



2022 TAP CURRICULUM

# **MANAGING YOUR TRANSITION**

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## Transition Overview

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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:

- First Permanent Duty Station (Active) or first 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) that 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 of TAP is to assist you in meeting the Department of Defense's (DoD) Career Readiness Standards (CRS). CRS are measurable outcomes that indicate your preparedness to meet your transition goals and must be completed before your Capstone meeting. Successfully completing your assigned CRS will help narrow the civilian-military divide between those who have served and those who have not and ease your transition into the civilian sector.

Consider the following statistics from the U.S. Census Bureau:

- 0.5% of the U.S. adult population serve on active duty
- 7% of the U.S. adult population are veterans (World War II to the War on Terrorism)
- Number of veterans in society has declined from 17% in 1990 to 7% in 2020

Given how few U.S. citizens have experienced the military culture, it is critical for you to be able to translate your skills and experiences into language that employers will be able to understand.

The following charts provide descriptions of the TAP modules and their associated CRS.

<b>TAP REQUIREMENTS AND CRS</b>			
<b>✓</b>	<b>MODULE</b>	<b>DESCRIPTION</b>	<b>CRS*</b>
	<b>Individualized Initial Counseling (IC) and Self-Assessment</b>	<b>MANDATORY FOR ALL SERVICE MEMBERS</b> —complete prior to attending Managing Your Transition.	Complete a personal self-assessment and initiate an Individual Transition Plan (ITP); ITP provided by your Service component; see TAP staff for further information.
	<b>Pre-Separation Counseling</b>	<b>MANDATORY FOR ALL SERVICE MEMBERS</b> —complete prior to attending Managing Your Transition.	No CRS.
	<b>Managing Your (MY) Transition</b>	<b>MANDATORY FOR ALL SERVICE MEMBERS</b> —introduces topics important for transition and associated resources.	No CRS.
	<b>Military Occupational Code (MOC) Crosswalk and Gap Analysis</b>	<b>MANDATORY FOR ALL SERVICE MEMBERS</b> —assists with identifying skills and demonstrates how to translate skills, training, and experience into civilian credentialing appropriate for civilian jobs.	Complete a Gap Analysis or provide verification of employment.
	<b>Financial Planning for Transition</b>	<b>MANDATORY FOR ALL SERVICE MEMBERS</b> —builds on the financial training provided during the MLC and helps Service members understand how transition will impact financial situations.	Prepare a criterion-based, post-transition financial plan.

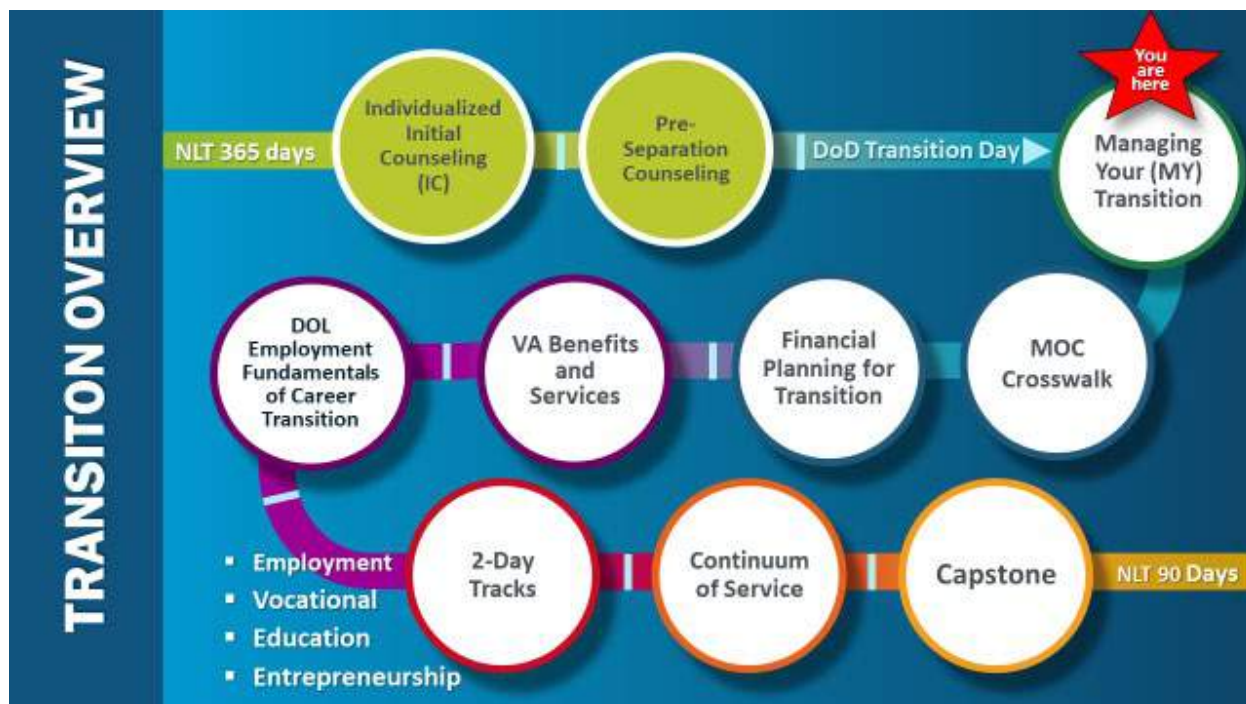
\*Required Career Readiness Standards (CRS) are determined by Tier assignment and must be completed before attending your Capstone appointment.

✓	MODULE	DESCRIPTION	CRS*
	<b>Department of Veterans Affairs (VA) Benefits and Services</b>	Provides information about VA benefits, services, and tools; shows how to find the help and support needed for a successful transition.	Register on VA.gov.
	<b>Department of Labor (DOL) Employment Fundamentals of Career Transition (EFCT)</b>	<b>MANDATORY FOR ALL SERVICE MEMBERS (with specific exemptions)</b> —lays the foundation of transition from military to a 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.	No CRS.
	<b>Opportunity to Join the Reserve Component</b>	Used to evaluate the option of continuing military Service through Reserve opportunities.	Complete a Continuum of Military Service Opportunity counseling (Active-Component only).
	<b>Capstone</b>	<b>MANDATORY FOR ALL SERVICE MEMBERS</b> —verification by Commander or designee that the transitioning Service member has completed all TAP mandates, met all CRS, and has a viable ITP.	No CRS.

\*Required Career Readiness Standards (CRS) are determined by Tier assignment and must be completed before attending your Capstone appointment.

<b>2-DAY TRACKS</b>			
<b>✓</b>	<b>MODULE</b>	<b>DESCRIPTION</b>	<b>CRS*</b>
	<b>DOL Employment Track—Employment Workshop—(DOLEW)</b>	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.	Complete a resume or provide verification of employment.
	<b>DOL Vocational Track—Career and Credential Exploration (C2E)</b>	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, certifications, apprenticeships, and licensure requirements.	Complete a comparison of technical training institution options.
	<b>DoD Education Track—Managing Your (MY) Education</b>	Assists with identifying the education requirements that support personal career goals.	Complete a comparison of higher education institution options.
	<b>Small Business Administration (SBA) Entrepreneurship Track—Boots to Business (B2B)</b>	Provides an introductory understanding of business ownership.	No CRS.

\*Required Career Readiness Standards (CRS) are determined by Tier assignment and must be completed before attending your Capstone appointment.



## Managing Your (MY) Transition Timeline

A *MY Transition Timeline* is provided on the following pages to assist you in planning your transition. TAP activities can begin 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 that 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](https://www.dodtap.mil/rest/docs?filename=Managing_Your_Transition_Timeline.pdf)

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## MY Transition

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This first transition workshop discusses common concerns that may occur 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; explore ways to redefine 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.

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### Transition Concerns

It is normal for you to have concerns about life after the military while going through the transition process. Navigating a lifestyle change can be challenging for anyone. There are two kinds of transitions:

- **Planned**—retirement, separation, or leaving active-duty to return to a civilian career; 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 your transition concerns:

My transition concerns are:

Below, in no particular order, is a list of common concerns identified by TAP Counselors and transitioning Service members during previous TAP workshops:

- 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?*

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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.

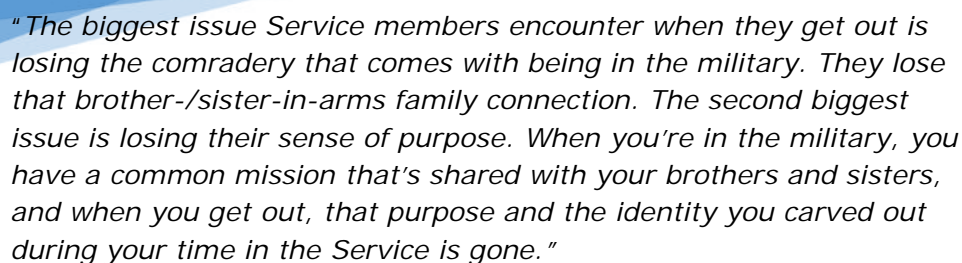
When you joined the military, you became part of a group with a defined structure and clear-cut rules and norms. You ate together, lived together, and trained together. Although you may not have liked everyone, you developed a level of trust and understanding that you would defend each other. Under the direction of supervisors and with peers and mentors, you shared what may have been difficult experiences and formed a close-knit tribe that 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 sector.

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 that 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 <https://americorps.gov/join> to view a list of national service opportunities.

The most important factor to remember is this—you are not alone during this transition. In addition to 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 be stressful. 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 MLC 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 our preferred methods and add an additional strategies in the space provided.***

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

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

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.

The following chart lists some of the generic differences you might experience when moving from the military into the civilian sector. (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.)

MILITARY VS. CIVILIAN CULTURE		
TOPICS	MILITARY	CIVILIAN
Personal Choice	Military Service determines 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.
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.	Work 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.

<b>MILITARY VS. CIVILIAN CULTURE</b>		
<b>TOPICS</b>	<b>MILITARY</b>	<b>CIVILIAN</b>
<b>Housing</b>	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.
<b>Starting Over</b>	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.
<b>Service to Country</b>	Citizens respond with "thank you for your Service."	Most jobs do not have the thanks of the nation.
<b>We vs. I</b>	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.
<b>Peer Interaction</b>	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 with co-workers.
<b>Mission/Purpose</b>	Overall mission is clearly defined and embraced by all; individually, incentives for serving may vary.	Overarching mission may not be well defined or discussed.
<b>Rank/Respect</b>	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 earn respect.

<b>MILITARY VS. CIVILIAN CULTURE</b>		
<b>TOPICS</b>	<b>MILITARY</b>	<b>CIVILIAN</b>
<b>Language-Written</b>	Close communications with "Very Respectfully" or "V/R."	Close communications with "Best regards" or "Sincerely;" "Very Respectfully" may be used in some government agencies.
<b>Language-Verbal</b>	<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 or even discouraged; first names used frequently.</p> <p>Avoid using any profanity and culturally insensitive language regarding race, religion, politics, and gender.</p>

Reflections:

- Are there any other topics not listed? If so, add them below.
- 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 amount of stress? Why?

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Understanding cultural differences is important in any setting, but especially when starting a new job or enrolling in a training program or institution of higher education. 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, extracurricular 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.

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## 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. Use the National Resource Directory website at <https://nrd.gov> to locate programs and services that support wounded warriors, Service members, veterans, their families, and caregivers.

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.

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## Resources

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



### DoD Transition Assistance Program (TAP)

- DoD TAP Participant Guides (fillable PDFs)  
<https://www.dvidshub.net/unit/DODTAP> (scroll down on DVIDS to Recent Publications)
- Managing Your (MY) Transition Online Course  
<https://TAPevents.mil/courses>
- Follow us on LinkedIn  
<https://www.linkedin.com/showcase/military-civilian-transition-office>
- Yellow Ribbon Reintegration Program (YRRP)  
<https://www.yellowribbon.mil/>  
YRRP General Mailbox: [osd.yrrp@mail.mil](mailto:osd.yrrp@mail.mil)  
<https://www.linkedin.com/company/yrrp/>

### Family Support Centers

- Navy: Fleet and Family Support Centers  
<https://www.cnfc.navy.mil/ffr.html>
- Air Force: Airman and Family Readiness Centers  
<https://www.afpc.af.mil/Airman-and-Family/Transition-Assistance-Program/>
- Army: Transition Assistance Program (TAP)  
<https://www.armytap.army.mil>
- Army Community Service  
<https://www.armymwr.com/programs-and-services/personal-assistance>

- Marine For Life Network  
<https://www.usmc-mccs.org/services/career/marine-for-life-network/>
- Marine Corps: Marine Corps Community Services  
[www.usmc-mccs.org](http://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/](http://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>

Call: 1-800-342-9647

### **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

Call: 1-800-424-7877

<https://www.pdhealth.mil/resources/intransition>

<https://www.facebook.com/PHCoE>

### **Veterans Crisis Line**

- Provides veterans in crisis with qualified VA responders, signs to look for, and directions on 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 Veterans Affairs (VA)**

- The VA.gov website offers resources, tools, and contact information for all VA benefits and services

<https://www.va.gov/>

### **VA Solid Start**

- Attempts to contact veterans 90, 180, and 365 days post-separation

[www.benefits.va.gov/benefits/solid-start.asp](http://www.benefits.va.gov/benefits/solid-start.asp)

Call: 1-800-827-0611 (save the number in your phone contacts)

### **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, 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, 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/>

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## 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!

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# 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.

### 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).

