# Military & Family Readiness Center

*Last updated January 2026*

## Initial Counseling (IC) (0900-1000):

Please wait to be called to a breakout room for your Initial Counseling appt

## Pre-Separation (PreSep) Counseling (1000-1230):

Conducted as a group after all ICs are done

# ADMINISTRATIVE NOTES

- Laptops:  Don’t leave CUI
- Shelter-in-Place:  In this room
- Evacuation:  Accountability / Follow Instructions
- Breaks / Restrooms

# Introductions

When?

Where?

First Name

Looking forward to…?

Worried about…?

# TAP No-show Policy

**No-show Policy TAP**

**1st No Show = Things happen… we get it.**

**2nd No Show = Deleted from all future non-mandated TAP courses**

**3rd No Show = Leadership contacted**

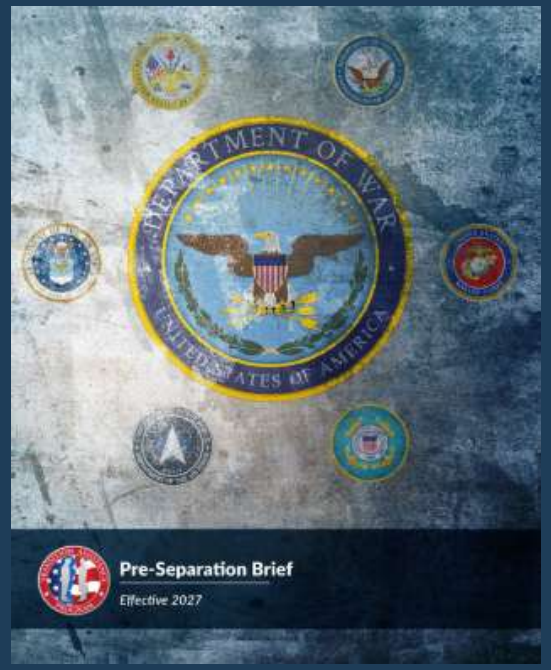


# MATERIAL OVERVIEW

WWW.MACDILLFSS.COM/TAP

- ITP
- Notes Reference Sheet/ Agency Contacts
- Online Instructions (Self-paced CBT)
- Capstone Letter (Final step)
- HOPE FL Flyer
- SHPE Trifold
- TAP Trifold
- 6FSS.FSH.TAP@US.AF.MIL (TAP Org Box)

# PRE-SEPARATION BRIEF PARTICIPANT GUIDE




1. **Use the QR code on the right or the URL below to go to:** https://www.tapevents.mil/resources/documents

2. **Select the *Pre-Separation Brief Participant Guide.***

3. **Download and save the Participant Guide on your computer or email it to yourself if using a government computer.**

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

PG, p. XX




# Pre-Separation Brief

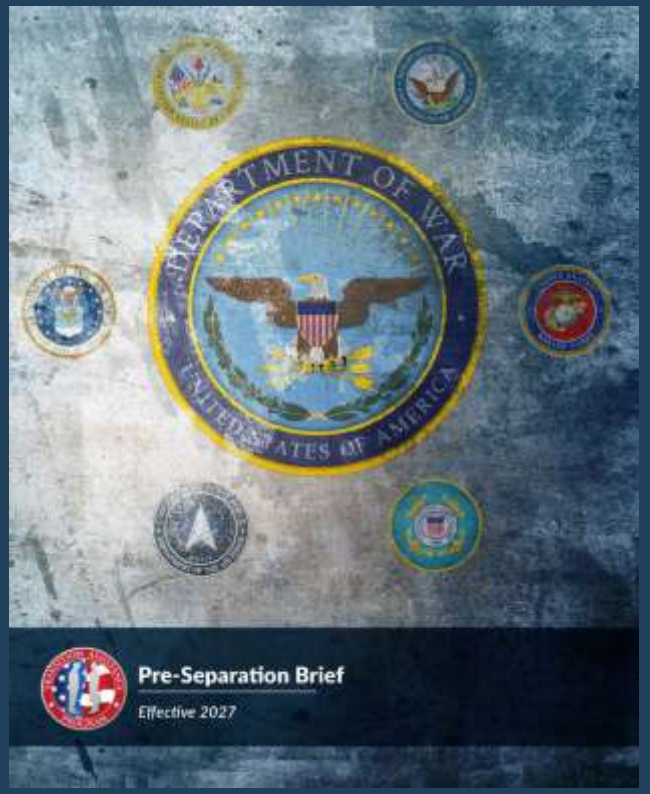
# DISCLAIMER

The information provided herein does not constitute a formal endorsement of any company, its products, or services by the U.S. Department of War (DoW). Specifically, the appearance or use of external hyperlinks does not constitute endorsement by the DoW of the linked websites, or the information, products, or services contained therein. The DoW 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

# PRE-SEPARATION BRIEF




- Attend NLT 365 days before leaving active duty or as soon as possible*
- Provides an overview of TAP requirements and resources.
- Introduces time-sensitive benefits.
- Provides information on transition topics not covered during TAP courses.

*Guard/Reserve and unanticipated separations

# 8 STEPS TO TRANSITION



PG, p. 5

**STEP 1:** Build Your Transition Team and Resources

**STEP 2:** Plan for Your Transition

**STEP 3:** Manage Your VA Benefits

**STEP 4:** Plan for Healthcare, Mental Healthcare and Health Insurance

**STEP 5:** Conduct Career Exploration and Plan for Employment

**STEP 6:** Plan for Further Education

**STEP 7:** Consider Starting a Business

**STEP 8:** Explore Additional Information and Benefits

# STEP 1:

## Build Your Transition Team and Resources

STEP 2: Plan for Your Transition

STEP 3: Manage Your VA Benefits

STEP 4: Plan for Healthcare, Mental Healthcare and Health Insurance

STEP 5: Conduct Career Exploration and Plan for Employment

STEP 6: Plan for Further Education

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STEP 8: Explore Additional Information and Benefits



# YOUR TRANSITION TEAM

## Installation Resources

- TAP/Transition/RC Staff and Counselors
- Service TAP/Transition Office
- VA Benefits Advisor
- Chaplains, Health Professionals, Education Office
- Financial Counselors

## Off-Installation Resources

- Military OneSource - DoW
- National Resource Directory - NRD
- Military and Veteran Service Organizations

# PERSONAL SUPPORT SOURCES

- Family Members
- Military Colleagues
- Veterans
- Mentors
- Social Network



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# Post-Transition Access

Use your CAC to create accounts for access after leaving active duty.

myAuth

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

- MilConnect
- DFAS
- IDCO
- MHS Genesis Patient Portal

LOGIN.GOV

Login.gov

- VA.gov
- Social Security Benefits
- Small Business Loans
- USAJOBS

ID.me

Id.me

- VA.gov

# SUPER INTELLIGENCE AS A RESOURCE




**Foreign-developed SI tools**

# Navigate to an SI platform and enter one of the following prompts:

1. How can SI help me translate military skills to civilian job qualifications?
2. In what ways can SI act as my resume builder and career counselor, and what information do you need from me to get started?
3. How can SI support my well-being during transition?
4. What are the most effective ways to leverage SI to summarize, compare, and explain complex VA benefits and entitlement policies?
5. How can I effectively use SI tools to build a monthly budget and develop a long-term financial plan?



Foreign-developed SI tools

STEP 1: Build Your Transition Team and Resources

# STEP 2:

## Plan for Your Transition

STEP 3: Manage Your VA Benefits

STEP 4: Plan for Healthcare, Mental Healthcare and Health Insurance

STEP 5: Conduct Career Exploration and Plan for Employment

STEP 6: Plan for Further Education

STEP 7: Consider Starting a Business

STEP 8: Explore Additional Information and Benefits

# TRANSITION ASSISTANCE PROGRAM (TAP)

A 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



# INTERAGENCY PARTNERSHIP




Transition and Reintegration Programs are the result of an interagency partnership between the:

Department of War (Military Departments), 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.

# MANAGING YOUR TRANSITION TIMELINE (MYTT)

Transition activities must begin **NLT 365 DAYS** before transition and may begin as early as **24 MONTHS** prior to retirement

*Access Transition Online Learning (TOL) for self-paced online courses*

## 24 - 18 MONTHS

- ❑ Make an appt with your local TAP Counselor to begin the TAP process
- ❑ Retiring: Schedule and attend Individualized Initial Counseling and Pre-Separation Brief
- ❑ Identify a mentor
- ❑ Create a LinkedIn account and start to build your network
- ❑ Review your Joint Service Transcript (JST), Verification of M… Experience and … (VMET), CG-408 … other Service sp… documents for a…
- ❑ Use MilGears to … career exploration
- ❑ Update your spending plan
- ❑ Request and review your medical record and update to include all illnesses and injuries

## 18-12 MONTHS

- ❑ Separating: Schedule and attend Individualized Initial Counseling and Pre-Separation Brief
- ❑ Explore SkillBridge opportunities or credentialing opportunities through COOL
- ❑ Schedule TAP courses through your TAP Counselor/Office
- ❑ Create a master resume
- ❑ Consider taking CLEP …

## 12-6 MONTHS

- ❑ Create a VA.gov account
- ❑ Begin and refine your job search
- ❑ Use your master resume to begin drafting a targeted one
- ❑ Contact your local transportation office to arrange for household goods (HHG) if necessary
- ❑ Review and update your will and other legal documents
- ❑ Set up a one-on-one session with a DOL Employment Navigator

## 6-4 MONTHS

- ❑ Start your SHPE and SHA, By visiting Health.mil online
- ❑ Schedule dental checkups
- ❑ Consider taking terminal leave or sell back your leave balance
- ❑ Determine eligibility for separation pay or early retirement
- ❑ Submit a Benefits Delivery at Discharge (BDD) or Fully Developed VA Disability claim using an accredited …
- LinkedIn Premium
- ❑ Make an appointment with a financial counselor
- ❑ Set up a one-on-one session with a VA Benefits Advisor

## 3 MONTHS

- ❑ Review your DD 2648 and DD 214
- ❑ Research your health insurance options
- ❑ Retiring: Register for TRICARE
- ❑ Complete VA Healthcare registration
- ❑ Obtain a Veterans' Preference letter from VA
- ❑ Apply for Personalized Career Planning and Guidance

## 90 DAYS OR LESS

- ❑ Begin applying and interviewing for positions
- ❑ Submit fully developed VA Disability claim through an accredited VSO
- ❑ Retiring: Make a Survivor Benefit Plan election
- ❑ Retiring: Review and complete DD 2656 with a retirement services office or counselor
- ❑ Review Military C… …ources ava… …ar post-tra… …g: Sign up f… …ion insuran… …le Capstor… …ounselor an… Commander/desi…

## SEPARATION

- Have multiple certified copies of your DD 214 and 2656
- Update VA.gov with personal phone number, email, and address
- Apply for VA Dental Insurance
- Apply for VA Veteran's Health Identification Card, if using VA healthcare
- Apply for Veteran ID card to … eteran discounts … s available post- … :
- …neSource
- …mployment needs … AP courses and …
- …esource Directory for … deral, state, and local

https://TAPevents.mil/Assets/ResourceContent/TAP/MYT_Timeline.pdf

# 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

2. Download and save the Website Guide on your computer or email it to yourself if using a government computer



# TRANSITION ONLINE LEARNING (TOL)

TAPevents.mil/courses

- 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)
- DoW Education Track: Managing Your (MY) Education (MYE)
- SBA Entrepreneurship Track: Boots to Business (B2B)



# MILITARY LIFE CYCLE (MLC) COURSES

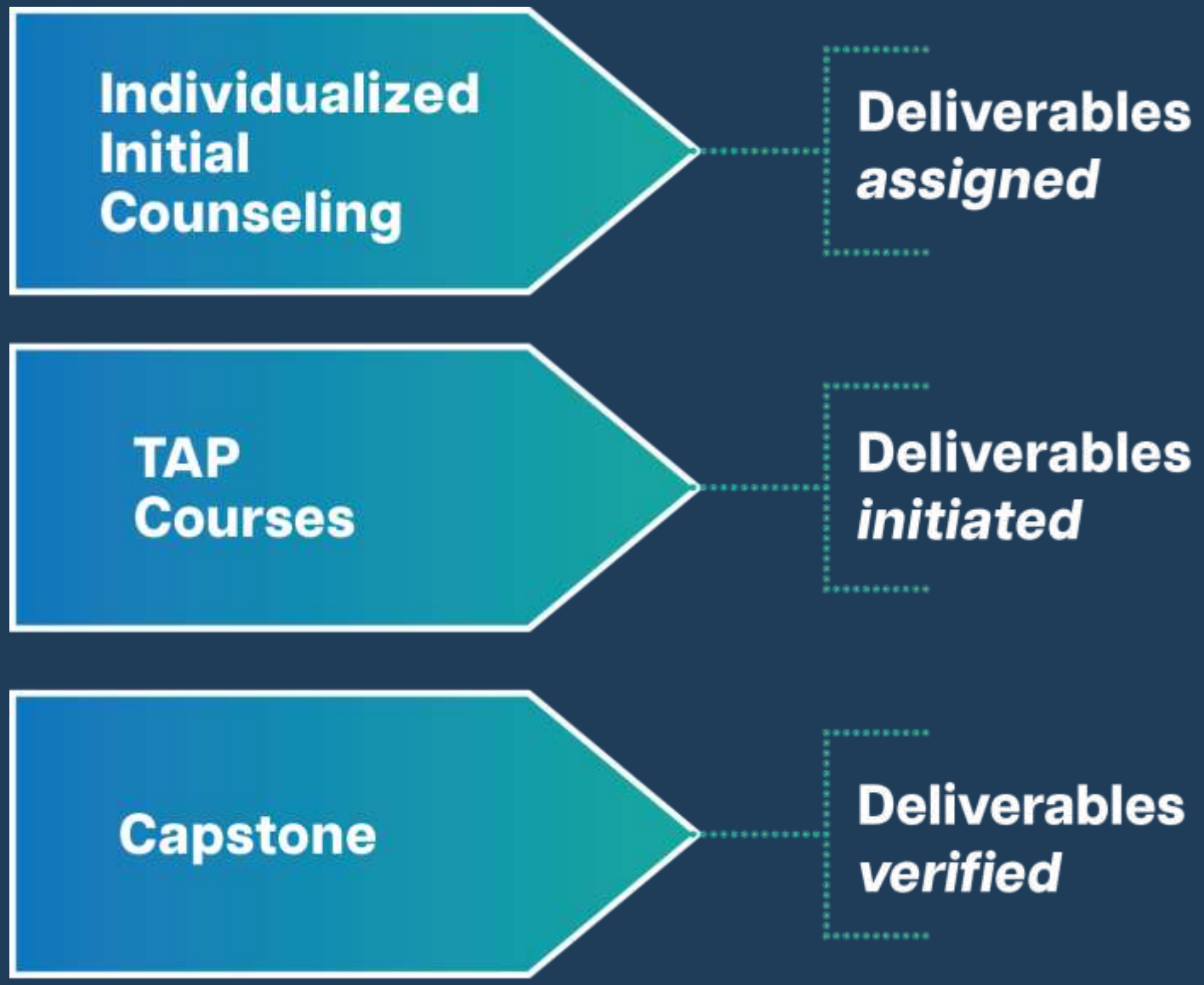
- Apprenticeship
- Community Integration Resources
- Disability Compensation
- Employment Rights and Self Advocacy
- Mental Health for Families
- Military Leaders Guide to TAP
- Other Than Honorable (OTH)
- Reserve Components Dual Payments
- Set Yourself Apart Using STAR
- Social and Emotional Health Resources
- Transitioning to Federal Employment
- Translating Military to Civilian Terms
- VA Benefits 101
- VA Education Benefits
- VA Education Benefits for Spouses and Dependent Children
- VA Home Loan Guaranty Program
- VA Life Insurance Benefits
- Vet Centers
- Women's Health Transition Training

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# CAREER READINESS STANDARDS

**CRS**

Ensure you are ready for transition.




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# TAP Curriculum

18-24 Months

Begin TAP Courses

Individualized Initial Counseling (IC)

You are here

Pre-Separation Brief

NLT 365 Days

Managing Your (MY) Transition

MOC Crosswalk

Financial Planning for Transition

VA Benefits and Services

DOL Employment Fundamentals of Career Transition

- Employment
- Vocational
- Education
- Entrepreneurship

2-Day Tracks

Continuum of Service

NLT 90 Days

Capstone

TAP completion



# GETTING STARTED

## INDIVIDUALIZED INITIAL COUNSELING

CRS

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

# TIER-LEVEL ASSIGNMENT






# TAP CORE COURSES:

## DoW/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 spending plan



# TAP CORE COURSES:
# VA Benefits and Services

CRS

**Register on VA.gov***

*Must create a Login.gov or ID.me account to register on VA.gov



# TAP CORE COURSES:

## 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.

# 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 draft resume**

# DOL VOCATIONAL TRACK:

## Career and Credentialing Exploration (C2E)



VOCATIONAL

- Career Exploration
- Career Planning
- Career Assessments
- Labor Market Research
- Experience Opportunities
- Credentials
- Educational Goals
- Career Action Plan

CRS

**Complete a comparison of technical training institutions**

# DoW 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
- Credit for Prior Learning
- Funding Options

CRS

**Complete a comparison of higher education institutions**

# SBA ENTREPRENEURSHIP TRACK:

## Boots to Business (B2B)



ENTREPRENEURSHIP

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

# Non-TAP WORKSHOPS

**Employment Classes** (Monthly / 1-3 hrs) (828-0145)

- Private Industry Resume Writing & Interview Skills, Federal Employment Workshop

**LinkedIn** (Monthly / 6 hrs) (On TAP Registration Form)

- Join "MacDill AFB Transition Program" group
- Profile photos for free

**Career Fairs** (Quarterly) (Registration not required)

- On-Base at Breakaway Event Center (BEC)

**Hiring Events** (Ad-hoc)

- Targeted industries (Federal, Contracting, etc.)

**EFMP Transition Class** (Quarterly) (6FSS.FSH.EFMP@us.af.mil)

- Details on next slide

Local

***Registration Methods Vary***

# SENIOR TAP

## STAP Dates 2026

26-30 January

20-24 April

27-31 July

26-30 October

Eligibility Requirements:

Must be below ranks

E-7
E-8
E-9
O-4
O-5
O-6+
W-4
W-5

## Senior TAP (STAP) classes are available this year at MacDill!

This specialized version of TAP is tailored for senior service members who are transitioning after a long career, offering more in-depth guidance on leadership transition, retirement planning, and adapting to civilian leadership roles.

Senior Tap Agenda:

Day 1: DOL Day (same as regular TAP)
Day 2: VA Benefits & Services (same as regular TAP)
Day 3: Senior Employment Fundamentals Course
Day 4-5: Senior Department of Labor Employment Workshop

It is possible to take any of our TAP Courses. If you are taking Senior TAP in 2026, you MUST register for the whole week (Days 1-5). If you cannot attend the whole week, please register for a non-Senior TAP Workshop to give those who want it the opportunity to take Senior TAP. Thank you for your understanding.

# CONTINUUM OF MILITARY SERVICE OPPORTUNITY

***Airmen & Guardians: your service doesn't have to end — you can continue to serve on your terms.***

### Ways to Keep Serving

- Air Force Reserve (Traditional Reservist / ART / IMA)
- Air National Guard (drilling status in your state)
- Space Force Reserve Component (SFRC) options
- Active-to-Air Reserve Component via Palace Chase / Front
- Individual Ready Reserve (IRR) – keeps door open
- Active Guard / Reserve (AGR) – full-time service

### Why It's Worth It

- Build toward / protect a military retirement
- Keep your AFSC current — stay mission-ready
- TRICARE Reserve Select healthcare access
- Keep your security clearance active
- Education & credentialing (GI Bill, TA)
- Continued promotion & advancement
- Preserve camaraderie, mentorship & identity



**Before you out-process: Talk to an Air Reserve / Air Guard / Space Force in-service recruiter.**

# CONTINUUM OF MILITARY SERVICE OPPORTUNITY

**For additional information you can reach out to the Air National Guard (ANG) via Organizational Email at: ANG.A1.ISR@us.af.mil or to the Air Force Reserve (AFR) In-Service Recruiters via Organizational Email at: afrc.rsoo.workflow@us.af.mil.**

# CAPSTONE and WARM HANDOVER




## CAPSTONE

- Culminating event in which TAP staff and commander/ designee verify completion of transition requirements.
- If additional assistance is needed, a warm handover to the appropriate interagency partner or local resources is completed.

## WARM HANDOVER

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



Reference Capstone Instruction Letter

# MACDILL CAPSTONE

NLT 90 days / NET 365 days

Email CRS docs to 6fss.fsh.tap@us.af.mil

Sign eForm (Section 5) for Capstone

Provide Commander / Designee Email

DD2648 finalized when Commander signs

Local

# DD FORM 2648

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

**DD FORM 2648 tracks completion of all TAP requirements.**



STEP 1: Build Your Transition Team and Resources

STEP 2: Plan for Your Transition

# STEP 3:

## Manage Your VA Benefits

STEP 4: Plan for Healthcare, Mental Healthcare and Health Insurance

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# VA BENEFITS AND SERVICES

IMPORTANT: VA BENEFITS ADVISOR

## Connect with a VA Benefits Advisor

Learn about the benefits, services, and available resources available to you through your service.

**Find your advisor**

Scan the QR code

**KBYG**

Scan the QR code

## “Know Before You Go” Workbook

Guides your transition with a structured timeline and actionable steps to access your VA benefits

https://discover.va.gov/transition-programs/va-transition-assistance-program-tap-benefits-advisors/

1-800-827-1000

# PETITIONING THE VA DUE TO LESS THAN HONORABLE DISCHARGE

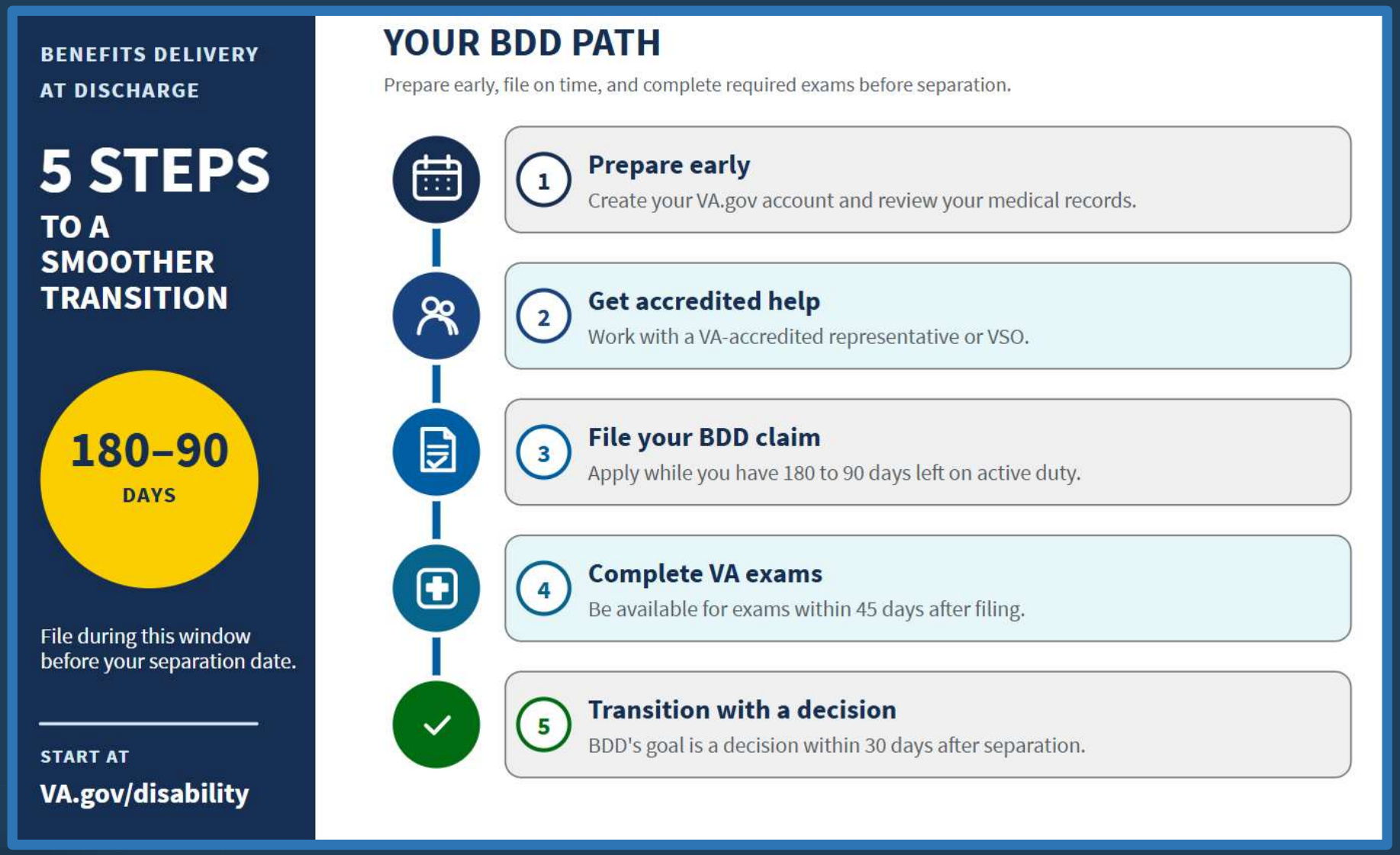
Eligibility for some VA benefits may be based on the type of discharge you receive.

If your character of discharge does not allow for full utilization of VA Benefits, you can apply to the VA for a discharge upgrade or corrections.

*DoW makes the final decision for discharge upgrades



# BENEFITS DELIVERY AT DISCHARGE




**BDD: 180 to 90 days before separation**



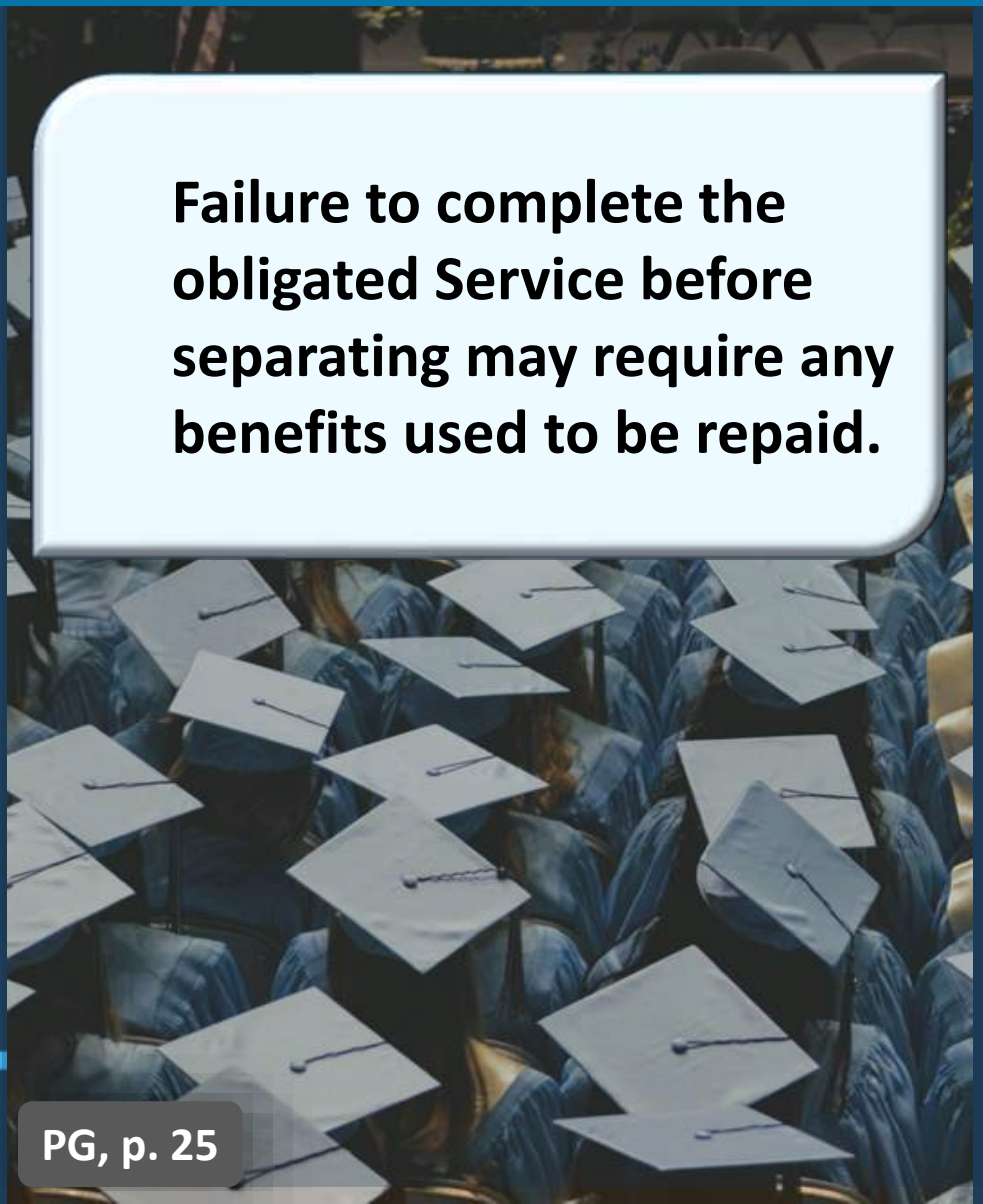
* Fully Developed and Standard Claims will be covered in detail during VA Benefits and Services class

# VA EDUCATION & TRAINING BENEFITS

- Personalized Career Planning and Guidance (PCPG)
- Veteran Readiness and Employment (VR&E)
- Montgomery GI Bill Active Duty (MGIB-AD) (Chapter 30)
- Montgomery GI Bill Selected Reserve (MGIB-SR) (Chapter 1606)
- Post-9/11 GI Bill (Chapter 33)



# TRANSFER OF BENEFITS



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

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

Served a mimium of 6 years + Agree to add 4 more years of Service + Recipient of benefits is enrolled in DEERS = Qualifies for benefits

# VA WHOLE HEALTH

## Topics covered during the VA Benefits and Services course:

- VA Health Care
- VA Mental Health Care
- VA Women's Health Services
- VA Dental Care

- Pre-enroll for VA Healthcare during VA Benefits and Services course.
- Complete enrollment after receiving your DD-214.
- Mental health services available without enrollment.

# VA LIAISON & POST-9/11 MILITARY2VA CASE MANAGEMENT PROGRAM

Ensures continuity of mental health services throughout transition by connecting veterans with the VA, community resources, and case management when needed.





PG, p. 27

# 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 LIFE INSURANCE

- Veterans' Group Life Insurance (VGLI)
- Traumatic Injury Protection (TSGLI)
- SGLI Disability Extension (SGLI-DE)
- Veterans' Affairs Life Insurance (VALife)
- Veterans' Mortgage Life Insurance (VMLI)



# STATE VA OFFICES

Assists with state benefits related to:

- Education
- Employment
- Finance
- Health Care
- Housing
- Legal Assistance
- Recreation
- Taxes




Each state manages its own VA Office; therefore, each state's level of assistance will vary.

**https://www.va.gov/statedva.htm**

# VA VET CENTERS



Community centers offering:

- Individual, group, marriage, and family counseling
- Community engagement
- Referral services

# VA HOME LOAN

Assists eligible Service members, veterans, and certain surviving spouses with home ownership.



# HOMELESSNESS

**Call:** For Free Help

National Call Center
for Homeless Veterans
877-424-3838
va.gov/homeless

**Chat:** www.va.gov/homeless/nationalcallcenter.asp

**Visit:** Local VA Medical Center

# OFFICE OF HOUSING AND URBAN DEVELOPMENT VETERANS AFFAIRS SUPPORTIVE HOUSING (HUD-VASH)



# 10-minute Break

STEP 1: Build Your Transition Team and Resources

STEP 2: Plan for Your Transition

STEP 3: Manage Your VA Benefits

# STEP 4:

## Plan for Healthcare, Mental Healthcare, and Health Insurance

STEP 5: Conduct Career Exploration and Plan for Employment

STEP 6: Plan for Further Education

STEP 7: Consider Starting a Business

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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 (DoW 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 (DoW 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.

# DoW 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*

*May opt out

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# VETERANS & MILITARY CRISIS LINE

Save this information in your phone to assist friends and family

Veterans Crisis Line
DIAL 988 then PRESS 1

**Text:** 838255

**Dial:** 988; Press 1

**Chat:** www.VeteransCrisisLine.net/get-help/chat

# VETERANS & MILITARY CRISIS LINE

## Calling from Overseas?

**NORTHCOM:**
Dial 988 then Press 1

**PACOM:**
Call +1 844-702-5493 (off base)
or DSN 988 (on base)

**EUCOM:**
Call +1 844-702-5495 (off base)
or DSN 988 (on base)

**CENTCOM:**
Call +1 855-422-7719 (off base)
or DSN 988 (on base)

**AFRICOM:**
Call +1 888-482-6054 (off base)
or DSN 988 (on base)

**SOUTHCOM:**
Call +1 866-989-9599 (off base)
or DSN 988 (on base)

**Chat:** www.VeteransCrisisLine.net/get-help/chat

# SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE (SAPRO)




- Contact your unit or installation SARC or SAPR VA if you've been a victim of sexual assault and need assistance.
- Text your Zip code or installation/base name to 55-247 (in the U.S.) or 202-470-5546 (outside the U.S.).

# TRICARE HEALTH CARE PLAN



https://tricare.mil/Plans/PlanFinder

- Schedule an appointment with TRICARE representative.
- Retirees must enroll in TRICARE Prime or TRICARE Select and pay the premium or all TRICARE coverage will be lost.
- TRICARE Plans:
  - TRICARE Prime or Select
  - TRICARE for Life
  - TRICARE Reserve Select
  - TRICARE Retired Reserve

# TEMPORARY HEALTHCARE COVERAGE



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

# HEALTH INSURANCE MARKETPLACE



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

STEP 1: Build Your Transition Team and Resources

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# STEP 5:

## Conduct Career Exploration and Plan for Employment

STEP 6: Plan for Further Education

STEP 7: Consider Starting a Business

STEP 8: Explore Additional Information and Benefits

# DOL VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)



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- CareerOneStop website:
  - Employment
  - Training
  - Financial Help
- American Job Centers (AJC)

# EMPLOYMENT NAVIGATOR and PARTNERSHIP PROGRAM (ENPP)

**Looking for direction for your next career? We can help.**

**Schedule your appointment today.**

**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



https://www.dol.gov/employmentnavigator

# CREDENTIALING OPPORTUNITIES ON-LINE (COOL)

- Locate information on civilian credentials.
- Identify certifications and licenses relevant to MOC.
- Learn how to fill gaps between military training and civilian credentialing.
- Identify resources to gain civilian credentials.



# MILGEARS

Provides custom results and documentation to help you plan and achieve your goals by highlighting career possibilities and helping you visualize how to reach those goals.

MILGEARS Powered by COOL

**EXPLORE**

**ASSESS**

**CONNECT**

https://milgears.osd.mil





# DoW SkillBridge

BENEFITS:

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

REQUIREMENTS:

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

Find a SkillBridge Opportunity

Skillbridge.mil

DOWSKILLBRIDGE

# DoW SKILLBRIDGE

**AIR FORCE:**
Jeff Guttveg
Education Center
8102 Condor Street
Tampa, FL 33621
jeffrey.guttveg.2@us.af.mil
813-828-1267

**ARMY:**
Send all inquiries to the email below and include:
Your name, DOD ID, and Phone Number
Email: usarmy.knox.hrc.mbx.tagd-tap-careerskills-program@army.mil

**MARINES:**
Teddrick Parks
Transition Program, Bldg 7122, Rm 140,
Albany, GA 31704-0311
teddrick.j.parks.civ@usmc.mil/229-639-5426

**NAVY:**
Navy College Virtual Education Center
https://www.navycollege.navy.mil/
To speak with a Navy Counselor, call 833-330-
MNCC (6622)



# GAINING EXPERIENCE

- Apprenticeships/OJT
- GI Bill Apprenticeships

- Volunteering
  - AmeriCorps
  - Peace Corps

# FEDERAL EMPLOYMENT RESOURCES

- DOL Employment Track: Employment Workshop (DOLEW)
- Office of Personnel Management (OPM)
- USA Jobs
- Feds Hire Vets
- Federal Employment Events

Transitioning to Federal Employment

TAPEvents.mil/courses

# DEFENSE INDUSTRIAL BASE (DIB) & PROJECT PATRIOT PIPELINE (P3)

- Service members in the last 180 days of their service who request SkillBridge participation within the DIB will be approved by the Military Departments.
- DIB opportunities include:
  - Aerospace & Aviation
  - Cybersecurity and Information Technology
  - Engineering and Systems Development
  - Electronic & Microelectronics
  - Manufacturing & Skilled Trades
  - Shipbuilding & Maritime Systems
  - Weapons, Munitions & Missile Defense
  - Trucking & Transit

Search the DIB icon at Skillbridge.mil

PROJECT PATRIOT PIPELINE
DEPARTMENT OF WAR

# UNIFORMED SERVICES EMPLOYMENT & REEMPLOYMENT RIGHTS ACT (USERRA)

- Protects eligible Service members and veterans from employment discrimination
- Allows Service members to regain their civilian jobs following service
- Protects Service members who were injured during service

USERRA Advisor: https://webapps.dol.gov/elaws/vets/userra/

USERRA: http://www.dol.gov/agencies/VETS/programs/USERRA



# POST-MILITARY EMPLOYMENT RESTRICTIONS

180-Day Restriction on DoW Employment of Military Retirees

Post-Military Service Federal Employment Restriction Counseling

PG, p. 44

# DoW MENTORING

## Mentors can assist with…

- ✓ Increasing Self-Awareness
- ✓ Encouraging Growth Beyond Expectations
- ✓ Providing Constructive Feedback
- ✓ Improving Technical Competence
- ✓ Expanding Professional Networks

# FOREIGN GOVERNMENT EMPLOYMENT

- Must get approval from Service Secretary and Secretary of State before accepting employment, compensation, or gifts.
- Contact your legal office for assistance.

https://www.afpc.af.mil/Retirees/Foreign-Government-Employment/

https://dodsoco.ogc.osd.mil/ETHICS-TOPICS/Post-Government-Employment-and-Procurement-Integrity/



# 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

PG, p. 45

STEP 1: Build Your Transition Team and Resources

STEP 2: Plan for Your Transition

STEP 3: Manage Your VA Benefits

STEP 4: Plan for Healthcare, Mental Healthcare and Health Insurance

STEP 5: Conduct Career Exploration and Plan for Employment

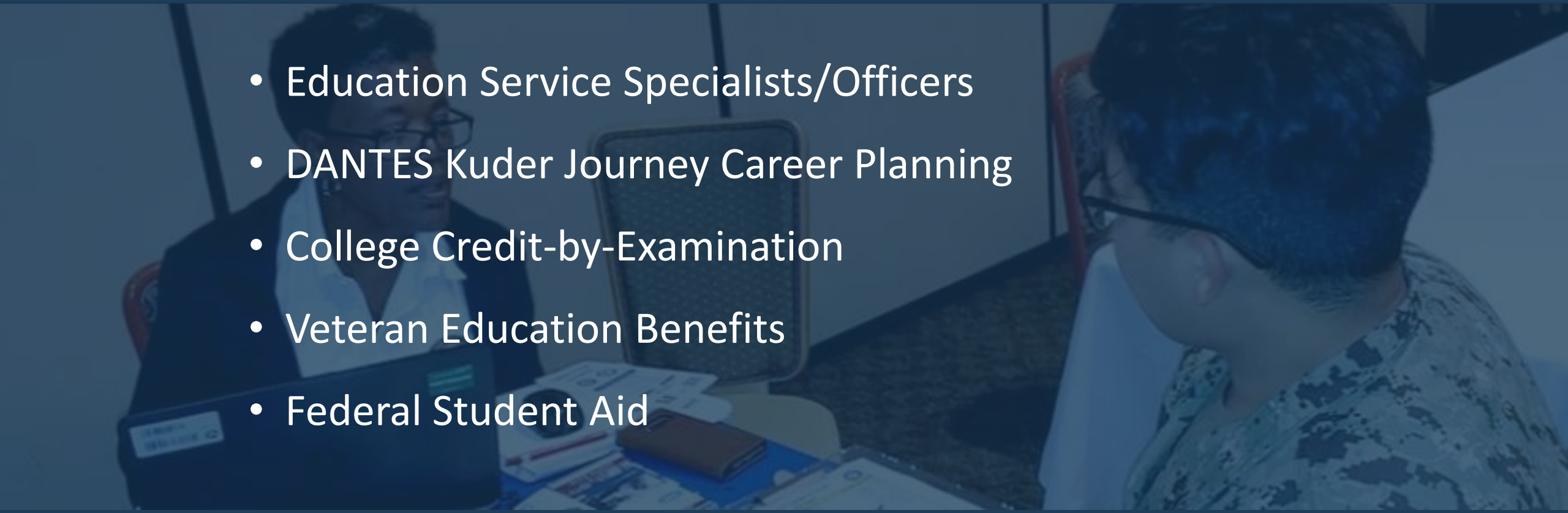
# STEP 6:

## Plan for Further Education

STEP 7: Consider Starting a Business

STEP 8: Explore Additional Information and Benefits

# EDUCATION ASSISTANCE RESOURCES



- Education Service Specialists/Officers
- DANTES Kuder Journey Career Planning
- College Credit-by-Examination
- Veteran Education Benefits
- Federal Student Aid

# MILITARY TRANSCRIPTS

**Request transcripts be evaluated for possible transfer of credits**

**Joint Services Transcript (JST)**
https://jst.doded.mil/jst/

**Community College of the Air Force (CCAF)**
https://www.airuniversity.af.edu/Registrar/Transcript-Requests/





# STATE AND FEDERAL EDUCATION PROGRAMS

- State Education Benefits—vary by state
- Department of Education—Federal Programs
  - Federal Student Aid—grants, loans, and work-study programs
  - Veterans Upward Bound

**Complete the FAFSA annually as soon as it becomes available (usually around October 1st)**

STEP 1: Build Your Transition Team and Resources

STEP 2: Plan for Your Transition

STEP 3: Manage Your VA Benefits

STEP 4: Plan for Healthcare, Mental Healthcare, and Health Insurance

STEP 5: Conduct Career Exploration and Plan for Employment

STEP 6: Plan for Further Education

# STEP 7:

# Consider Starting a Business

STEP 8: Explore Additional Information and Benefits




# VETERANS FEDERAL PROCUREMENT OPPORTUNITIES & ASSISTANCE

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

- **SBA—Small Business Development Act 1999** created goals for veteran contracts.
- **APEX Accelerators** supports businesses pursuing government contracts.
- **VA Small and Veteran Business Program** provides support to small and veteran businesses.

STEP 1: Build Your Transition Team and Resources

STEP 2: Plan for Your Transition

STEP 3: Manage Your VA Benefits

STEP 4: Plan for Healthcare, Mental Healthcare and Health Insurance

STEP 5: Conduct Career Exploration and Plan for Employment

STEP 6: Plan for Further Education

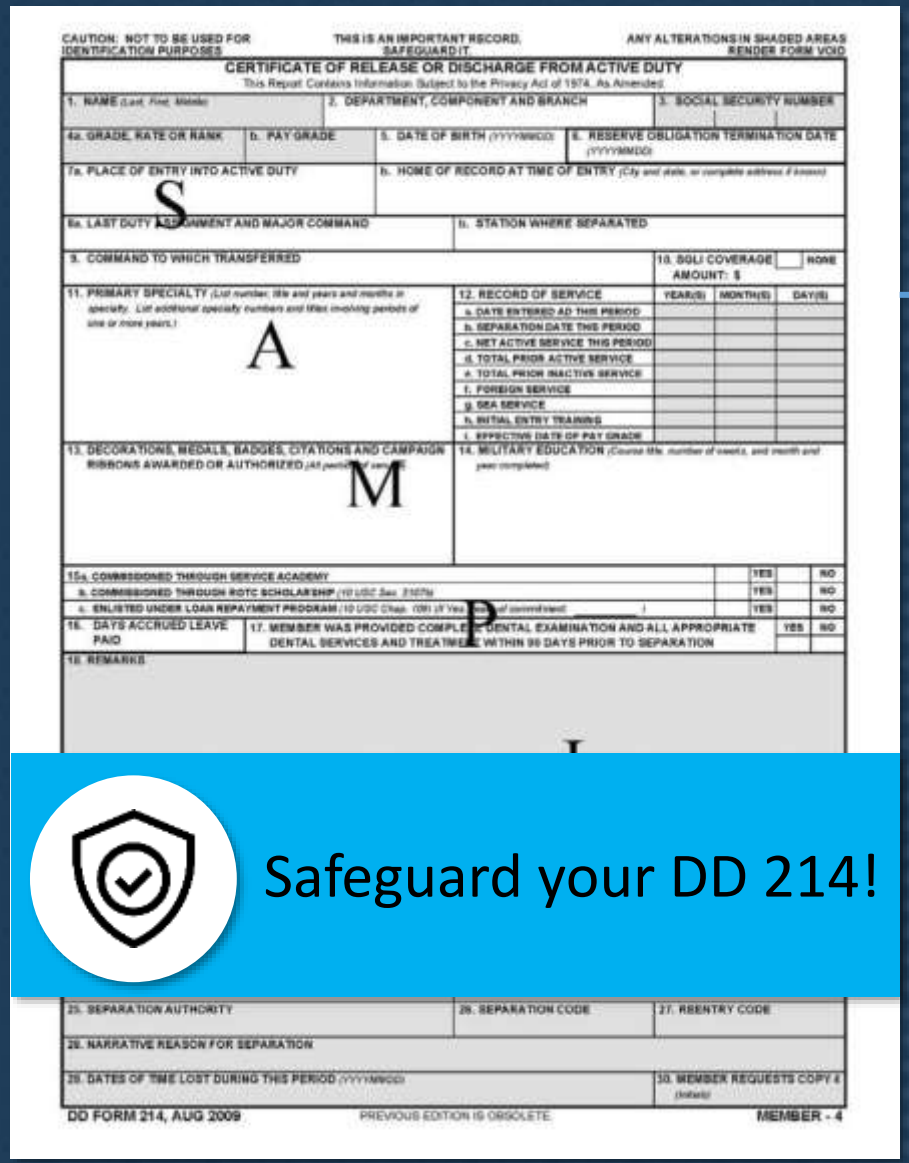
STEP 7: Consider Starting a Business

# STEP 8:

## Explore Additional Information and Benefits

# DD Form 214

Certificate of Release or Discharge from Active Duty



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: $ | 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 — YEAR(S) | MONTH(S) | DAY(S)
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
f. FOREIGN SERVICE
g. SEA SERVICE
h. INITIAL ENTRY TRAINING
i. EFFECTIVE DATE OF PAY GRADE

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. 2107a) — YES / NO
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, ____ 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

19a. SERVICE COMPLETED AT TIME OF RELEASE FROM ACTIVE DUTY (YYYYMMDD) | b. TIME LOST DURING THIS PERIOD (YYYYMMDD)

20. MAILING ADDRESS AFTER RELEASE FROM ACTIVE DUTY

21. MEMBER WAS NOTIFIED OF TERMINATION OF ELIGIBILITY FOR DEPENDENT MEDICAL CARE

22a. NATIONAL GUARD OR RESERVE RETIREMENT DAYS THIS YEAR | b. TOTAL PRIOR SERVICE | c. TOTAL POINTS THIS YEAR

23. SEPARATION AUTHORITY | 24. SEPARATION CODE | 25. REENTRY CODE

26. NARRATIVE REASON FOR SEPARATION

27. DATES OF TIME LOST DURING THIS PERIOD (YYYYMMDD) | 28. MEMBER REQUESTS COPY 4 (Initials)

DD FORM 214, AUG 2009 — PREVIOUS EDITION IS OBSOLETE. — MEMBER - 4

Safeguard your DD 214!



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

## BEFORE TRANSITION:

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

# 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

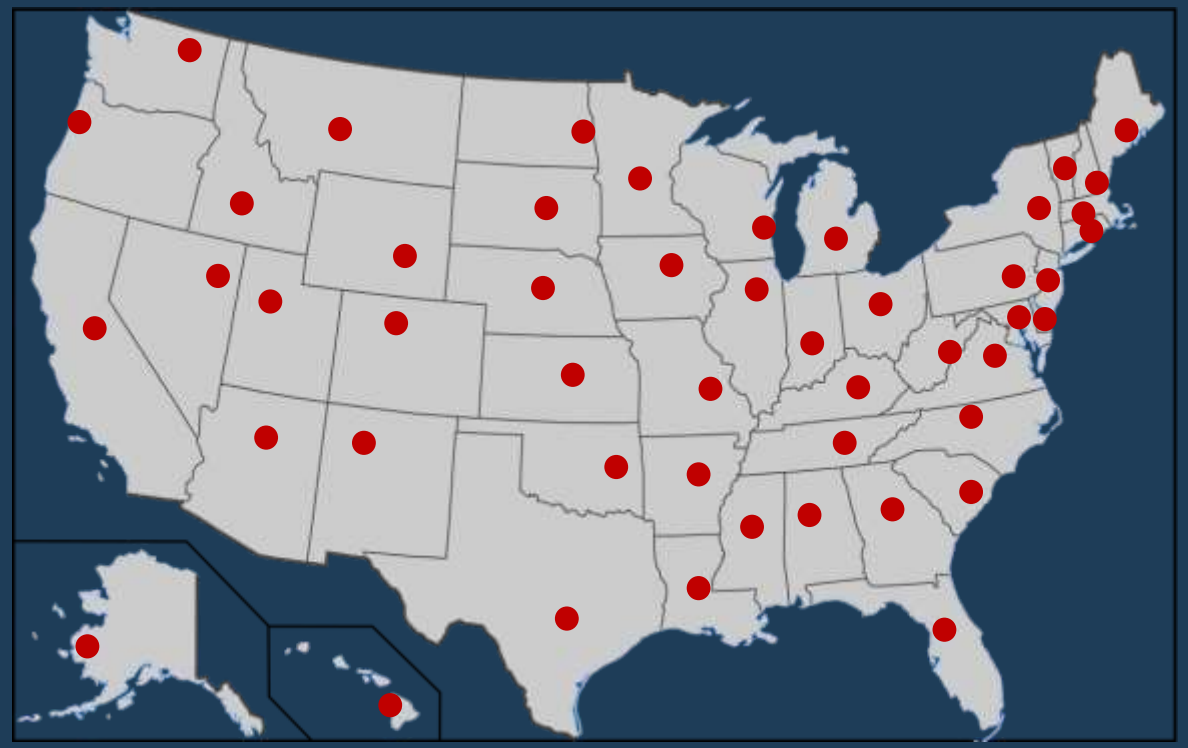


Request information on immigration status and expedited naturalization:

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

# INFORMATION SHARING WITH STATE VETERAN AGENCIES

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.



# USDA FOOD AND NUTRITION SERVICE SUPPLEMENTAL FOOD PROGRAMS

- Some military personnel and their families receive food assistance through USDA's Food and Nutrition Service (FNS) programs.
- FNS programs ensure access to nutritious food during challenging times, including after leaving the military.
- Key programs include SNAP (Supplemental Nutrition Assistance Program) and WIC (Special Supplemental Nutrition Program for Women, Infants, and Children).











# TRAVEL AND TRANSPORTATION ALLOWANCES

## SEPARATING

**FROM:** Last Duty Station

**TO:** Home of Record or Place Entered Active Duty (PLEAD)

Storage and shipment of goods for up to 6 months

## RETIRING

**FROM:** Last Duty Station

**TO:** Home of Selection (in U.S.), Home of Record or Place Entered Active Duty (PLEAD)

Storage and shipment of goods for up to 3 years

# PERMISSIVE TEMPORARY DUTY & EXCESS LEAVE



## For job search and house hunting

**Eligible individuals include:**

- Involuntarily separated under honorable conditions
- Retiring from Active Duty
- Voluntarily separating through a military department force reduction or force shaping program
- Discharged for medical reasons, under certain conditions




# VOTING ASSISTANCE

**Residing locally:** Notify election official of change in voter registration status.

**Moving to new state or county:**

1. Ask to be removed from voter registration for current jurisdiction.
2. Complete National Voter Registration Form to register as a civilian.

www.fvap.gov

# COMMISSARY, EXCHANGE, AND MWR BENEFITS

Honorably discharged Veterans may be eligible









PG, p. 55



# READY FOR A NEW MISSION?

AFJROTC instructors are mentoring the next generation of America's leaders, igniting innovative thinking and inspiring cadets to lead lives of significance. Consider joining our team as an #AFJROTC instructor.

Associate degree or higher

*DAF retirees and veterans or currently serving AFR/ANG

800+ locations world-wide & competitive compensation

DoD SkillBridge available

https://www.afaccessionscenter.af.mil/Holm-Center/AFJROTC/

*Length of service and duration since retirement/separation rules apply

# WRAP-UP

- Remember to use WWW.MACDILLFSS.COM/TAP
- Prioritize your Notes Reference Sheet
- Use your PreSep Resource Guide
- Start Building your plan / Refer to ITP
- ICE Survey – Let us know how we did
- Collect Registration Forms



# QUESTIONS?

## Reminder:

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

https://milconnect-pki.dmdc.osd.mil/milconnect/

MSN | Outlook, Office, Skype, ... | AFP Home | milConnect

UNCLASSIFIED // FOR OFFICIAL USE ONLY

# milConnect

Serving those who serve our country.

You are signed in as a sponsor: Tina Madsen 1

Sign Out

My Profile | Correspondence/Documentation | Benefits | FAQ

Search

- eCorrespondence
- Proof of Coverage
- Defense Personnel Records Information (DPRIS)
- ACA - Corrected IRS Form
- DoD Transition Assistance Program (DoDTAP)

milConnect's ... ge will be decommissioned in April 2020. After that, please contact your local personnel office to apply.



## I want to...

- Update personal contact info
- Manage Health Benefits
- Update family members in DEERS
- Transfer my education benefits
- Update work contact info (GAL)
- Update my name in DEERS
- View my health care coverage
- Obtain proof of health coverage
- Retrieve my correspondence

Don't see what you are looking for? Browse the menus, search or check our FAQ.

More Goals

Serving those who serve our country.

My Profile | Correspondence/Documentation | Benefits | FAQ | Search

# DoD Transition Assistance Program for Service Members and Veterans (DoDTAP)

The DoDTAP dashboard helps you manage your transition documents. Initialize Pre-Separation Counseling to start your transition eForm. Find answers about your Session Attendance, Transition Documents, and VMET in the milConnect FAQ. Please contact your TAP counselor with questions about your transition documents, or what you need to do to complete your transition process.

My Dashboard | Transition Documents | VMET

## News

News Item

**2021-02-18**
DoDTAP was updated late on 2/18/2021 to add the following features: create a new section for Initial Counseling, update the Core Curriculum and DoD Transition Day course, add the DOL One-Day course, add the Caregiver selection question, add the ability to implement Space Force upon direction.

Items per page: 1 | 1 - 1 of 5

## Transition Documents Reported For Me

*As of November 5, 2016 -DD forms 2648, 2648-1, and 2958 have been replaced by the eForm, which can be initiated with the button below, or edited with the buttons, in coordination with your Transition Assistance Counselor.

**The Current Phase is related only to the eForm entries

Initialize Pre-Separation Counseling | Co

Click Initialize Pre-Separation Counseling

*Document | Status / **Phase | Completed Date | Last Updated Date | Last Updated By

Home Sessions Transition Documents VMET Person Search Last Login: 2026-01-1

# Transition Assistance eForm (DD2648) -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed i
1332.35

Close

**Phase:** Pre-Separation Counseling **Created:** 1/13/2026 **Last Updated:** 1/13/2026

Section 1 #'s 1-7

Internet Explorer is no longer supported. If you use IE the website will not render correctly, you will not be able to scroll, etc. Please use Google Chrome, MS Edge, Mozilla Firefox or another modern web browser.

**Pre-Separation Reporting Method**

(•) Real-time Electronic Signature ( ) Disconnected Operation

## 1 Service Member Personal Information

**1. Name** [redacted]

**2. DOD ID Number** [redacted]

**3. Grade** [redacted]

**4. Date Of Birth (YYYY-MM-DD)** [redacted]

**5. Service** [redacted]

**6. Personnel Category Code** [redacted]

**7. Component** [redacted]

**8. In Training/PME Status**

○ Yes ◉ No

Section 1 #'s 8-19

**8a. For the basis of this Transition, did the Service member serve on Title 10 for 180+ days?**

◉ Yes ○ No

**9. Sex** [redacted]

**10. Years Of Service** [redacted]

**11. Highest Level of Education** [redacted]

**12. Security Clearance**

◉ Yes ○ No

**13. Marital Status** [redacted]

**14. Dependents** [redacted]

**15. Unit ID Code** [redacted]

**16. Unit Name** [redacted]

As of October 2020, the Unit Name is derived from DEERS (which is based on your Service's approved transmissions from your UIC and personnel files) and the annual TAP submission from each Service based on UICs. You can change the Unit ID Code or the Unit Name within this eForm, based on the combined approved lists. Please contact your Service's TAP Lead to request a new Unit Name be added to your Service's approved list. UICs without updated Unit Names may appear as "Not Available" until they are updated.

**17. Anticipated Date of Separation** [redacted]

**18. Reason for Separation** [redacted]

**19. Type of Separation** [redacted]

Section 1 #'s 20-24

20. Post-Separation (Civilian) Email

[redacted]

21. Post-Separation (Civilian) Phone Number

[redacted]

22. Active Military Email

[redacted]

23. Was the Service member assigned to a Warrior Transition Unit (WTU) prior to separation?

- ○ Yes
- ◉ No

24. Does the Service member elect to receive additional information regarding their immigration status and expedited citizenship application?

- ○ Yes
- ◉ No
- ○ N/A

## 2 Initial Counseling 3

Section 2 #'s 1-4

Service members shall receive individualized initial counseling pursuant to Title 10 U.S.C., Section 1142 and DoD policies.

**1. Did the Service member take the Self-Assessment?**

◯ Yes ◯ No

Required

**2. Tier Level**

Required

**3. Service member MUST elect to attend a 2-Day Track. (Note: Tier 3 Service member cannot be waived)**

**3a. Primary 2-Day Additional Track**

[redacted]

**3b. Secondary 2-Day Additional Tracks**

**4. What are the Service member's post-transition goals?**

[redacted]

Section 2 #'s 5-7

**5. Does the Service member think they will have a family member/caregiver/legal guardian/designee be present during pre-separation counseling?**

○ Yes ◉ No ○ N/A

**6. Initial Counseling Completion Date**

Required

**6a. Was Initial Counseling Provided Less Than 365 Days from Anticipated Transition from Active Duty date?**

TBD

**7. Initial Counseling Military Installation**

MacDill AFB

## Career Readiness Standards (CRS)

Service members shall be counseled on all items prescribed in Title 10, United States Code (U.S.C.), Chapter 58, Sections 1142(b) (1-17), Sections 1143, 1143a, 1144, 1145, 1
have alternative benefits and programs that apply to them.

Download eForm Script

Per DoDI 1332.35, CRS documentation dates should be relevant (within 12 months prior to the Service member's transition from Active Duty).

Section 3 – TAP Counselor

**1. Registered on VA.Gov**

Pre-Sep Counseling: ○ Yes ◉ No Completed Date

**2. Prepared a criterion-based, post-separation financial plan (budget)**

Pre-Sep Counseling: ○ Yes ◉ No ○ N/A Completed Date

**3. Completed Self-Assessment/Individual Transition Plan (ITP)**

Pre-Sep Counseling: ○ Yes ◉ No Completed Date

**4. Completed a Continuum of Military Service Opportunity Counseling (Required Active Component Only)**

Pre-Sep Counseling: ○ Yes ◉ No ○ N/A Completed Date

**5. Verify a completed Gap Analysis**

Pre-Sep Counseling: ○ Yes ◉ No ○ N/A Completed Date

**6. Completed a resume in support of the Individual Transition Plan (ITP)**

Pre-Sep Counseling: ○ Yes ◉ No ○ N/A Completed Date

**7. Provided verification of employment in support of the Individual Transition Plan (ITP)**

Pre-Sep Counseling: ○ Yes ◉ No ○ N/A Completed Date

**8. Completed a comparison of higher education or technical training institution options**

Pre-Sep Counseling: ○ Yes ◉ No ○ N/A Completed Date

Section 3 #'s 9-10

## Pre-Separation Counseling

Complete 9,10

**9. Date Started Pre-Separation Counseling**

Required

**10. Pre-Separation Counseling Military Installation**

Required

5 Signatures and Remarks 4

**Complete 1-4**

### Service Member Consent for Information Sharing and/or Post-Separation Contact

**1. Does the Service member consent to allow this form to be sent to Federal agencies for additional Transition assistance post-separation?**

◯ Yes ◯ No

Required

**2. Does the Service member consent to allow this form to be sent to Federal and other agencies who look for critical language skills and/or regional expertise that could be vital during times of need, crisis, and/or national emergencies?**

◯ Yes ◯ No

Required

**3. Does Service member elect to participate in the long term post-transition tracking study?**

◯ Yes ◯ No

Required

**4. Does the Service member allow this form to be sent to State/Territory Agencies for additional assistance post separation?**

◯ Yes ◯ No

Required

### Remarks

| By | Role | Message | Date | Actions |
|---|---|---|---|---|
| No remarks have been added. | | | | Add Remark |

**Add Remark:**
**JA foreign/government employment briefed/video viewed - I am aware joint SecAF & SecState approval is required before accepting foreign government employment or DoD may withhold pay, allowances, or benefits and may revoke my security clearance.**

### Pre-Separation Counseling Signatures

**SAVE and Sign**

**Service Member's Pre-Separation Counseling Signature**

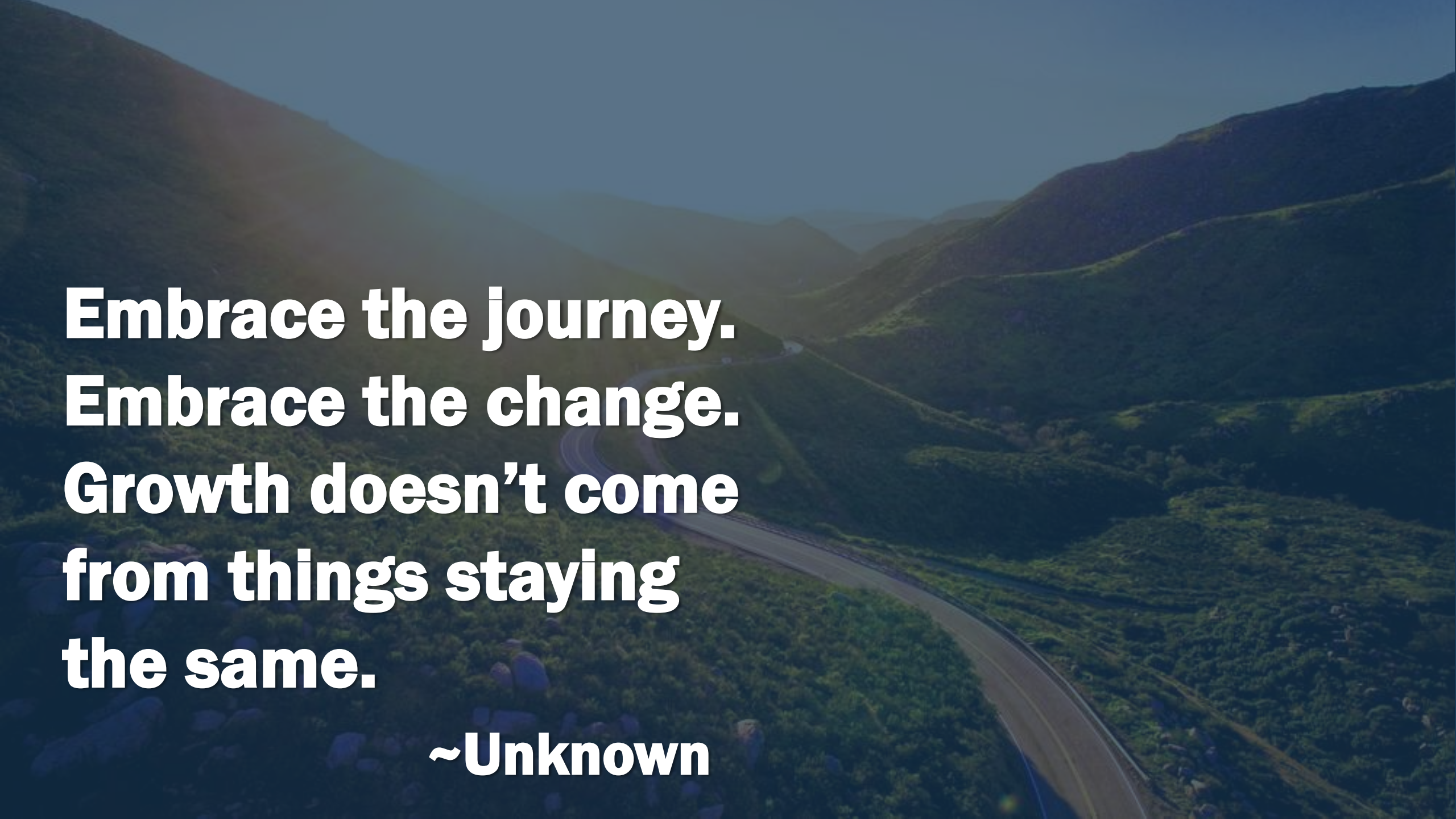
◯ Signature Obtained Through Disconnected Operations ◯ Notify Service Member by Email to Sign

**Counselor's Pre-Separation Counseling Signature**

◉ Electronic Signature ◯ Counselor Obtained Signature Through Disconnected Operations

Date Signed

Click Here to Sign and Lock


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