PRESEPARATION COUNSELING CHECKLIST
AC, AGR, AR, FTS, RPA

Airman & Family Readiness Center (A&FRC)
Transition Assistance program (TAP)

Peterson Air Force Base
Phone: 719-556-6141
Email: 21fss/fsfr@us.af.mil

Mandatory Preseparation Counseling Briefing

U.S. AIR FORCE

Hugo Escobar (TAP Team Lead)
Dee Dee White (TAP Team)
Adelaida Nieves (TAP Team)
Vacant (TAP Team Volunteer)

Safety Briefing: Shelter In Place

EXERCISE/REAL WORLD:

Shelter In Place, Emergency Exits, Points Of Assembly

- REAL WORLD
- In case we are required to shelter in place, proceed to the A&FRC small classroom located in Room 1017 and the Discovery Center located in Room 1016
- Your instructor/facilitator will lead you to the Shelter in Place location

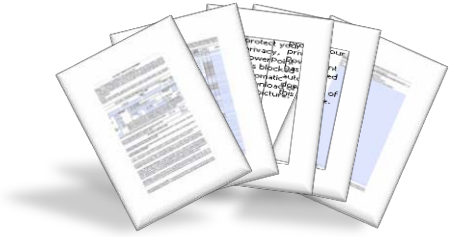
Refreshments/Restroom

- Restrooms are located in the atrium prior to MPS
- Vending machines located in the atrium, down the ramp on your left
- Coffee Box located in the atrium, down the ramp on the right side

U.S. AIR FORCE

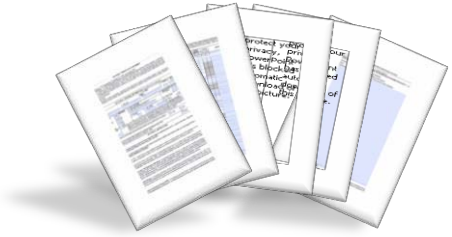
Introduction

- Purpose of Preseparation Counseling
  - Mandated by Federal Law Title 10
  - Introduce benefits and services
  - Answer questions
  - Describe assistance in place to help you
- Counseling serves as reference for planning transition
  - Referrals provided to agency experts
- **Briefer is not the expert**



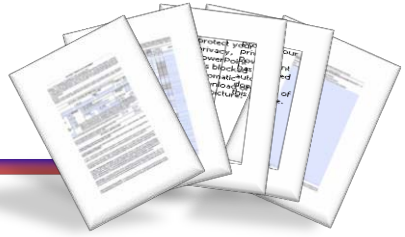
Introduction Cont'd

- Briefing does not:
  - Obligate you to retire/separate
  - Affect promotions
  - Affect PCS moves
  - Affect security clearance actions
- Valid for two years if retiring; one year if separating
- Becomes permanent part of your official records
- Please write your name on the checklist and free to take notes.
- You will complete Section one of your 2648 electronically at the end of the brief



Introduction Cont'd

- Are you assigned to Peterson AFB?
- Reservist? Returning from deployment after serving 180 AD? Yes: 2648-1
- Have you been identified as AFW2?
  - YES: You must have a mandatory 1-on-1 brief
- Did you bring proof of your ebenefits registration?
  - Yes ? Put your proof of benefits registration in red portfolio
  - No ? Register at www.ebenefits.va.gov at break and ensure proof of e-benefits is placed in your portfolio



Guard and Reserve ?

Alejandra Locke

Reserves Director

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DSN: 834-2944

Alejandra.locke@us.af.mil

Counselor's note- Student exercise

Have each students introduce themselves by giving you their name, agency they work for and what is their Dream job.

When finished – tell a little bit about yourself with same exercise.

Transition Assistance Program (TAP)

- Transition Process Overview
  - Step 1: Preseparation Counseling - DD2648
    - Individual Transition Plan – ITP
    - Career Readiness Standards (CRS's)
  - Step 2: TAP GPS (Goals, Plans, Success)
    - Five-day Workshop & VA Benefits I &II
  - Step 3: Optional Track: (Two-day Workshop)
    - **Education Track**
    - **Career Technical Training Track**
    - **Entrepreneurship Track**
  - Step 4: CAPSTONE - DD2958
  - **CRS**-Even if exempt no exemptions from VA Benefits I & II and you **must** produce deliverables at Capstone.
  - Education & Career Technical Training = CRS Requirements

Pre-separation Website Contents
https://www.21fss.com

- Tricare Operations & Patient Administration(TOPA) Info to pick up Medical Records
- DAV Medical Records Review Claim Procedure at Fort Carson & MAP
- VFW Medical Records Review Claim Procedure at Fort Carson
- Separation Health Assessment (SHA) Service Member Fact Sheet
- Air Force Wounded Warrior (AFW2) and RCC POCs
- GAP Analysis Part A & B and Websites
- GOLD CARD – print the form
- Pikes Peak Workforce LVER & DVOP POCs
- Email Expectations for future Capstone appointment
- TAP Benefits & Service Matrix Feb 2017
- Preseparation Counseling Briefing Power Point Slides
- Preseparation Counseling Briefing Member Checklist
- vMPF Out-processing, Leave, DD214 instructions
- Post Military Budget Forms-Manual and Electronic
- Post Military Budget – Calculator (Soft copy) and PDF(Hard Copy)
- Pre-separation Briefing websites

1. Effects of a Career Change

- Dealing with change can be difficult for everyone
  - May be more so for those leaving military service
  - Remember change is a permanent part of life
- Signs of Stress
  - Constant fatigue
  - Headaches
  - Sleep issues
  - Irritability
- Stress Busters (coping techniques)
  - Exercise
  - Diet
  - Communication

Resources

- **Military Family Life Counselor (MFLC)**
  - Confidential
  - No records kept
  - 719-342-9572
- **MilitaryOneSource**
  - www.militaryonesource.com
  - 1-800-342-9647
- **Chaplain Services:**
  - 719-556-4442
- **Medical Professionals**
- **Education Office -**
  - 719-556-4996/4065/7738
- **Airman & Family Readiness Ctr**
  - 719-556-6141
- **Mental Health Clinic**
- **Department of Veterans Affairs (VA)**
- **Veteran Centers**
- **Veteran Service Organizations (VSO)**
  - Disabled American Veteran (DAV)
  - Veterans Foreign War (VSO)

2. **Reserve Affiliation and Reserve Component Counselors at Installations**

- If have not served a total of 8 years, you must complete the remainder of your contractual obligation
  - Selected Reserves
  - Inactive National Guard
  - Individual Ready Reserve (IRR)

NOTE: This is a Common Career Readiness Standard (CRS) required for Active Component Service members only (Continuum of Military Service Opportunity Counseling)

- Air National Guard & Air Force Reserves Briefing at TAP GPS Workshop

3. **Verification of Military Experience and Training (VMET), DD Form 2586**

- VMET DD Form 2586
  - www.dmdc.osd.mil/tgps
  - Updated quarterly
  - Primary AFSC history
  - Formal training courses & PME information
- NOT an official transcript
- Use to prepare resume and applications
- Review document to ensure accurate prior to separation/retirement
- Refer to FAQs on website
- Must bring a copy to TAP GPS Workshop

4. **Civilian Occupations Corresponding to Military Occupations/O*NET**

- Licensing and Certificating
- American Job Centers (AJC)
- Defense Activity for Non-Traditional Education Support DANTES- (Additional details will follow)
- O*NET resources
  - mynextmove.org (useful information to assist in researching potential occupations)- Reviewed at TAP GPS
- **Program and features**
  - Career Exploration Tools, Different occupations, descriptions of job functions, Knowledge, skills and abilities required, training and education required, research potential occupations, online assessments etc.

5. **Licensing and Certification & Apprenticeship Information**

- **Credentialing**
  - Licenses
  - Certificates/Certifications
  - Apprenticeship

- **Department of Labor American Job Centers (DOL AJC)- (Next Slide)**
  - www.careeronestop.org/CREDENTIALING/CredentialingHome.asp
  - www.veterans.gov
- **GI Bill utilization:** www.benefits.va.gov/gibill/licensing_certificat

- **DoD TAP website:** www.dodtap.mil
- **Education Office:** 719-556-6437/5051

6. **Military Occupational Code (MOC) Crosswalk**

- **Conducted during Transition GPS Workshop**
- Learn to translate your military skills into civilian language
- Develop a "Gap Analysis"
  - Any gaps between military skills and those required in the civilian sector?
  - Does your military occupation require a civilian license or certification?

NOTE: This is a Common Career Readiness Standard

6. **Military Occupational Code (MOC) Crosswalk, cont'd**

- **American Job Centers (AJC)**
  - Veterans' representatives located at each location (POCs on CD provided)
  - Authorized under Workforce Innovation and Opportunity Act (WIOA) (future slides)
  - Conveniently located in communities
  - Can connect to employment, education, and training services provided through local, state, and federal programs (one-stop resource)
  - Pikes Peak Workforce Center 719-667-3700 or www.ppwfc.org
  - www.careeronestop.org
  - www.servicelocator.org (877) US-2JOBS- searching for locations nationwide (future slides)

7. **U.S. Army Credentialing On-line**

- Explore information about civilian licensure and certification
- Identify credentials related to an Army MOS
- Learn about credential requirements and potential gaps between Army training and civilian credentialing requirements
- Financial assistance
- https://www.cool.army.mil

8. **U.S. Navy Credentialing On-line**

- Get background information about civilian licensure and certification
- Identify licenses and certifications relevant to your military training
- Learn how to fill gaps between military training and experience and civilian credentialing requirements
- Learn about resources available to you to help gain civilian job credentials
- https://www.cool.navy.mil

9. U.S Air Force Credentialing Online (AF COOL)

- Designed for Air Force enlisted personnel
- Getting background information about civilian licensure and certification
- Identify licenses and certifications relevant to their military AFSC
- Learn how to fill gaps between military training and experience and civilian credentialing requirements
- Learn about resources available to them to help gain civilian job credentials
- Explore financial assistance opportunities
- https://afvec.langley.af.mil/afvec/Public/COOL/

AIR FORCE
CREDENTIALING OPPORTUNITIES ON-LINE
AF COOL

10. **U.S. Marine Corps Credentialing Online (Marine Corps COOL)**

- Get background information about civilian licensure and certification
- Identify licenses and certifications relevant to your military training
- Learn how to fill gaps between military training and experience and civilian credentialing requirements
- Learn about resources available to you to help gain civilian job credentials
- https://www.cool.navy.mil

11. **United Services Military Apprenticeship Program (USMAP)**

- Apprenticeship programs for members who are serving in the United States Marine Corps, Coast Guard, or Navy
- Recognized by DOL
- Opportunity to complete elements required under civilian apprenticeship programs
- https://usmap.cnet.navy.mil

12. Defense Activity for Non-Traditional Education Support (DANTES)

Education Support to the DoD - Worldwide

- Service member support:
  - Enable access to quality post-secondary educational opportunities that prepare service members for college entrance and a successful learning experience
  - Equip education counselors with tools and resources to assist service members with individualized guidance and face-to-face interaction
  - Expand the opportunities for obtaining college credits and completing degree requirements, leading to success in higher education
  - Support service members during transition into the civilian workforce
- For more information about programs and services visit: www.dantes.doded.mil

DoD SkillBridge

  - More than 30 installations currently offer
- Initiative promotes the civilian job training authority for transitioning service members
  - Can participate in civilian employment training, including apprenticeships and internships
  - Must be 180 days from DOS
  - Approval from their first field-grade level commander in their chain of command
  - Programs must offer a high probability of employment and be provided to the service member at little or no cost
- www.dodskillbridge.com

Air Force SkillBridge Program

- **Consists of Career Skills Programs (CSP)**
  - Such as apprenticeships, on-the-job training (OJT), job shadowing, employment skills training
  - Must offer skills training opportunities to Airmen (officers and enlisted) preparing to transition from the military to civilian employment
  - Be within 180 days of approved sep/ret
  - Participation dependent on unit/mission requirements
  - Approval authority is the Airman's unit/squadron commander with UCMJ authority

Air Force SkillBridge Program, cont'd

- Commander can terminate participation based on mission requirements
- Airmen can self-nominate by going to their Base-level Education and Training Office
- Program falls under the umbrella of the Air Force Directorate of Force Development, Learning Division (AF/A1DL)

NOTE: AF Skillbridge is also known as Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-A1) for Eligible Airmen. AFI 36-2649

POC: Peterson AFB Education Office

Phone: 719-556-6437/5051

Email: 21.mss.dphe@us.af.mil

13. DoD TAP Web Portal

- **Comprehensive resource with capabilities to support separatee/retiree related issues**
- **Service members and military spouses can:**
  - http://dodtap.mil
  - Learn about the Transition GPS core curriculum
  - How and where to prepare for your transition to civilian life
  - Host of online resources:
    - VA benefits, financial planning assistance, assessing and documenting your skills for transition to civilian life
  - Access the Veterans Employment Center (VEC) www.vets.gov

14. American Job Centers Priority of Service (POS)

- Priority of service (POS) gives the Veteran and eligible spouses priority over other non-covered persons for any DOL funded employment or training programs
- Employment, Training and placement services
- Relation to State Employment Offices (e.g. local employment cent: PPWFC)
- Service locator: Search for AJCs Nationwide
  - www.servicelocator.org

15. DOL Website

- Helps translate military skills and experience into civilian terms, build a resume, search for jobs, and provides essential interview tips and resources
  - www.dol.gov/vets
  - http://www.veterans.gov/
  - 719-667-3700 or www.ppwfc.org

16. Department of Labor Employment Workshop and Service Sponsored Transition Workshops/Seminars

- **Department of Labor Employment Workshop (DOLEW) TAP GPS Workshop**
  - Will give a first-hand look of what to expect after military service
  - Provides information on various job search techniques, labor market information, resume and interview skills, and more
  - Also will help with individual transition planning, employment assistance, small business information, POS for Veterans in all DOL funded employment and training programs
- Contact the A&FRC to schedule your attendance to the Transition GPS Workshop

Mandatory to attend the workshop (some exemptions)

17. Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994

- Information to employers on Reemployment Rights
- **Basic eligibility**
  - Character of service
  - Initial obligation =/duration of service
  - Advance notice
  - Timely application
- "Escalator" principle – hired back with same status
- DOL Veterans Employment and Training Service (VETS) interprets, and administers USERRA
  - www.dol.gov/vets/programs/userra/index.htm or www.benefits.va.gov/guardreserve
- Employer Support for the Guard and Reserve
  - http://esgr.mil/USERRA/What-is-USERRA.aspx or call (800) 336-4590, Option 1 to speak to an Ombudsman

18. State Employment Agencies

- **Dedicated veterans employment representatives**
  - Disabled Veteran Outreach Program (DVOP) Specialist
  - Local Veterans' Employment Representative (LVER)
  - 719-667-3700 or www.ppwfc.org
- These offices are called the American Job Center but may be referred to differently by each state
- **Available services**
- Provide employment, training and placement services
  - Priority for service
  - Post 9/11
  - Disability Info
- GOLD CARD (next Slide)

Locate nearest state office at

www.servicelocator.org

THE UNITED STATES DEPARTMENT OF LABOR

GOLD CARD

SERVICES FOR POST 9/11 ERA VETERANS

The One Stop Career Centers are ready to provide you intensive services for up to a six month period through an exciting array of career and supportive services to include:

- Case management
- Skills assessment and interest surveys
- Career guidance
- Job search assistance

HOW TO ACCESS GOLD CARD SERVICES?

- Information about Gold Card Services can be found at www.dol.gov/vets/goldcard.html.
- Locate your nearest One Stop Career Center by going to America 's Service Locator www.servicelocator.org or by calling Toll-Free 1-877-US2-J0 BS (1-877-872 -5627) TIY: 1-877-889-5627.
- Once a One-Stop Career Center has been located, go there and present this Card.
- Information about other services and benefits can be found at www.ebenefits.va .gov and www.nrd.gov.

Eligible Veterans will receive priority of service in all Department of Labor funded employment and training programs

November, 2011

19. State Job Boards

- Each state has a job board or electronic job board
- Employers can search for applicants
- Applicants can search for positions
- To explore state job boards go to: www.careeronestop.org/jobsearch/cos_jobsites.aspx and select the specific state

20. Public and Community Service Opportunities (PACS)

- Purpose of PACS is to encourage and assist you and your spouse to enter into public and community service employment
- Consider non-profit, public and community service organizations such as schools, hospitals, law enforcement, social service agencies, etc.
- For more information visit:
  - www.nationalservice.gov
  - www.serve.gov

21. AmeriCorps and Volunteering

- Serving in AmeriCorps post transition can be a bridge to your future career and community
  - National service program that enables people of all ages to help solve tough community challenges while advancing their careers and connecting with their community
  - Provides exposure to careers by providing opportunity to gain hands-on experience, learn new skills, and build connections that can improve your resume, job or school applications
- Can find volunteer opportunities in your community at www.serve.gov, your state's Service Commission, or through local organizations in your community
- Next Slide

21. AmeriCorps & Volunteering, cont'd

- Federal government awards competitive grants to non-profits, faith-based groups, and state and local government agencies to run vetted AmeriCorps programs
- Can receive a flexible education award that complements the GI Bill benefits
  - Full time members receive a modest living allowance, heath care benefits, and childcare assistance
- For more information: www.AmeriCorps.gov/veterans
- Next Slide

21. AmeriCorps & Volunteering, cont'd

- **Volunteering**
  - Can help improve your employment prospects and stay engaged in your job field and community
  - Helps build your resume experience and job network
  - Research shows that volunteering, including through AmeriCorps, increases a person's likelihood of finding a job by 27% nationwide

    Did you Know? Volunteers in rural communities have a 55% higher chance of finding a job

    - Next Slide

Corporation for NATIONAL & COMMUNITY SERVICE

22. Troops to Teachers – "Proud to Serve Again"

- Have you ever considered teaching as a second career after the military?
  - Education systems across the nation are looking for qualified teacher
  - Being a rich combination of skills which are a natural fit for the classroom
  - The skills that are honed in the military include leadership, initiative, discipline, teamwork, integrity and the ability to thrive in an ever-changing environment which contribute to making some of the best teacher
  - Next slide

Troops to Teachers

PROUD TO SERVE AGAIN

22. Troops to Teachers – "Proud to Serve Again", cont'd

- Troops to Teachers (TTT) is a DoD program
  - Can become a K-12 public or charter of Bureau of Indian Affairs school teacher
  - State TTT offices work to provide enrolled participants with counseling and knowledge about certification requirements, routes to state certifications, and employment leads to secure a teaching position
- Dependent upon availability of funds, TTT may be able to assist with the transition to the classroom (for first time teachers only)
- Next Slide

Troops to Teachers
PROUD TO SERVE AGAIN

22. Troops to Teachers "Proud to Serve Again", cont'd

- All current and former members of the U.S. Armed Forces, whose last period of service is characterized as honorable are able to participate in the program
  - Must register with TTT within three years after their sep/ret date and prior to the first day of teaching to apply for financial assistance
  - Once registration is complete, the TTT National Office determines applicable financial assistance and incentives to assist with licensing costs or as an incentive for teaching in a high need school
- Registration can be completed online at: www.proudtoserveagain.com
- Next Slide

22. Troops to Teachers
"Proud to Serve Again", cont'd

POCs:

John Scheuer - Colorado State Director, 719-271-0541 or 1-800-438-6851

Sherman Fuller - Recruiter,

Phone: 719-282-5672 or 1-800-438-6851

Troops to Teachers is not active at this time due to lack of funding.
For any questions contact POCs at 1-800-438-6851
National number is 1-800-331-6242

Troops to Teachers
PROUD TO SERVE AGAIN

23. Federal Employment Opportunities

- 3 Main ways to acquire federal positions
  - Merit promotion (next slide)
  - Special hiring authority
  - Competitive appointment (next slide)
- Veterans' Employment Opportunities Act (VEOA)
- For more information go to : www.fedshirevets.gov
- Civilian Personnel Office: 719-556-4775
- A&FRC TAP: 719-556-6141

Merit Promotion

- Veterans' Employment Opportunities Act of 1998 (VEOA) VEOA is a competitive service appointing authority that allows eligible veterans to apply for positions announced under **merit promotion** procedures when the agency is recruiting from outside its own work force.

Competitive Appointment

- An applicant who is applying under a noncompetitive **appointment** is typically an individual who "has" acquired **competitive** status and your **competition** for the job will be from sources within the Federal **government** (current or former employees) or individuals under special hiring authority.

Veteran‘s Recruitment Appointment

- Veterans' Recruitment Appointment (VRA) is an excepted authority that allows agencies, to appoint eligible veterans without competition. If you:
- are in receipt of a campaign badge for service during a war or in a campaign or expedition; **OR**
- are a disabled veteran, **OR**
- are in receipt of an Armed forces Service Medal for participation in a military operation, **OR**
- are a recently separated veteran (within the last 3 years), **AND**
- separated under honorable conditions (this means an honorable or general discharge), you are VRA eligible.
- You can be appointed under this authority at any grade level up to and including a GS-11 or equivalent

24. USAJOBS

- Official job site of the federal government
- Registering on the USAJOBS website allows you to search for federal jobs, and follow helpful instructions on how to submit application packets
- One-stop source for federal jobs
  - Tips & Tutorials
  - Resources & Resume Builder
  - Pathways and Internships
  - Veterans
- www.usajobs.gov

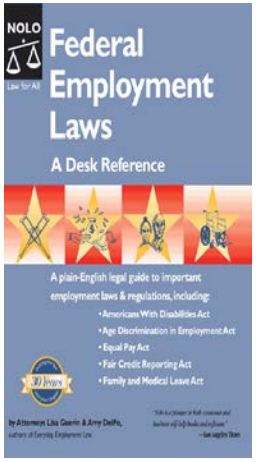
USAJOBS®
"WORKING FOR AMERICA"

Navigating USAjobs for Federal Jobs is conducted during TAP GPS Workshop

25. Go-Defense

- Careers in national defense
- Entry level to executive level
- http://godefense.cpms.osd.mil
- Links to other DoD agency websites

26. Veterans' Preference in Federal Employment



- **Eligibility**
  - Five point preference
    - Exemptions – O4 and above
  - Ten point preference
    - Have a service connected disability OR received a Purple Heart
    - When claiming this preference you must submit a Standard Form SF-15 "Application for a 10 point Veterans' Preference" from the OPM website: www.opm.gov/forms/pdf_fill/FS15.pdf
- Must provide acceptable documentation of your preference or appointment eligibility
  - Copy of DD Form 214 showing dates of serve and discharge under honorable conditions, is acceptable documentation
  - Next slide

26. Veterans' Preference in Federal Employment, cont'd

- Service members can apply for Federal employment 120 days prior to official sep/ret date
  - Must provide a "Statement of Service", written document from the Armed Forces that certifies that service member is expected to be discharged or released from active duty under honorable conditions not later than 120 days after the date certification date is signed
    - Once you receive your DD Form 214, you must provide it to your agency
- Reservists who are retired from the Reserves but not receiving retired pay are not considered "retired military" for Veterans' preference
- Next slide

26. Veterans' Preference in Federal Employment, cont'd

- Not sure of your preference eligibility – visit the Veterans' Preference Advisor at: https://webapps.dol.gov/elaws/vetspref.htm
- If you believe you have not been properly afforded your rights you may file a compliant with the DOL's Veterans' Employment and Training Services (VETS) at: www.dol.gov/elaws/vets/vetpref/agency.htm
  - If unable to resolve the complaint within 60 days, the Veteran may appeal to the Merit Systems Protection Board at: https://e-appeal.mspb.gov/
- For more information visit the OPM site at: www.fedshirevets.gov/job/vetpref/index.aspx
- Next slide

26. Veterans' Preference in Federal Employment, cont'd

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- Next slide

27. Veterans Federal Procurement Opportunities

- **Interested in starting your own business?**
  - In 1999, the Small Business Development Act set an annual government-wide goal that three percent of all prime contract/subcontract awards should be given to small businesses owned and controlled by Service-disabled Veterans each fiscal year
  - Executive Order 13360 requires federal procurement officials and prime contractors to provide this group with the maximum possible opportunity to participate in the performance of contracts awarded by any federal agency, including subcontracts
  - Company must be registered in the Central Contractor Registration system at: www.ccr.gov
  - Next Slide

27. Veterans Federal Procurement Opportunities, cont'd

- Interested in starting your own business?
  - Awarded government contracts through a sole-source or a set-aside award based on competition that is restricted. To find competitive procurement announcements go to: www.fbo.gov
  - There's also a Mentor-Protégé Program offering substantial assistance if you are a small disadvantaged business
    - More information on this program can be found through the Small Business Administration (SBA)

28. Office of Personnel Management (OPM) Special Hiring Authorities

- **Special Hiring Authority**
  - **Veterans Recruitment Appointment (VRA)**
    - Should directly contact the federal agency personnel office where you are interested working to find out about VRA opportunities
  - **30 Percent or More Disabled Veterans**
    - Should directly contact the federal agency personnel office in the location where you are interested working to find out about available opportunities
    - Must submit an official document, dated 1991 or later, from VA certifying receipt of compensation for a service-connected disability of 30% or more
      - www.fedshirevets.gov/AgencyDirectory/index.aspx

29. Hiring Preference in Non-Appropriated Fund (NAF) Jobs

- **Eligibility requirements**
  - One time hiring preference if:
    - Are an involuntary separatee and have an honorable discharge with the Separation Program Designator (SPD) code that conveys transition benefits
    - Are separating with a special separation benefit
    - Separating with the voluntary separation incentive
- **Non Appropriated Fund (NAF)** Jobs-are jobs paid for by profits. – Clubs, golf course, Child Development Centers, Transportation
- Career Executive Force
  - General Work Force
  - Entry Level Workers
    - May be skilled, semi-skilled or unskilled
    - May be foremen or supervisors
- More information can be found at: www.nafjobs.org

30. Workforce Innovation and Opportunity Act (WIOA)

- Administered by DOL in collaboration with the Department of Education and focuses on preparing individuals to enter the workforce
- Provides training and education opportunities to meet the needs of businesses looking for skilled workers
- Allows local boards to manage training and education programs that are accessible to the community and meet local employers' needs for skilled workers
- Known as "demand" occupations to expend training funds on
- You choose the funded training programs that best fits your personal situation and you control your career development by accessing career services. No eligibility requirements
- Next Slide

30. Workforce Innovation and Opportunity Act (WIOA), cont'd

- Career services are also available to all adults with no eligibility requirements
  - These include an initial assessment, job search and placement assistance, local labor market information, information and referral to other AJC programs, etc.
  - Individualized career services are also available including comprehensive assessment, development of individual employment plans, group and individual counseling, case management, and short-term pre-vocational assistance
- For more information go to: www.doleta.gov/WIOA

31. Small Business Administration (SBA) Entrepreneurship Track

- Boots to Business (B2B) is the entrepreneurial training program offered by the SBA as part of the re-designed Transition Assistance Program
- B2B is two-step program that helps participants improve business skills, learn to use and access tools and resources necessary to launch and maintain a successful business
- Step One- **Attend the two-day track – B2B:**
  - Consists of eight modules, including the entrepreneurial mindset, financing, business plan development, franchising, market analysis, and the legal issues associated with business ownership
  - Introduces participants to many resources from SBA and communities across the nation that can be useful in creating and growing a business

31. Small Business Administration (SBA) Entrepreneurship Track – Boots to Business, cont'd

- **Step Two:** Syracuse University-Focuses on the fundamentals of developing a business plan and achieving a successful business start-up
  - After completing the B2B track, participants wanting to pursue business ownership are encouraged to engage in follow-on services provided by SBA such as an online course offered by a consortium of entrepreneurship professors and practitioners
  - Can also use other SBA resources, such as local SBA District Offices or the SBA network of Veterans Business Outreach Centers at: www.sba.gov/vboc
- The skills you learn during B2B are applicable to many post-service jobs, especially is you work at a small of medium sized company
- Did you know? 1 in 10 business owners are veterans
  - Women veteran owned small businesses are up dramatically.

32. National Veteran Business Development Council

NOT APPLICABLE

33. Permissive TDY (PTDY) and Excess Leave (EL)

- Permissive Temporary Duty (PTDY) and Excess Leave (EL) may be authorized for the purpose of job search/house hunting activities that facilitate the relocation to civilian life
  - Only applies to a well-defined group of eligible personnel-Retirees, Involuntary Separatees, MEBs-(Next Slide)
  - Cannot request both
  - Granting PTDY or EL is subject to mission requirements and is approved by the unit commander
  - Recommend PTDY because EL is not a duty status and should only be used in rare circumstances
  - EL is not available for retirees

33. Permissive TDY (PTDY) and Excess Leave (EL), cont'd

- **PTDY**
  - May be taken in conjunction with transition leave of absence by members who are retiring, being separated involuntarily under honorable conditions, or voluntarily separating through a military department force reduction or force shaping program
  - Service members voluntarily separating at the end of a normal term of services (ETS or end of active duty obligated Service) or involuntarily separating under conditions other that honorable are NOT eligible
  - **Members eligible include:**
    - Members who involuntarily separated under honorable conditions (including VSI and SSB)
    - Members retiring from active duty (including transfer to the Fleet Reserve and disability retirements)
    - Member voluntarily separating through a military department force reduction or force shaping program
    - Members who are being discharged for medical reasons (certain conditions apply)

33. Permissive TDY (PTDY) and Excess Leave (EL), cont'd

- The military Secretaries concerned may grant:
  - A recalled Reserve Component service member, serving on active duty, PTDY up to 30 days in conjunction with involuntary separation or release from active duty
  - A recalled Reserve Component or active duty service member PTDY up to 30 days after the service member receives approval for retirement based upon at least 30 years of accumulated active duty service
- Timeframes: ALL
  - No more than 30 days of EL can be granted
  - Those eligible for PTDY, can take up to 20 days for job hunting, house hunting, or other relocation activities (CONUS)

33. Permissive TDY (PTDY) and Excess Leave (EL), cont'd

- If OCONUS and you have a legal residence in the United States and you plan to return to your home state after involuntary separation or retirement, you may be authorized up to a total of 30 days PDTY

- Rules regarding PTDY
  - Cannot combine with liberty weekends, special liberty, or holidays, to extend the period of actual job/house hunting activities beyond the days authorized
  - Can also be taken in conjunction with chargeable leave at no cost to the government
  - May be taken in conjunction with transition leave (immediately upon completion of all separation processing) but the total number of days of combined permissive absence and transition leave may not exceed 30 days
  - Can take PTDY all at once, or in increments, except in cases of disability retirement or separation in which time constraints dictate that it is taken all at once, or not at all

34. Travel and Transportation Allowances

Retirees:

- If retiring, you are authorized travel and transportation allowances from your last duty station to a home of selection (HOS) anywhere in the United States or home or record (HOR), or to the place you entered active duty outside the United States

Retirees & Certain Involuntary Separatees

- Eligible retirees and certain involuntary separatees (e.g., with separation pay and at least eight years continuous active duty) are authorized storage and shipment of household goods for up to one full year.
- Next slide

35. Travel and Transportation Allowances, cont'd

- **Household goods may be shipped to:**
  - Any destination within the United States
  - HOR outside the United States: HOR is the place lived when they entered the military
  - The place outside the United States from which they were initially called to active duty
- All other separatees are authorized storage and shipment of household goods up to six months
  - Items may be shipped to the location in which they collected separation travel pay
  - Next Slide

34. Travel and Transportation Allowances, cont'd

- Separated members must complete travel within 180 days.
- Retirees must complete travel within one year after retirement
  - In limited circumstances, you may be allowed an extension of the time limit to move
  - To request an extension you must visit the transportation office
- In some circumstances, you may be able to extend your stay in military housing for up to 180 days after separation. These extensions are allowed for individuals who are eligible involuntary separatees, or a Selected Early Retirement Board (SERB) retiree.
  - Be aware that you will have to pay a rental rate and that housing is available on a space permitting basis. Contact the Base Housing Office for more information

34. Travel and Transportation Allowances, cont'd

- Department of Defense Dependents School Extension: (ONLY members overseas)
  - Subject to Status of Forces Agreements (SOFA) overseas, and providing each child has completed the 11th grade by the Service member's date of separation, extensions may be granted for dependents of Service members who are involuntarily separating from active duty
    - Must meet the criteria outlined in Title 10, U.S. Code, Section 1141, "Involuntary Separation", or being separated due to a medical condition
- More information can be found in the Joint Federal Travel Regulation (JFTR) at:
  - https://secureapp2.hqda.pentagon.mil/perdiem/
  - **Local JPPSO: 719-554-9294/719-556-4196**

35. Contact Information for Housing Counseling Assistance

- **Base housing**
  - Must arrange a time for a member of the housing staff to come and perform a pre-inspection and explain the requirements for cleaning and vacating quarters
- **Rental property**
  - Notify the landlord as soon as possible
  - Housing Office can assist if problems arise in conjunction with your military separation
- **Housing and Urban Development (HUD)**
  - Mission is to create strong, sustainable, inclusive communities, free from discrimination and provide quality affordable homes
  - Next Slide

35. Contact Information for Housing Counseling Assistance, cont'd

- HUD provides information on:
  - Avoiding foreclosure
  - Financing home improvements
  - Buying/Selling a home

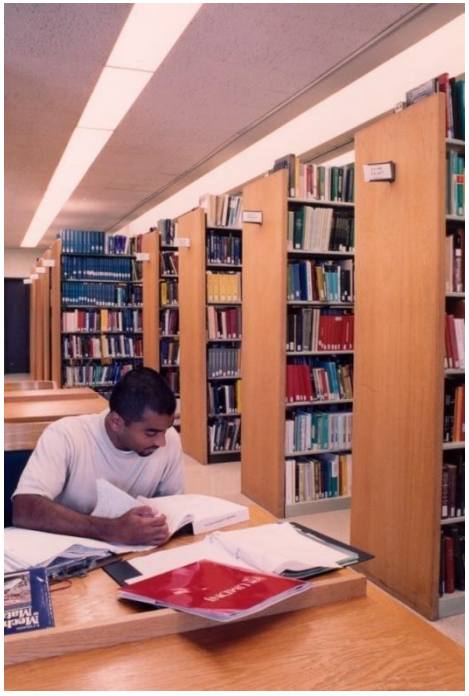
- **HUD Veteran Resource Center (HUDVET) has a wide variety of HUD homeless assistance programs/services for veterans**
  - Combat-related domestic violence
  - Runaway youth
  - Affordable housing for individuals with disabilities
- **More information can be found through the VA care line: (877) 424-3838**

36. U.S. Department of Education Federal Aid Programs

- **The Federal Aid Program**
  - Authorized under the Higher Education Act
  - Includes grants, loans, and work-study programs
  - These federally funded programs partner with post-secondary schools and financial institutions to help provide money for college to eligible students
  - Veterans' educational benefits can be used in conjunction with federal student aid
- There is also a Veterans Upward Bound Program designed to refresh your academic skills in order to successfully complete your college program

37. Other Federal, State, or Local Education/Training Program Options

- **Visit the Base Education Office**
  - Can provide you with information and guidance regarding the educational opportunities available
  - Able to learn about the difference undergraduate, graduate, or certificate programs there are and options through military programs such as:
    - College-level testing
    - Professional military education
    - Veteran's benefits
    - Tuition assistance
    - Financial aid
    - Deferments
    - Distance learning
    - Next slide



Peterson Education Office

Mr. Melvin Castile: melvin.castile@us.af.mil

Mr. Richard Hall: richard.hall.29@us.af.mil

Phone: 719-556-6437/5051

38. Information on Availability of Healthcare and Mental Health Services

- **Separation History and Physical Examination (SHPE) – comprehensive medical evaluation- VA Advisors will discuss shortly!**
  - NOW a requirement for ALL separating service members
  - Ensure any medical condition requiring ongoing care are identified and documented in the military medical record
- **DoD Mental Health Self Assessment Program**
  - Mental health and alcohol screening and referral program for service members/families affected by deployment and mobilization
  - Voluntary and anonymous program
  - Anonymous, self-assessments are available for depression, bipolar disorder, alcohol use, post traumatic stress disorder (PTSD) and generalized anxiety disorder
  - Next Slide

38. Information on Availability of Healthcare and Mental Health Services, cont'd

  - Individualized results and military health resources, including TRICARE, Vet Centers and Military OneSource are provided at the end of every assessment

- Each Service offers clinical and non-clinical prevention, education, and treatment programs that address mental health and substance abuse disorder (SUD)
- TRICARE offers a full range of services for mental health and SUD treatment options as well.
  -All service members who have deployed part of a contingency operation are asked to complete post-deployment mental health assessments for issues such as depression, PTSD, substance use problems, andand other mental health concerns at six months, one-year, and two-year post-redeployment anniversary.

38. Information on Availability of Healthcare and Mental Health Services, cont'd

DoD's inTransition Program is a confidential coaching program that answers questions about treatment options, provides information about community resources, and secures an appointment with a behavioral health provider at your new location

-Service members who have seen a behavioral health provider within one year of separation from active duty will be automatically enrolled in the inTransition Program and will be contacted by an inTransition Coach

~Have the ability to opt-out when contacted

38. Information on Availability of Healthcare and Mental Health Services, cont'd

- Coverage through Department of Veterans Affairs
  - VA also offers specialized treatment of mental health issues and SUD
  - Would include members who received a dishonorable discharge (bad conduct discharge) and separated service members with urgent mental health or substance abuse problems.
- Does not necessarily have to be a service connected to disability to receive care
  - -Combat Veteran: Discharged from AD on or after 28 Jan 2003 – receive enhanced enrollment placement for 5 years from date of separation

38. Information on Availability of Healthcare and Mental Health Services, cont'd

- **Separation History and Physical Evaluation (SHPE):** Conditions identified through this evaluation may make a member eligible for care in the VA after separation. NOTE: If you plan to make a claim for disability for a condition(s), you should elect to have your SHPE performed by the VA
- Reservists or National Guard who served on AD in a combat operation after 11 Nov 1998 and left service under any conditions other than dishonorable – if enrolling with the VA under the Combat Veteran Authority, may be eligible to keep enrollment eligibility after the 5 year period ends
- Next Slide

38. Information on Availability of Healthcare and Mental Health Services, cont'd

- **Suicide Resources for Veterans, Families and Friends**
  - **Veterans Crisis Line**
    - Confidential resource that connects Veterans in crisis with a qualified VA responder
    - 1-800-273-8255, press option 1.
    - Chat online at: www.VeteransCrisisLine.net, or send a text message to 838255 to receive free, confidential support 24 hours a day, seven days a week – even if not registered with the VA or enrolled in VA health care

39. Separation History and Physical Examination (SHPE)

VA Advisors Briefing

- As discussed earlier in this section, ALL separating AD members must complete the SHPE prior to separation
- Reserve and Nation Guard who have served a minimum of 180 days on AD or 30 days in a contingency operation must complete the SHPE PRIOR to release from AD
- Will help establish service connection for any medical conditions that have developed if planning to apply for VA benefits, whether now or in the future
- Next Slide

39. Separation History and Physical Examination (SHPE), cont'd

VA Advisors Briefing Cont'd

- If applying for VA benefits through the Benefits Delivery at Discharge (BDD) program, the exam received from the VA will meet the SHPE requirement
- If not applying for VA benefits or not completing BDD prior to separation, member will receive the SHPE through the Military Treatment Facility (MTF)
- Must complete DD Form 2807—1 whether receiving the exam at a MTF or VA
- Further instructions on how to complete SHPE available at TRICARE Online Patient portal: https://www.tricareonline.com

40. Transitional Healthcare Benefit/TRICARE

- Transitional Assistance Management Program (TAMP)- Separatees
  - "Transitional" because it offers TRICARE-like benefits for a limited time (180 days), which allows time for you and your eligible family members to enroll in other medical insurance programs
  - Eligibility for transitional healthcare, also referred to as Transitional Assistance for 180 days (TA-180) is not automatic as individuals must meet one of the six qualifying criterion as described below:
    - (1) Involuntarily separated from active duty with an SPD Code that designates transitional benefits; or
    - (2) A Reservist separated from active duty after serving more than 30 days in support of a contingency operation; or
    - This briefing is provided during TAP GPS Workshop
    - Next Slide

40. Transitional Healthcare Benefit/TRICARE, cont'd

- (3) Separated from active duty after being involuntarily retained on active duty in support of a contingency operation; or
- (4) Separated from military Service following a voluntary agreement to remain on active duty for one year or less in support of a contingency operation.
- (5) A member who receives a sole survivorship discharge; or
- (6) Separated from active duty and agree to become a member of the Selected Reserve of the Ready Reserve or a Reserve Component

NOTE: In this instance (#6), a member may not have a qualifying SPD Code that conveys TAMP benefits. The member must work with their gaining Reserve unit to obtain this transitional benefit and there can be no break in Service. The Reserve unit must update the member's Selected Reserve status in the Military Personnel Data System (MilPDS) for the Defense Enrollment Eligibility Reporting System (DEERS). DEERS conveys the transitional healthcare based on the MilPDS Selected Reserve update as the TA-180 is reflected on the ID card for qualifying members and family members.

This briefing is provided during TAP GPS Workshop

- **Next Slide**

40. Transitional Healthcare Benefit/TRICARE, cont'd

- Transitional health care is not an automatic TRICARE benefit.
  - Must make sure you and your family members are enrolled in the Defense Enrollment Eligibility Reporting System (DEERS)
- While on active duty you can verify or update DEERS information for yourself or your family members by contacting or visiting a local identification (ID) card issuing facility
- Visit the TRICARE website "Plan Wizard" at, www.tricare.mil/mybenefit, to receive specific benefits based on your status and to learn more about the three TRICARE options for retirees
- This Briefing is provide during TAP GPS Workshop
- Next Slide

40. Transitional Healthcare Benefit/TRICARE, cont'd

- If eligible for TRICARE, explore your TRICARE program options at: www.tricare.mil.
- If losing TRICARE or are not TRICARE-eligible, find other health care coverage options at: www.healthcare.gov.
- For more information, visit: www.tricare.mil/aca
- Dental Coverage for member eligible for TAMP is provided on a space-available basis in military dental treatment facilities
  - Space-available dental care is very limited and NOT available for dependents
  - This briefing is provided during TAP GPS Workshop
  - Next slide

Health Insurance Marketplace, cont'd

- The Marketplace helps uninsured people find health coverage
- Health care coverage options for military Veterans can be found at: www.healthcare.gov/veterans
- If enrolled in TRICARE or Veterans health care, you are considered covered under the health care law
  - However, you may have dependents who aren't eligible for a VA health care program
    - They can look to get coverage through the Health Insurance Marketplace
- If you're a Veteran and not enrolled in VA benefits or other Veteran's health coverage, you can get coverage through the Health Insurance Marketplace
- This briefing is provided during TAP GPS Workshop
- Next Slide

Health Insurance Marketplace, cont'd

- Once the Marketplace application is complete, it will tell you if you qualify for:
  - Private insurance plans:
    - May qualify for lower costs based on your household size and income
    - If don't qualify for lower costs, you can still use the Marketplace to buy insurance
      - Plans cover essential health benefits, pre-existing conditions, and preventive care
- Medicaid or the Children's Health Insurance Program (CHIP):
  - Programs cover millions of families with limited income, disabilities, and other circumstances
  - If it appears you qualify, they will share information with your state agency and they will contact you
  - This briefing is provided during TAP GPS Workshop
  - Next Slide

Health Insurance Marketplace, cont'd

NOTE: If you can afford health insurance but choose not to buy it, there must have a health coverage exemption or pay a fee. Fee is adjusted each year and could continue to go up.

- A Special Enrollment Period may allow consumers to enroll in a Marketplace plan outside of the annual Open Enrollment Period if they experience a qualifying event
  - May qualify if you (or anyone in your household) lost qualifying health coverage
    - Examples of qualifying coverage: coverage through a job or through another person's job
  - More information can be found at: www.healthcare.gov
  - This briefing is provided during TAP GPS Workshop
  - Next slide

Health Insurance Marketplace, cont'd

- The Marketplace Open Enrollment Period for 2017 is ~~1 Nov 2016 – 31 Jan 2017~~
- To apply or learn more visit: www.healthcare.gov/veterans; www.healthcare.gov or call the Marketplace Call Center at (800) 318-2596
- To find someone nearby to help you apply, visit: https://localhelp.healthcare.gov/#intro\
- This briefing is provided during TAP GPS Workshop
- Next slide

TRICARE for Retired Members and Family Change as of January 1, 2018

Beginning January 1, 2018 retirees and their eligible family members **must** enroll in either TRICARE Prime or TRICARE Select by the effective date of retirement to be eligible for continuous health care coverage.

TRICARE Select has replaced TRICARE Standard. TRICARE Select is very similar to the former TRICARE Standard, however the significant difference is you **must be enrolled** in TRICARE Select to qualify for coverage.

Members who fail to enroll in TRICARE Prime or TRICARE Select will lose all TRICARE coverage and default to direct care, space available only coverage, provided in a military

41. Financial Management

- One of the Common Career Readiness Standard (CRS) requires you to develop and produce a 12-month post-separation budget
  - Will be provided the criteria when you attend the "Financial Planning for Transition" module
- Additional financial classes are offered at the Airman and Family Readiness Center
- If Guard or Reserve and not located near a military installation, Military OneSource can offer financial assistance at (800) 342-9647 or their website: www.militaryonesource.com
- Other websites available for research at: tsp.gov, saveandinvest.org, cfpb.gov, or www.defenselink.mil/militarypay
- Next Slide

41. Financial Management, cont'd

- **Compare your current military benefits to what is often offered in the civilian sector**
  - Paid leave, paid holidays, enlistment bonuses, tax-free portions of pay, pension plans, health care and retirement care plans
- **Also consider non-cash benefits**
  - Theaters, gym, recreation programs, commissary and exchange privileges
    - After transition you will likely pay for the free or low cost services you access on the installation while on active duty
    - Next Slide

41. Financial Management, cont'd

- **Thrift Savings Plan (TSP)**
  - Defined contribution retirement/savings plan similar to a civilian 401K plan
  - Benefit you keep once you separate or retire is the contributions you made to the TSP
    - If have vested an account balance of $200 or more after leaving military service, you can leave the money in the TSP until a later date or withdraw the account at any time If less than $200, TSP will automatically send you a check for the amount and close the account
  - Retirement income received from TSP accounts depends on how much you contribute during your working years and the earnings to those contributions
  - **Next Slide**

41. Financial Management, cont'd

- **Thrift Savings Plan (TSP)**
  - There are two types of post-separation withdrawals; a partial and a full withdrawal. Because this is a retirement savings plan, any withdrawals or distributions prior to age 59 and a half are subject to penalties. Additionally, withdrawals of traditional TSP funds are subject to income tax at the time of withdrawal

1. A partial withdrawal is taking out $1,000 or more and leaving the rest in the account until withdrawing at a later date

2. A full withdrawal can be made in three options: a single "lump sum" payment, series of monthly payments or a TSP life annuity. There are withdrawal deadlines you need to be aware of. If you have a TSP account and are interested in withdrawing from your contributions visit www.tsp.gov

41. Financial Management, cont'd

- **Survivor Benefit Plan (SBP) – for retirees**
  - Optional insurance plan that will pay the surviving spouse a monthly payment, or annuity, to help make up for the loss of retirement income
  - Required to pay a premium from your monthly retirement annuity to maintain SBP coverage
    - Premiums and benefits are based on the "base amount" or benefit level selected
  - If married, spouse will be required to sign the SBP Election Form and should be included in the decision making process
  - Coverage can be selected for a spouse, spouse and children, children only, former spouse, former spouse and children
    - If divorced, review your divorce decree to determine if the court requires you to elect coverage
  - Failure to accept or decline coverage will result in automatic enrollment at the full retirement pay amount

42. Separation Pay

- **Separation Pay**
  - Public Law and Assistant Secretary of Defense Policy established separation pay to monetarily assist certain involuntarily separated or released members from active duty
  - Eligibility and amounts are determined by the type of separation (based on SPD Codes)
  - Personnel medically separated for a disability incurred in a combat zone or from combat-related operations may be entitled to an enhanced disability separation pay
  - May also be eligible for final pay at separation that would include any earned entitlements and pay for accumulated leave. That amount will be reduced by any outstanding balances on advance pay you may have received, along with unearned bonus recoupment and other debts you've incurred throughout your Service

42. Separation Pay, cont'd

- **Separation Pay**

NOTE: Service members who received separation pay need to review the law (10 U.S. Code §1174(h)(2)) and policy (Department of Defense Instruction 1332.29, Section 3.6.2) governing Separation Pay, which include guidance on the possibility for recoupment by the VA if the member subsequently becomes eligible for disability retirement pay.

The Directive-Type Memorandum (DTM) on Implementing Disability-Related Provisions of the National Defense Authorization Act of 2008, dated March 18, 2008, contains information on separation pay for those medically separated.

43. Unemployment Compensation (UCX)

- Transitioning military members may be eligible for unemployment compensation
- Different states have different requirements and rules for eligibility
  - You should contact the state where you will be looking for work
  - Receiving unemployment while you are looking for work will help provide financial stability in the event it takes a long time to find a job
- **Due to NDAA 16, those using Post 9/11 GI Bill are no longer able to draw unemployment compensation at the same time**

43. Unemployment Compensation (UCX), cont'd

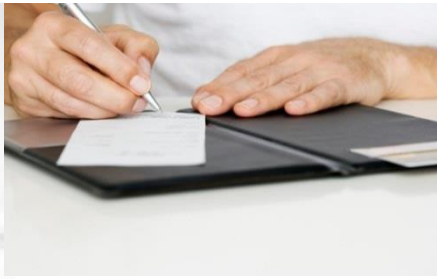
- Must file a claim in your state
- Visit and register at your local America Job Center (AJC)
  - Staff will assist you in filing your claim
- State workforce agency determines your eligibil and makes a determination on your claim
- Visit the Service Locator at: www.servicelocator.org/
  - This links to each state where you can locate your specific UCX information

44. General Money Management

- **General money management, saving & investments**
  - **Money management encompasses how you handle monetary assets**
    - The basic rule of thumb is to have at least three to six months living expenses in a savings account in the event of lost wages and other emergencies
  - **Transition is a good time to set some financial goals**
    - To reach these goals, you'll want to have some helpful tools.
    - Businesses use financial reports to track their financial condition, these same reports can help you determine your financial condition
    - Two documents that may be helpful are balance sheet and a cash flow statement
    - 12 Month Post Separation Budget (TAP & CAPSTONE)
    - Airman & Family Readiness Center Personal Financial Readiness Counselors 719-556-6141

44. General Money Management, cont'd

- General money management, saving and investments
  - Balance sheet is a snapshot of your current financial status and includes information on what you own (assets), and what you owe (liabilities)
    - Helps you calculate your net worth and provides a starting point for financial goal setting
  - Cash flow statement is used to summarize income and expense transactions that have taken place over a specific period of time, such as a month or a year
    - Tells you where your money came from and where it went



44. General Money Management, cont'd

- General money management, saving and investments
  - Once the balance sheet and cash flow statement are complete, you're ready to construct a working spending plan (budget)
  - While a budget is a requirement for all transitioning Service members, your spending plan will also help you navigate the changing financial situations you'll encounter as you transition from military to civilian life
    - A spending plan is a living document and should be reviewed and updated as circumstances change
  - A&FRCs can assist with spend plans 719-556-6141
    - Online resources include: Military OneSource© - www.militaryonesource.com

45. Personal Savings and Investment

- **Banks and credit unions**
  - Offer savings accounts designed to reach your short- and long-term financial goals
  - When opening a savings account, look for an FDIC or National Credit Union Association (NCUA) - insured savings account that offers competitive interest rates
  - Check withdrawal and deposit guidelines carefully
    - Some institutions limit the amount of free transactions available
    - Generally, savings accounts do not provide high interest earnings on deposits
    - For higher interest earnings, may want to invest in a variety of products that improve earnings on investment

45. Personal Savings and Investment, cont'd

- **Four common types of investments:**
  - **U.S. Savings Bond**
    - Companies, cities, states, and the federal government sell bonds to help raise money to run their particular institutions
    - Safety of a bond is based on the financial stability of the issuing entity
    - Prior to investing in a bond, research the issuer and understand the terms of the bond

45. Personal Savings and Investment, cont'd

- **Four common types of investments:**
  - **Certificate of Deposit, or CD**
    - Issued by commercial banks, and savings and loans
    - CD differs from a traditional savings account in that it has a specific fixed term, generally a minimum deposit amount, and typically a fixed interest rate
    - When a CD matures (reaches the end of the specified term of deposit), the owner can withdraw the money and any accrued interest
    - CDs generally offer a slightly higher interest rate than a standard savings account

45. Personal Savings and Investment, cont'd

- **Four common types of investments:**
  - **Stocks**
    - Purchase an ownership share in a company
    - Companies sell stocks to raise capital
    - Stocks are not insured and investors may lose some or all value of their stock investments
    - Most investors purchase stocks through a broker
    - Broker transactions can take place face to face or online via an online brokerage firm
    - Broker fees vary, be sure to do you research before committing
      - Can also save on broker fees by buying some stocks directly from the issuing company

45. Personal Savings and Investment, cont'd

- **Four common types of investments:**
  - **Mutual Funds - the most common type of investment**
    - A mutual fund is an investment vehicle comprised of a pool of funds, from many investors, for the purpose of investing in securities
    - May invest in stocks, bonds, money market instruments, or a combination of multiple securities categories
    - Key advantage to a mutual fund is professional management of the investment portfolio to match the fund objectives
    - Mutual funds are not insured and investors may lose some or all of value of their investment

46. State Veterans Benefits

- **States offer Veterans benefits beyond the ones you would already be eligible for through the VA**
- **Additional benefits may include:**
  - Educational grants and scholarships
  - Special exemptions or discounts on fees and taxes
  - Home loans
  - Veteran's homes
  - Free hunting and fishing privileges
- **Each state manages its own benefit programs and some states are very extensive, while others are minimal**
- For more information visit: http://www.va.gov/landing2_locations.htm

47. Two-Year Commissary and Post Exchange Privileges

- Some service members who are involuntarily separated from active duty during the period beginning on October 1, 2007, and ending on December 31, 2018, may continue to use commissary and exchange stores during the two-year period beginning on the date of the involuntary separation (based on SPD Code)
- **Separate or retire and elect to live in a foreign country**
  - May lose commissary and/or Base Exchange privileges due to treaty, SOFA, or military base agreements between the United States and host country

48. Voting Assistance

- Will no longer be covered by *The Uniformed and Overseas Citizens Absentee Voting Act* upon separation
- Need to notify local election official of change in voter registration status and update information to vote locally
- If staying in the <u>same</u> voting residence after separation:
  - Step 1: Notify your election official of change in status using the sample letter (next slide)

48. Voting Assistance, cont'd

- Sample letter for those staying in the same area
  - Can also be found at: www.fvap.gov/uploads/FVAP/VAO/staying_template.docx

Sample letter to Notify Change in Voter Registration Status
(**Staying** in the same jurisdiction)

LEO address:
_____
_____
_____

Dear Election Official,

I, _____ (name as it appears on Voter Registration Card or file), am a/an (select one):

- o Member of the uniformed services
- o Eligible spouse or dependent

currently registered as a *UOCAVA*[1] voter in your jurisdiction. I will be separating from the Service on _____ (date) and will no longer be covered under *UOCAVA*.

I want to vote locally in your voting jurisdiction, please update my registration or provide me any required documents. If you have any questions feel free to contact me at (provide best method of contact)

Email: _____
Phone: _____

Regards,

*Signature_____ Date_____

[1] The *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)* covers all active-duty members of the Uniformed Services and their families, members of the merchant marine and their families, and US citizens who reside overseas, and assists them in exercising their right to vote.

48. Voting Assistance, cont'd

- **If moving to a new state or country after separation**:
  - **Step 1**: Notify your election official of your change in status and that you will no longer be voting in that jurisdiction
  - **Step 2**: Complete a National Voter Registration Form (www.eac.gov/nvra/) to register as a civilian

48. Voting Assistance, cont'd

- Sample letter of those moving
  - Can also be found at: www.fvap.gov/uploads/FVAP/VAO/moving_template.docx

Sample letter to Notify Change in Voter Registration Status
(**Moving** to a new jurisdiction)

LEO address:
_____
_____
_____

Dear Election Official,

I, _____ (name as it appears on Voter Registration Card or file), am a/an (select one):

- o Member of the uniformed services
- o Eligible spouse or dependent

currently registered as a *UOCAVA*[1] voter in your jurisdiction. I will be separating from the Service on _____ (date) and will no longer be covered under *UOCAVA*.

I will be moving and will not be registering to vote in your voting jurisdiction. Please remove my information from your files. My voter information follows (e.g. active duty mailing address, date of birth, driver's license number):

_____
_____
_____
_____
_____
_____

If you have any questions feel free to contact me at (provide best method of contact)

Email: _____
Phone: _____

Regards,

*Signature_____ Date_____

[1] The *Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA)* covers all active-duty members of the Uniformed Services and their families, members of the merchant marine and their families, and US citizens who reside overseas, and assists them in exercising their right to vote.

48. Voting Assistance, cont'd

– Sample of where to get Voter Registration Form

48. Voting Assistance, cont'd

Nationwide

- Additional information about registering to vote locally can be found on your State/Territory Election websites at: www.fvap.gov/links

Overseas

- If remaining or moving abroad after separation from the military, you will be covered by UOCAVA as an overseas citizen instead of in your military capacity
  - You can find additional information on voting assistance for Service members, their families and overseas citizens at: www.fvap.gov/military-voter/transition

49. Legal Assistance

- **Legal offices can help with:**
  - Will preparation, powers of attorney, review of most contracts, debit/credit problems, landlord/tenant issues, family law, tax law and estate planning
    - These services are a no-cost benefit to you for your active duty Service
- Retirees can use the installation legal and financial offices on a space-available basis
  - Retirees residing overseas may have restrictions on privileges based upon SOFA
- For more information visit: www.legalassistance.law.af.mil/contnt/locator.php
- **21 SW Legal office: 719-556-4871**

50. Post Government (Military) Service Employment Restriction Counseling

- The Post Government Briefing is required for all DOD personnel who leave military Service for the private sector
  - Give you information on what is permissible, career-wise, after leaving the military
- A brief summary of the most common post government employment restrictions includes:
  - Personal Lifetime Ban
    - After leaving government service, you may not represent another individual or company to the government regarding particular matters you worked on while in government service
    - Next Slide

50. Post Government (Military) Service Employment Restriction Counseling, cont'd

- **Seeking or Negotiating for Post Government Employment**
  - **Official Responsibility Two-Year Ban**
    - For two (2) years after leaving government service, you may not represent someone else to the government regarding particular matters that were pending under your responsibility during the last year of government service
- **Trade or Treaty One-Year Ban**
  - For one (1) year after leaving government service, you may not aid, advise, or represent someone else regarding trade or treaty negotiations that you worked on during the last year of government service
  - Compensation for Representation to the Government By Others

- **NOTE: There are additional restrictions for retired military personnel and Reservists' foreign employment, which require contacting the legal office for counsel. Failure to do so may result in forfeiture of retired pay**.
  - **Cannot decline this counseling as it is required**

50. Post Government (Military) Service Employment Restriction Counseling, cont'd

Certain Retirees and Separatees must obtain written advice from their component Ethics counselor regarding proposed employment from a defense contractor to perform specific duties for that contractor within 2 years of leaving DoD

- Military officers serving in the grad of O-7 or above who participated in acquisitions or contracts valued in excess of $10M.
- Members in ANY grade who served as a program manager or deputy program manager for an acquisition program; procuring contracting officer; administrative contracting officer; source selection authority; member of the source selection evaluation board; or chief of a financial or technical evaluation team for a contract in excess of $10M.

50. Post Government (Military) Service Employment Restriction Counseling, cont'd

Retirees/Separtees in the grade of O-7 or higher have certain prohibitions on lobbying activities with respect to the DoD.

-Must contact their servicing component Ethics office for specific post-government employment advice.

51. Individual Transition Plan (ITP)

- The ITP is a framework used to fulfill realistic career goals based upon your individual skills, knowledge, experience, and abilities
  - Your game plan for a successful transition to civilian life
- Specific sections coincide with the path you take.
  - For example, if you are planning on pursuing further education at a college, you will complete Section 5 of the ITP
- Will also complete during the TAP GPS Workshop
- Six ITP sections - you will now complete most of Part 1
- Take time to complete Page 1-5 of your ITP

Veterans Affairs Benefits I & II

- **Mandatory by law for all service members to attend the VA Benefits Briefing I & II**
  - Briefings provide all the information regarding the VA and the laws, benefits, programs, services administered by the Secretary of Veterans Affairs
- **Topics will include:**
  - Education Benefits
    - Post 9/11 GI Bill, Chapter 33
    - Montgomery GI Bill, Chapter 30
    - Veterans Educational Assistance Program
    - Vietnam-era, etc.
    - Next Slide

U.S. Department of Veterans Affairs

VBB CONDUCTED on 5th Day of TAP GPS Workshop

Veterans Affairs Benefits I &II cont'd

- **Post 9/11 GI Bill**
  - If eligible for the Post-9/11 GI Bill program you may be able to transfer unused educational benefits to your spouse or children, if you meet certain criteria
  - Transferability of education benefits is a retention incentive
  - In order to transfer educational benefits to a family member, military members must make an irrevocable election to convert from their existing educational program (such as Montgomery GI Bill) to the Post-9/11 GI Bill
    - This transfer can ONLY be made while Serving in the Armed Forces WHILE ON ACTIVE DUTY
    - Members who join the Selected Reserve may also have the option to transfer unused benefits to family members
    - Next Slide

U.S. Department of Veterans Affairs

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Veterans Affairs Benefits I & II Briefing cont'd

- **Post 9/11 GI Bill**
  - Additionally, the military member must be on active duty, have Served a minimum of six years, and be willing to agree to an **additional** Service commitment on active duty or in the Selected Reserve
  - If you are separating from active duty in less than four years, you are probably not eligible to transfer education benefits
  - For more information contact the education office
  - Next Slide

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VA Benefits, cont'd

- Topics discussed during the briefings include:
  - VA Health Administration
  - VA Health Care
  - VA Dental Care
  - VA Vet Center
  - Other VA Health Care and Other Benefits
  - Veterans' Group Life Insurance (VGLI)
  - Service members' Group Life Insurance (SGLI)
  - Traumatic Injury Protection under Service members' Group Life Insurance (TSGLI)
  - Family Service members' Group Life Insurance (FSGLI)

U.S. Department of Veterans Affairs

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VA Benefits, cont'd

- Topics discussed during the briefings include:
  - Service-Disabled Veterans Insuran c
  - Veterans' Mortgage Life Insurance
  - VA Life Insurance
  - Transitional Health Care Benefit
  - VA Disability Benefits
  - Benefits Delivery at Discharge (BDD) and Quick Start

U.S. Department of Veterans Affairs

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State and Local Health Care and Mental Health Services

- State departments of health promote public health through policy initiatives, research and service programs
- "Health" generally encompasses behavioral and environmental health as well as physical well-being, illness and communicable diseases
- Social service websites may include information and programs dealing with welfare, early childhood development, foster parenting, poverty, juvenile delinquency, sex offenders, aging, public assistance, and rehabilitation
  - May also provide listings of private social service agencies.
- For more information of what is available in your state, visit: www.statelocalgov.net

Continued Health Care Benefits Program (CHCBP)

- **If separating voluntarily** you're no longer eligible to use the MTF or TRICARE; however, there is the option of the Continued Health Care Benefits Program (CHCBP)
  - Temporary health care coverage you are able to purchase for a period of 18 months, including pre-existing conditions coverage
  - Is a premium-based health care that is similar to, but not a part of, TRICARE and is administered by Humana Military Healthcare Services

Continued Health Care Benefits Program (CHCBP), cont'd

- Available to you and your family, certain un-remarried former spouses, and children who lose military coverage
- To obtain this coverage, you must enroll and pay premiums to CHCBP within **60 days** after your separation from active duty
- For more information on CHCBP, visit: www.humana-military.com, or call the Tricare Customer Service at: 1-800-444-5445

Transition Assistance Program (TAP)

- **TAP Process Overview**
  - Step 1: Preseparation Counseling – eForm DD2648
    - Individual Transition Plan – ITP
    - Career Readiness Standards (CRS's)
  - Step 2: TAP GPS (Goals, Plans, Success)
    - Five-day Workshop & VA Benefits I &II
  - Step 3: TAP (Optional Track: (Two-day Workshop)
    - **Education Track**
    - **Career Technical Training Track**
    - **Entrepreneurship Track**
  - Step 4: CAPSTONE – eForm DD2648

Transition Assistance Program (TAP)

- TAP Goals Plans and Success (GPS) Workshop

  Mandatory for all separating members

  SPOUSES ARE ENCOURAGED TO ATTEND

  - Day 1 – Personal Finance, Military Occupational Codes (MOC) and TAP Resiliency
  - Day 2 thru 4 – Dept of Labor Employment Workshop
  - Day 5 – VA Benefits Briefing I & II

Goal is to meet Mandated Career Readiness Standards for CAPSTONE

Peterson AFB TAP Best Practices

- Employer & Alumni Networking
- TRICARE-Retirees & TRICARE-Separatees & Reserves Recruiter Brief
- Navigating USAjobs website for Federal Employment
- A-Z LinkedIn/e-Branding
- Survivors Benefits Plan (SBP) briefing for Retirees
- Disabled American Veteran (DAV) Med Records Review Briefing
- Post Government Employment Briefing (Legal Office)
- Pikes Peak Workforce Center
- Military Personnel Section (MPS) Briefing
- Dress for Success Workshop(ETAP only)
- VA Counseling Center
- Education Office Overview

Transition Assistance Program (TAP)

- Monday-Friday: 0730-1700 and
- FRIDAY: Retirees 0700 SBP brief, Separatees 0700 Tricare
- Confirmation Email – READ THOROUGHLY
- Complete all pre-class work
- Blue Portfolio with all pre-class work included
- Must attend all sessions (Schedule other appointments if possible)
- Civilian business casual attire (jeans only on Friday)
- Bring a laptop computer (charged) If you have one
- Copies of OPR's/EPR/'s transcripts to build resume
- CCAF/AART/SMART and other transcripts
- Individual Transition Plan (ITP): Complete up to page 9
- Verification of Military Education & Training (VMET)
- Most recent LES
- Copy of Credit Report (link provided in email)
- Copy of Evaluations/FITREPS

Accessing Higher Education 2-Day Track

- Help prepare for college life and re-entering school
  - Transferring credits and experience
  - Researching schools and financial assistance
  - Applications
  - Campus realities

Contact the Education Center for advising, counseling and to register for this 2 Day Track

Mr. Melvin Castile: melvin.castile@us.af.mil

Mr. Richard Hall: richard.hall.29@us.af.mil

Phone: 719-556-6437/5051

Entrepreneurship 2-Day Track

- – Starting Your Own Business
  - – “Boots to Business-B2B”
  - – Understanding Markets & your Competitive Space
  - – Economics of Small Business Start-Up
  - – Picking the Correct Legal Entity for Your Business
  - – Financing your Venture
  - – Introduction to Business Planning

VIDEO:

https://www.sba.gov/offices/headquarters/ovbd/resources/160511

Register for 2 Day Workshop TODAY

See “All Things TAP” Flyer

Career Technical Training 2-Day Track

- Career Technical Training (CTTT)
  - Defining technical career goals
  - Identifying required credentials
  - Finding career technical training opportunities
  - Identifying local Veteran resources
  - Utilizing your VA education benefits
  - helps with reputable technical school selection
  - VA Advisors presented an overview earlier

Register for 2 Day Workshop TODAY

See "All Things TAP" Flyer

Common Career Readiness Standards (CRSs)- CAPSTONE

- Common CRSs - EVERYONE must produce these deliverables "Show me" and they will be verified during Capstone
  - Completed the DoD Standardized Individual Transition Plan (ITP) – should bring this document when attending the Transition GPS Workshop
  - Completed a 12-month post-separation budget
  - Completed a Continuum of Military Service Opportunity counseling (AD only)-Reserves Recruiter
  - Register on eBenefits account-DSLogon
  - Next Slide

Common Career Readiness Standards (CRSs), Common Career Readiness Standards (CRSs)- CAPSTONE

Completed transferability of military skills to civilian workforce (MOC Crosswalk) and completed the DoD standardized gap analysis

- Documented requirements and eligibility for licensure, certification and apprenticeship-VMET
- Completed an assessment tool to identify personal interests and leaning regarding career selection-Interest Profiler
- Completed a job application package (resume, personal/professional references and, if required, application)
  - OR presented a job offer letter
- Received a DOL Gold Card

Education & Career Technical Training CRSs- CAPSTONE

- Specific CRSs to the Education & Career Technical Training tracks – members who choose these tracks must meet these CRSs and will be verified during Capstone
  - Complete assessment tool
  - Complete a comparison of academic or technical institution choices
  - Complete college, university or technical training application(s)
  - Confirm one-on-one counseling with a college, university or technical training institution advisor

Next Slide- Description of 2-Day Tracks

Exemptions / Waivers

- All transitioning Service members are required to complete the preseparation counseling and attend the VA Benefits Briefings. No one is exempt from attending these mandatory components of TAP
- However, there are a few exemptions for participation in the Department of Labor Employment Workshop (DOLEW)
  - Even if a member is exempt they still must produce the deliverables (CRSs) during Capstone in order to be “Career Ready”
  - Next Slide

Exemptions / Waivers, cont'd

- **Exemptions include:**
  - Retiring after 20 or more years of active federal service in the military departments
  - Provide documented evidence of civilian employment
  - Provide documented acceptance into an accredited career technical training, undergraduate, or graduate degree program
  - Recovering service members who are separating, retiring, or being released from active duty, who are enrolled in the Education and Employment Initiative, or similar transition program designed to secure employment, higher education, or career technical training post-separation
  - Next Slide

Exemptions / Waivers, cont'd

- Exemptions include:
  - Have specialized skills which, due to unavoidable circumstances, are needed to support a unit on orders scheduled to deploy within 60 days
    - The first commander in the service member's chain of command with proper authority pursuant to Chapter 47 of Title 10, United States Code (also known as and referred to the "Uniform Code of Military Justice (UCMJ)" must certify on the ITP and the DD Form 2648 any such request for exemption from TAP. A make-up plan must accompany the postponement certification
  - Reserve Component service members who have previously participated in the DOLEW
  - Next Slide

Electronic Signatures

- Explain your process for obtaining the electronic signature from the service member
- Schedule member for Transition GPS Workshop and any additional workshops they may be interested in
- For any additional information regarding TAP, see an A&FRC staff member

eForm DD2648 INSTRUCTIONS

II. Pre-Separation / Transition Counseling, Pre-Separation / Transition Counseling Needs Assessment, Review and Verification

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, 1146, 1147, 1148, 1149, 1150, 1151, and 1154, and DoD policies; involuntarily separated Service members 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).

Insert Date

1. Registered on eBenefits	○ Yes ○ No	
2. Prepared a criterion-based Financial Plan for military to civilian transition	○ Yes ○ No	
3. Completed a criterion-based Individual Transition Plan (ITP)	○ Yes ○ No	
4. Completed a Continuum of Military Service Opportunity Counseling (Required Active Component Only)	○ Yes ○ No ○ N/A	
5. Evaluated transferability of military skills to civilian workforce / Complete DoD Standardized Gap Analysis	○ Yes ○ No	
6. Documented requirements and eligibility for licensure, certification, and apprenticeship	○ Yes ○ No	
7. Completed an assessment tool to identify personal interests and leanings regarding career selection	○ Yes ○ No	
8. Completed a job application package (resume, personal/professional references and, if required, application) or received a job offer letter	○ Yes ○ No	
9. Received a DOL Gold Card and understands post- 9/11 Veterans have priority at DOL American Job Centers	○ Yes ○ No	
10. Completed an assessment tool to identify aptitudes, interests, strengths, or skills	○ Yes ○ No ○ N/A	
11. Completed a comparison of higher academic or technical training institution options	○ Yes ○ No ○ N/A	
12. Completed a college, university, or career technical training application or received an acceptance letter	○ Yes ○ No ○ N/A	
13. Confirmed one-on-one counseling with a higher education or career technical training institution advisor	○ Yes ○ No ○ N/A	

QUESTIONS?

Thank you for your service to your country

Good luck and best wishes!

We look forward to assisting you through your transition from military to civilian life

Your TAP TEAM Members

Hugo,Dee Dee & Adelaida

Peterson A & FRC:

719-556-6141