

2021 TAP CURRICULUM

MANAGING YOUR TRANSITION

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Transition Overview

The preparation for transition occurs at various touchpoints of your military career as part of the Military Life Cycle (MLC) career preparation—a transition model that provides the opportunity to align your military career with your civilian goals. The MLC career preparation touchpoints are:

- 1st Permanent Duty Station (Active) or 1st Home Station/Initial Drilling Weekend (Reserve)
- Re-enlistment
- Promotion
- Deployment and Redeployment/Mobilization and Demobilization/Deactivation
- Change of Duty Station
- Major Life Events
- Separation, Retirement, or Release from Active Duty

During these touchpoints, you implemented your Individual Development Plan (IDP) which ultimately became your Individual Transition Plan (ITP).

The final touchpoint is provided by the Transition Assistance Program (TAP). TAP includes multiple steps, beginning with Individualized Initial Counseling (IC) and ending with a Capstone event. Throughout the process, an outcome-based curriculum with standardized learning objectives is used to reinforce what was covered during your MLC and finalize preparations for your civilian career. The goal is to assist you in meeting the Department of Defense's (DoD) Career Readiness Standards (CRS)—measurable outcomes completed before transition which indicate your preparedness to meet your transition goals.

TAP Curriculum and CRS

Download the fillable PDF version of the Managing Your (MY) Transition Participant Guide at <https://www.dvidshub.net/unit/DODTAP> (scroll down to Recent Publications). Below is an overview of the components included in the TAP Curriculum and the associated CRS:

Individualized Initial Counseling (IC) and Self-Assessment

MANDATORY FOR ALL SERVICE MEMBERS—complete prior to this workshop.

CRS: Complete a personal self-assessment/Individual Transition Plan (ITP) ITP provided by your Service component; see TAP staff for further information.

Pre-separation/Transition Counseling

MANDATORY FOR ALL SERVICE MEMBERS—complete prior to this workshop.

DoD Transition Day

MANDATORY FOR ALL SERVICE MEMBERS

- **Managing Your (MY) Transition**
 - **Transition Overview**—presents a transition overview of the TAP Curriculum components and mandatory CRS.
 - **Managing Your Transition**—introduces topics important for transition and associated resources.
- **Military Occupational Code (MOC) Crosswalk and Gap Analysis**—assists with identifying skills and demonstrates how to translate skills, training, and experience into civilian credentialing appropriate for civilian jobs.

CRS: Complete a Gap Analysis or provide verification of employment

- **Financial Planning for Transition**—builds on the financial training provided during the Military Life Cycle (MLC) and helps Service members understand how transition will impact financial situations.

CRS: Prepare a criterion-based, post-separation financial plan

Department of Veterans Affairs (VA) Benefits and Services

MANDATORY FOR ALL SERVICE MEMBERS—provides information about VA benefits, services, and tools, and shows how to find the help and support needed for a successful transition.

CRS: Create an account on VA.gov

Department of Labor (DOL) Employment Fundamentals of Career Transition (EFCT)

MANDATORY FOR ALL SERVICES MEMBERS (with specific exemptions)—lays the foundation of transition from military to civilian career. The one-day workshop provides an introduction to the essential tools and resources needed to evaluate career options, gain information for civilian employment, and understand the fundamentals of the employment process.

Two-Day Tracks



- **Employment Track**

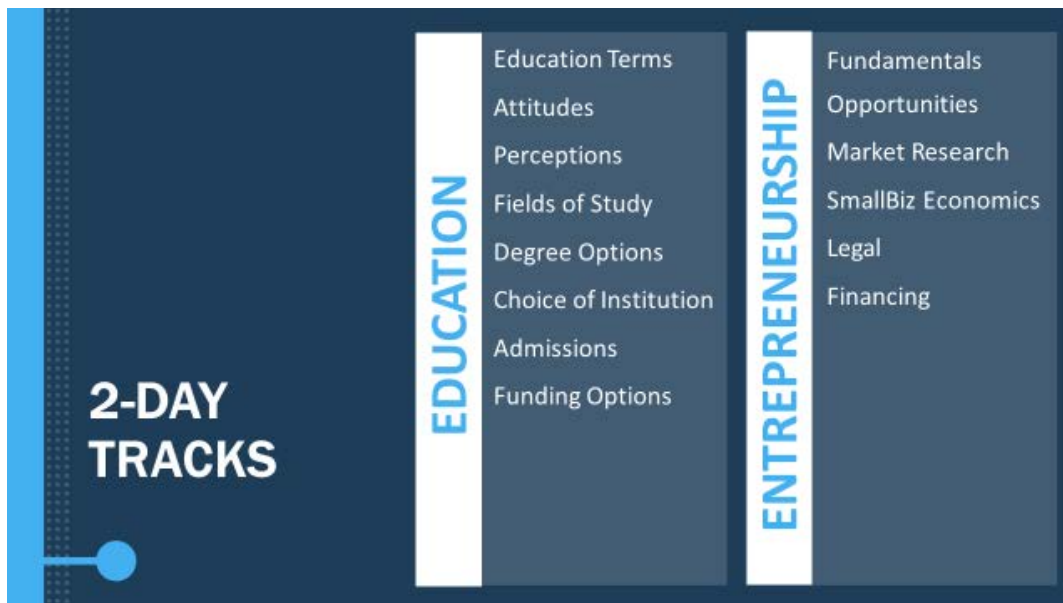
- **DOL Employment Workshop—(DOLEW)**—covers emerging best practices in career employment, including in-depth training to learn interview skills, build effective resumes, and use emerging technology to network and search for employment.

CRS: Complete a resume or provide verification of employment

- **Vocational Track**

- **DOL Career and Credential Exploration (C2E)**—offers an opportunity to complete a personalized career development assessment of occupational interest and ability and be guided through a variety of career considerations, including labor market projections, education, apprenticeships, certifications, and licensure requirements.

CRS: Complete a comparison of technical training institution options



- **Education Track**

- **Managing Your (MY) Education**—assists with identifying the education requirements that support personal career goals.

CRS: Complete a comparison of higher education institution options

- **Entrepreneurship Track**

- **Small Business Administration (SBA) Boots to Business (B2B)**—provides an introductory understanding of business ownership.

Opportunity to Join the Reserve Component—used to evaluate the option of continuing military Service through Reserve opportunities.

CRS: Complete a Continuum of Military Service Opportunity counseling (Active-Component only)

Capstone

MANDATORY FOR ALL SERVICE MEMBERS—Verification by Commander or designee that the transitioning Service member has completed all TAP mandates, met all CRS, and has a viable ITP.

Managing Your (MY) Transition Timeline

A *MY Transition Timeline* is provided on the following pages to assist you in planning your transition. Transition activities can occur as early as 24 months for those retiring or 18 months for those separating, but no later than 365 days for anyone transitioning out of the military.

Members of the Reserve Component being demobilized/deactivated at a time which makes the 365-day requirement unfeasible will begin Individualized Initial Counseling and the Self-Assessment/ITP as soon as possible within the remaining period of Service.

An interactive version is available online at:

https://www.dodtap.mil/rest/docs?filename=Managing_Your_Transition_Timeline.pdf

Managing Your (MY) Transition Timeline

The following checklist is designed to help you transition successfully within an ideal timetable of 18-24 months. If you're planning your transition on a shorter schedule, start at the beginning of the list, and catch up as quickly as possible. Cross out items that don't apply to your situation, and use the boxes to the left of the items to check off tasks as you complete them.

18 TO 24 MONTHS PRIOR TO TRANSITION

- Make an appointment 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)
- If retiring, schedule/attend Pre-separation counseling (can occur before 365 days, but no later than 365 days)
- Identify a mentor
- Create a LinkedIn account at www.linkedin.com and build your network
- Begin exploring career options
- Secure your Joint Service Transcript (JST) or Community College of the Air Force (CCAF) transcript and Verification of Military Experience and Training (VMET)

12 TO 18 MONTHS PRIOR TO TRANSITION

- If separating/transitioning, schedule/attend Initial Counseling and Pre-separation Counseling (can occur before 365 days, but no later than 365 days)
- Explore SkillBridge or Career Skills opportunities

12 TO 18 MONTHS PRIOR TO TRANSITION (CONTINUED)

- Review finances to ensure you are financially ready for civilian life. If retiring, 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, higher education, vocational, entrepreneurship)
- Create a master resume
- Consider taking CLEP exams

6 TO 12 MONTHS PRIOR TO TRANSITION

- 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 LinkedIn Premium Subscription

4 TO 6 MONTHS PRIOR TO TRANSITION

- Complete your Baseline Wellbeing Assessment and Separation Health Assessment
- Start attending career fairs
- Review and update your will and other legal documents
- 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)
- Connect with an American Job Center (AJC) near the installation or at your post-separation location

3 MONTHS PRIOR TO TRANSITION

- Schedule and complete your Capstone event with your commander or their designee
- Review your Pre-Separation Checklist (DD2648)
- Research your health care insurance options; register for TRICARE (if you are a retiree)
- 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
- Obtain a Veterans' Preference letter from eBenefits
- Apply for VA Education and Career Counseling benefit (if applicable)

90 DAYS OR LESS PRIOR TO TRANSITION

- 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 married, make a Survivor Benefit Plan election decision with your spouse
- If retiring, complete DD Form 2656 with a retirement services office or counselor
- Contact Military OneSource to learn about no-cost resources available during the first year post-transition

AFTER SEPARATION/RETIREMENT

- Ensure you have multiple certified copies of your DD214 (Certificate of Release or Discharge from Active Duty) in a fireproof place
- Ensure your VA benefits contact information is updated with your correct 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, Veterans Health Identification Card, or print Proof of Service card from eBenefits
- Utilize Military OneSource (up to 365 days post-transition)
- If you are married, inform your spouse about the benefits offered by Spouse Education and Career Opportunities (SECO)

MY Transition

This first transition workshop discusses common concerns that manifest during transition and covers some less obvious topics—loss of purpose and identity, new stressors that may result during transition and strategies to manage them, differences in the culture of civilian and military life, the value of a mentor and how to obtain one, and resources available during and after transition. These issues may have a significant impact on the transition process and need to be considered in your ITP.

Course Objectives

Upon completion of this course, you will be able to:

- Identify transition concerns
- Describe loss of purpose and identity and ways to replace them
- Understand how to mitigate stress caused by transition
- Compare cultural differences between military and civilian life
- Recognize the value of a mentor and identify methods to obtain one
- Identify reliable resources available during and after transition

Transition Concerns

It is normal for you to have concerns about life after the military while going through the transition process. There are two kinds of transitions:

- **Planned**—retirement, separation, or leaving active-duty to return to a civilian career (Guard/Reserves); a transition that was either expected or chosen through a conscious, thoughtful, decision-making process.
- **Unplanned**—medical issues or involuntary separation—could be more stressful since it is not your choice and you may not have time to mentally process or plan for your transition.

Regardless of the type of transition, there are a great number of unknowns. To start thinking and planning for transition, list below your transition concerns and what you are looking forward to most after transition.

My transition concerns are:

Below is a list of common concerns identified by transitioning Service members:

- Feeling a loss of purpose/identity
- Getting and keeping the right job
- Being successful at college
- Creating a fallback plan
- Going into debt
- Surviving in a new environment
- Finding work-life balance
- Not being "in charge" anymore
- Medically unable to work
- Moving or relocating self/family
- Spending more time with family
- Having enough money
- Paycheck not guaranteed
- Paying more in taxes
- Earning less leave at a civilian job
- Losing the military support system
- Moving children away from friends
- Putting children in new schools
- Cost of a new wardrobe
- Employment for spouse
- Getting VA Benefits
- Obtaining/paying for healthcare
- Finding affordable housing
- Interaction with extended family
- Returning to civilian life
- Changing roles/expectations

Were your concerns listed?

Does knowing that others have some of the same concerns as you relieve some of the pressure?

What changes are you looking forward to after transition?

One common transition concern is the loss of purpose and identity. In VA's *Post-Separation Transition Assistance Program Assessment (PSTAP) Revised 2019 Cross-Sectional Survey Report*, over 67% of veterans reported "missing the camaraderie and teamwork that was part of the military culture" as the most challenging aspect of transition. Let's take a closer look at ways to manage this concern.

Finding New Purpose and Identity

When transitioning, many Service members look forward to leaving behind the structure and rules of the military. However, veterans who have transitioned mention the loss of purpose and identity as their biggest adjustment and often the most difficult one to overcome.

When you joined the military, you became part of a group with a defined structure and clear-cut rules and norms. You ate together, lived together, and trained together, and, although you may not have liked everyone, you developed a level of trust and an understanding that you would defend each other. Under the direction of supervisors and with peers and mentors, you shared what may have been difficult experiences and formed a close-knit tribe which helped you engage in the mission and endure long periods of time away from home.

Sebastian Junger, an author, filmmaker, and journalist who was deployed in Afghanistan, popularized viewing the military as a tribe—a concept supported by many psychologists who work with veterans and Service members.

Junger defines tribe as the community in which you live—where you share resources and defend each other. He suggests that the loss of this tribe (i.e., the military) is at the root of many difficulties experienced by veterans but can be resolved by finding a new tribe in the civilian world.

In contrast to joining the military, transitioning back into the civilian sector tends to be more complex as it usually happens individually rather than in a group. Often, it lacks support or guidance from someone who has experienced it. It is common for veterans to report feeling uncertain and isolated after losing the military structure and close social networks. At the same time, you may have difficulty reconnecting with family and friends who have not served in the military and may not fully understand your experiences.

One veteran described it this way:

"The biggest issue Service members encounter when they get out is losing the comradery that comes with being in the military. They lose that brother-/sister-in-arms family connection. The second biggest issue is losing their sense of purpose. When you're in the military, you have a common mission that's shared with your brothers and sisters, and when you get out, that purpose and the identity you carved out during your time in the Service is gone."

_Medically Discharged NCO

Finding a new purpose and identity after leaving military Service involves building a new tribe. While online resources can help you find others who share your interests and concerns, in-person interactions are encouraged, if possible, to build that same connection you had during your military service.

Below are some ways to help you find your new purpose:

- Take time for self-reflection and research to find your new purpose. Explore your interests, abilities, and values by registering for the *DOL Career and Credentialing Exploration (C2E)* workshop through your TAP office. Be patient—purpose usually evolves over time and will require you to be open to change.
- Seek meaningful employment with a mission you fully support. While a paycheck is necessary, finding a job with a purpose you believe in and co-workers who share your passion will lead to greater job satisfaction. If your job doesn't provide the level of purpose you experienced in the military, explore other options below.
- Join veteran- and military-related groups which exhibit many of the same characteristics as military service—close knit groups with equal opportunities and rights for all and the expectation that you will contribute to the cause.
- Seek opportunities in your community where you can use your skills as a member of a larger group to further a cause important to you. Visit www.nationalservice.gov/serve to view a list of national service opportunities.

The most important factor to remember is—you are not alone during this transition. Besides family and friends, the last section of this guide contains information on the various personnel, agencies, organizations, and additional workshops available to help you during and after your transition out of the military.

Resiliency in Transition

Even with preparation, some aspects of your transition will produce stress. However, in the military, you have been trained to be resilient to help mitigate stress. The coping skills you learned will be critical during this time of change.

Resiliency—*the process of adapting well in the face of change, adversity, or significant sources of stress—such as family and relationship problems, health issues, and workplace or financial stressors.*

Resiliency is the ability to “bounce back” from difficult experiences and is all about perspective—what’s happening and how you respond to it. Resilience is not a trait that some people have and others don’t. It involves behaviors, thoughts, and actions that can be learned and developed by anyone.

As you learned in your previous training, being resilient means:

- ✓ Being realistic
- ✓ Turning challenges into opportunities
- ✓ Learning from adversity
- ✓ Preparing for challenging situations

(Source: American Psychological Association)

The same resiliency skills you used to face challenges and overcome obstacles in your military career will serve you well as you transition out of the military and into the civilian sector. While the military teaches you to be self-reliant, asking for help builds resiliency.

Now consider the following questions:

- What changes do you expect to experience during transition?
- If you have a family, what changes might they experience?
- Have you considered what new stress might result from all the changes and how you will handle it?

Realistically, many changes will occur during transition, and the stressors may be different from those you experienced during your military Service. Now is the time to apply what you have learned during resiliency training to your transition. This will support you in a successful transition into the civilian sector.

Managing Transition Stress

Stress due to transitioning out of the military can be both positive and negative.

- **Positive Stress**—short-term motivator to increase energy and focus to help you set goals and achieve tasks to prepare for transition.
- **Negative Stress**—can result in some level of psychological distress and manifest itself in an adverse physical manner.

Signs of negative transition stress include:

- irritability
- changes in appetite
- changes in sleep patterns
- headaches
- depression
- isolation
- decreased communication
- use of alcohol/drugs
- anxiety
- frustration
- helplessness
- apathy

If you recognize these behaviors and feelings or others mention that you seem stressed, it is possible to reduce stress levels by applying different strategies. Review the following list and think about other techniques you have used during your military career.

Place a check next to your preferred methods and add any additional strategies in the space provided.

Ways to Relieve Stress

Eat well, drink water	Skipping meals, excessive alcohol intake, and overuse of energy drinks can interfere with your body's ability to function well and cope with stress.
Get rest	Sleep is important to help your body repair itself. Experts recommend seven to nine hours of sleep per night.
Exercise	Physical activity releases endorphins, clears your head, and releases muscle tension.
Maintain a schedule	Build time for work, play, family time, and spiritual needs.
Set goals and move toward them	Setting goals and achieving them will help you organize your transition and build your confidence.
Break tasks down and delegate	Break large tasks into smaller pieces and share or delegate, if possible.
List and let go	Write out a list of tasks and assign a priority to get a visual perspective and free up your mind.

	Ask for help/accept help	Reach out to mentors, friends, other transitioning Service members, and Service-related organizations for help.
	Acknowledge and accept your feelings	Acknowledge the changes and accept the related feelings.
	Embrace change	Build change-stamina by being open to small changes in your daily life in preparation for the more dramatic changes that occur during transition.
	Surround yourself with positivity	Being around those who are positive makes you more likely to adopt a positive attitude.
	Take breaks	Engage in an activity you enjoy...or just relax.
	Listen to music	Listen to slow-paced instrumental (classical) music to relax, or rock out to your favorites.
	Breathe/meditate	Concentrating on your breathing will slow your thoughts and help you feel more relaxed.
	Laugh	Watch a funny show or stand-up routine. Laughing brings more oxygen into your body/organs and relaxes your muscles.
	Communicate	Sharing information, thoughts, and feelings with co-workers, friends, and family members can reduce misunderstandings and tension.
	Have fun	Free concerts, hiking/biking, game nights, watching movies, camping, talking, and community activities with others can be inexpensive ways to decompress.

One strategy not included in the list above is to **plan and prepare for transition**. Military members and their families are taught to have multiple contingency plans. Military training focuses on planning and preparation to control the situation and outcome. During transition, there will be situations that you cannot control, and trying to will increase the stress and tension. Having multiple plans in place is an excellent way to reduce the stress you may feel during transition.

Resilience involves being flexible and maintaining balance in your life as you deal with stressful circumstances. Even with careful planning, circumstances can take an unexpected turn, and having the ability to adapt is an important tool. Being open to new experiences, adopting a growth mindset, and embracing the challenge of new beginnings are the keys to remaining resilient. We call this last way to relieve stress...**BEING FLEXIBLE**. Flexibility for you and your family will be critical to a successful transition.

Military vs. Civilian Culture

Many veterans report that stress frequently occurs when trying to identify and understand the differences in military and civilian cultures. When you entered the military, part of your early training was learning about the military culture and rules. In the same way, as you move into the civilian workforce, you will need to adapt to a different environment by understanding a new set of rules and expectations. Although these rules are rarely written or verbally expressed, knowing what to expect and finding a civilian culture that is a good fit for you will increase your chances of success in your next endeavor.

- There are some similarities between military and civilian work cultures.
- While cultures differ between companies, professions, and geographical areas, the following chart lists some of the generic differences you might experience when moving from the military into the civilian sector. Cultural differences found specifically in employment will be discussed in the DOL *Employment Fundamentals of Career Transition*, and differences found in education will be covered in the DoD *Managing Your Education* course.
- Review the chart below. Are there any other topics not listed? If so, add them to the chart below.

TOPICS	MILITARY	CIVILIAN
Personal Choice	Military Service decides location, job duties, and length of duty assignment	Individual chooses location and type of work and can usually leave a position at any time
Attire	Uniforms—clear guidelines on what to wear	Usually less restrictive with more chance for choice; may have dress code, but may not be enforced evenly; some professions may require a uniform
Pay	Able to see/know what everyone else makes; pay raises are standardized	Private-sector jobs rarely publicize salaries; starting salaries and pay raises may vary widely among employees; discussions about salary are discouraged

TOPICS	MILITARY	CIVILIAN
Work/Life Balance	Duty hours not clearly defined; mission needs may require working weekends, evenings, and overtime without prior notice; leave may be denied or canceled to meet mission requirements	Duty hours may vary between positions, but usually limited to 5 days/week and 8 hours/day; overtime pay or time off for extra hours worked unless a salaried position; more opportunities to balance family and work obligations
Housing	Base housing/BAH (for off-base housing) determined by rank; may be required to keep certain standards	Usually free to choose any housing although some jobs may require you to live close to your work; Homeowner's Association (HOA) rules/fees may apply
Starting Over	Start a new job with each assignment, but keep rank and pay	May take a lower position and pay cut when changing fields or positions; salary not based on what you were paid in the past
Service to Country	Citizens respond with "thank you for your Service"	Most jobs do not have the thanks of the nation
We vs. I	Part of a cohesive group where the unit's goals are placed above personal goals; individuals may earn awards, but accomplishments are frequently described using "we" to emphasize the team effort	May work with a team, but individuals are expected to highlight their personal contributions and use "I" during job interviews and performance reviews
Peer Interaction	Social circle is formed easily as most Service members have common experiences/interests; not unusual to socialize with co-workers	Individual must initiate efforts to find friends with common experiences/interests; some civilians are reluctant to socialize co-workers
Mission/Purpose	Overall mission is clearly defined and embraced by all; individually, incentives for serving may vary	May not be well defined or understood

TOPICS	MILITARY	CIVILIAN
Rank/Respect	Position in the hierarchy is known by wearing rank on uniform; respected, in part, because of rank	Position in the hierarchy may be unknown or unclear initially; accomplishments, work ethic, and how you treat others earns respect
Language-Written	Close with "Very Respectfully" or V/R	Close with "Best regards" or "Sincerely"; "Very Respectfully" may be used in government agencies
Language-Verbal	<p>Military-specific acronyms and jargon; use of sir/ma'am or superior's rank/name</p> <p>Profanity and culturally insensitive language may be used among personnel of similar rank</p>	<p>Industry-specific acronyms; no military jargon; use of sir/ma'am varies depending on geographic location but used less often; first names used frequently</p> <p>Avoid using profanity and culturally insensitive language regarding race, religion, politics, and gender in the workplace</p>

Reflections:

- Which changes do you see as being the most significant? Why?
- From the list of topics, which ones do you think will be the easiest to adapt to and will cause the least stress? Why?

To understand these unwritten rules or expectations in the civilian sector, you must conduct research. Knowing what to expect can help lessen any anxiety or stress you may experience as you transition. Below are some ways you can learn more about the culture of a new environment:



Study the organization's website and social media pages.



Observe and listen after starting a new position:

- What is the pace of the work?
- Do employees socialize before starting work in the morning?
- Do they tend to eat lunch together in the break room or alone in their cubicles?
- Observe the dress code in practice (as opposed to what is included in the employee handbook).
- Do they call each other "sir" and "ma'am," or do they use first names? Are managers/professors addressed differently than peers?
- Does everyone arrive at the same time, or are arrival and departure times more flexible?



Research the demographics of the population on the organization's website:

For schools:

- How many veterans are on campus?
- Are there proactive recruitment efforts to attract veterans?
- Do most students live on campus, or is it a commuter school where most students live off campus?
- What is the average age of the student body?
- Are there programs, extra-curricular organizations, and activities specifically for veterans?

For companies:

- How many veterans are employed at the company?
- Are there proactive recruitment efforts to hire veterans?
- Are there mentoring programs specifically for veterans?



Ask if you're not sure about the proper behavior. If a mentor is available, take advantage of having a source for professional advice to help you adapt to your new surroundings.

Your goal as a newly transitioned Service member is to “fit in and stand out”—fit in by following the unwritten rules and stand out by having the experience, education, credentials, and attitude desired; doing your job well; and getting along with others.

Value of Mentors



Another key component of transition is the willingness to ask for and accept help from others. This can be achieved by obtaining a mentor who can offer advice and support during and after transition. Most Service members have experienced mentoring during their military Service and can name at least one person who has been influential in their personal or professional life. This same type of support through mentorship is even more valuable as you transition. Ideally, you should find a mentor who has navigated the military-to-civilian transition experience and is willing to share what was learned during the process.

To find a mentor:

- Seek out a trusted counselor, teacher, or influential senior sponsor—preferably someone who is already employed in your desired field or in your new location.
- Utilize your existing military network—consider asking past supervisors or peers who have already transitioned out of the military or are further along in the process.
- Use social media (especially LinkedIn) to find industry-specific mentors by connecting with former military members who are working in your career field of interest.
- Explore Military and Veteran Service Organizations (MSO/VSO) as they often have members who are willing to mentor others by searching the National Resource Directory at <https://nrd.gov>—a resource website that connects wounded warriors, Service members, veterans, their families, and caregivers to programs and services that support them.

Good mentors display the following characteristics:

- Assist in setting goals and priorities and staying on task
- Serve as a resource and a sounding board
- Give specific, constructive feedback to improve behavior, but never attack character or personality
- Remain supportive and encouraging even in difficult situations
- Demonstrate success in their lives and are well respected in their organizations and in the community

Once you find a mentor, be open, respectful, flexible, and eager to learn. Most of all, be committed to adapting as you gain information so you can transition successfully.

Resources

When asking for help and accepting help, consider the following resources that are available both during and after transition for you and your family members.



Military-Civilian Transition Office (MCTO)

- DoD TAP Participant Guides (fillable PDFs)
 - <https://www.dvidshub.net/unit/DODTAP> (scroll down to Recent Publications)
- Managing Your (MY) Transition Online Course
 - <https://tapevents.org/courses>
- Follow us on LinkedIn
 - <https://www.linkedin.com/showcase/military-civilian-transition-office>

Family Support Centers

- Navy: Fleet and Family Support Centers
 - <https://www.cnic.navy.mil/ffr.html>
- Air Force: Airman and Family Readiness Centers
 - www.afpc.af.mil/Separation/Transition-Assistance-Program/
- Army: Soldier For Life Transition Assistance Program
 - <https://www.sfl-tap.army.mil/>
- Army Community Service
 - <https://www.armymwr.com/programs-and-services/personal-assistance>
- Marine For Life Network
 - www.marineforlife.org
- Marine Corps: Marine Corps Community Services
 - www.usmc-mccs.org
- Coast Guard: Office of Work-Life Programs
 - www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/



Military OneSource

- A 24/7/365 call center and website providing comprehensive information, resources, and assistance
- Transitioning Service members, including Coast Guard and their immediate family members, are eligible for up to 365 days post separation or retirement
- Provides confidential non-medical counseling in-person, by phone, secure online chat, and video to address daily life situations
- Financial counseling in person, by phone, or video for budgeting, money management, retirement, debt, and housing issues
- Tax consultations by phone and electronic filing to help with tax situations unique to the military
- Offers a variety of consultations (health and wellness coaching, building healthy relationships, elder care, special needs, education, wounded warrior, and adoption); peer support from consultants who are veterans, National Guard, reserve members, or military spouses through their shared experience
 - <http://www.MilitaryOneSource.mil/>
 - <https://www.facebook.com/military.1source>
 - <https://twitter.com/military1source>
 - <http://www.youtube.com/military1source>
 - <https://www.pinterest.com/military1source>
 - Toll-Free: 800-342-9647

inTransition Program

- Voluntary program offered through the Defense Centers of Excellence (DCOE) for Psychological Health
- Provides behavior health care support to Service members and veterans as they move between health care systems and/or providers and works to maintain continuity of care across transition
 - Toll Free: 800-424-7877
 - <https://www.pdhealth.mil/resources/intransition>
 - <https://www.facebook.com/PHCoE>

Military Crisis Line

- Provides Veterans in crisis with qualified VA responders, signs to look for, and how to locate the nearest veteran facility
- Required to provide a warm handover to the VA for Service members who do not have post-transition transportation or housing arrangements; VA will provide services to prevent homelessness in our veteran population
 - Call: 1-800-273-8255, Press 1
 - Text: 838255
 - Chat: <https://www.veteranscrisisline.net>

Department of Veteran Affairs (VA)

- VA.gov website offers resources, tools, and contact information for all VA benefits and services
 - <https://www.va.gov/>
- VA Solid Start will attempt to contact veterans 90, 180, and 365 days post-separation
 - www.benefits.va.gov/benefits/solid-start.asp
 - 1-800-827-0611 (save the number in your contact)

VA Medical Treatment Facilities

- Over 1,700 VA medical facilities veterans which provide veteran medical services
 - <https://www.myhealth.va.gov/mhv-portal-web/treatment-facilities>

National Resource Directory (NRD)

- More than 17,000 organized and vetted resources for Service members, veterans, and families
- Information on benefits, compensation, education, training, family and military caregiver support, health, homeless assistance, housing, and other resources
 - <https://nrd.gov>
 - <https://www.facebook.com/NationalResourceDirectory>
 - <https://twitter.com/NRDgov>
 - <https://www.linkedin.com/in/nationalresourcedirectory/>

American Job Center (AJC)

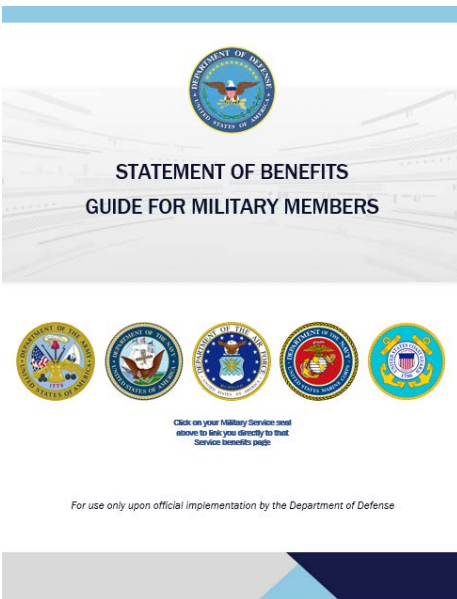
- Department of Labor local resource to assist with unemployment benefits, employment and training, job search assistance, and at some locations, financial counseling provided by the Consumer Financial Protection Bureau
 - <https://www.careeronestop.org>
 - <https://www.facebook.com/CareerOneStop.org/>
 - <https://twitter.com/Career1Stop>
 - <https://linkedin.com/company/careeronestop/>
 - <https://www.youtube.com/user/CareerOneStop>
 - <https://www.pinterest.com/CareerOneStop/>

Yellow Ribbon Reintegration Program (YRRP)

- DoD-wide effort to promote the well-being of National Guard and Reserve members, their families, and communities by connecting them with resources throughout the deployment cycle
 - <https://www.yellowribbon.mil/>
 - YRRP General Mailbox: osd.yrrp@mail.mil
-

Statement of Benefits

In addition to all the resources available during and after transition, Service members who leave after serving 180 continuous days or more on active duty in the Armed Forces earn a multitude of benefits and services, which are outlined in the *Statement of Benefits Guide for Military Members* and the *Benefits Guide for Reserve Component Military Members*.



To access the Guides and Service-specific information:

1. Go to: www.DODTAP.mil.
2. Select **Resources/FAQs** from the top menu bar.
3. Click on the link for ***Statement of Benefits Guide for Military Members*** or the ***Benefits Guide for Reserve Component Military Members***.
4. Download and save the appropriate Guide; if not using your personal computer, email the Guide to yourself for future reference.
5. Click on your Service's seal or the relevant link on the cover page of the Guide to view Service-specific benefit information. To access your individual benefits, you will need to use your CAC or DS Logon (after separating/retiring).

Benefits are for Armed Forces members, Reserve Components (RC), and their families. Most programs apply to Coast Guard members as well; if there is a question about Coast Guard member participation in a specific program, contact the Transition Relocation Manager.

MY Transition Reminders

- Identify and acknowledge your concerns.
- Find a new purpose and identity in the civilian sector.
- Manage your transition stress or it will manage you.
- Understand the differences between military and civilian cultures.
- Find a mentor to use as a valuable resource during and after transition.
- Utilize the many resources available to support both you and your family throughout the transition process and beyond.

Transition Assistance Program Participant Assessment

At the end of each module, you are encouraged to complete an online Participant Assessment specific to that module. See the following page for more details. Because the assessment is completely anonymous, demographic information is not stored and must be reentered for every module.

- Access the Participant Assessment at <https://www.dodsurveys.mil/tgpsp/>
- Select the box **Managing Your Transition** and complete the assessment by answering all the questions.
- Information is gathered and analyzed quarterly, and participant feedback is used to make improvements/updates.
- The Participant Assessment can be completed on your personal mobile device.

Thank you for your feedback—your opinion matters to us!

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).

