Department of Defense

# TRANSITION ASSISTANCE PROGRAM

*Supporting Service Member Career Readiness*

## TAP as a Pathway to Higher Education

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# THE TRANSITION ASSISTANCE PROGRAM

Every year, approximately 200,000 men and women leave U.S. military service and return to life as civilians, a process known as the military to civilian transition.

The Transition Assistance Program (TAP) provides information, tools and training to ensure service members and their spouses are prepared for the next step in civilian life.

Military to civilian transition occurs within a complex and dynamic network of relationships, programs, services, and benefits, which includes transition planning and assistance efforts by individual Service branches, the interagency TAP partnership, and community resources delivered through local government, private industry, and nonprofit organizations.

# TAP INTERAGENCY PARTNERSHIP




In addition to the Military Departments, TAP is the result of an interagency partnership between the:

Department of Defense, Department of Labor, Department of Education, Department of Veterans Affairs, Department of Homeland Security, in conjunction with the Small Business Administration and the Office of Personnel Management.

# MY TRANSITION TIMELINE

## MANAGING YOUR TRANSITION TIMELINE (MyTT)

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

**CAREER/FINANCIAL RESOURCES:**
- American Job Centers
- Assistance from your TAP counselor
- Basic Skills Improvement Opportunities
- Career Path DECIDE
- Credentialing/Apprenticeship (USMAP/COOL)
- Disability Compensation
- DOL Unemployment Compensation for Veterans
- FedsHireVets
- Financial Education, Counseling and Training
- Job Counseling and Employment Placement
- Office of Personnel Management Veteran Services
- Sen$e mobile application
- Veterans.gov (DOL)
- Vocational Rehabilitation and Employment
- Veteran Employment Services Office
- Veteran-owned Businesses (SBA)

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

**HEALTH AND WELLBEING RESOURCES:**
- eBenefits/MyHealtheVet Accounts
- inTransition Program
- Mental Health Resources
- Peer Support Services
- Suicide Prevention Information
- VA Health Care/Dental Care
- VA Life Insurance (FGLI, FSGLI, etc.)
- VA Mental Health Access
- VA VET Centers
- Wounded Warrior

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

### Statement of Benefits

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

VA: Disability compensation, home loan eligibility, Post 9/11 GI Bill eligibility, other

DoD: Pay and retirement, healthcare (TRICARE), Space A travel, Commissary, Exchange, MWR, lodging facilities, installation access, and other benefits outlined in the transition guide.

### 18 - 24 MONTHS

- ❑ Make an appt. with your local Transition Assistance Program (TAP) Counselor for your individualized initial counseling
- ❑ Attend initial counseling and complete your personal self-assessment/ Individual Transition Plan (ITP)
- ❑ If retiring, schedule/attend Pre-separation counseling (can occur before 365 days, but no later than 365 days)
- ❑ Identify a mentor
- ❑ Create a LinkedIn account and build your network
- ❑ Begin exploring career options/SECO
- ❑ Secure your Joint Service Transcript (JST) or CCAF Transcript and Verification of Military Experience and Training (VMET)

### 12-18 MONTHS

- ❑ If separating/transitioning, schedule/attend Initial Counseling 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. If retiring, schedule a meeting with a personal financial counselor
- ❑ Learn about the VA Home Loan Guaranty Program
- ❑ Register for/attend TAP workshops and additional tracks (employment, vocational, entrepreneurship, higher education)
- ❑ Create a master resume
- ❑ Consider taking CLEP exams

### 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
- ❑ Schedule your physical and dental checkups
- ❑ Decide if you want to "opt-out" of VA health benefits or not
- ❑ If retiring, meet with your Service Retirement Office
- ❑ Sign up for a free year of the LinkedIn Premium Subscription

### 4-6 MONTHS

- ❑ Complete your Baseline Wellbeing Assessment and Separation Health Assessment
- ❑ Start attending career fairs
- ❑ Review and update your will and other legal documents
- ❑ 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) or Decision Ready Claim (DRC) programs (if applicable)
- ❑ Connect with an American Job Center (AJC) near the installation or at your post-separation location

### 3 MONTHS

- ❑ Schedule and complete your Capstone event with your commander or their designee
- ❑ Review your Pre-Separation Checklist (DD2648)
- ❑ Research your health insurance options; register for TRICARE (if you are a retiree)
- ❑ 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 eBenefits
- ❑ Apply for VA Education and Career Counseling benefit (if applicable)

### 90 DAYS OR LESS

- ❑ If seeking employment, begin applying and interviewing for positions
- ❑ Finalize relocation appointments and review your benefits, if applicable
- ❑ Begin to prepare your Disability claim with your local VSO (if applicable and not completed previously)
- ❑ If married, make a Survivor Benefit Plan election decision with your spouse
- ❑ If retiring, complete DD Form 2656 with a retirement services office or counselor
- ❑ Contact Military OneSource to learn about the no-cost resources available to you for your first year post-transition

### 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 correct 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, or print Proof of Service card from eBenefits
- ❑ Utilize Military OneSource (up to 365 days post-transition)
- ❑ If you're married, inform your spouse about the benefits offered by Spouse Education and Career Opportunities (SECO)

Updated: September 26, 2019

**Located on www.DoDTAP.mil under the Resources/FAQ's Page**

# TAP Process

## INDIVIDUALIZED INITIAL COUNSELING (IC)

**NLT 365 days prior to separation or retirement**

- Personal Self-Assessment/Individual Transition Plan (ITP)

## PRE-SEPARATION COUNSELING

**NLT 365 days prior to separation or retirement**

**SEC. 1142**

**Title 10, Chapter 58**

**SEC. 1144**

## DoD TRANSITION DAY

*1 DAY*

DoD Transition Day includes:

- Managing Your Transition
- MOC Crosswalk
- Financial Planning for Transition

## VA BENEFITS AND SERVICES

*1 DAY*

- Explores VA benefits earned by the service member and how to apply them.
- How to leverage earned benefits for the best possible outcome.

## DOL ONE-DAY

*1 DAY*

- Overview of employment topics and best practices.

### 2-DAY SERVICE MEMBER ELECTED TRACKS

- Transitioning service members select one of the two-days of instruction:
  - DOL Employment Workshop
  - DoD Education Workshop
  - SBA Entrepreneurship Workshop
  - DOL Vocational Workshop

## CAPSTONE

- Culminating event in which Commanders verify achievement of Career Readiness Standards (CRS) and viable ITP prior to transition.
- Must occur no later than 90 days before separation.
- If not, referred to appropriate agency for further assistance via a Warm Handover.
- Statement of benefits to be received no later than 30 days post-transition.

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

# CORE CURRICULUM IN TAP



DoD
Transition
Day




VA
Benefits
and Services



DOL
Employment
Fundamentals of
Career Transition

# 2-DAY TRACKS

EMPLOYMENT

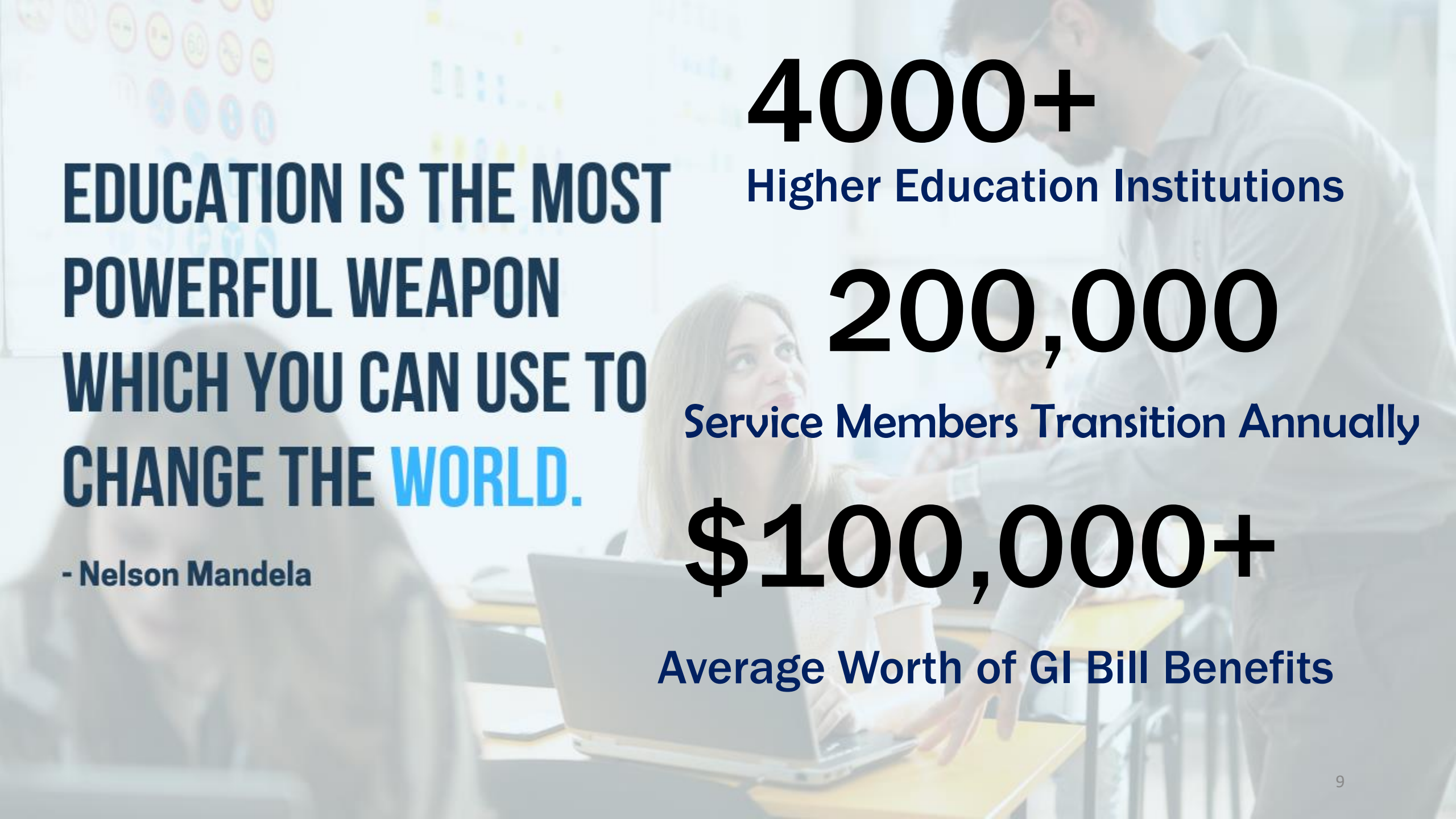
VOCATIONAL

ENTREPRENEURSHIP

EDUCATION



# MANAGING YOUR EDUCATION




**4000+**

Higher Education Institutions

**200,000**

Service Members Transition Annually

**$100,000+**

Average Worth of GI Bill Benefits

# MANAGING HIGHER EDUCATION

***COURSE OVERVIEW***

- Getting Started
- Learning the Basics
- Choosing a Field of Study
- Choosing an Institution
- Gaining Admission
- Funding Your Education



# LEARNING THE BASICS

## ATTITUDES AND PERCEPTIONS

## TYPES OF STUDENTS AND INSTITUTIONS

## METHODS OF DELIVERY

| System | Administrative Offices | Student Services |
|---|---|---|
| Quarter | *Admissions*<br>*Financial Aid*<br>*Registration & Records*<br>*Student Accounting/Finance*<br>*Student Services* | *Academic Advising*<br>*Career Services*<br>*Commuter Center*<br>*Child Care Facility*<br>*Dining Services*<br>*Disability Services*<br>*Recreation Center*<br>*Health Services*<br>*Learning Resource Center*<br>*Library System*<br>*Public Safety*<br>*Residential Services*<br>*Student Outreach & Support*<br>*Veteran Student Services* |
| Semester |  | |
| Online Term | | |



# HIDDEN CURRICULUM

## DEFINITION:

A term used by educational professionals to describe the cultural codes, norms, values, and expectations that operate at an educational institution.

## MILITARY vs. CIVILIAN EDUCATION

- ❑ Personal choice
- ❑ Personal Accountability
- ❑ Attendance/Completion
- ❑ Attire
- ❑ Requesting Help
- ❑ We vs. I
- ❑ Peer Interaction
- ❑ Language



# CHOOSING A FIELD OF STUDY

kuder journey
For College Students and Adults

Factors when choosing a field of study

Transfer Credits

| First Year Fall Semester | | | First Year Spring Semester | |
|---|---|---|---|---|
| ENG 101 College Reading and Writing* | 3 | | ENG 102 Written Argument & Research* | 3 |
| HIST 121 Us History to 1877* | 3 | | HIST 122 History from 1865* | 3 |
| MATH 134 Math for Business Application I* | 3 | | MATH 135 Math for Business Application II | 3 |
| BUSA 128 Business and Computer Systems | 3 | | Lab Science* | 4 |
| Lab Science* | 4 | | Advisor-approved Elective | 3 |
| | | | | |
| Second Year Fall Semester | | | Second Year Spring Semester | |
| PSci 231 The US Government* | 3 | | PSci 232 State and the Federal System* | 3 |
| ACCT 221 Principles of Accounting I | 3 | | ACCT 222 Principles of Accounting II | 3 |
| ECO 201 Principles of Macro Economics | 3 | | ECO 203 Principles of Micro Economics | 3 |
| SPC 141 Business & Professional Speaking* | 3 | | ECO 233 Economics of Personal Finance | 3 |
| LIT, Philosophy and Culture* | 3 | | Creative Arts* | 3 |

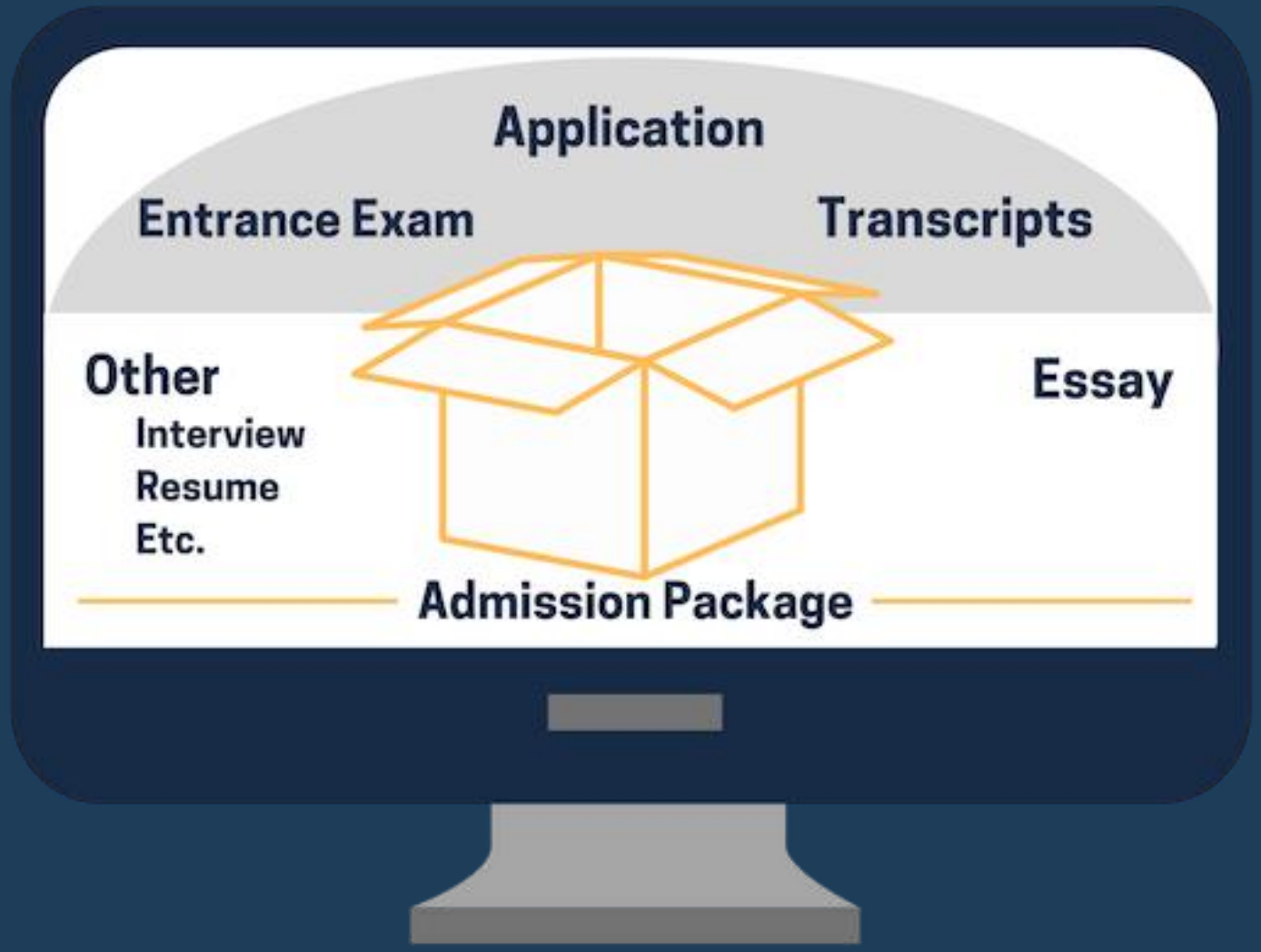
Articulation Agreements



# CHOOSING AN INSTITUTION

- Location
- Quality
- Student Outcomes
- Student Veteran Support
- Cost

# GAINING ADMISSION



# FUNDING YOUR EDUCATION











| | | |
|---|---|---|
| GI Bill = $25,162 | YRP = $14,937 | VA = $14,937 |

# MY EDUCATION CAREER READINESS STANDARD (CRS)

Complete  a comparison of higher education institutions

| | Institution #1 | Institution #2 |
|---|---|---|
| **Section 4: Choosing an Institution** | | |
| Name and website | | |
| Public, private nonprofit, or private for-profit | | |
| Size: Undergraduate population<br>Graduate population | | |



# CREATE YOUR ACTION PLAN

Whom do I need to call, write, or visit?

What do I need more information about?
What am I unclear about?

What are some specific questions I need to ask to get clarification?

What things must I do?



# THANK YOU!

## Questions?

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**CONNECT WITH US:**

www.DoDTAP.mil | www.dvidshub.net/DoDTAP | LinkedIn: Military-Civilian Transition Office