

Good afternoon,

Important Note: Please electronically sign your e-form following your capstone appt, as a signature notification cannot be emailed to your commander until the member's signature block is achieved. Please click BOTH the [Save](#) and [Sign Out/Close](#) buttons before completely exiting your e-form (to avoid the e-form from locking).

DD Form 2648: Document attached detailing how to retrieve your DD Form 2648, which you will need to present at your out-processing appt. This form tells MPS you have completed all of your TAP Mandates. **When retrieving DD Form 2648 from Milconnect, DO NOT click [Create New eform \(DD Form 2648\)](#) or [Report New Session Attendance](#), as clicking either will place you in Non-TAP Compliance status in the system.**

VA Benefits Advisor (Kadena) & OCONUS Pre-disability Claim Process: Can answer VA questions you may have during your transitioning journey and after (POC Info & Appt QR Code provided on attached flyer).

VR&E (Voc Rehab): Veteran's Readiness & Employment Program (FKA: Vocational Rehabilitation) is an educational benefit veterans may be entitled to post transition that will help pay for education expenses the GI Bill will normally not cover (Ex: University Parking Pass, New Laptop/Printer, etc). The VR&E attachment above will show how to register for the program online.

VA Solid Start: Provides early, consistent & caring contact to newly separated veterans, regardless of character of discharge or service history, at 3 key stages during the first year of transition to civilian life (around 90, 180 & 365 days post DOS). VA Solid Start assists veterans with learning more about VA Benefits & Services, filing claims, obtaining status updates on benefits applications and locating additional resources. If you are not contacted by a VA Solid Start Rep within 90 days, call 1-800-827-1000 to ensure the VA has accurate information on file for you.

WHTT - Online, self-paced Women's Health Transition Training is available for servicewomen and women Veterans to take anytime, anyplace at TAPevents.mil/courses. Subscribe to the Center for Women Veterans emails for more information and updates about upcoming Women's Health Transition Training course opportunities.

Upward Bound: Vets helping vets program that can help service members obtain money outside of the GI Bill & will help navigate & walk you through the education process of starting college for the first time. They are great with connecting veterans with vet programs within higher education. **Please google search Upward Bound Locations in your desired city and state for current contact information.**

DD 214: It is important to save this document where you can easily access it, as you will need this after separating. Federal positions require this document. The completed DD 214 is not available until after a member has fully separated from service. If needed, **members can obtain a copy of their [Proof of Service](#) letter to use in lieu of the DD 214 (prior to separating). Please**

see attached instructions on how to obtain Proof of Service Letter.

Employment Navigators (QR Kadena): DOL Employment Navigators can assist with resume building (and create resumes for free through partners with a minimum of 72 hour turnaround time), practice interview skills, assist with job searching, connect career mentors, etc. The attached QR code will allow you to schedule a 1 on 1 appt.

TEAMS - Transition Employment Assistance for Military Spouses and Caregivers (TEAMS) is a series of Department of Labor (DOL) employment workshops that assist military spouses and caregivers as they plan and prepare for their job search. All TEAMS workshops are instructor-led virtual training, provided at a variety of times, to meet the needs of individuals stationed throughout the world. Link: [TEAMS Workshops | U.S. Department of Labor \(dol.gov\)](https://www.dol.gov/ebsa/transition/teams-workshops)

QR Code □ TAP Resource Guide: Great resource for everything briefed during Pre-separation and TAP Workshop.

State Retirement Benefits: Useful for determining VA benefits per State.

Unemployment Compensation: If interested in filing for UXC, visit your local State Workforce Agency as soon as possible after discharge. It may be helpful to have a copy of your service and discharge documents, DD-214 or Proof of Service, when you open your claim. In many states, you may now file your claim by telephone and/or internet. Visit this site for more information: <https://oui.doleta.gov/unemploy/ucx.asp>.

Transitioning Cheat Sheet: Plethora of resources to help with a smooth transition. Please Note: This one-stop resource has no affiliation to AFPC or our Transitioning Team (created by a former transitioning service member). Link: <https://cheatography.com/xfaitth/cheat-sheets/transitioning-servicemembers/>

MH FAQ & Infographic: Attached is a Mental Health Infographic and POC information for individual, Couples, Family & Parent Counseling support. Important Note: Military One Source is another great resource that is available to all transitioning members 1 year after DOS.

Separating/Retiring in Japan: Great resource to help navigate the process from SOFA to VISA status for residing in Japan.

Housing Assistance Programs: Operation Homefront offers housing options to select veterans, ANG, and Reserve members in need of homes. There are four types of assistance: Transitional Housing (apartments), Permanent Homes for Veterans, Transitional Homes for Veterans, and Transitional Housing (Villages). Eligibility is determined by status, time of separation, and need. Honorably discharged veterans between 1 - 4 after separation from the military and some ANG and Reserve personnel are eligible. Services provided include rent and utility-free homes (though service fees may apply), employment assistance, and financial counseling to prepare the participants for buying their own homes through debt payoff and credit repair. For more information, visit <https://operationhomefront.org/housing/>. Flyers for each of the four programs attached for your reference.

Transitional Homes for Veterans serves veteran families who are within 12 months of discharge, served honorably and are willing to work towards self-sufficiency by providing temporary rent-free housing, financial education, and support services.

Link for more information: <https://operationhomefront.org/transitional-homes-for-veterans>.

Hilton Free Hotel Stay For Job-Hunt Related Travel: Transitioning Military and Veterans who need to travel for job-related activity can register with their local employment office and receive 100,000 Hilton Honors points to cover lodging while job hunting.

Link: <https://www.naswa.org/partnerships/hilton-honors>.

Listed below is the contact information for our Kadena Tricare Representative, Education Center, TMO, SBP office & PFC:

Tricare: Kadena Rep: Ollie Stephens ☐ Phone (DSN): 630-4469 Email: ollie.l.stephens.ctr@mail.mil / Tricare **EAST** Region: 1-800-444-5445 / Tricare **WEST** Region 1-844-866-9378.

Kadena Education Center: DSN: 634-3446 Ed ☐ To register for Skill bridge/Ed Briefings:

<https://usaf.dps.mil/sites/kadena/18msg/718fss/fsd/fsde/sitepages/home.aspx>

Skill Bridge POC (Ed Center): Dotty Ault - dorothy.ault@us.af.mil (DSN: 315-632-8830)

Kadena Transportation Management Office (TMO): DSN: 632-0068

Passenger Travel & Personal Property: See attached for contact information and appointment scheduling.

Survivor Benefit Plan (SBP): Renee Brathwaite ☐ DSN: 634-3366 / Email:

718FSS.CAR.SBP@us.af.mil

Please feel free to reach out for any further assistance. I wish you the best in your transition journey.

V/r

The Kadena TAP Team

