

Peterson AFB Mandatory 5 Days-TAP GPS Workshop: Pre-course Expectations

Seminar will begin promptly @ 0730 on Monday– Doors open at 0700hrs. Workshop times: Monday – Thursday 0730-1630 and, Friday, 0700-1630 Retirees & 0730-1630 Separates.

Please read entire document and bring all documents needed in blue portfolio provided at pre-separation counseling briefing.

You must **ACCEPT/DECLINE** this confirmation as soon as you receive the confirmation email. Prompt response affords us the opportunity to plan for this course accordingly and to assign individuals who are waitlisted if you are unable to attend.

This is a Veterans Opportunity to Work/Veterans Employment Initiative (VOW/VEI) Transition Assistance Program (TAP) Goals Plans and Success (GPS) Workshop. **NOTE:** Please ensure you have attended pre-separation counseling briefing PRIOR to this workshop.

TAP GPS PREWORKHOP REQUIREMENTS:

THE ITEMS ATTACHED AND LISTED BELOW ARE REQUIRED ITEMS YOU MUST BRING WITH YOU TO CLASS IN THE BLUE PORTFOLIO PROVIDED AT PRESEPARATION COUNSELING BRIEFING.

VENUE: Peterson Airman & Family Readiness Center, 135 Dover Street, Bldg. 350. Rm.1203

ATTENDANCE: This 5-days seminar is your official duty location for all five days. Attendance and active participation is crucial, as each segment builds upon each other and daily sign-in is required. If you have any appointments please reschedule them.

AGENDA: Attached

ATTIRE: Business Casual Attire: Our transition class is all about getting you ready to live and work successfully in civilian life, so we encourage you to dress the part. Civilian business casual attire, e.g. slacks/skirt, open collar shirt/blouse (NO uniforms, jeans, shorts, cutoffs, halters, sweats, flip flops or other inappropriate casual wear). **JEANS ALLOWED ONLY on FRIDAY!**

PENS: Bring a black/blue ballpoint pen

LAPTOP: Highly recommend you bring a laptop to class and ensure the battery is charged up. Electrical outlets are limited in the classroom. If you do not have a laptop, we can assign one to you. Please ensure you use the same laptop all week

PROFESSIONAL EMAIL: Create an email address solely for your future job search and for your resume. Most preferred: firstnamelastname@ anydomain.com

VMET: Go to <https://www.dmdc.osd.mil/tgps/> **CAC access needed to generate your VMET**

INTEREST PROFILER: Complete your interest profiler: <http://www.mynextmove.org/explore/ip>

EBENEFITS: Print screen and bring proof of ebenefits registration or proof of access to your account www.ebenefits.va.gov (May have done this in Pre-separation Briefing)

USAJOBS: Register for USAjobs: <https://www.usajobs.gov> create username and password and get familiar with the website

LINKEDIN: Register for LinkedIn. <https://www.linkedin.com> create username & password (optional)

INDIVIDUAL TRANSITION PLAN (ITP) – Ensure you complete pages 1-9 & 11 of your ITP

MOC CROSSWALK PARTICIPANT GUIDE-GAP ANALYSIS: GAP analysis will be completed on day 1 of TAP GPS Workshop. **GAP ANALYSIS PART A & PART B EXAMPLES** is attached for your review

EPR/OPR/NCOERs, OERs, Ratings, etc.: Soft copy and/or hard copy

CCAF/SMARTS/AARTS and/or COLLEGE TRANSCRIPTS: soft copy and/or hard copy

***ONET:** www.online.onetcenter.org Review website prior to class

VACANCY ANNOUNCEMENTS FOR A DREAM JOB: For commercial positions:

www.indeed.com www.clearancejobs.com www.indeed.com www.monster.com

www.careerbuilder.com www.glassdoor.com - it is a job announcement clearinghouse for thousands of industry, government and individual company job sites. It could save you some time. For federal positions: www.usajobs.gov or www.vetjobs.com and please print out the position description and any Knowledge, Skills, Abilities (KSAs) and/or Technical Qualifications required

RESUME: You are required to have a completed resume by Thursday of TAP GPS Workshop.

The DoL instructor will ensure you complete a resume in class. However, as a best practice on your part, please review the attached basic resume documents for your guidance as you are encouraged to create a draft resume prior to class.

REFERENCES: Complete page 11 of your Individual Transition Plan (ITP) and bring 6 professional and 6 personal references on a separate word document (Example reference sheet attached).

FINANCIAL PLANNING (see attached Post Military Budget Form document)

1. Fill out the attached post military budget calculator: Using each tab provided as it pertains to you. Then, print the "Net Worth" tab, and bring to class. Additional discussion during the financial briefing will be provided and your individual budget will not be discussed in class
2. LES: A copy of your end of month
3. Credit Report: A copy of your free credit report: www.annualcreditreport.com Member can access report from any of the three credit bureaus)

LUNCH: Monday – Friday, lunch is at your discretion (see places to eat listed on the CD provided at TAP GPS Workshop)

Bring HEALTHY SNACKS, WATER/BEVERAGES, in addition, there is a small "Coffee Box" in the atrium of our building to purchase quick snacks, microwaveable lunch and beverages

DIRECTIONS TO PETERSON A&FRC:

FROM THE NORTH:

- From 1.25 North, take Exit 153 onto InterQuest Parkway, Turn right onto Powers Blvd
- Start South Power Blvd towards the main gate.
- Make a left on Airport Road this will take you to the main gate "Visitor Center Gate"
- Continue on to the base, this is Stewart Ave.
- Take Stewart Avenue to Peterson Road
- Make a right on Peterson Road
- Turn left on Dover Street.
- A&FRC is to your right. Building 350. Mission Support building
- There are two entries you may use either to Room 1203

FROM THE SOUTH:

- Start out going North on Power Blvd towards the main gate
- Make a right on Airport Road this will take you to the main gate "Visitor Center Gate"

- Continue on to the base, this is Stewart Ave
- Take Stewart Avenue to Peterson Road
- Make a right on Peterson Road
- Turn left on Dover Street
- A&FRC is to your right. Building 350. Mission Support building
- There are two entries you may use either to Room 1203

EMERGENCY CONTACT INFO: In case of an emergency and in place of cell phones and pagers, during the seminar, you may be contacted at (719) 556-6141

We look forward to seeing you to ensure we help you meet your Career Readiness Standards (CRS). Please contact a TAP TEAM member if you have any questions and see you soon!

Very Respectfully,

PETERSON TAP TEAM
Airman & Family Readiness Center, Peterson AFB
Comm:719-556-6141 DSN:834-6141