



Transition Assistance Program Handbook

Military & Family Readiness Center

801 Kenney Ave,
Suite 1400,
Barksdale AFB, LA,
71110

Commercial: (318) 456- 8400
DSN: 781-8400
Fax: (318) 456- 8031

Mon, Tues, Thurs, Fri: 0800-1600
Weds: 0800-1200

www.barksdalelife.com



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Transition Assistance Program

The goal of the Transition Assistance Program (TAP) is to provide information, tools and training to ensure Service members and their Spouses are prepared for the next step in civilian life; whether pursuing additional education, finding a career or starting their own business. Support for TAP is provided by the Military and Family Readiness Program Manager or local installation Military and Family Readiness Center (M&FRC) staff.

Eligibility

The Transition Assistance Program is mandatory of all Service members who have at least 180 continuous days or more on active duty; this includes National Guard and Reserve.

Benefit Highlights

For Service members separating or retiring Transition Assistance Program (TAP) begins no later than 365 days prior to transition. It is recommended retirees begin the transition process at least two years prior to retirement. In the event of separating/retiring less than 365 days, TAP must begin as soon as possible within the remaining period of service.

Overview of the TAP program :

- ***Individualized initial counseling***

Individualized Initial Counseling (IC) between the Service member and a TAP counselor is the official start to the transition process. Service members complete a personal self-assessment and begin the development of their Individual Transition Plan (ITP) to identify their unique needs of the transition process and post-transition goals. Service members are required to provide a copy of their Community College of the Air Force transcripts (if applicable) and a copy of their Verification of Military Education and Training (VMET). The TAP counselor assesses all provided information to determine the members' level of preparedness and assigns the required counseling and services based on the member's needs.

- ***Pre-separation counseling***

Pre-separation counseling must begin no later than 365 days prior to transition and covers by-law information including benefits, entitlements and resources for eligible transitioning Service members. Caregivers and Spouses are encouraged to attend pre-separation counseling with their Service member.

- ***The Department of Defense (DoD) Transition Day***

DoD Transition Day is mandatory for all transitioning Service members and covers the following topics:

- **Managing Your Transition:** Emphasizes the importance of preparing for your transition from military service into the civilian sector and provides an overview of the TAP curriculum.
- **Military Occupational Code Crosswalk:** Defines and translates military skills, training, and experience into credentialing appropriate for civilian jobs.

- Financial Planning: Helps Service members understand how transition will impact their financial situation and provides the tools and resources for a successful financial transition.
- **VA Benefits and Services** Led by VA Benefits Advisors, this mandatory course helps people understand how to navigate VA and the benefits and services they have earned through their military career. The course offers interactive exercises, real examples, and covers topics such as family support, disability compensation, education, and health care benefits.
- **Department of Labor**
The Department of Labor (DOL) provides a mandatory one-day course on preparation for employment. (Some exemptions apply)
- **Two-Day Tracks.** Transitioning Service members may be required to attend a track, depending on their level of transition preparedness. They may attend more than one based on their ITP and post-transition goals. These include the: DOL Employment Track, DOL Vocational Track, DoD Education Track and the Small Business Administration Entrepreneurship Track.
- **Capstone**
Capstone is the culminating event where commanders verify a member's TAP compliance, achievement of career readiness standards and ensures the member has a viable ITP. Capstone validates transition preparedness and should be completed no earlier than 12 months and no later than 90 days before separation or release from active duty.

Additional Information

Air Force's Personnel Center

<https://www.afpc.af.mil/Airman-and-Family/Transition-Assistance-Program/>

Department of Veterans Affairs

<https://www.benefits.va.gov/transition/tap.asp>

Transition Assistance Program Events

<https://www.tapevents.mil/>

AFI 36-3037, Transition Assistance Program (TAP) for Military Personnel

https://static.e-publishing.af.mil/production/1/af_a1/publication/dodi1332.35_afi36-3037/dodi1332.35_afi36-3037.pdf

DoD Instructions 1332.35, Transition Assistance Program (TAP) for Military Personnel

<https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/133235p.pdf?ver=2019-09-26-095932-007>



TRANSITION ASSISTANCE PROGRAM

Career Readiness Standards Overview



CRS OVERVIEW

Career Readiness Standards (CRS) are a set of career preparation activities service members must complete to depart from active-duty and be considered “career ready.”

The standards provide service members with a clear, comprehensive set of activities to ensure they have the training and skills needed to transition successfully into civilian life.

Completion of CRS activities is mandatory for all service members retiring, separating or being released after 180 days or more of active-duty. Commanders or their designees verify CRS completion during a mandatory event called Capstone.



CAPSTONE CRS VERIFICATION

- No later than 90 days before transition, service members participate in Capstone to verify they meet CRS and ensure they have a viable Individual Transition Plan (ITP).
- If a service member does not meet CRS or present a viable ITP, they will be provided further assistance through a “warm handover” to a relevant partnering agency.

Barksdale AFB M&FRC Capstone Checklist

(Capstone Appointment)Date:

Time:

Tier:

Required preparation & items to bring:

Regardless of your transition tier, all items in this section are required for your Capstone appointment.

- ___ **Completed Initial Counseling:** Refer to the TAP Tier brochure for transition requirements
- ___ **Completed Pre-Separation Counseling:** Ensure your eForm is signed in DODTAP
- ___ **Completed TAP 3-Day Workshop**
- ___ **Provide First Shirts Email address:** _____
- ___ **Contacted Reserve/Guard Recruiter:** Discuss Reserve/Guard options (separates only)
- ___ **Obtained DS Logon:** Bring username/password for VA.gov logon to appointment
- ___ **Completed Individual Transition Plan (ITP):** Complete all pages and bring to appointment

Tier 2 items to bring:

- ___ **All items above AND**
- ___ **TAP Budget:** Complete current/projected columns and all tabs
- ___ **GAP Analysis Parts A & B:** Complete all pages OR **Provide Verification of Employment Letter**

Tier 3 items to bring:

- ___ **Complete all items in both sections above AND**
- ___ **Attend an additional 2-Day Track and complete career readiness standard for that class:**
 - **DOL Employment-** bring your resume or verification of employment letter
 - **DOL Vocational-** bring a comparison of technical institution options
 - **DOD Education-** bring a comparison of higher education institution options
 - **SBA Entrepreneurship-** no additional requirements

After your Capstone appointment:

1. Log into milconnect: <https://milconnect.dmdc.osd.mil/milconnect/>
2. Go to Correspondence/Documentation > DOD Transition Assistance Program, then you'll see your eForm.
3. Once your Commander has reviewed and signed the eForm, you will see that it is marked "complete" on your dashboard. You may also get an email indicating completion.
4. When you open the "eForm- Complete" it should open as a .pdf with the DOD seal as a watermark.
5. Save and print this pdf. It is the DD 2648 required for your final out-processing appointment.
6. Contact M&FRC (318-456-8400) to be signed off in vMPF once your commander has signed.

If your eForm is listed as being in "Commander's Verification" status, the commander has not signed it yet.

eBenefits

Fact Sheet

What is eBenefits?

eBenefits is a joint VA/DoD web portal that provides resources and self-service capabilities to Veterans, Service members, and their families to research, access and manage their VA and military benefits and personal information. eBenefits uses secure credentials to allow access to personal information and gives users the ability to perform numerous self-service functions. It also provides a list of links to other sites that provide information about military and Veteran benefits. It is an essential way for Veterans, Service members, and their families to receive access to and service from VA and DoD.

What can I do in eBenefits?

Some of the features within eBenefits allow Veterans and Service members to access official military personnel documents, view the status of their disability compensation claim, transfer entitlement of Post-9/11 GI Bill to eligible dependents (Service members only), and register for and update direct deposit information for certain benefits. For a full list of features, see the reverse side of this fact sheet. New features are being added regularly.

How do I access eBenefits?

eBenefits is located at www.ebenefits.va.gov. Before you are able to use the system you must register for an eBenefits account. You can choose from two levels of registration, Basic and Premium. To be able to register for an eBenefits account, you must be listed in the Defense Enrollment Eligibility Reporting System (DEERS) and first obtain a DoD Self Service (DS) Logon. Note: If you attempt to register and are informed you have no DEERS record, VA will first need to verify your military service and add you to DEERS. This is most likely for Veterans who served prior to 1982. Individuals should contact a VA Regional Office for assistance in being added to DEERS.

What is a DS Logon?

A DS Logon is an secure identity (username and password) that is used by various DoD and VA websites, including eBenefits. If you are already registered in DEERS, you are eligible for a DS Logon. Once you have a DS Logon, it's valid for the rest of your life.

How do I register for an eBenefits account?

You can register for an eBenefits account online using the eBenefits DS Logon Account Registration Wizard. There are two types of registration, Basic and Premium. You will be walked through a series of questions to assist you in obtaining a Premium eBenefits Account, which gives you the highest level of access to eBenefits features. With a Premium Account you can view personal data about yourself in VA and DoD systems, apply for benefits online, check the status of your claims, update your address records, and more. To get a Premium eBenefits Account, you must verify your identity.

Many people will be able to verify their identity online by answering a few security questions. Service members may verify their identity online by using their Common Access Card. Military retirees may verify their identity online using their Defense Finance and Accounting Service (DFAS) Logon. For those unable to verify their identity online, you will instantly receive a Basic Account. A Basic eBenefits Account lets you customize the site and access information you enter into eBenefits yourself; however, you cannot see your personal information in VA or DoD systems. However, there are other options available to you. Veterans in receipt of VA benefits via direct deposit may have their identity verified by calling 1-800-827-1000 and selecting option 7. My HealthVet users may use their secure My HealthVet identity to obtain an eBenefits account. Others may need to visit a VA Regional Office or TriCare Service Center to have their identities verified in person.



eBenefits Features



If you are a Veteran:

- Use the eLearning Center for the online transition assistance program and more
- Check Post-9/11 GI Bill enrollment status
- Use the VetSuccess employment search
- View DoD TRICARE health insurance
- Sign up for Veterans' Group Life Insurance (VGLI) (Time limits apply)
- Apply for Veterans benefits online (VONAPP)
- Search for an accredited representative or organization
- Use the Benefits Explorer tool
- Apply for or modify your dependency benefits
- Utilize a fast track claims processing system for Vietnam Veterans
- Conduct a health benefits eligibility check
- Order medical equipment such as hearing aid batteries and prosthetic socks
- Check on your appeal status
- Check on your compensation and pension claims status
- Check on your specially adapted housing grant application and claim status
- Generate a VA home loan certificate of eligibility
- Obtain official military personnel documents such as DD Form 214
- Register for and update direct deposit information for certain benefits



If you are a Service member:

- Use the eLearning Center for the online transition assistance program and more
- Transfer Post-9/11 education benefits
- View DoD TRICARE health insurance
- View DoD TRICARE reserve select
- Sign up for Service member out-of-pocket medical expenses (CCD)
- View Service members' Group Life Insurance (SGLI) elections
- Apply for Veterans benefits online (VONAPP)
- Use the Benefits Explorer tool
- Conduct a health benefits eligibility check
- Update Service member civilian employment information
- View Service member personnel information
- Check on your specially adapted housing grant application and claim status
- Generate a VA home loan certificate of eligibility



If you are a Family Member of a Veteran or Service member:

- Use the eLearning Center to get important health information
- Use the Benefits Explorer tool
- View Post-9/11 GI Bill enrollment status
- Check your VA payment history

For More Information visit www.ebenefits.va.gov

Individual Development Plan (IDP) / Individual Transition Plan (ITP)

Full Name: _____ Anticipated Transition Date: _____

Ret/Sep: _____ Rank: _____ Gender: Choose _____ Unit: _____

Military Status: _____ Character of Discharge (projected): _____

Level of Education: _____ Secured Employment: N/A Prior Military Employment: No

Prior Civilian Employment:

- ❖ _____
- ❖ _____
- ❖ _____

List your top 3 Military Occupation Code(s) and Title(s):

- ❖ _____
- ❖ _____
- ❖ _____

Section I. Identify Post-transition Personal/Family Requirements

A. Taking Care of Individual/Family Member Needs

- ❖ Identify individual/family needs such as medical care, mental health care, expenses, and location of potential providers.

Explain:

- ❖ Mental Health Services: <https://www.va.gov/health-care/health-needs-conditions/mental-health/>, <https://www.pdhealth.mil/resource-center/intransition>, <https://www.militaryonesource.mil/health-wellness/mental-health/mental-health-resources>

- ❖ Identify extenuating individual/family circumstances (e.g. need to provide care for elderly parents, family business, exceptional family member needs, etc.).

Explain:

- ❖ Assess impact of individual/family requirements on relocation options (e.g. quality of local schools, availability of medical care, spouse employment opportunities, etc.).

Explain:

- ❖ What person or persons do you go to for advice, personal counsel and/or mentoring when facing a difficult challenge or decision? Will you still have access to those persons after you separate from active duty? Consider what steps you need to take now to maintain contact.

Explain:

- ❖ Evaluate your immediate post-transition housing requirements. How much living space you will require to house yourself, dependents, and personal items. The installation transportation office can provide detailed information about planning the movement and storage of your household goods. Visit the VA website: <http://www.benefits.va.gov/homeloans/> to get information on the VA home loan.

Explain:

- ❖ Consider your post-transition transportation requirements. Determine if you have adequate reliable personal transportation to take you to and from your place of employment or school. Evaluate your commuting options and whether you need to purchase another vehicle(s) for your spouse and/or dependents. Identify your post-transition transportation expenses to include: purchase costs, vehicle

registration, insurance, maintenance, fuel, etc. If you are disabled, determine if you are eligible for assistance in purchasing a vehicle and/or automotive adaptive equipment by visiting:

<https://www.va.gov/disability/eligibility/special-claims/automobile-allowance-adaptive-equipment/>

Explain:

B. Assessing Benefits and Entitlements

- ❖ Evaluate the benefits (e.g. additional income, promotions, leadership and professional development opportunities, travel) associated with continuing your military service in either the Reserves or National Guard (if applicable). Consider the financial impact of continued entitlements such as medical/dental coverage, life insurance, Exchange, Commissary, recreational and athletic facilities. Contact the installation/ local recruiter to schedule an informational counseling session and identify potential units/positions.

- ❖ Register for your VA Benefits and assess their impact on future financial obligations:
www.va.gov

Explain:

Date applied for VA benefits _____ Projected Disability Rating _____

C. Getting Financially Ready

- ❖ Identify anticipated financial obligations such as dependent college savings plan, retirement savings plan, utility security deposits, and additional commuting/transportation expenses (e.g., additional car payment, fuel, maintenance, insurance).

Explain:

- ❖ Date you reviewed your free credit report (<http://www.annualcreditreport.com/>): _____

Section II. Evaluate Military and Civilian Experience and Training

A. Documenting Job Related Training

- ❖ Gather documentation of your civilian and military experience/training (e.g., certifications, diplomas, transcripts, licenses, etc.) and list them below. This may require research on your behalf to contact former technical training and academic institutions to identify their specific procedures and any applicable fees for providing this service.

- ❖ _____ • _____
- ❖ _____ • _____
- ❖ _____ • _____

- ❖ Identify and document transferable credits earned through your military experience and training and verify your eligibility for licensure, certification and apprenticeship programs:

Department of Labor Workforce Credentials Information Resource Center	https://www.careeronestop.org/FindTraining/Types/certifications.aspx
Defense Activity for Non-Traditional Education Support (DANTES)	http://www.dantes.doded.mil/EducationPrograms/index.html#GetCredit
Community College of Air Force (CCAF)	https://www.airuniversity.af.edu/Barnes/CCAF/
U.S. Air Force Credentialing Opportunities On-Line (COOL)	https://afvec.us.af.mil/afvec/Public/COOL/
U.S. Army Credentialing Opportunities On-Line (COOL)	https://www.cool.army.mil
Army, Coast Guard, Marines, or Navy - Joint Services Transcripts (JST)	https://jst.doded.mil
Navy Credentialing Opportunities On-Line (COOL)	https://www.cool.navy.mil

B. Identify career field(s) you are qualified to enter.

- ❖ Conduct personal research to explore and evaluate potential career field options.

Note: Any Guard or Reserve member facing employment difficulty prior to or after an active duty tour can contact Employer Support of the Guard and Reserve (ESGR.mil) to learn their legal rights. ESGR will work to resolve conflicts or misunderstandings between the member and their employer.

State Job Boards	https://www.careeronestop.org/jobsearch/findjobs/state-job-banks.aspx?frd=true
Department of Labor	https://www.dol.gov/veterans/findajob
Teaching Opportunities/Troops to Teachers	www.proudtoserveagain.com
Federal Employment Opportunities	http://www.usajobs.gov/
Veterans Preference in Federal Employment	https://www.opm.gov/policy-data-oversight/veterans-services/vet-guide-for-hr-professionals/#2 , https://www.fedshirevets.gov/
Hiring Preference in Non-Appropriated Funds (NAF)	http://www.nafjobs.org/preferences.aspx
State Employment Agencies	https://www.careeronestop.org/JobSearch/FindJobs/employment-agencies.aspx

Section III. Determine Post-transition Career Path

A. Designate the career field you wish to pursue based on your personal, family and financial obligations and desires.

Desired Career Field: _____

Desired Relocation Destination: _____

B. Designate your transition career path.

❖ Select the transition career path you wish to pursue. Use the statements below each path to help you determine the appropriate transition career path.

- Employment
 - I am qualified to seek immediate employment in my desired career field or I plan to explore future employment opportunities.
- Education
 - I require additional education in my desired career field.
- Vocational Training
 - I require additional technical training in my desired career field.
- Entrepreneurship
 - I desire to start my own business.

Tier Designation (assigned by TAP Counselor):

O*Net Profiler Interest Inventory Results

Gap Analysis

Part A: Filling in the Gap

Complete the “Where am I now” column, the “Where am I going” column, and finally *fill the Gap* by completing the “What do I need to fill in the Gap” column.

Where am I now? Current AFSC/MOS: _____ <i>Use V-MET, Service Transcripts, and Professional Evaluations to complete this column.</i> Experience and skills I have:	What do I need to fill in the Gap? Experience and skills I need to obtain:	Where am I going? Civilian Occupation: _____ <i>Use Mynextmove for Veterans, O*Net, and MySkills, MyFuture to complete this column.</i> Experience and skills this occupation requires:
Education and training I have:	Education and training I need to obtain:	Education and training this occupation requires:
Credentials (licenses, certifications, apprenticeships) I have:	Credentials (licenses, certifications, apprenticeships) I need to obtain:	Credentials (licenses, certifications, apprenticeships) or any other requirements for this occupation:

Gap Analysis

Part B: Assessing the Salary and Labor Market for the civilian occupation

After completing Part A: Filling in the Gap, complete the Labor Market Information (LMI) for the civilian occupation using Mynext move for Veterans.

Location:

What is your preferred geographic location of relocation (city/state)?	
--	--

Salary:

What is the salary range for this occupation?	
What is the salary range for this occupation in my preferred location (city/state)?	
Does the salary range fit my requirements?	

Job Outlook:

What is the outlook for this occupation in your preferred state?	
What geographic locations (city/state) has a better outlook?	
Which location(s) (city/state) would you be willing to relocate to?	

Final Analysis:

Based upon "Filling in the Gap", Salary, and Outlook, is this a good job to pursue?	
List 2 alternative jobs that you can explore to expand your options. If needed, repeat GAP Analysis with each alternative job.	

My Next Steps, based upon Part A and B of Gap Analysis:

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0

0

0

PERSONAL AND FAMILY	MONTHLY (CURRENT)	MONTHLY (GOAL)
Child care	\$	\$
Child and/or spousal support	\$	\$
Clothing and shoes	\$	\$
Laundry service/dry cleaning	\$	\$
Money given to family members	\$	\$
Entertainment (movies, streaming services, magazines, etc.)	\$	\$
Vacations	\$	\$
Pets	\$	\$
Memberships and subscriptions	\$	\$
Other personal or family expenses	\$	\$

OTHER EXPENSES		
Credit card payments	\$	\$
Student loan payments	\$	\$
Other loans (furniture stores, appliances, HVAC systems, etc.)	\$	\$
School costs (tuition, supplies, etc.)	\$	\$
Non-monthly expenses (if annual ÷ by 12)	\$	\$
Life insurance (monthly premiums paid for private policies)	\$	\$
Gifts (estimated annual expenses ÷ 12)	\$	\$
Other expenses (bank, credit card, ATM, and other fees)	\$	\$

TOTALS		
Income	\$ 0	\$ 0
Savings and Investments	\$ 0	\$ 0
<u>Monthly Expenses</u>	\$ 0	\$ 0
Difference	\$ 0	\$ 0

If your income is more than your expenses, you have money left to save or spend. If your expenses are more than your income, look for expenses to reduce or cut.

Personal financial managers (PFMs) and personal financial counselors (PFCs) are available at your installation Family Center to help you achieve and maintain financial readiness at every step of your military journey through flexible, no-cost personal support services.





Transition Assistance Resources

X	Name	Website/Contact Numbers
	Department of Labor	www.dol.gov/vets
	MOC Crosswalk (Gap Analysis) Individual Transition Plan Financial Worksheet Transition Assistance Program Information	Military & Family Readiness Center: 318-456-8400 https://www.onetonline.org www.barksdalelife.com www.careeronestop.org www.myskillsmyfuture.org/ (877) US-2JOBS, or www.servicelocator.org
	Effects of a Career Change	Military & Family Readiness Center: 318-456-8400 Veteran Service Organizations: veterans.house.gov/ Military OneSource: 1-800-342-9647, or www.militaryonesource.mil
	Verification of Military Experience and Training	DMDC: 1-800-727-3677 https://milconnect.dmdc.osd.mil/milconnect/
	O*NET	https://www.onetonline.org www.mynextmove.org/vets/
	Licensing and Certification	www.careeronestop.org/FindTraining/ www.dol.gov/vets/ www.benefits.va.gov/gibill/licensing_certification.asp
	Small Business Administration	Training for the entrepreneur www.sba.gov/bootstobusiness and https://sbavets.force.com/s/
	AmeriCorps Volunteering Opportunities	www.AmeriCorps.gov/veterans www.serve.gov
	State Job Boards	www.careeronestop.org/jobsearch/cos_jobsites.aspx
	Department of Labor	www.dol.gov/vets
	Uniformed Services Employment and Reemployment Rights Act (USERRA)	1-800-336-4590, Option 1 www.dol.gov/vets/programs/userra/index.htm www.benefits.va.gov/guardreserve Employer Support for Guard: http://esgr.mil/USERRA/What-is-USERRA.aspx
	Workforce Innovation and Opportunity ACT (WIOA)	www.doleta.gov/WIOA
	Public and Community Service Opportunities	www.nationalservice.gov
	USA Jobs	www.usajobs.gov
	Go-Defense	http://godefense.cpms.osd.mil
	Federal Employment Opportunities	www.fedshirevets.gov

X	Name	Website/Contact Numbers
	Veterans' Preference in Federal Employment	www.opm.gov/forms/pdf_fill/FS15.pdf www.fedshirevets.gov/job/vetpref/index.aspx Civilian Personnel Office at location of interest
	Office of Personnel Management (OPM) Special Hiring Authorities	www.fedshirevets.gov/AgencyDirectory/index.aspx
	Hiring Preference in Non-Appropriated Fund Job (NAF)	www.nafjobs.org
	Veterans Federal Procurement Opportunities	Registering Company: https://uscontractorregistration.com/central-contractor-registration-ccr/ Competitive Procurement Announcements: www.fbo.gov
	Relocation Assistance	www.dmdc.osd.mil/sites/
	Housing Counseling Assistance	VA Care Line: (877) 424-3838
	Health Insurance Marketplace	Explore other healthcare options: : www.healthcare.gov Market Place Call Center: (800) 318-2596
	Unemployment Compensation	www.servicelocator.org
	Financial Management Military One Source & Additional Resources	<ul style="list-style-type: none"> - Military One Source: (800) 342-9647 or www.militaryonesource.com - tsp.gov, saveandinvest.org, cfpb.gov, or www.defenselink.mil/militarypay
	Personal Savings and Investment	M&FRC (318) 456-8400
	State Veterans Benefits	http://www.va.gov/landing2_locations.htm http://www.military.com/benefits/veteran-state-benefits/state-veterans-benefits-directory.html
	Voting Assistance	Staying in same area: www.fvap.gov/uploads/FVAP/VAO/staying_template.doc x Moving away: www.fvap.gov/uploads/FVAP/VAO/moving_template.doc x <ul style="list-style-type: none"> - Complete a National Voter Registration Form (www.eac.gov/nvra/) to register as a civilian
	Legal Assistance	Base Legal: 318-456-2562
	Post Govt. Military Service Employment Restriction	Base Legal: 318-456-2562
	Air Force Association	Website: https://www.afa.org/afa/join , enter code AFA1 to get your free 1 year e-membership.
	Veteran's Benefit Briefing	www.va.gov
	U. S. Army Credentialing	https://www.cool.army.mil
	U.S. Navy Credentialing	https://www.cool.navy.mil
	U.S. Marine Credentialing	https://www.cool.navy.mil
	U.S. Military Apprenticeship Program (USMAP)	https://usmap.cnet.navy.mil
	DoD SkillBridge/Air Force SkillBridge Program	www.dodskillbridge.com Education Office: 318-456-2615

X	Name	Website/Contact Numbers
	Defense Activity for Non-Traditional Education Support (DANTES)	www.dantes.doded.mil Education Office: 318-456-2615
	U.S. Department of Education Federal Aid Program	https://studentaid.ed.gov/sa/
	Other Federal, State, or Local Education/Training Program	Education Office: 318-456-2615
	American Job Centers/State Job Centers (Priority of Service)	www.servicelocator.org www.careeronestop.org myskillsmyfuture.org Toll Free Help Line: 877-US-2JOBS Bossier City - 4000 Viking Dr. (318) 741-7360 Shreveport - 2900 Dowdell St. (318) 676-7746 Marshall, TX - Hwy 59 (903) 935-7814 Always ask for the Disabled Veterans Outreach Program (DVOP) Representative or the Local Veterans Employment Representative (LVER)
	Reserve Affiliation and Reserve Component Counselor	In Service Recruiter: 318-529-3029
	Veterans Administration	www.va.gov/jobs/
	Permissive TDY/Excess Leave (AFI 36-3003 11 May 2016)	http://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-3003/afi36-3003.pdf Finance: 318-456-4733
	Travel and Transportation Allowances	http://www.defensetravel.dod.mil/ Travel Management Office (TMO): 318-456-3229
	Separation History and Physical Examination (SHPE)	Contact: 318-781-6494
	Healthcare and Mental Health Services	Veteran Crisis Line: 1-800-273-8255, press option 1 www.VeteransCrisisLine.net or send a text message to 838255
	State and Local Health Care and Mental Health Services	www.statelocalgov.net
	Transition Assistance Management Program (TAMP)/ Tricare	<ul style="list-style-type: none"> - Specific info on possible benefits base on your status: www.tricare.mil/mybenefit - Explore Tricare Options: www.tricare.mil - For more info about Tricare: www.tricare.mil/aca
	Continued Health Care Benefits Program (CHCBP)	www.humana-military.com , or call the Tricare Customer Service at: 1-800-444-5445
	Separation Pay	<ul style="list-style-type: none"> - http://www.dfas.mil/retiredmilitary/plan/separation-payments.html -or- Finance: 318-456-4733
	Survivor Benefits	<ul style="list-style-type: none"> - www.denfenselink.mil/militarypay/survivor/sbp/index.html

X	Name	Website/Contact Numbers
	VA Disability Benefits	VA Benefits Advisor (318) 456-7436 or 456-5541 Veterans Affairs (318) 741-8391 Veterans Claims Representative: Caddo-(318) 676-7540 Bossier-(318) 741-8319 VA Regional Office 1(800) 827-1000
	VA Home Loans	www.homeloans.va.gov/eligibility.htm
	Veterans Group Life Insurance (VGLI)	www.insurance.va.gov/index.htm
	Veterans Centers	2800 Youree Dr., Shreveport, LA (318) 861-1776 -Readjustment counseling, community education and outreach
	Disabled Veterans Benefits	www.va.gov/health_benefits 1(800) 827-1000
	Disabled Transition Assistance Program (DTAP)	VA Vocational Rehabilitation Program Information www.vba.gov
	Retiree Activity Office	RAO (318) 456-4480



YOUR FEEDBACK IS IMPORTANT

TELL US WHAT YOU THINK



The Transition Assistance Program (TAP) Participant Assessment is located at:

<https://www.dodsurveys.mil/tgpsp/>

The TAP Participant Assessment is a critical evaluation tool used to gain feedback on TAP, facilities, facilitators, curriculum, and materials. Feedback is reviewed quarterly and used to make improvements to TAP. Participant feedback is essential to ensure a quality program.

Assessments are available for the following:

CORE CURRICULUM

- Managing Your Transition
- MOC Crosswalk
- Financial Planning for Transition
- VA Benefits and Services
- Employment Fundamentals of Career Transition

AVAILABLE TRACKS

- Employment: DOL Employment Workshop
- Education: DoD Managing Your Education
- Vocational: DOL Career and Credential Exploration
- Entrepreneurship: SBA Boots to Business

Examples of curriculum updates made based on Service member feedback include:

- Provided a list of website resources after each module.
- Removed unnecessary or obsolete information.
- Added information pertaining to healthcare, life insurance, and SBP options after transition.
- Added more hands-on activities and enhanced content on American Job Center resources, social media, and resume examples.

TAKE A PICTURE OF OR SCAN THE QR CODE BELOW WITH YOUR PERSONAL DEVICE TO BEGIN THE ASSESSMENT



PLEASE NOTE:

- Each assessment should be completed at the end of each module.
- Participation in the assessment is anonymous. You will be asked to re-enter your background information for each assessment (such as component and time until separation).



VOTING ASSISTANCE INFORMATION FOR PCSing, SEPARATING/RETIRING, AND DEPLOYING PERSONNEL

Your Installation Voter Assistance Office is here to help you exercise the very right you protect—your right to vote! We can help you register to vote, request an absentee ballot and notify your local election officials back home of a change of address. The information below is provided for you as you get ready to transition and are thinking of what you must do before and after you make that change in assignment, deploy or separate/retire.

Federal Post Card Application (FPCA): The FPCA can be used to register to vote while simultaneously requesting an absentee ballot. It can also be used to submit a change of address to your local election officials. You can now go online to <https://www.fvap.gov/fpca-privacy-notice> and use the FPCA Wizard that will help you register, request your absentee ballot and/or change your address while providing you with all of your state-specific information and requirements to vote!

Federal Write-In Absentee Ballot (FWAB): The FWAB can be used as a backup in case you have already registered to vote or sent in an FPCA to both register and request your absentee ballot, but you have not yet received your absentee ballot from your State. Like the FPCA, you can go online to fill in the FWAB at <https://www.fvap.gov/fwab-privacy-notice> and use the FWAB Wizard that will help you to vote in Federal elections, even filling in your candidate choices based on your State of residence!

Both the FPCA and FWAB Wizards will provide you with a filled in form. All you have to do is **print, sign and date it**, and return it to your election official via the directions provided (some States allow you to fax, and/or e-mail your signed form if you “PDF” and scan it to your computer).

National Mail Voter Registration Form (NVRF): If you are separating/retiring, you’ll need to advise your local election official (LEO) that you will no longer be considered a military voter. The NVRF (or your state voter registration form) can then be used to notify your LEO of your address change. <http://www.fvap.gov/military-voter/transition>

Resources:

Installation Voter Assistance (IVA) Office

The IVA Office can help you fill in and mail your voting materials if you need the assistance. Please contact your Voting Assistance Officers (VAOs) at: **Barksdale A&FRC, Building 4400, Suite 1400 or call DSN 781-8400, Commercial (318) 456-8400 or by email at vote@barksdale.af.mil**

Air Force Total Force Service Center (TFSC)

In the event you are unable to contact your IVA Office, 24-hour voting assistance is available from the AF TFSC at: DSN 665-0102, Commercial 210-565-0102 or Toll Free 1-800-525- 0102.

Federal Voting Assistance Program (FVAP)

You may access many voting-related questions and answers on the FVAP website at <http://www.fvap.gov>.