



Military & Family



Readiness Center

Last updated Dec 2023

Initial Counseling (IC) (1200-1300):

Please wait to be called for your Initial Counseling appt

Have your ITP and Self-Assessment ready

Pre-Separation (PreSep) Counseling (1300-1530):

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

TODAY'S OBJECTIVES

Class Overview

- Introductions & Overview

PreSeparation Counseling

- 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 & 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 & Benefits
- Step 10: Know Where to Go

DODTAP (DD2648)

- eForm Update & Sign for PreSep

Introductions

When?

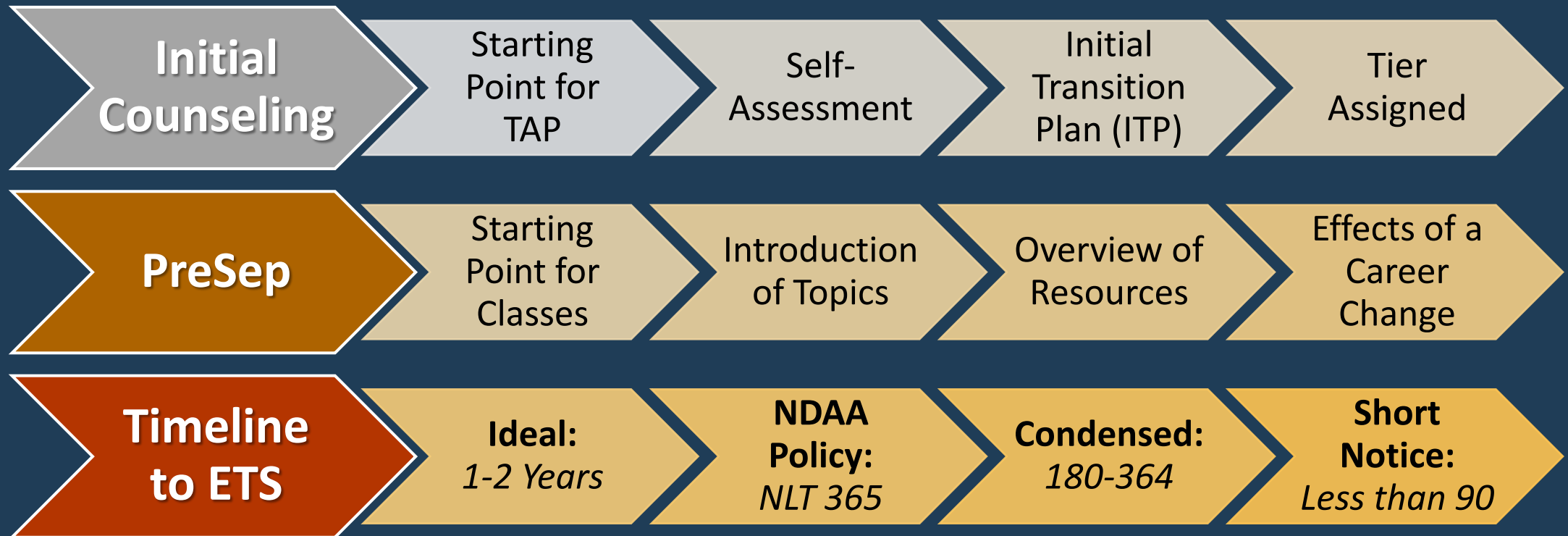
Where?

First Name

Looking
forward to...?

Worried
about...?

INFORMATION OVERVIEW

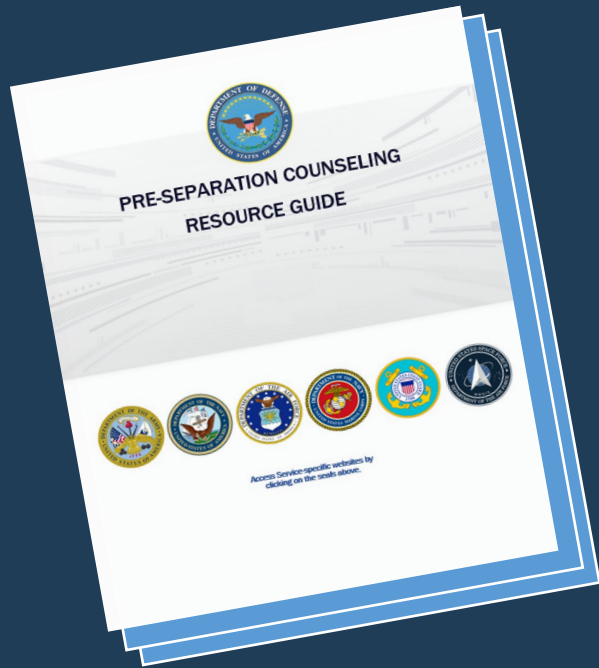


MATERIAL OVERVIEW

WWW.MACDILLFSS.COM/TAP

- PreSep Resource Guide (your go-to guide)
- Notes Reference Sheet (to-do takeaway)
- Flow Chart (Curriculum / TAP steps)
- Online Instructions (Self-paced CBT)
- Capstone Letter (Final step)
- Registration Form (Later Today)
- 6FSS.FSH.TAP@US.AF.MIL (TAP Org Box)

PRE-SEPARATION COUNSELING RESOURCE GUIDE



1. Available at www.tapevents.mil/resources
2. Emailed to you with PreSep Instructions
3. From our TAP website at www.macdillfss.com/tap

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

OCTOBER 2023



PRE-SEPARATION COUNSELING

SUPPORT

ADVICE
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**

USE YOUR NOTES REFERENCE SHEET

PreSep Notes Reference Sheet

This Reference Sheet is designed to be used during PreSep Counseling. The intent is to allow you to quickly capture local and relevant information from the course curriculum. As topics are introduced from the 10 Steps of PreSep, mark those that are of interest to you, then cross-reference them with PreSep Resource Guide (RG)

You can find all MacDill AFB TAP-related information at www.macdillfss.com/tap

Mark if Relevant to You	Topic	Key Information
	Step 1 - Plan for Your Transition (pg 7-17)	
	Effects of a Career Change	What is going to change? How will the change impact you/your family? Consider the impact for each Step
X	TAP Overview	www.macdillfss.com/tap
	TAP Core Curriculum (Classes) and Career Readiness Standards - CRS (Outcomes)	
	Mandatory for everyone	
X	Curriculum: DOD Day CRS: DOD Day	MOC Crosswalk & Post Military Financial Plan: Tier 2 & 3
X	Curriculum: VA Day CRS: VA Day	Mandatory for everyone
	Curriculum: DOL Day CRS: DOL Day	Some exemptions: 20+ retiree / Full-time employed / Full-time Student No CRS for this day
X	Curriculum: Tracks CRS: Tracks	* Tiers 1 & 2: All Tracks Optional * Tier 3: Must take at least 1 Track Taking Employment Track means you have a draft resume as a CRS
	CRS: Continuum of Service (Sep Only)	* USAF: MSgt Madigan (jason.madigan.1@us.af.mil / 813-828-3059) * Other Branches: Contact Career Counselor or local Reserve Center
X	DD214 DS Login	* DD214: Personnel Function * DS Login: Used when no CAC
	Step 2 - Build Your Transition Team (pg 18-23)	
	Installation Resources	* MFCR: 813-828-0145 ** MFLC: 813-816-3601 or 813-998-4519
	Off Installation Resources	* Education Office: 813-828-3115 / fredenck.bandy@us.af.mil www.careeronestop.org ** www.velcenter.va.gov ** www.militaryonesource.mil www.va.gov/vsa ** American Job Centers ** www.acp-usa.org
X	Interagency Partners	www.dol.gov ** www.va.gov ** www.dodtap.mil ** www.sba.gov
	Transitioning Online: See LMS Instructions document for details.	



ACTIVITY

Throughout this brief, mark the tasks relevant to you and use them to build your transition plan.

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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TRANSITION ASSISTANCE PROGRAM (TAP)

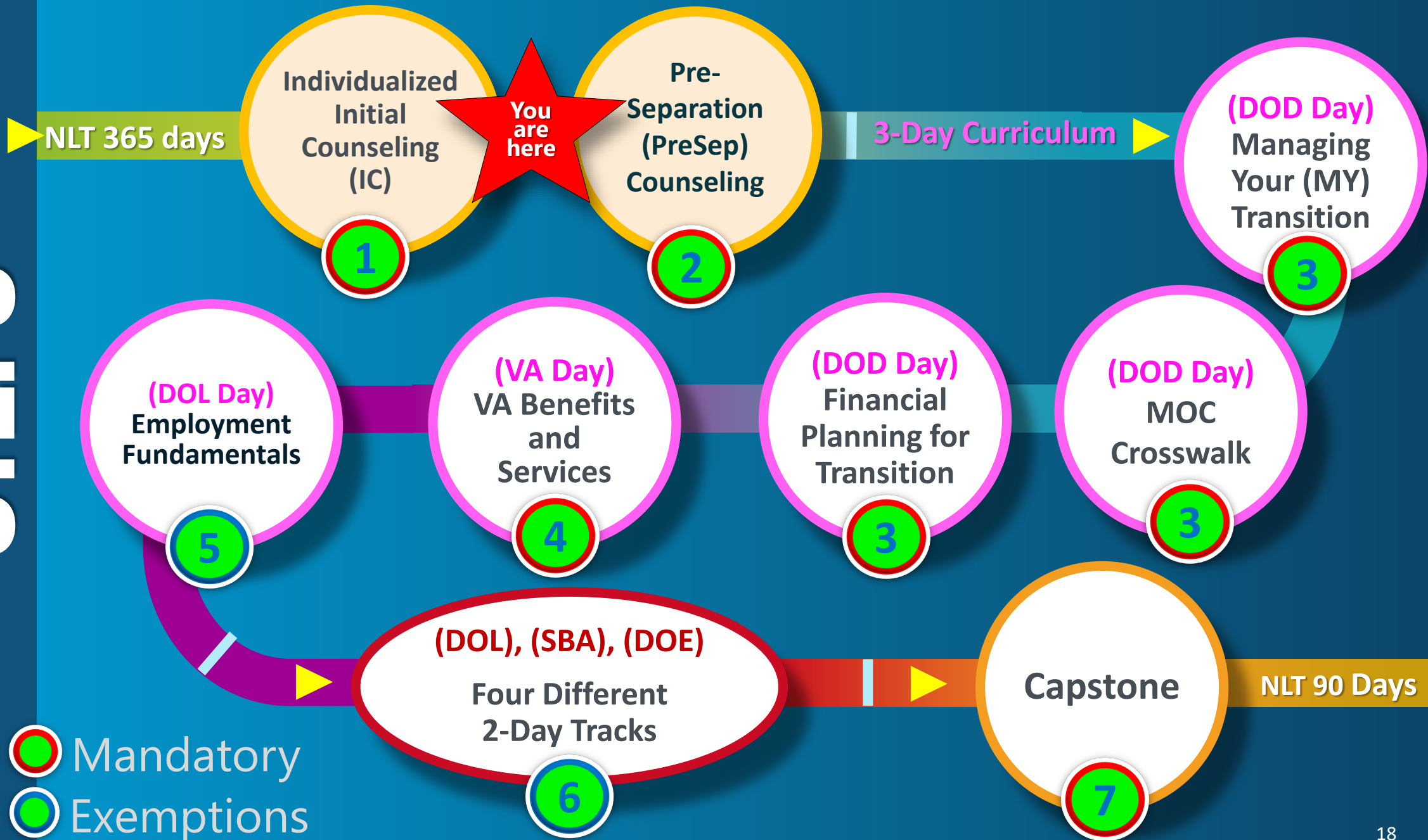
Congressionally mandated program that provides information, tools, and training to ensure Service members and their spouses are prepared for the next step in civilian life.

- 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



CURRICULUM /

STEPS



CAREER READINESS STANDARDS



Ensure you are ready for transition.

Dictated by your Tier
Good for 1 year
Turned in during Capstone

**Individualized
Initial
Counseling**

Deliverables
assigned

TAP Courses

Deliverables
initiated

Capstone

Deliverables
verified



● GETTING STARTED

▶ INDIVIDUALIZED INITIAL COUNSELING

CRS

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

▶ PRE-SEPARATION COUNSELING



Individual Transition Plan (ITP)

Areas of Focus

Supports your Goals

Complete throughout TAP

Turned in during Capstone

Mandatory for all Tiers

Individual & Family Needs

Benefits & Entitlements

Financial Preparedness

Job Related Training

Career Exploration & Path

TAP Track to support path

DD FORM 2648 (eForm)

Records completion of Curriculum and CRSs

Needed to out-process, start terminal leave, begin Skillbridge, etc.





TAP CORE CURRICULUM:

DoD/DHS Transition Day

▶ **MANAGING YOUR (MY) TRANSITION**

▶ **MOC CROSSWALK**

CRS

Complete a Gap Analysis or provide verification of employment (Tiers 2, 3)

▶ **FINANCIAL PLANNING FOR TRANSITION**

CRS

Prepare a criterion-based, post-separation financial plan (Tiers 2,3)



TAP CORE CURRICULUM: VA Benefits and Services

CRS

Register on VA.gov (All Tiers)

TAP CORE CURRICULUM: DOL ONE-DAY WORKSHOP

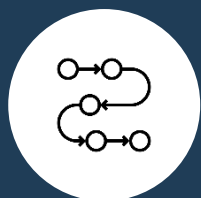
Employment Fundamentals for Career Transition (EFCT)



Introduces the essential tools and resources to evaluate career options.



Provides key information for civilian employment.



Explains the fundamentals of the employment process.

2-DAY TRACKS



▶ EMPLOYMENT



Complete a resume or provide verification of employment

▶ VOCATIONAL

Complete a comparison of technical training institution options

▶ EDUCATION

Complete a comparison of higher education institution options

▶ ENTREPRENEURSHIP

CONTINUUM OF MILITARY SERVICE OPPORTUNITY

(Mandatory for Separatees)

CRS

Air Force

- USAF: MSgt Madigan (jason.madigan.1@us.af.mil)
- ANG: MSgt Miles (miles.sauer.2@us.af.mil)

Other Branches

- USA: SFC Bake (william.m.bake.mil@army.mil)
- Other: Contact your Career Advisor / local Reserve Center

Recorded on ITP

- **Provide date you spoke to a recruiter in Section B of your ITP**

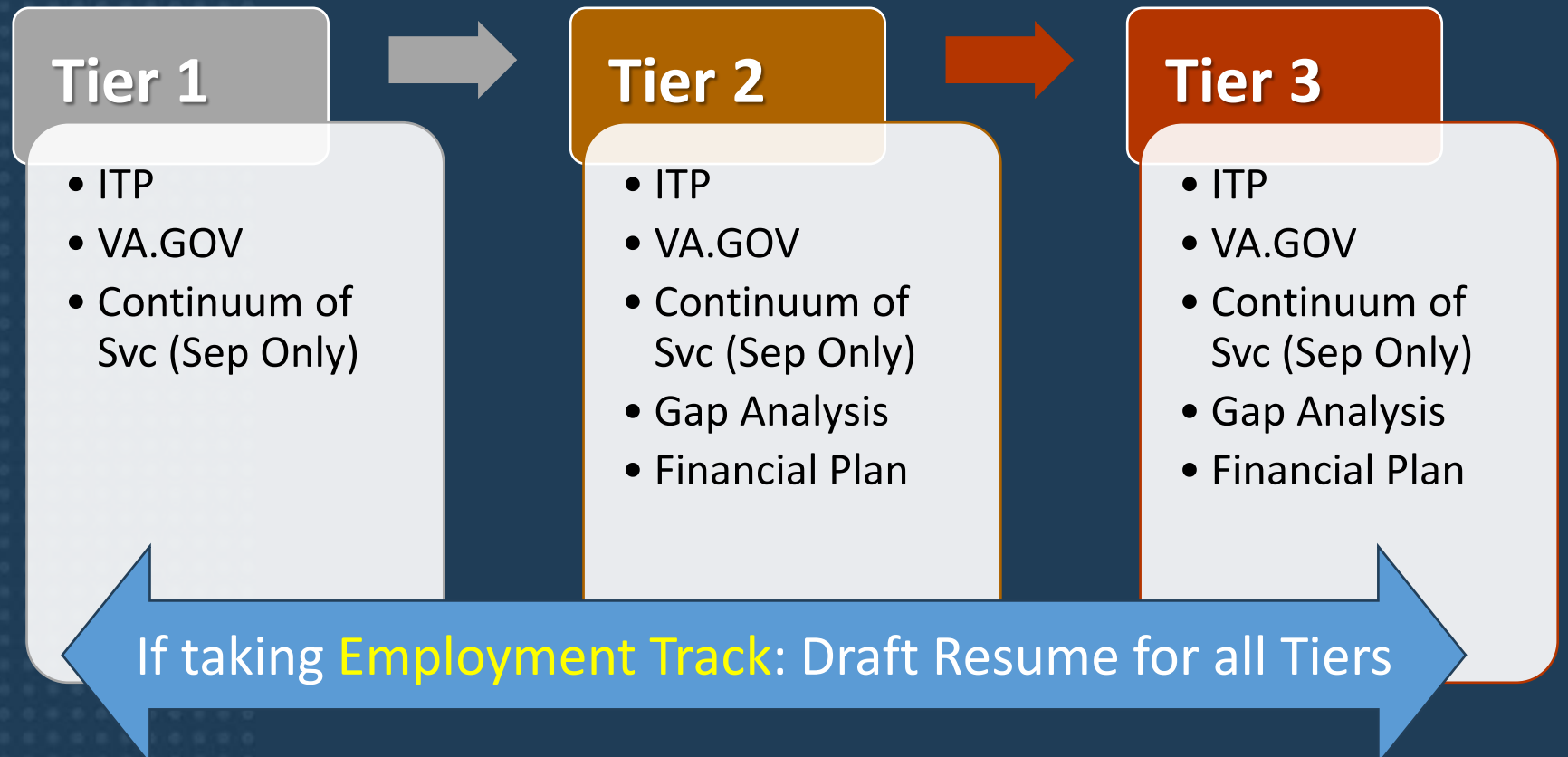
CRS



Career Readiness Standards Overview

Circle your Tier on your Capstone Letter

Provided at
Capstone



CAPSTONE and WARM HANDOVER



CAPSTONE

- Culminating event – Cmdr / Designee verifies attainment of Career Readiness Standards (CRS).
- Missing CRS: Cmdr / 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



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

Non-TAP WORKSHOPS

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

- Corporate resume writing, interviewing, federal resume

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

MACDILL EFMP-FS & SLO

Exceptional Family Member Program – Family Support

- Information & resources
- Federal employment: Courtesy EFMP-Medical travel recommendation
- Retirees may continue to be eligible to certain programs and services
- EFMP Transitions Class: Info on special needs trusts, state programs, guardianship, etc.
- 813-828-0122 / 6FSS.FSH.EFMP@us.af.mil

School Liaison Office

- Allows for military children transfer between school districts between states
- Only applies to public school
- Retirees or Medical Discharge: Support under MIC3 for 1 year
- www.mic3.net
- Venetia Waters / 813-828-0146 / 6FSS.FSY.SLO@US.AF.MIL

REGISTRATION FORM

Suggested Timeline: 9-10 months prior to ETS

Align classes to your needs (Self-Assessment)

Mandated TAP classes in 3 Day Curriculum

Turn in at end of PreSep, drop-off, or email to us

Can't do in-person? See Online Instruction Ltr

MACDILL TAP WORKSHOPS

GENERAL INFORMATION

Located in Bldg 38 / PreSep is in Bldg 18

Business Casual (no uniforms or “Florida” casual)

DOD & DOL class (0800-1600) / DOE & SBA classes (0900-1600)

TRICARE included at end of DOD Day

Email Reminder / Instructions sent 1-2 weeks prior

Don't be a NO-SHOW!!!

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)	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 <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		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)			
M					
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, see 109 of commitment.)		YES	NO		
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION		YES	NO	
18. REMARKS					

DD Form 214

Certificate of Release or Discharge from Active Duty



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



Safeguard your DD 214!

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

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

BEFORE TRANSITION:

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

MY TRANSITION “TO DO” LIST

The image shows a worksheet titled "My Transition 'To Do' List". It features a header row with the title. Below the header is a column labeled "Task" and a column labeled "Complete?". The "Complete?" column contains a series of checkboxes, with the top one checked. The rest of the form is a grid of lines for writing tasks.



Step 1:

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

STEP 1: Plan for Your Transition



STEP 2:

Build Your Transition Team

STEP 3: Know Your VA Benefits

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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

See
Resource
Guide for
URLs

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 it. 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

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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

Email VBASPTMSCFLORIDA@VA.GOV or go to <https://vets.force.com/VAVERA/s/#>

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.

MACDILL VA BENEFITS ADVISORS

Local VA TAP Lead

- **LaShawn Merceron:** 571-461-8521
lashawn.Merceron.ctr@vatap.calibresys.com
- Located in Bldg 38 (MFRC Annex)

MY TRANSITION “TO DO” LIST

The image shows a 'My Transition To Do List' form. It has a header with the title 'My Transition To Do List' and a column labeled 'Task'. To the left of the task column is a column labeled 'Complete?' with a small checked box icon. 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.



Step 3:

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

STEP 1: Plan for Your Transition

STEP 2: Build Your Transition Team

STEP 3: Know Your VA Benefits

STEP 4:

Plan for Health/Mental Care and Health Insurance

STEP 5: Plan for Civilian Employment/Vocational Training

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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

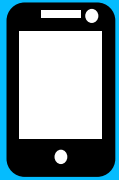
Free, confidential coaching and assistance for Service members who require mental health services.

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*

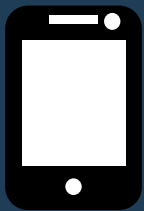
VETERANS/MILITARY CRISIS LINE



Save this information in your phone to assist friends and family



Text: 838255



Dial: 988; Press 1



Chat: www.VeteransCrisisLine.net

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 or visit www.tricare.mil.
- Retirees who fail to enroll in TRICARE Prime or Select or do not 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 (Separatees)

- Continued Health Care Benefits Program (CHCBP)
- Transitional Assistance Management Program (TAMP)
- TRICARE Slides at www.macdillfss.com/tap-curriculum/

HEALTH INSURANCE MARKETPLACE



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

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

MY TRANSITION “TO DO” LIST

My Transition “To Do” List	
	Task
<input checked="" type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
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<input type="checkbox"/>	
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<input type="checkbox"/>	
<input type="checkbox"/>	
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<input type="checkbox"/>	
<input type="checkbox"/>	



Step 4:

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

STEP 1: Plan for Your Transition

STEP 2: Build Your Transition Team

STEP 3: Know Your VA Benefits

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

STEP 5:

Plan for Civilian

Employment/Vocational Training

STEP 6: Learn About Federal Employment

STEP 7: Plan for Further Education

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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

EMPLOYMENT NAVIGATORS

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

We can help.

Available at specific locations only

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)

A series of virtual Dept of Labor employment workshops that extend DOL TAP to military spouses and caregivers

- 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

- Career Exploration
- Training Resources
- Job Search

■ O*NET

- Occupational Research
- 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

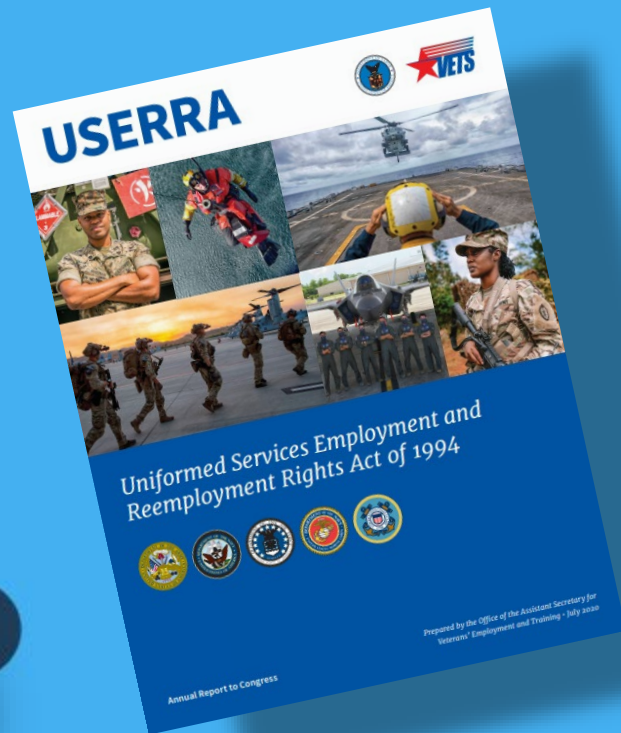
Find a SkillBridge Opportunity



Skillbridge.osd.mil/locations.htm



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 "Task" and a "Complete?" column. The "Complete?" column contains a small blue checkmark icon and the word "Complete?". 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.

Complete?	Task
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Step 5:

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

STEP 1: Plan for Your Transition

STEP 2: Build Your Transition Team

STEP 3: Know Your VA Benefits

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

STEP 5: Plan for Civilian Employment/Vocational Training

STEP 6:

Learn About Federal Employment

STEP 7: Plan for Further Education

STEP 8: Consider Starting a Business

STEP 9: Explore Additional Information and Benefits

STEP 10: Know Where to Go for Assistance

FEDERAL EMPLOYMENT OPPORTUNITIES

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

Transitioning to
Federal
Employment

TAPEvents.mil/courses



Local: Consider taking our Federal Resume Class



POST-MILITARY EMPLOYMENT RESTRICTIONS

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

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

FOREIGN GOVERNMENT EMPLOYMENT (FGE)

Circumstances requiring FGE approval are not always apparent; retiring members must consult a legal/ethics official when considering employment that may be considered FGE

All DAF retirees must acknowledge:

- Joint approval from SecAF and SecState is required prior to accepting employment with a foreign government or entity
- Compensation without prior FGE approval is subject to recoupment from retired pay
- Receipt of FGE briefing or viewing of AFPC/JA video vignette on post / foreign government employment

FGE Video provided with PreSep instructions. Confirmation of video will be done in eForm.

For additional information visit:

<https://www.retirees.af.mil/Foreign-Government-Employment/>

MY TRANSITION “TO DO” LIST



My Transition “To Do” List

Complete?	Task
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Step 6:

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

STEP 1: Plan for Your Transition

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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

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

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 1st**
- Veterans Upward Bound Program

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 rows is a vertical column of checkboxes. The top checkbox in this column is checked and has the word "Complete?" written below it. There are 18 empty checkboxes below the first one. The worksheet is tilted slightly to the right.



Step 7:

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

STEP 1: Plan for Your Transition

STEP 2: Build Your Transition Team

STEP 3: Know Your VA Benefits

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

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SBA ENTREPRENEURSHIP TRACK: Boots to Business (B2B)



ENTREPRENEURSHIP

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

Three main areas

- Starting your own business
- Purchasing an existing business
- Becoming a Federal Contractor



VETERANS FEDERAL PROCUREMENT OPPORTUNITIES & ASSISTANCE

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

- **SBA—Small Business Development Act 1999** created goals for veteran contracts.
- **DoD Procurement Technical Assistance Center Program** helps businesses pursue government contracts.
- **VA Small and Veteran Business Program** provides support to small and veteran businesses.

STEP 1: Plan for Your Transition

STEP 2: Build Your Transition Team

STEP 3: Know Your VA Benefits

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STEP 9:

Explore Additional Information and Benefits

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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>

VETERAN CITIZENSHIP

- Former Air Force and Space Force members **should**:
 - Encourage young citizens to consider a period of military service
 - Honorably represent the Armed Forces in their communities
 - Educate their fellow citizens on military core values while respecting their fellow citizen's right to have and express contrary opinions
 - Be aware that certain predatory financial (including investment and lending), insurance and estate planning institutions may market products and services of questionable value to former military personnel and may try to falsely lead Veterans to believe that they are obtaining special discounts or rates as a result of their military service
- Former Air Force and Space Force members may:
 - Wear their uniform at Memorial Day, Veteran's Day, and other patriotic celebratory events

VETERAN CITIZENSHIP

- Former Air Force and Space Force members **should not**:
 - Exaggerate their military accomplishments (particularly records of combat service or acts of valor) or wear unearned medals/insignia
 - Disparage their Veteran status by being a member of; actively participating in; or advocating for or on behalf of supremacist, criminal, extremist, or hate groups/organizations, their causes, or their ideals
 - Supremacist or extremist groups/organizations are those that advance, encourage, or advocate:
 - illegal discrimination based on race, creed, color, gender, sexual orientation, religion, ethnicity, or national origin;
 - advocate the illegal use of force, violence, or criminal activity; or
 - otherwise engage in efforts to deprive individuals of their civil rights



U.S. Immigration
and Customs
Enforcement

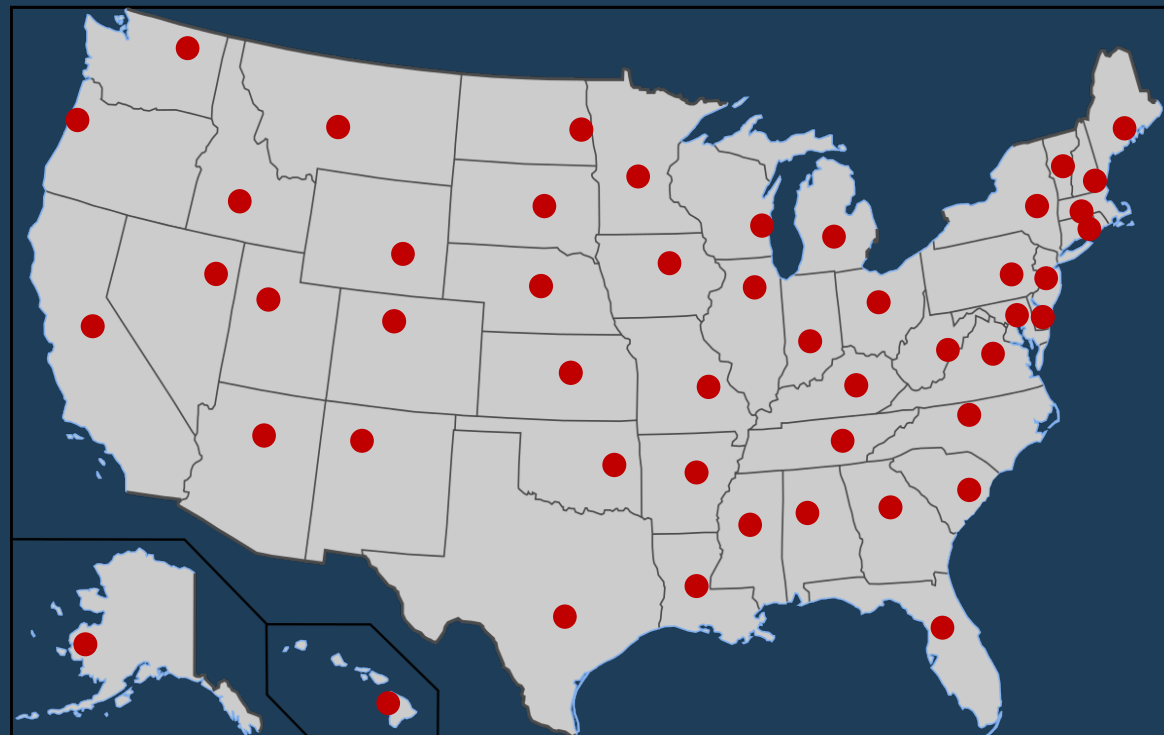
IMMIGRATION STATUS

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: determined by type of separation and other reasons. See your Personnel Office

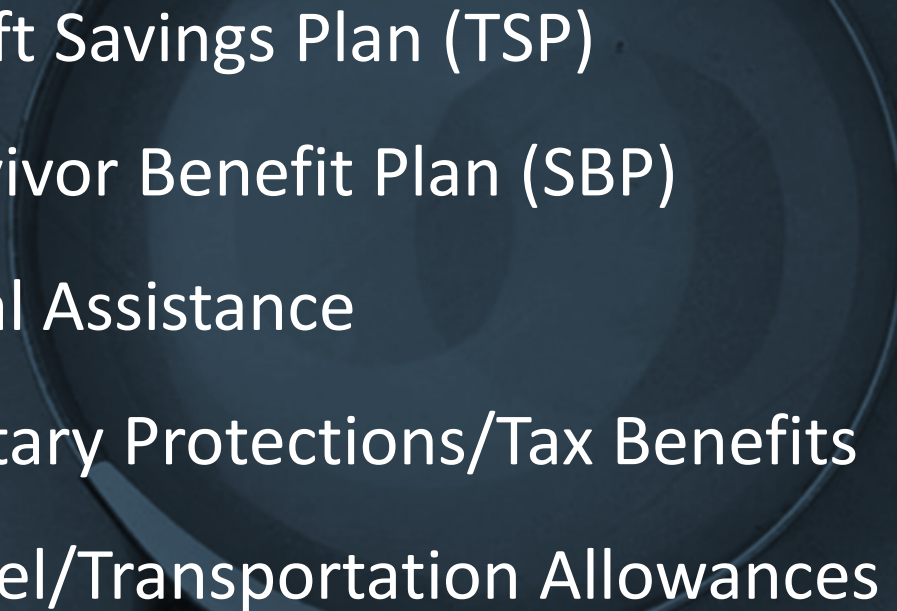
Final Pay:

- Earned entitlements / accumulated leave
- 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 by 1 week or more, to ensure all debts are cleared.

IMPORTANT TO NOTE WHEN RECEIVING SEPARATION PAY:

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

ADDITIONAL INFORMATION

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

MY TRANSITION “TO DO” LIST



The image shows a 'My Transition To Do List' form. It has a header with the title 'My Transition To Do List' and a column labeled 'Task'. To the left of the task column is a column labeled 'Complete?' with a small checked box icon. Below the header, there are 15 rows, each with a small empty checkbox in the 'Complete?' column and a blank space for a task in the 'Task' column.



Step 8/9:

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

- STEP 1: Plan for Your Transition**
- STEP 2: Build Your Transition Team**
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STEP 10:

Know Where to Go for Assistance



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



MILITARY LIFE CYCLE (MLC) COURSES

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

MY TRANSITION “TO DO” LIST

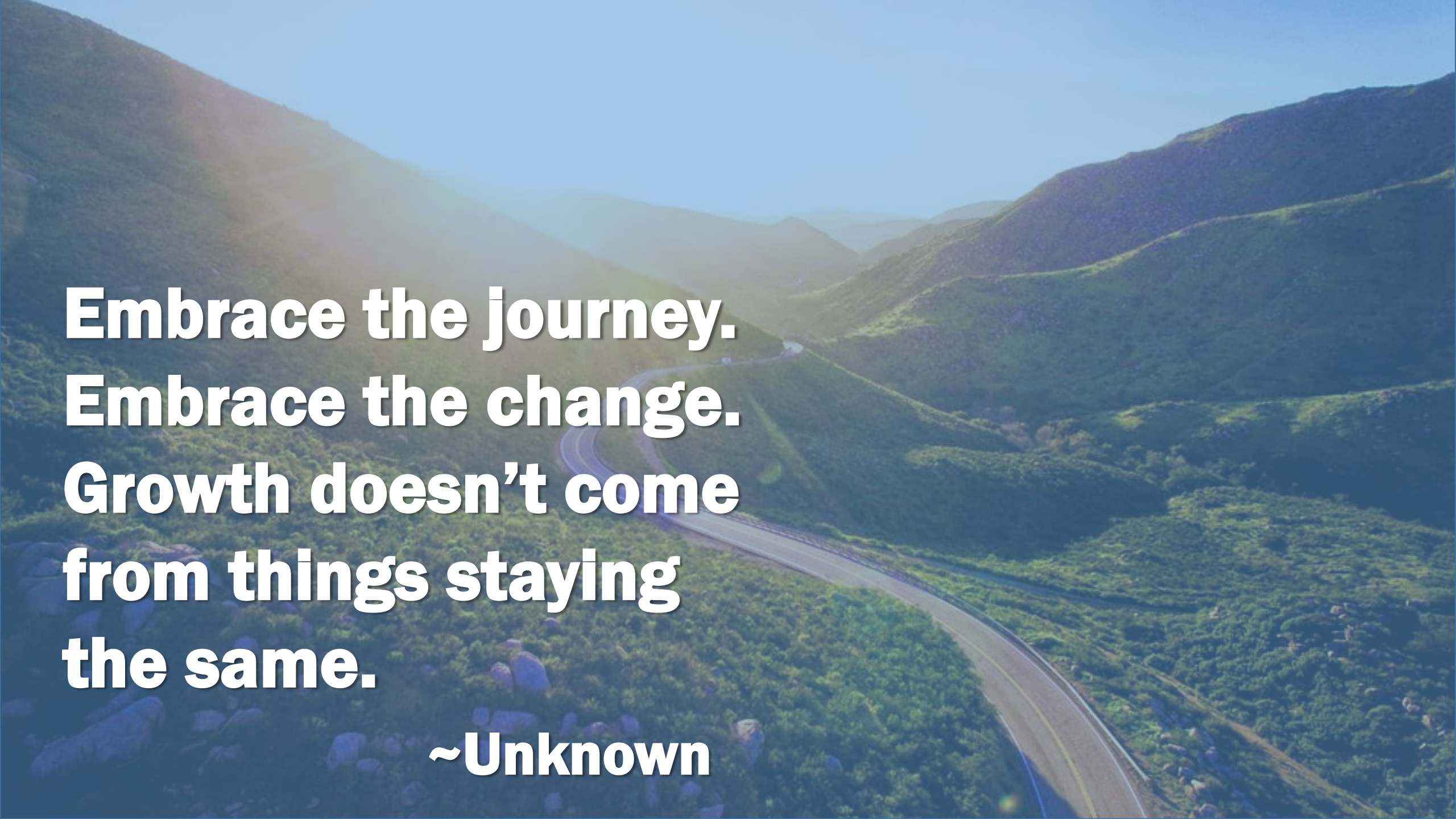


Step 10:

My Transition “To Do” List

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

A scenic landscape featuring rolling green hills 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

eForm (DD2648) Access

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

Click Login (top right) / Use CAC or DS Login

Select Correspondence / Documentation Menu Option

Click DODTAP from dropdown

Should be on your DODTAP Dashboard

DASHBOARD TAB (eForm)

Click
eForm
Button

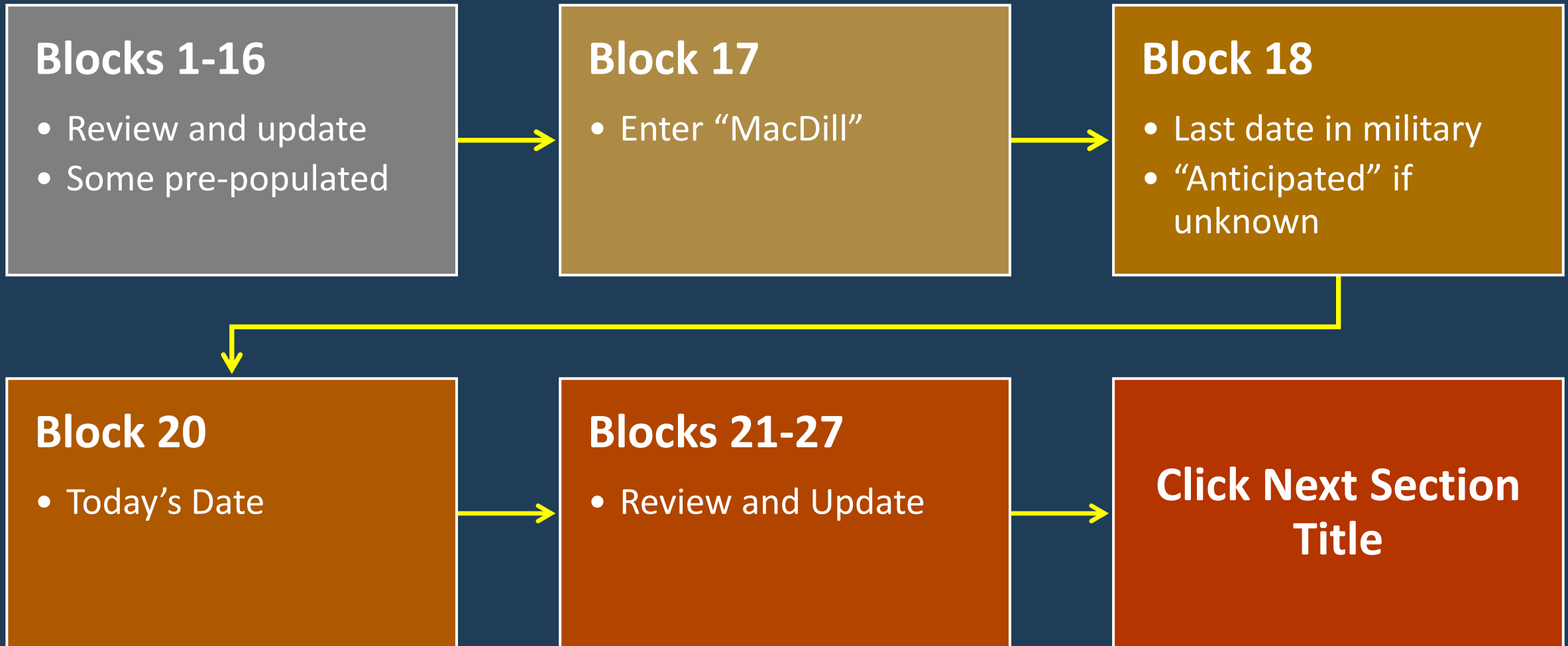
or

Click
Initialize
Button

Opens your
DD2648
worksheet

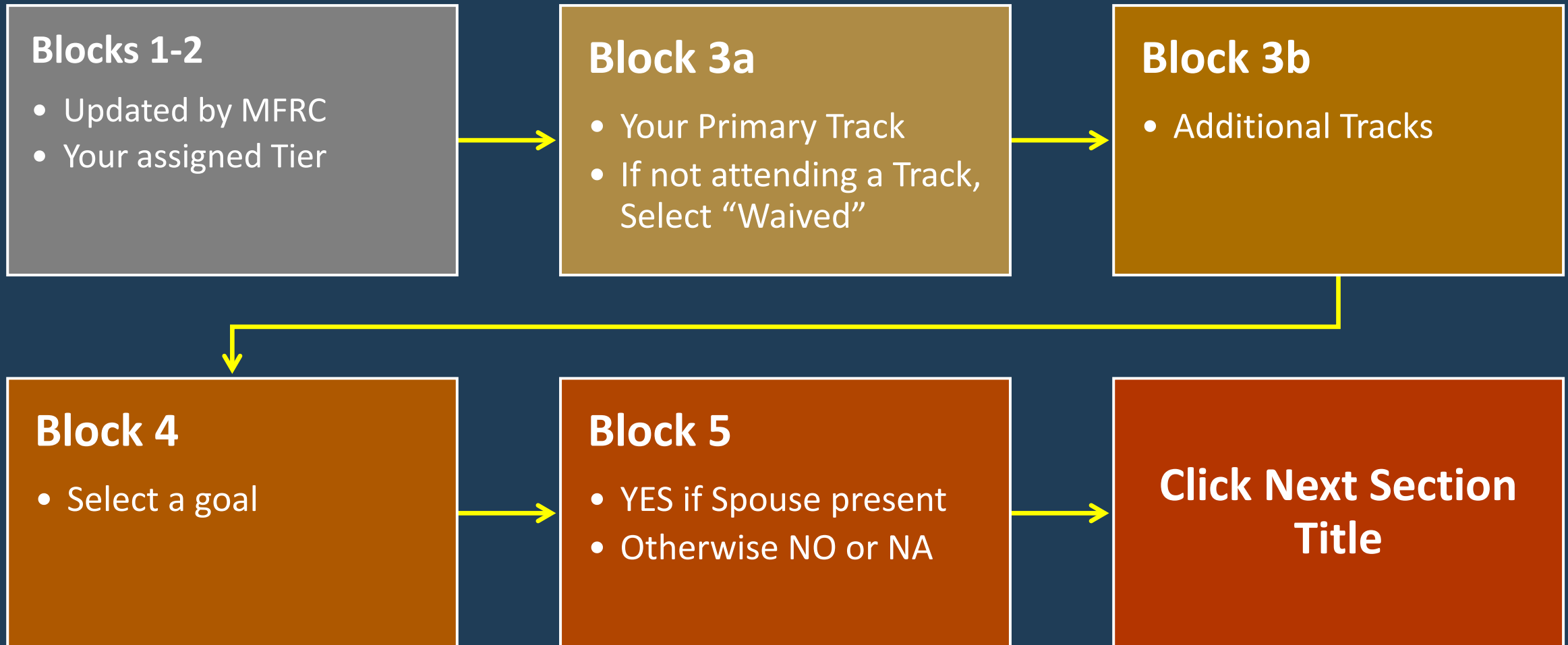
EFORM

SECTION 1 (Service Member Info)



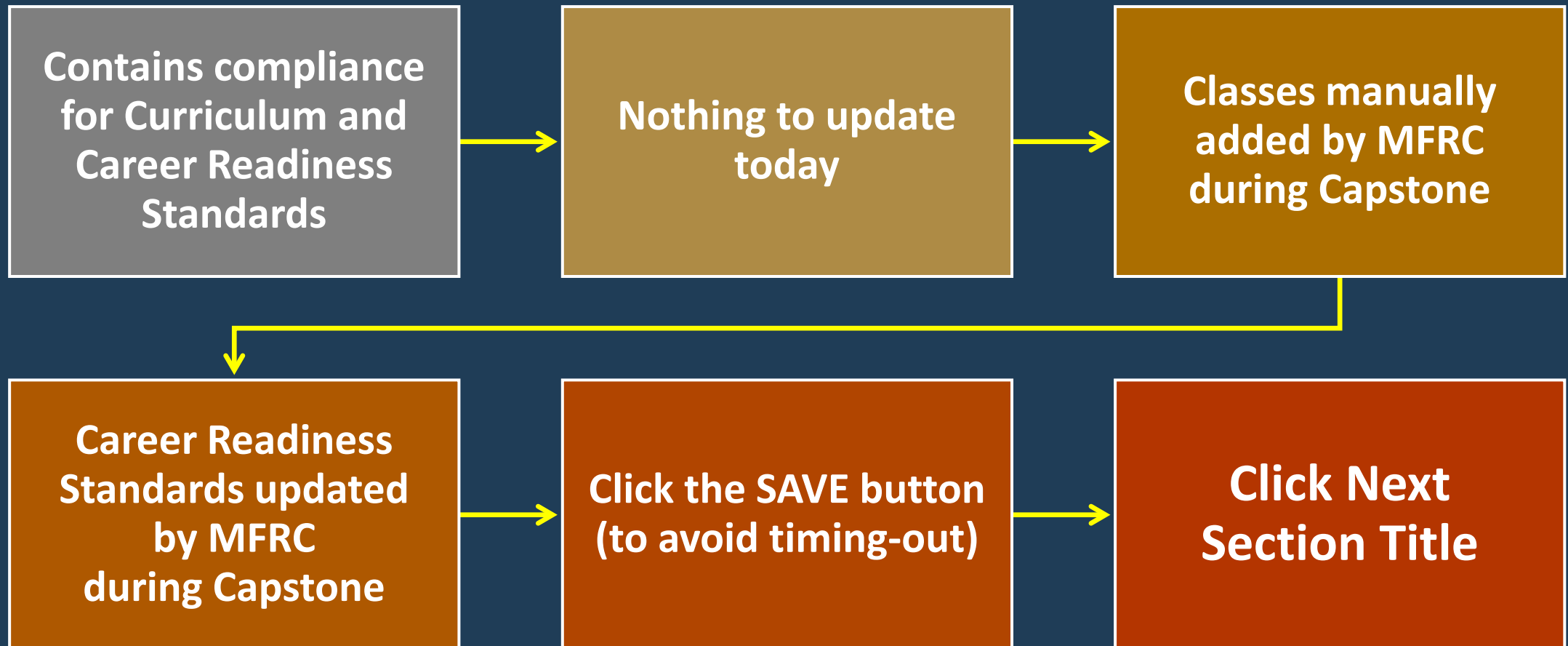
EFORM

SECTION 2 (Initial Counseling)



EFORM

SECTION 3 (CRS / Compliance)



EFORM

SECTION 4 (Consent / Signature)

Blocks 1-4a

- Answer Consent Questions

Retirees with 20+ yrs: Open EFORM text file on desktop and copy / paste in to Remarks or type the following:

My signature in Block 26 acknowledges I viewed the AFPC/JA foreign/post government employment video and am aware joint SecAF and SecState approval is required before accepting foreign government employment or my retired pay is subject to recoupment.

Save & Sign

Let us know if you cannot sign it

Once signed, log out of Milconnect / Remove your CAC



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

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

~Unknown

**Leaving today with more questions
than you came here with is good. It
means you are tracking new tools
needed for your transition.**

**If you have any questions at any
point during your transition, please
let us know.**



www.macdillfss.com/tap

6FSS.FSH.TAP@US.AF.MIL

813-828-0145