefits 101**
- **VA Education Benefits**
- **VA Home Loan Guaranty Program**
- **VA Life Insurance Benefits**
- **Vet Centers**

# MY TRANSITION “TO DO” LIST

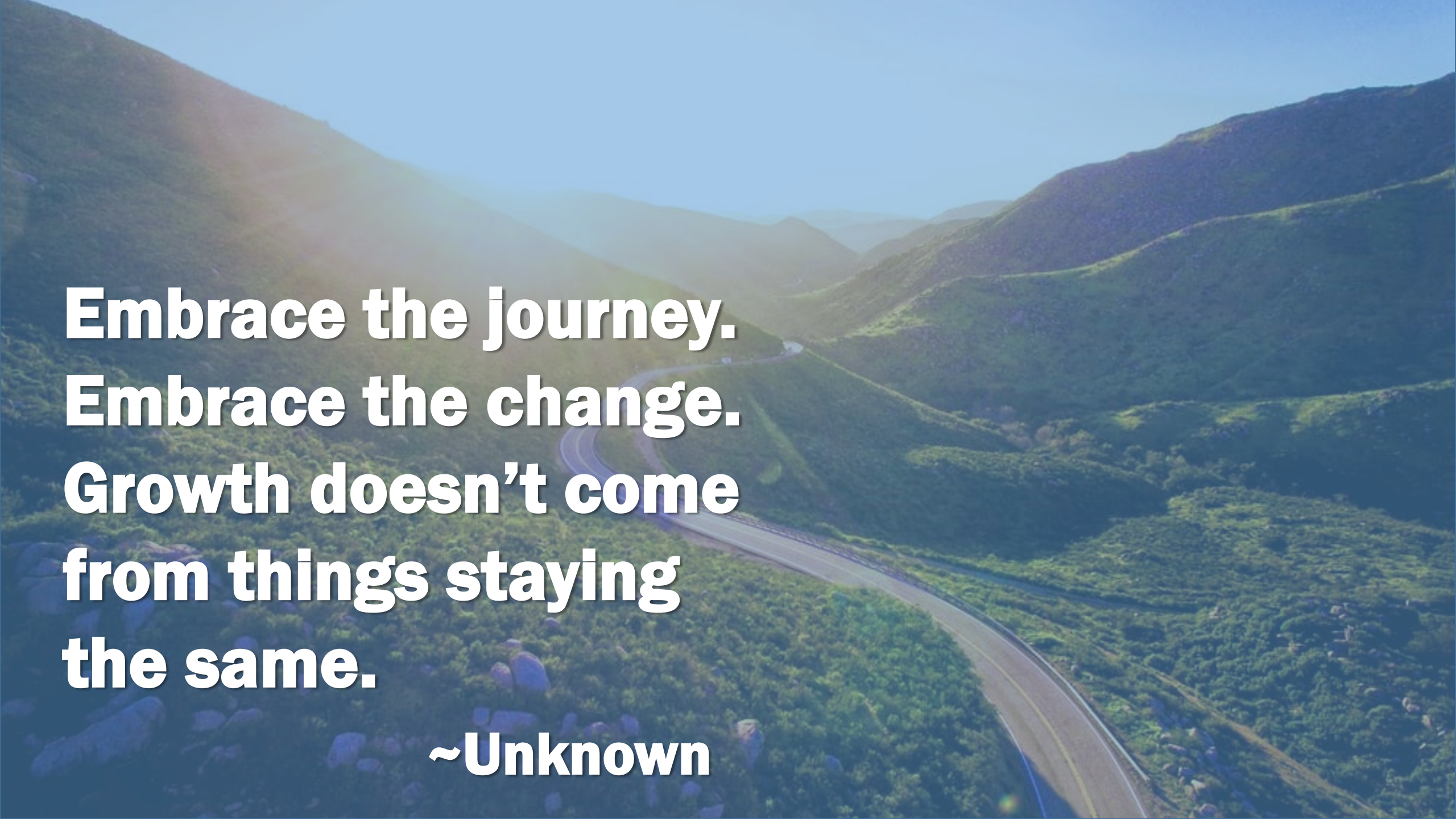


## Step 10:

My Transition “To Do” List

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- Attend TAP Courses; Complete CRS assigned
- Start VA Disability process.
- Ensure any Service obligation will be complete by separation/retirement date.
- Plan for Healthcare.
- Consider a SkillBridge.
- Connect with an employment resource.
- Utilize TAPEvents.mil to review courses or retrieve participant guides.
- Download the TAP Interagency Website Guide

A scenic landscape featuring rolling green hills under a clear blue sky. A winding asphalt road curves through the valley, and a river flows alongside it. The foreground shows rocky terrain with sparse vegetation.

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

**~Unknown**

# QUESTIONS?

## Reminder:

We are here to help YOU! If you have any questions at any point during your transition, please let us know.

