

OCTOBER 2021



PRE-SEPARATION COUNSELING

DISCLAIMER

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**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**

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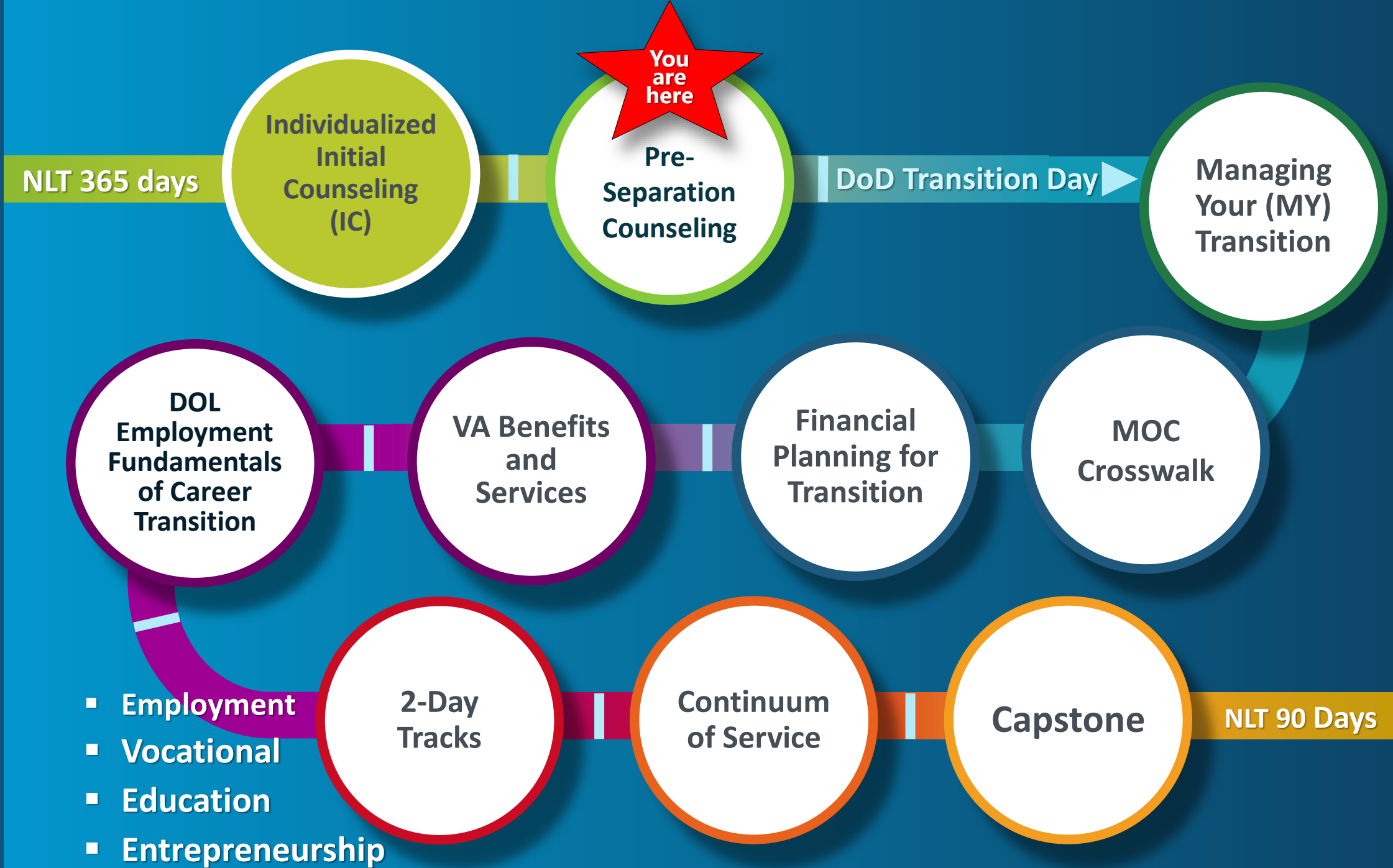
TRANSITION ASSISTANCE PROGRAM (TAP)

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



TAP OVERVIEW



CAREER READINESS STANDARDS



Ensure you are ready for transition.

Individualized
Initial
Counseling

Deliverables
assigned

TAP Modules

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

DD FORM 2648

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

DD eFORM 2648 tracks completion of all TAP requirements.





TAP CORE CURRICULUM:

DoD/DHS Transition Day

▶ **MANAGING YOUR (MY) TRANSITION**

▶ **MOC CROSSWALK**

CRS

Complete a Gap Analysis or provide verification of employment

▶ **FINANCIAL PLANNING FOR TRANSITION**

CRS

Prepare a criterion-based, post-separation financial plan



TAP CORE CURRICULUM: VA Benefits and Services



Register on [VA.gov](https://www.va.gov)

TAP CORE CURRICULUM: DOL ONE-DAY WORKSHOP

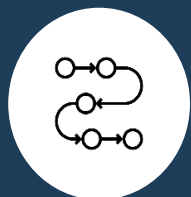
Employment Fundamentals for Career Transition (EFCT)



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

Watch the Virtual Reserve Opportunities and Obligations Brief (ROOB)

www.marinenet.usmc.mil

Upon completion you will need to email a screen shot showing your completion to your Transition Readiness Program counselor.

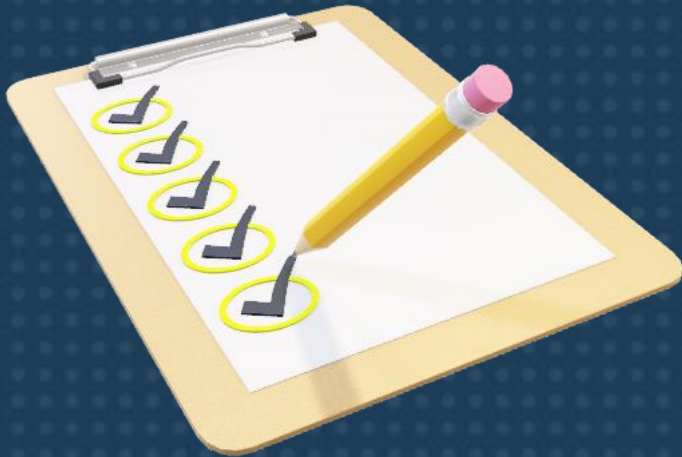
Navy Personnel: Please see your Command Career Counselor (UTC) for completion of your ROOB.



CAPSTONE

For Capstone Review appointments, please contact your nearest Transition Readiness Program Office or email MCBB_TRP@usmc.mil.

CAREER READINESS STANDARDS



Completed	CRS	Course/Brief
	Start a personal self-assessment/ Individual Transition Plan (ITP)	IC/Pre-Separation Counseling
	Complete a Gap Analysis or provide verification of employment	MOC Crosswalk
	Prepare a criterion-based, post-separation financial plan	Financial Planning for Transition
	Register on VA.gov	VA Benefits and Services
	Complete a resume or provide verification of employment	DOL Employment Workshop
	Complete a comparison of higher education or technical training institution options	DoD Managing Your Education/ DOL Career Credential Exploration
	Complete a continuum of Military Service Opportunity counseling (Active-component only)	By Installation



DS LOGON

- Secure means of authentication for websites with PII and PHI
- Best created with a CAC
- Created during VA Benefits and Service
- Websites requiring DS Logon include:
 - MilConnect
 - DFAS
 - VA.gov (VA Benefits and Services)
 - TRICARE On Line

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY
 This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER	
4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		b. STATION WHERE SEPARATED			
9. COMMAND TO WHICH TRANSFERRED			10. SGLI COVERAGE AMOUNT: \$ <input type="checkbox"/> NONE		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.)		12. RECORD OF SERVICE			
A		a. DATE ENTERED AD THIS PERIOD		YEAR(S)	MONTH(S)
		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, enter year 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					
I					

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 TIMELINE

18 - 24 MONTHS

- ❑ Make an appt. with your local Transition Assistance Program (TAP) Counselor for your individualized initial counseling
- ❑ Attend initial counseling and complete your personal self-assessment/ Individual Transition Plan (ITP)
- ❑ Schedule/attend Pre-separation counseling (can occur before 365 days, but no later than 365 days prior to separation or retirement)
- ❑ Identify a [mentor](#)
- ❑ Create a [LinkedIn](#) account, and start to build your network
- ❑ Explore career options and [SECO](#)

12-18 MONTHS

- ❑ If separating/transitioning, schedule/attend Initial Counseling Pre-separation Counseling (can occur before 365 days, but no later than 365 days)
- ❑ Explore [SkillBridge](#) or career skills opportunities
- ❑ Review finances to ensure you are financially ready for civilian life. Schedule a meeting with a personal financial counselor
- ❑ Learn about the [VA Home Loan Guaranty Program](#)
- ❑ Register for/attend TAP workshops and additional tracks (employment, vocational, entrepreneurship, higher education)

6-12 MONTHS

- ❑ Begin and refine your job search
- ❑ Use your master resume to begin drafting targeted resumes
- ❑ Arrange for household goods (HHG) [transportation counseling](#) if you plan to relocate upon separation
- ❑ Schedule your physical and dental checkups
- ❑ Decide if you want to "opt-out" of VA health benefits or not
- ❑ If retiring, meet with your Service Retirement Office
- ❑ Sign up for a free year of the [Transition Assistance Program](#)

4-6 MONTHS

- ❑ Complete your Baseline Wellbeing Assessment and Separation Health Assessment
- ❑ Obtain copies of your [medical records](#)
- ❑ Review and update your will, other legal documents, and voter registration
- ❑ Consider whether to take [terminal leave](#) or [sell back your leave balance](#)
- ❑ Determine if you are eligible for separation pay or early retirement
- ❑ Submit a pre-discharge disability claim under the Benefits Delivery at Discharge (BDD) or Decision Ready Claim (DRC) programs (if applicable)

3 MONTHS

- ❑ Review your Pre-Separation Checklist (DD2648)
- ❑ Research your health insurance options; register for [TRICARE](#) (if you are retiring)
- ❑ If filing a claim for [VA disability compensation](#), submit an application between 90-180 days prior to separation or retirement.
- ❑ Research life insurance options for self and family
- ❑ Contact your medical treatment facility to get copies of your health and dental records
- ❑ Complete [VA Healthcare registration](#)
- ❑ Set up a one-on-one session with a VA Benefits Advisor

90 DAYS OR LESS

- ❑ If seeking employment, begin applying and interviewing for positions
- ❑ Finalize relocation appointments and review your benefits, if applicable
- ❑ Begin to prepare your [Disability claim with your local VSO](#) (if applicable and not completed previously)
- ❑ If retiring and married, make a [Survivor Benefit Plan](#) election decision with your spouse
- ❑ If retiring, complete DD Form 2656 with a retirement services office or counselor

DAY OF SEPARATION + 365

- ❑ Ensure you have multiple certified copies of your DD-214 (Certificate of Release or Discharge from Active Duty) in a fireproof place
- ❑ Ensure your VA benefits contact information is updated with your current phone number, email, and address
- ❑ Continue to network and stay involved on LinkedIn and other social media sites
- ❑ Register for the [VA burial pre-need program](#)
- ❑ Apply for [VA Dental Insurance](#) (if applicable)
- ❑ Apply for Veterans ID card, [Veteran's Health Identification Card](#), or print Proof of Service card from [eBenefits](#)
- ❑ Utilize [Military OneSource](#) (up to 365 days post-transition)
- ❑ If you're married, inform your spouse about the benefits offered by Spouse Education and Career Assistance

Located on

www.DoDTAP.mil under Resources/FAQs

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STEP 2:

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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
- Vet Centers
- Military OneSource
- Military and Veteran Service Organizations

ADDITIONAL SUPPORT SOURCES

- Family Members
- Military Colleagues
- Veterans
- Mentors
- Social Network
- National Resource Directory (NRD)



MILITARY LIFE CYCLE (MLC) COURSES

- **Transitioning to Federal Employment**
- **Reserve Component Dual Payments**
- **Social and Emotional Health Resources**
- **Survivor and Casualty Assistance Resources**
- **VA Benefits 101**
- **VA Education Benefits**
- **VA Home Loan Guaranty Program**
- **VA Life Insurance Benefits**
- **Vet Centers**



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.org

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VA BENEFITS AND SERVICES



VA Benefits Advisors discuss VA benefits over 6 modules:

- 1 Navigating the Journey
- 2 Supporting Yourself and Your Family
- 3 Getting Career Ready
- 4 Finding a Place to Live
- 5 Maintaining Your Health
- 6 Connecting with Your Community



VA INFORMATION – RESOURCE GUIDE

- VA Disability
- VA Health Administration
- VA Health Care
- VA Women’s Health
- Transition Care Management (TCM)
- VA Mental Health Care
- VA Dental Care
- VA Education and Training Benefits
- Personalized Career Planning and Guidance (PCPG)
- Veteran Readiness & Employment (VR&E)
- VA Home Loan Guarantee
- VA Life Insurance
- VA Vet Centers
- 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 begin the BDD claim process **within 180 – 90 days from discharge.**

How

Meet with a VA Benefits Advisor to determine if this option is right for you.

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

VA SOLID START



- Follow up phone calls from VA at 90, 180, 365 days after separation
- Reminder emails with links to resources
- Update contact information at VA.gov prior to separation/retirement

VA BENEFITS ADVISOR(S)

Department of Veterans Affairs

DSN: 645-4027 (Office)

Camp Foster Education Center Bldg. 5679

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REQUIRED HEALTH ASSESSMENTS

TRICARE Online 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*

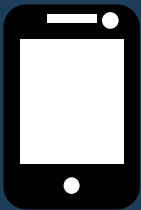
VETERANS/MILITARY CRISIS LINE



Save this information in your phone to assist friends and family



Text: 838255



Call: 1-800-2738255; 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 with TRICARE representative.
- Visit the Plan Finder on the TRICARE website.
- Retirees who fail to enroll in TRICARE Prime or TRICARE Select will lose all TRICARE coverage.

TRANSITIONAL/TEMPORARY HEALTH CARE COVERAGE



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

HEALTH INSURANCE MARKETPLACE



- The Marketplace helps uninsured people find health coverage.
- Plans cover essential health benefits, pre-existing conditions, and preventive care.
- More information will be provided during the Financial Planning for Transition module.

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Plan for Civilian

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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

CRS

Complete a comparison of technical training institution options



DOL TRANSITION EMPLOYMENT ASSISTANCE FOR MILITARY SPOUSES (TEAMS)

- Your Next Move
- Career Credentials
- Marketing Me
- Resume Essentials
- Federal Hiring
- Interview Skills
- LinkedIn Profiles/Job Search
- Salary Negotiations

DOL RESOURCES

- **Career One Stop website**
- **American Job Centers (AJC)**
 - Priority of Service
 - State Job Banks
 - Unemployment Compensation



IDENTIFYING SKILLS & INTERESTS

O*NET Online

- Interest Profiler
- My Next Move for Veterans

Verification of Military Experience and Training

(VMET)

DD Form 2586

CREDENTIALING

- Licenses
- Certifications
- Credentialing Opportunities On-Line (COOL)
- MilGears

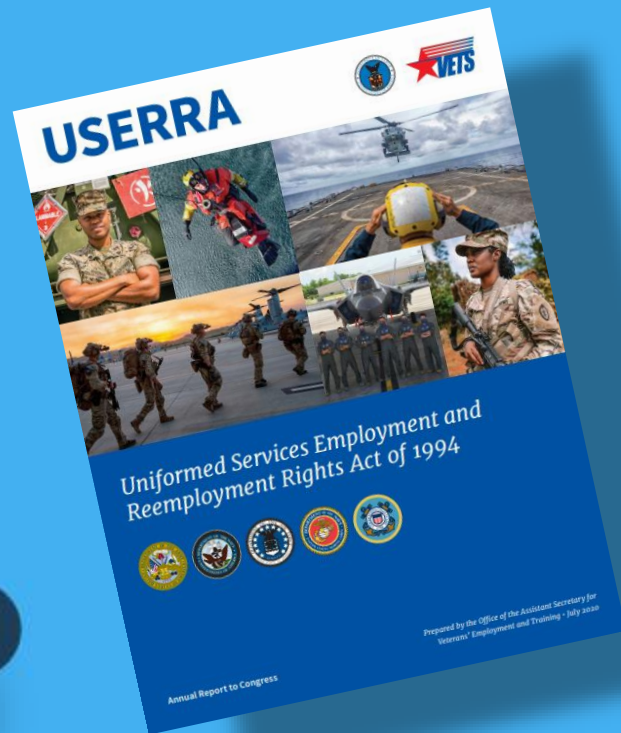




● GAINING EXPERIENCE

- Apprenticeships/OJT
- United States Military Apprenticeship Program (USMAP)
- DoD SkillBridge
- Volunteering
 - AmeriCorps

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

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FEDERAL EMPLOYMENT OPPORTUNITIES

- Feds Hire Vets and USAJobs
- Veterans Preference
- Special Appointing Authority for Veterans
 - Veterans Employment Opportunities Act (VEOA)
 - Veterans Recruitment Appointment (VRA)
 - Thirty Percent or More Disabled Veterans

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

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



POST-MILITARY EMPLOYMENT RESTRICTIONS

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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

CRS

Complete a comparison of higher education institution 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
- Military Training Evaluation Program (MTEP)

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**
 - Grants
 - Loans
 - Work-Study Programs
- Veterans Upward Bound Program

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SBA ENTREPRENEURSHIP TRACK: Boots to Business (B2B)



ENTREPRENEURSHIP

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



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.

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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>



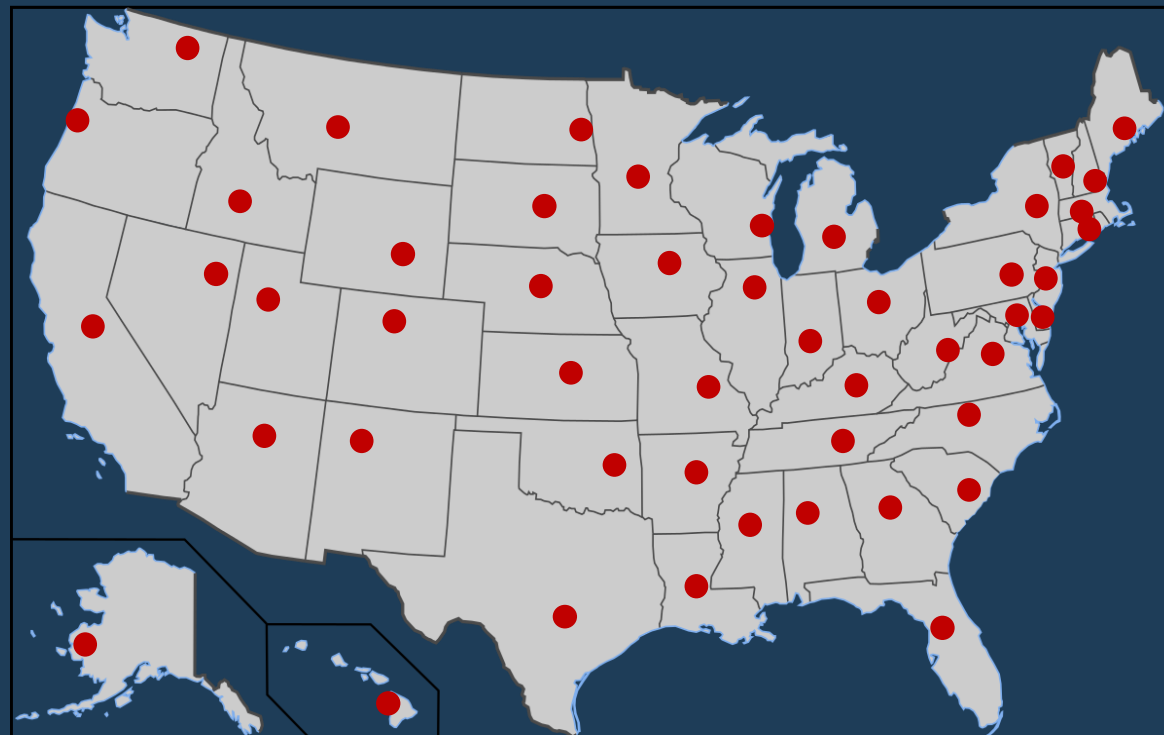
IMMIGRATION STATUS

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.



ADDITIONAL INFORMATION

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

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INSTALLATION RESOURCES

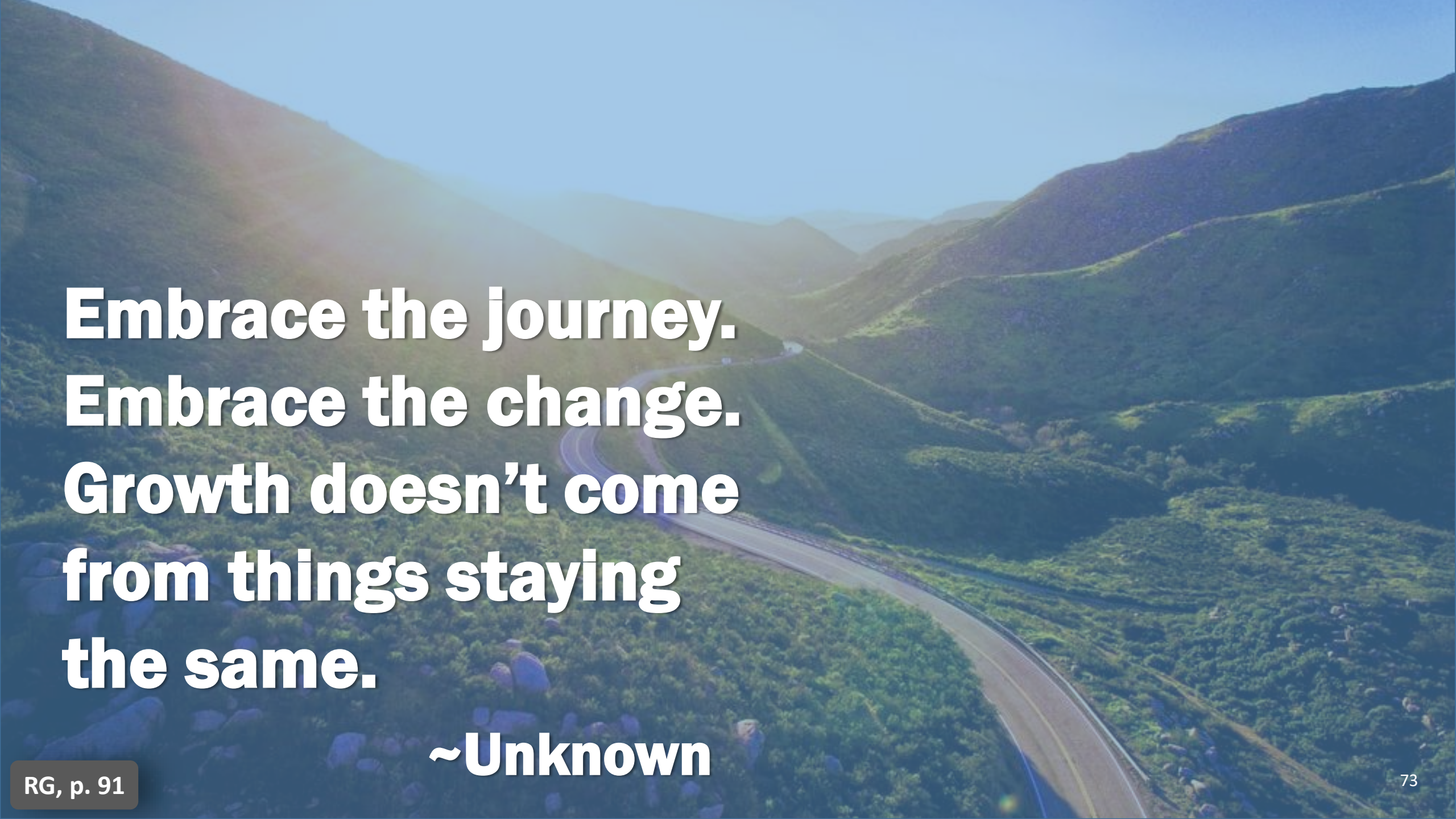
Transition Readiness Program

Camp Foster	Bldg. 445	645-3151/6894
Camp Kinser	Bldg. 1220	637-1307
Camp Courtney	Bldg. 4425	622-7878
Camp Hansen	Bldg. 2339	623-7736/7291
Camp Schwab	Bldg. 3429	625-2699

AGENCY PARTNERS & WEBSITES

- **DoD TAP**
- **DOL VETS**
- **VA.GOV**
- **SBA OVBD**

Benefit	Website/Link
Step 10: Know Where to Go for Assistance	
DoDTAP	www.dodtap.mil
DOL Vets	https://www.dol.gov/agencies/vets
VA Veterans Resources	https://www.va.gov
SBA Office of Veteran Business Development	https://www.sba.gov/about-sba/sba-locations/headquarters-offices/office-veterans-business-development



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

~Unknown