

Department of Defense

TRANSITION ASSISTANCE PROGRAM

Supporting Service Member Career Readiness

Managing Transition and Education: Changes to TAP and the Higher Education Curriculum

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THE TRANSITION TO VETERANS PROGRAM OFFICE

TVPO is responsible for designing, overseeing, and evaluating the DoD Transition Assistance Program (TAP).

We promote, advance, and instill a culture of career-ready service members throughout their Military Life Cycle through career readiness planning and transition assistance policy and program oversight.

Our vision is to change a Department culture from end-of-service commitment transition planning to a Military Life Cycle approach, emphasizing career readiness planning at every step of a service member's career. In doing so, we ensure mission readiness is maintained, while also sustaining the All-Volunteer Force for both the Active and Reserve Component, as well as strengthening the Nation's competitiveness in the global economy.



IS IT TAP OR TAPS?





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.

EVOLUTION OF TRANSITION

- The FY 1991 National Defense Authorization Act (NDAA) authorized a program of comprehensive transition assistance counseling for separating service members and their spouses.
- In 2011, the Veteran unemployment rate was 12.1 percent, considerably higher than the non-Veteran unemployment rate of 8.7 percent.
- This was fueled by the lingering effects of the 2008 global economic crisis along with unique employment challenges faced by Post-9/11 Veterans. Congress responded to this multifaceted crisis by passing the Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011.
- In addition to pre-separation counseling, the Act mandated participation of all eligible transitioning Service members in the previously optional TAP employment, benefits, and job training assistance sessions.



EVOLUTION of TRANSITION

- The 2008 global economic crisis along with unique employment challenges faced by Post-9/11 Veterans prompted Congress to pass the Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011.
- In response to the VOW Act, interagency partners redesigned TAP into a cohesive, modular, outcomes-based program that standardized transition opportunities, services, and training to better prepare the nation's Service members to achieve their post military career goals.
- Since the VOW Act, the interagency partners, along with other federal agencies, continue to expand transition assistance support based on the ever changing needs of transitioning service members and their families.
- In 2018, President Donald Trump signed FY 2019 NDAA into law, which significantly altered TAP for the first time in many years and led to the current state of TAP.



MY TRANSITION TIMELINE



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

MANAGING YOUR TRANSITION TIMELINE (MyTT)

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](#)
[SenSe 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

CAREER READINESS STANDARDS

- Complete a personal self-assessment/Individual Transition Plan
- Register on eBenefits
- Complete a Continuum of Military Service Opportunity counseling (Active-component only)
- Prepare a criterion-based, post-separation financial plan
- Complete a MOC Gap Analysis or provide verification of employment
- CRS for DoD Education and DOL Vocational Tracks: Complete a comparison of higher education or technical training
- CRS for DOL Employment Track: Complete a resume or provide verification of employment





2020 TAP Process

INDIVIDUALIZED INITIAL COUNSELING (IC)

PRE-SEPARATION COUNSELING

NLT 365 days prior to
separation or retirement

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

NLT 365 days prior to
separation or
retirement

SEC. 1142

Title 10, Chapter 58



1 DAY

DoD TRANSITION DAY

DoD Transition Day includes:

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



1 DAY

VA BENEFITS AND SERVICES

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



1 DAY

DOL ONE-DAY

- Overview of employment topics and best practices.

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.

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

SEC. 1144

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**



2-DAY ADDITIONAL TRACKS

EMPLOYMENT

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

VOCATIONAL

Vocational Training
Career Clusters
Career Assessments
Opportunities
Credentials
Educational Goals



2-DAY ADDITIONAL TRACKS

HIGHER EDUCATION

Education Terms
Attitudes
Perceptions
Fields of Study
Degree Options
Choice of Institution
Admissions
Funding Options

ENTREPRENEURSHIP

Fundamentals
Opportunities
Market Research
SmallBiz Economics
Legal
Financing



MANAGING YOUR EDUCATION

A blurred background image of a classroom. In the foreground, a student is partially visible. In the middle ground, a woman is looking up and to the right. In the background, a man is leaning over a desk, pointing at a laptop. The overall scene is a bright, modern classroom.

**EDUCATION IS THE MOST
POWERFUL WEAPON
WHICH YOU CAN USE TO
CHANGE THE WORLD.**

- Nelson Mandela

4000

Higher Education Institutions

200,000

Service Members Transition Annually

\$148,972

Average Worth of GI Bill Benefits

MANAGING YOUR EDUCATION

Getting Started



Choosing a Field of Study



Learning the Basics

Administrative Offices

*Admissions
Financial Aid
Registration & Records
Student Accounting/Finance
Student Services*



Student Services

*Academic Advising
Career Services
Commuter Center
Child Care Facility
Dining Services
Disability Services
Recreation Center
Health Services
Learning Resource Center
Library System
Public Safety
Residential Services
Student Outreach & Support
Veteran Student Services*

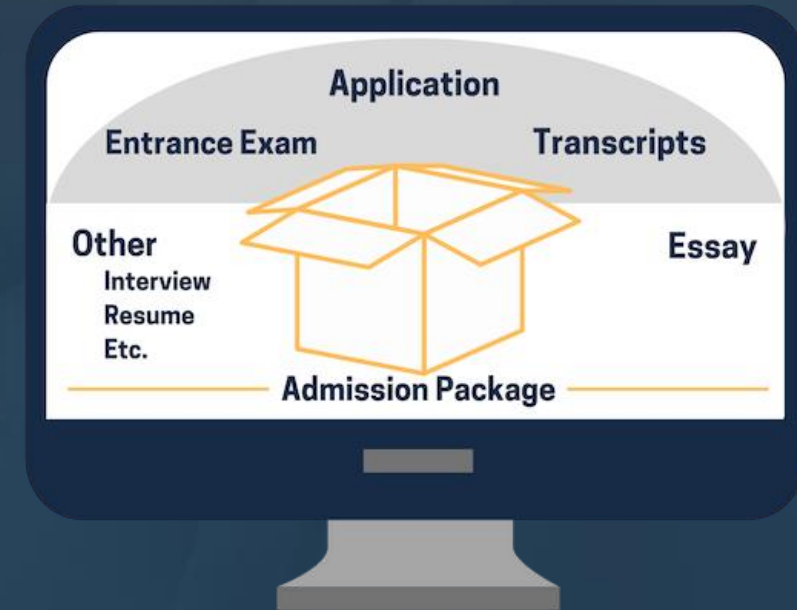
MANAGING YOUR EDUCATION



Choosing an institution

GI Bill = \$24,476	YRP = \$15,279	VA = \$15,279
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Funding Your Education



Gaining Admission

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:

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