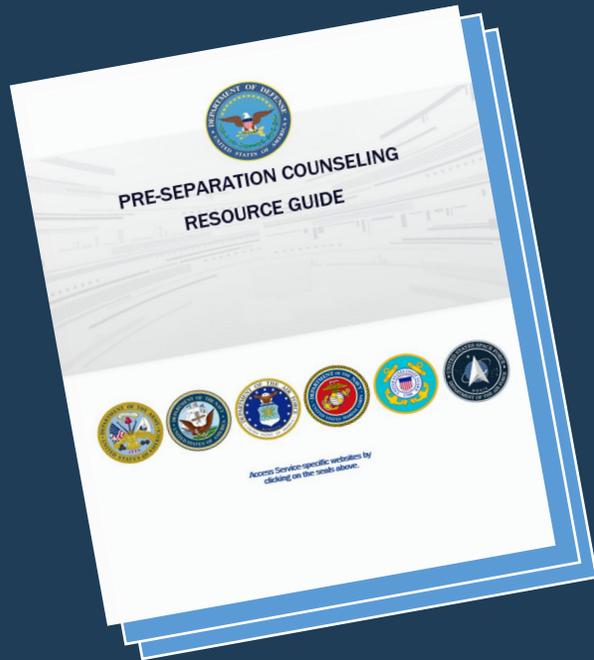


# PRE-SEPARATION COUNSELING RESOURCE GUIDE



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

SUPPORT

ADVISOR

GUIDANCE

ASSISTANCE

# 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

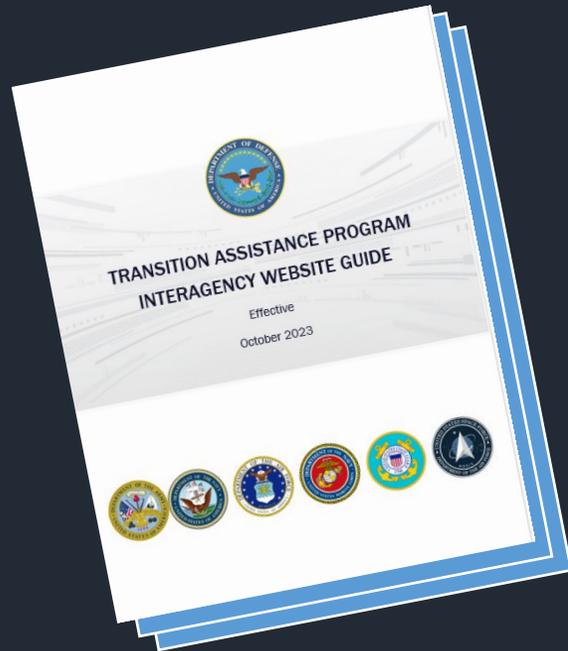


# 10 STEPS TO TRANSITION



- 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







# **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**

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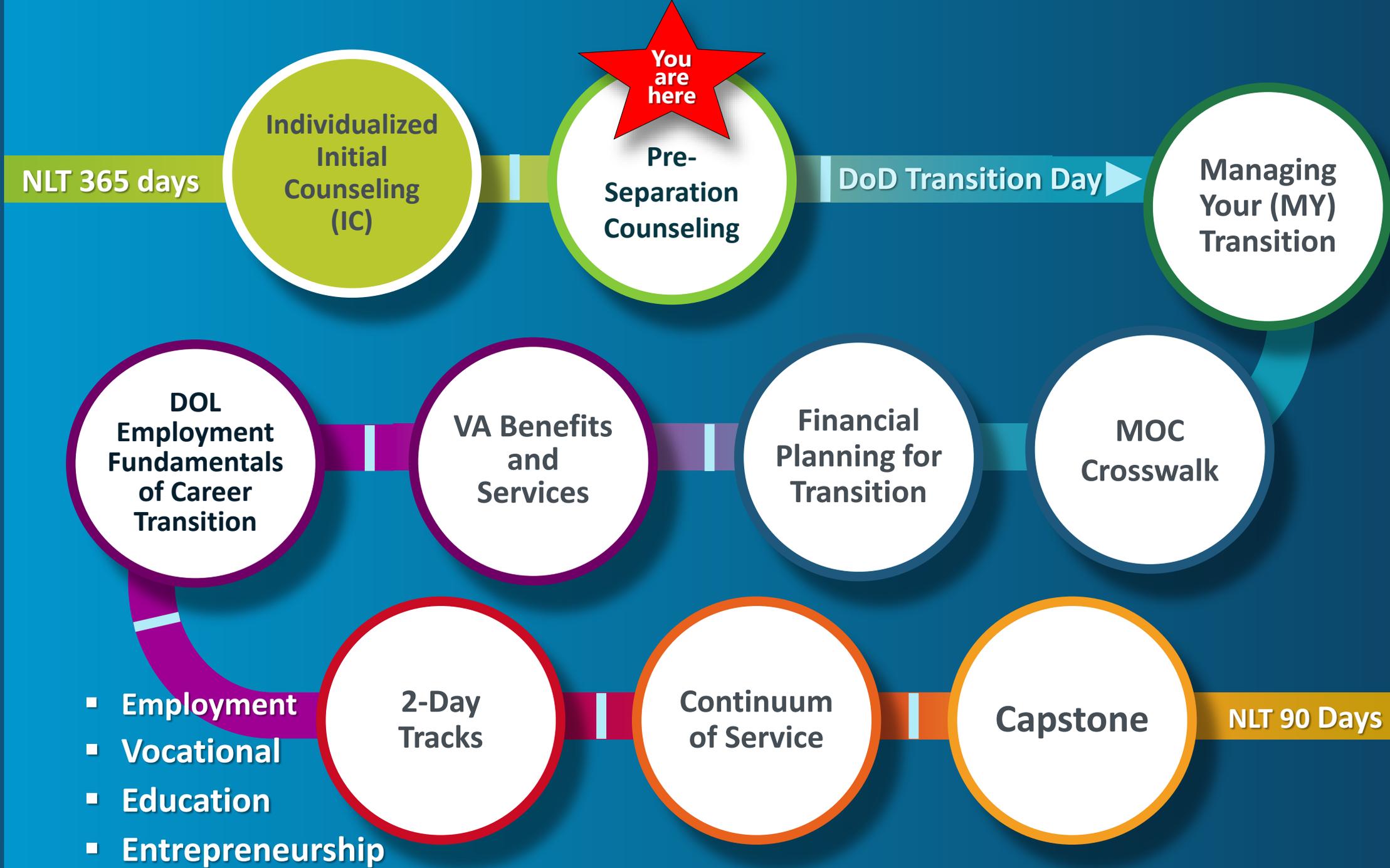
# TRANSITION ASSISTANCE PROGRAM (TAP)

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 INITIAL COUNSELING

 **TRANSITION ASSISTANCE INITIAL SELF-ASSESSMENT WORKSHEET**

**SECTION A. SERVICE MEMBER INFORMATION**

NAME: \_\_\_\_\_ DOD ID: \_\_\_\_\_ INSTALLATION: \_\_\_\_\_  
WORK EMAIL: \_\_\_\_\_ PERSONAL EMAIL: \_\_\_\_\_  
DATE OF SEPARATION: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
HOW MANY YEARS OF SERVICE: \_\_\_\_\_ DOB: \_\_\_\_\_ AGE: \_\_\_\_\_ GENDER: \_\_\_\_\_

**SECTION B. DEMOGRAPHICS**

Rank:  E1-E5  E6-E7  E8-E9  O1-O3  O4-O6  O7-O9  WO1-CW05  
Service Branch:  USN  USAF  USA  USMC  USCG  Reserve  Guard  
Rate/Designator/MOS/AFSC: \_\_\_\_\_  
Marital Status:  Single  Married  Widowed  Divorced  Separated  children# \_\_\_\_\_  
Highest Level of Education:  GED/HS  Associates  Bachelors  Masters  Post-Graduate  Doctorate  
Concentration: \_\_\_\_\_

**SECTION C. DISCHARGE**

Retiring 20+ Years	<input type="radio"/> Yes	<input type="radio"/> No
Medical Retirement	<input type="radio"/> Yes	<input type="radio"/> No
Medical Separation	<input type="radio"/> Yes	<input type="radio"/> No
Voluntary Separation	<input type="radio"/> Yes	<input type="radio"/> No
Involuntary Separation	<input type="radio"/> Yes	<input type="radio"/> No
Administrative Separation	<input type="radio"/> Yes	<input type="radio"/> No
Demobilization	<input type="radio"/> Yes	<input type="radio"/> No

**SECTION D. PROJECTED CHARACTERIZATION OF DISCHARGE**

Honorable	<input type="radio"/> Yes	<input type="radio"/> No
Honorable Conditions (General)	<input type="radio"/> Yes	<input type="radio"/> No
Other than Honorable	<input type="radio"/> Yes	<input type="radio"/> No
Bad Conduct	<input type="radio"/> Yes	<input type="radio"/> No
Dishonorable	<input type="radio"/> Yes	<input type="radio"/> No
Dismissed	<input type="radio"/> Yes	<input type="radio"/> No
Uncharacterized	<input type="radio"/> Yes	<input type="radio"/> No
Unknown	<input type="radio"/> Yes	<input type="radio"/> No

**SECTION E. PERSONAL GOALS**

What are your post-separation short-term goals?  
\_\_\_\_\_  
\_\_\_\_\_

What are your post-separation long-term goals?  
\_\_\_\_\_  
\_\_\_\_\_

2019

# INDIVIDUAL TRANSITION PLAN (ITP)



## NAVY INDIVIDUAL TRANSITION PLAN Transition Assistance Program

NAME: \_\_\_\_\_ INSTALLATION: \_\_\_\_\_

WORK EMAIL: \_\_\_\_\_ PERSONAL EMAIL: \_\_\_\_\_

DATE OF SEPARATION: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

### TRANSITION DATES:

Anticipated End of Service (EAOS/Retirement/Resignation) Date: \_\_\_\_\_

Anticipated Terminal Leave Date (if known): Terminal Leave start date \_\_\_\_\_

Step 1: Initial Counseling Due Date (EOS date - NLT 365 days): completion date \_\_\_\_\_

Step 2: Pre-Sep Counseling Due Date (EOS date - NLT 365 days): completion date \_\_\_\_\_

Step 3: Transition Assistance Program (TAP) Class Date: completion date \_\_\_\_\_

Step 4: Capstone Review Due Date (EOS date - NLT 90 days): completion date \_\_\_\_\_

Step 5: Commander/Designee Verification Due Date (EOS date - NLT 90 days): completion date \_\_\_\_\_

Throughout the transition process, there are Career Readiness Standards (CRS) that you are required to meet. CRSs tangibly measure Servicemember's preparation for entry into a civilian career, higher education, and/or vocational training. During the Capstone review, a Servicemember's ITP, CRS deliverables pertaining to the member's personal goals and DD Form 2648 will be checked to identify gaps and determine if the member is at risk of not meeting the CRS before separation, retirement, or release from active duty.

RATE/DIGNITY TITLE: \_\_\_\_\_

Write the career field you wish to pursue based on your personal, family, and financial obligations and desires

My desired career field: \_\_\_\_\_

My desired relocation destination: \_\_\_\_\_

### CAREER TRACK (circle one or more career goal)

<b>Employment</b> Seeking immediate employment	<b>Education</b> In need of additional courses
<b>Entrepreneurship</b> Wanting to start your own business	<b>Vocational</b> Need additional technical training



ASSIGNED TIER LEVEL: I / II / III (circle applicable Tier)

### CAREER READINESS STANDARDS

- Initial Self-Assessment/ITP
- Attend Career Track (if not exempted)
- Register for VA Veteran Benefits and Services
- Continue Military Service Opportunity Reserve Component
- GAP Analysis or Verification of Employment
- Post separation projected budget
- Complete Resume or Verification of Employment (as required based on selected Track)
- Comparison of Technical Institutions (as required based on selected Track)
- Comparison of College/University (as required based on selected Track)

### INDIVIDUAL/FAMILY INSURANCE CONSIDERATIONS

1. Have you visited [www.healthcare.gov](http://www.healthcare.gov) to evaluate the cost of health insurance?  Yes  No
2. Have you explored options for Life Insurance and/or Survivor Benefit Plan?  Yes  No
3. Have you visited MilitaryOneSource, VA Vet Centers or DoD in Transition Program for information on confidential mental health services?  Yes  No

### POST-TRANSITION HOUSING AND RELOCATION CONSIDERATIONS

1. Have you considered using one or more cost of living calculators, such as those provided by bankrate.com, payscale.com, nerdwallet.com, and/or moving.com?  Yes  No
2. Did you know the installation transportation office can provide information about the movement and storage of your household goods?  Yes  No
3. Have you visited the VA website to get information on the VA home loan program?  Yes  No

### POST-TRANSITION TRANSPORTATION CONSIDERATIONS

1. Will you have reliable transportation to/from your place of employment and/or school?  Yes  No
2. Have you reviewed your vehicle payment, insurance, registration, and taxes?  Yes  No
3. Is there a need to purchase a new vehicle for you or spouse/dependents?  Yes  No
4. If you are disabled, have you determined if you are eligible for assistance in purchasing a vehicle and/or automotive adaptive equipment by visiting the VA's website?  Yes  No



### COMMUNITY RESOURCES AND PEER-TO-PEER SUPPORT

1. Have you visited MilitaryOneSource for peer-to-peer specialty consultations to discuss personal or career aspirations or challenges of military life?  Yes  No

### CRITERION-BASED FINANCIAL PLAN FOR MILITARY TO CIVILIAN TRANSITION

1. Are you aware you can order your free FICO score from your installation PFM staff?  Yes  No
2. Have you examined your tax status with regard to taxable income?  Yes  No
3. Do you have an up-to-date will and/or power of attorney?  Yes  No
4. Do you need additional assistance to prepare for finances post-transition?  Yes  No

### VETERAN AFFAIRS BENEFITS AND SERVICES

Register for an eBenefits DS Logon Premium Account for access to personalized benefits and information that allows you to log in to multiple VA and DoD websites and accessing a username and password <http://www.benefits.va.gov>

Date completed: \_\_\_\_\_

### BENEFITS OF THE RESERVE COMPONENT/RESERVE SERVICE TRANSFER

Attend the Reserve Opportunities and Obligations Brief, to evaluate the benefits of joining the Reserve Component, if applicable. RC service may be mandatory based on your years of service.

Date completed: \_\_\_\_\_

### VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET)

Your VMET (DD Form 2586), provides an overview of your military experience and training. You can use this document along with your DD Form 214, evaluation records, training certificates, awards, transcripts, and other documentation to complete a resume, a job application, identify credit recommendations from the American Council of Education (ACE), and possible certification/waiver of apprenticeship requirements.

### JOINT SERVICES TRANSCRIPT (JST)

The Joint Service Transcript (JST) is an academically accepted document approved by ACE to validate your military occupational experience. The JST also includes military courses you completed, descriptions of military occupations, and college test scores.

# 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



# TAP CORE CURRICULUM:

## DoD/DHS Transition Day



▶ **MANAGING YOUR (MY) TRANSITION**

▶ **MOC CROSSWALK**



**Complete a Gap Analysis or provide verification of employment**

▶ **FINANCIAL PLANNING FOR TRANSITION**



**Prepare a criterion-based, post-separation financial plan**



# TAP CORE CURRICULUM: VA Benefits and Services



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

# TAP CORE CURRICULUM: DOL ONE-DAY WORKSHOP

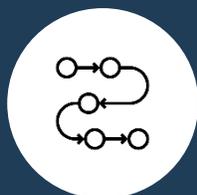
Employment Fundamentals for Career Transition (EFCT)



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

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

# NAVY RESERVE CONTINUUM OF MILITARY SERVICE OPPORTUNITY

## DO YOU HAVE A SERVICE OBLIGATION?

Sailors with less than 8 years have a Military Service obligation that continues past transition from Active Component.

You can complete your obligation by becoming a member of the Ready Reserve in one of the following categories:

- ➔ **Selected Reserve (SELRES):** As a member of the SELRES, you may be recalled to active duty in time of war or national emergency. Participation in training is as required by the Reserves category to which you belong, generally 1 weekend a month, and 2 weeks a year.
- ➔ **Individual Ready Reserve (IRR):** Those who choose to not become a member of the SELRES will automatically be assigned to IRR. IRR members may be involuntarily recalled upon declaration of a national emergency. Otherwise, participation requirements may include an annual day of muster duty to satisfy statutory screening requirements.

# NAVY RESERVE PAY BENEFITS

## PAY BENEFITS:

As a NaVET (Navy Veteran) or OSVET (Other service Veteran), you will likely resume at your previous rate or rank.

Joining SELRES could earn a potential affiliation bonus of up to \$50,000

SELRES are paid for four of Active Duty for only two days of work.

Generous benefits, plus an optional tax-deferred Thrift Savings Plan to help you prepare and plan for retirement.

# NAVY RESERVE PAY BENEFITS

## HEALTH BENEFITS:

- Transitional Assistance management Program (TAMP)
  - The first 180-days of health care coverage may be premium-free under TAMP for those that affiliate immediately.
- SELRES are eligible for TRICARE Reserve Select (TRS) and TRICARE Dental program.

	TRICARE Reserve Select	TRICARE Dental Program
Premium <sup>1</sup>	Member only: \$46.70/month Member + Family: \$229.99/month	Member only: \$11.65 Family: \$75.71 Member and Family: \$87.36

CY 2022 rates

# NAVY RESERVE PAY BENEFITS

## EDUCATION BENEFITS:

- MGIB-SR – Free education benefit for SELRES officers and enlisted Sailors who agree to serve 6-years in SELRES status
- Navy COOL
- Transfer Post 9/11 GI Bill – you can transfer your Post 9/11 GI Bill to your dependents while serving in SELRES: incurs a four-year drilling obligation
- “A” and “C” Opportunities

# NAVY RESERVE PAY BENEFITS

## OTHER BENEFITS:

- Uniforms
- Life Insurance (SELRES)
- Base and Other Amenities
- Networking, Connection – maintain military affiliation, camaraderie.
- USERRA Protection
- Deployment Deferment – upon joining the Reserve you will receive a two-year deferment from involuntary mobilization

For additional information contact the local Reserve Recruiter or visit

<https://www.mynavyhr.navy.mil/Career-Management/Transition/Reserve-Affiliation-Benefits/>

# 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://www.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)
7a. PLACE OF ENTRY INTO ACTIVE DUTY		6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)
9. COMMAND TO WHICH TRANSFERRED		10. SGLI COVERAGE <input type="checkbox"/> NONE AMOUNT: \$
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	YEAR(S) MONTH(S) DAY(S)
	b. SEPARATION DATE THIS PERIOD	
	c. NET ACTIVE SERVICE THIS PERIOD	
	d. TOTAL PRIOR ACTIVE SERVICE	
	e. TOTAL PRIOR INACTIVE SERVICE	
	f. FOREIGN SERVICE	
	g. SEA SERVICE	
	h. INITIAL ENTRY TRAINING	
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service)		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. 2107i)		YES NO
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, date 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	
18. REMARKS		
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

## Certificate of Release or Discharge from Active Duty



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



Safeguard your DD 214!

### BEFORE TRANSITION:

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

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

# 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)





**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

The image shows a worksheet titled "My Transition 'To Do' List". It has a header row with "Task" written in the center. To the left of the task entries is a column labeled "Complete?" with a small checked box icon above the first row. Below the header, there are 15 rows, each with a small empty checkbox in the "Complete?" column and a blank space for writing a task in the "Task" column.



## 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**

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**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)

**Contact information for local VA Benefits Advisor(s).**



**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**

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# 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

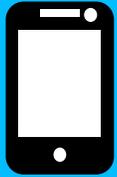
Free, confidential coaching and assistance for Service members who require mental health services.

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!*



**STEP 1: Plan for Your Transition**

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

## **STEP 5:**

### **Plan for Civilian**

### **Employment/Vocational Training**

**STEP 6: Learn About Federal Employment**

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# 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

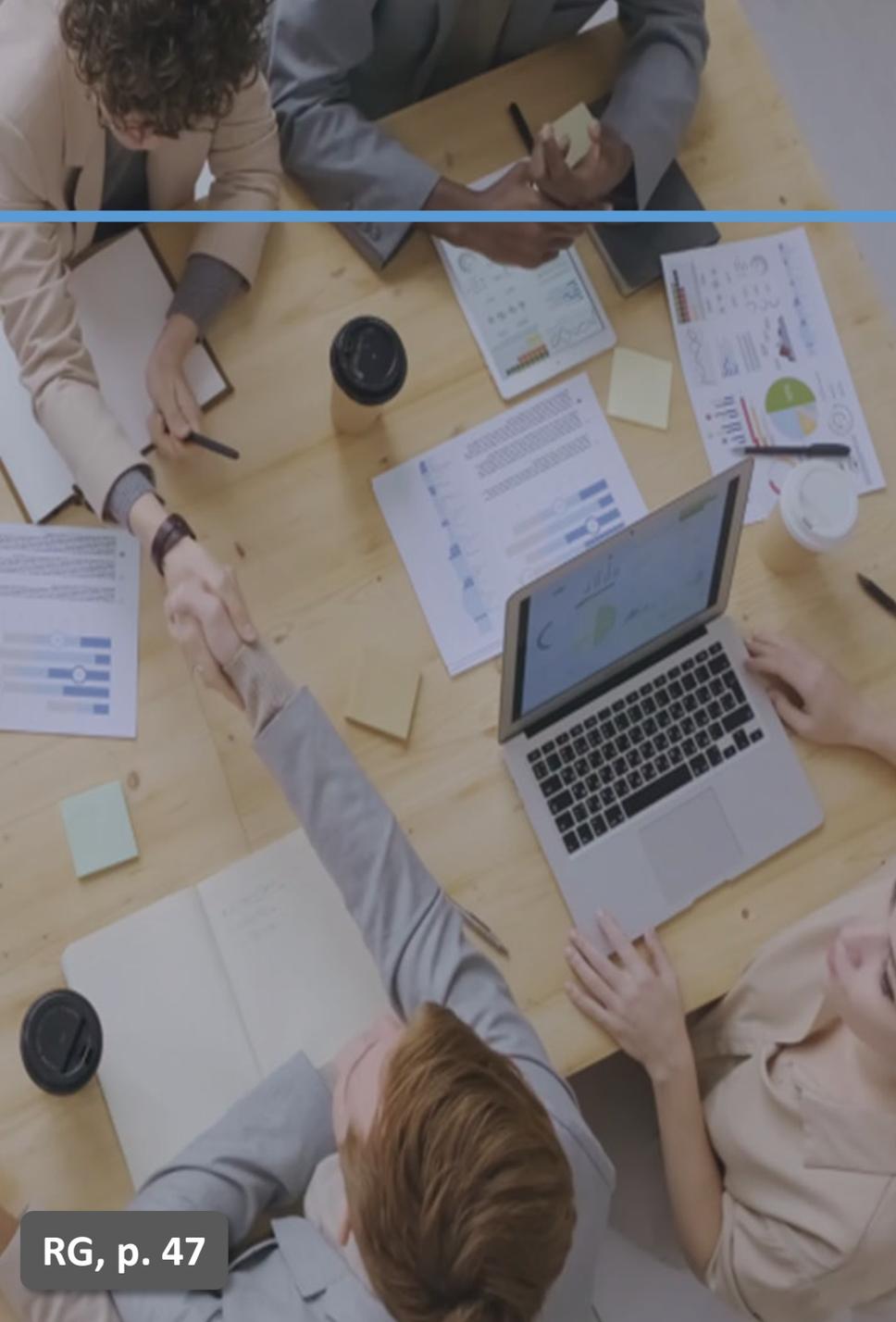


For more information or to connect with an Employment Navigator, go to <https://www.dol.gov/agencies/vets/programs/tap/employment-navigator-partnership>



# 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



# 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

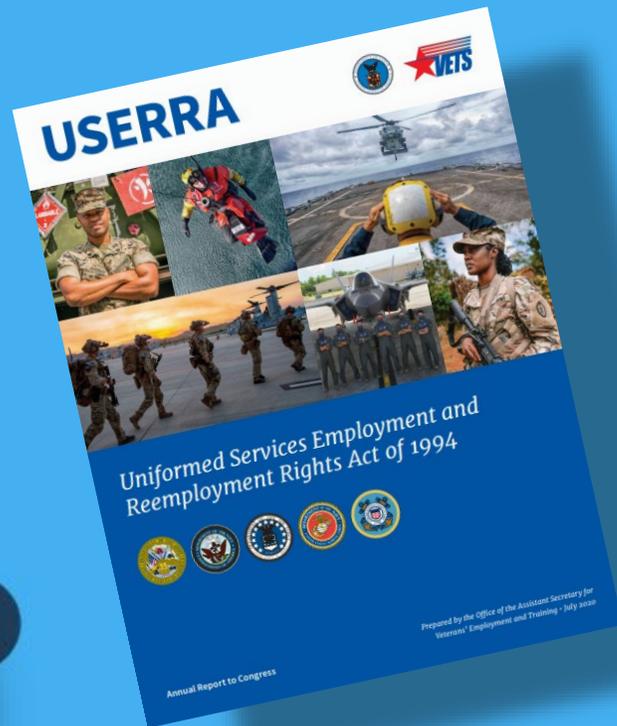
## Find a SkillBridge Opportunity



[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 image shows a worksheet titled "My Transition 'To Do' List". It has a header row with the title and a "Task" column. Below the header, there are 15 rows, each with a checkbox in the "Complete?" column and a blank space for a task in the "Task" column. The first checkbox is checked.

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**

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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**

# 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**



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## **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



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## **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.

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## **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>



U.S. Immigration  
and Customs  
Enforcement

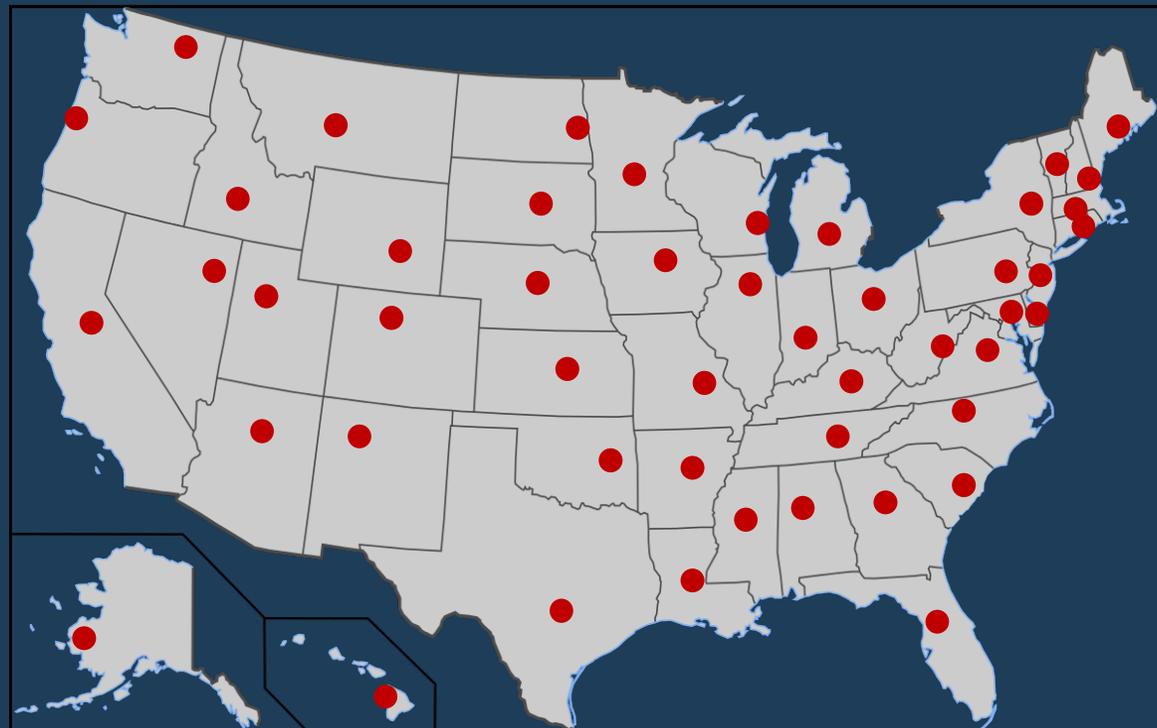
# IMMIGRATION STATUS

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.

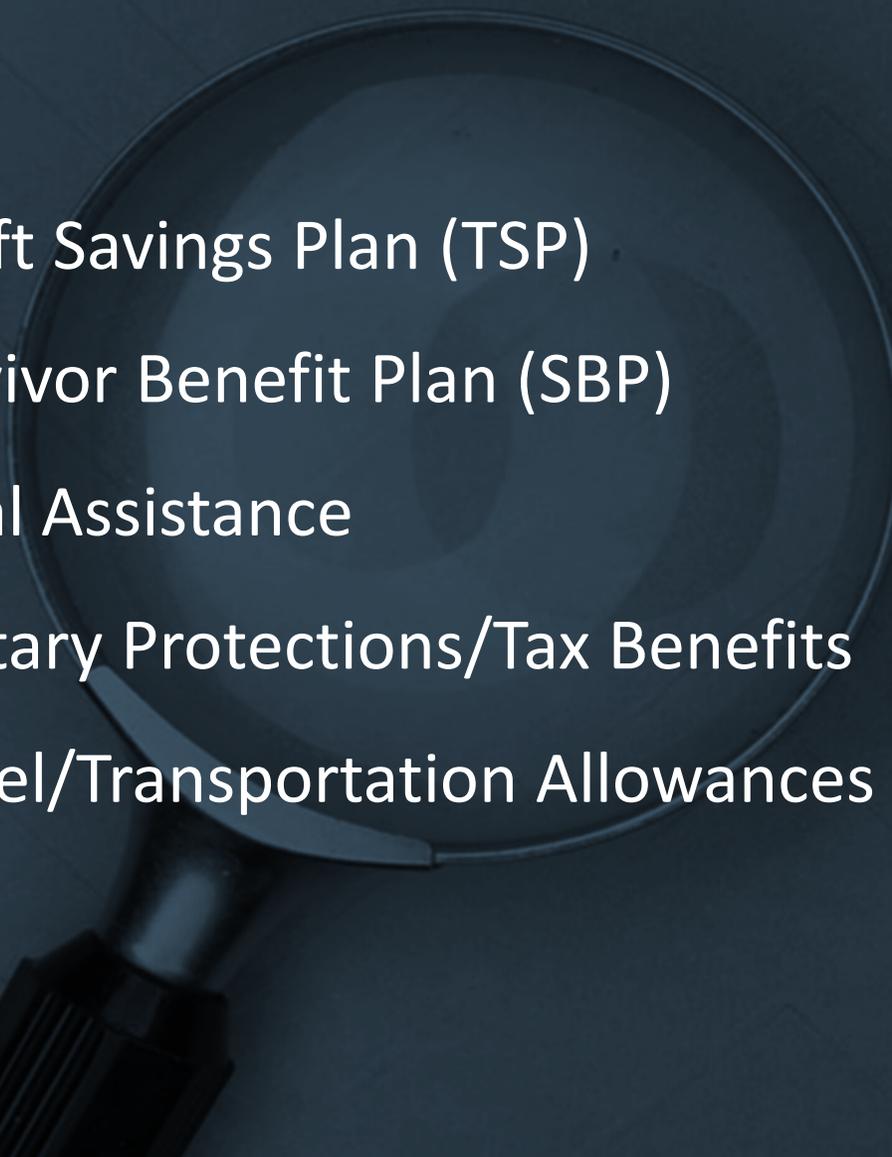
## Final Pay:

- 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



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

# **Know Where to Go for Assistance**



# INSTALLATION RESOURCES

**Information about Installation Resources**



# 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)**

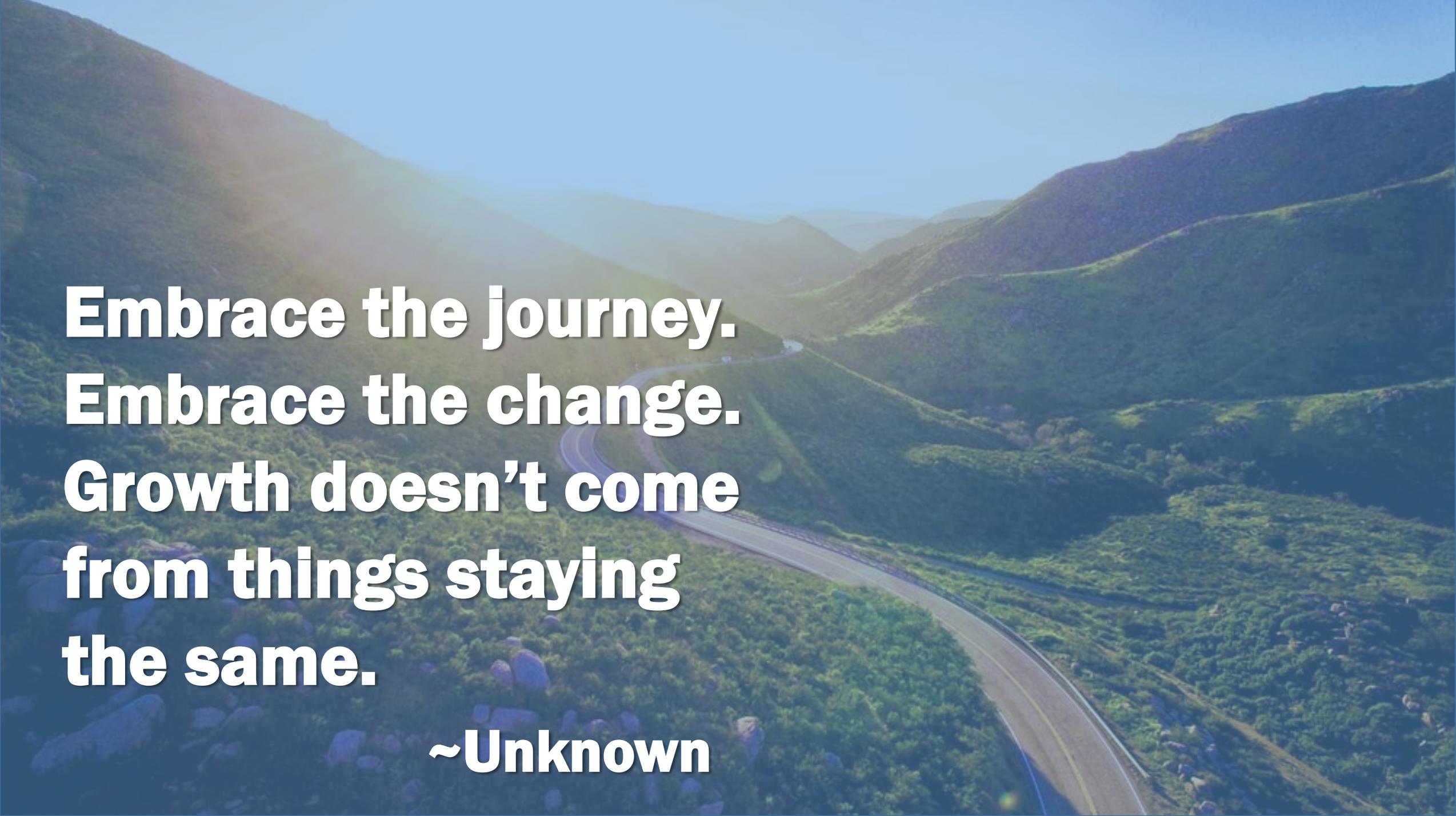
[www.TAPEvents.mil](http://www.TAPEvents.mil)



# **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**



A scenic landscape featuring rolling green hills and a winding road. The road curves through the valley, and a river is visible in the distance. The sky is clear and blue. The overall scene is bright and vibrant, suggesting a clear day.

**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.

