



## DoD INSTRUCTION 1332.35

# TRANSITION ASSISTANCE PROGRAM (TAP) FOR MILITARY PERSONNEL

**Originating Component:** Office of the Under Secretary of Defense for Personnel and Readiness

**Effective:** September 26, 2019

**Releasability:** Cleared for public release. Available on the Directives Division Website at <https://www.esd.whs.mil/DD/>.

**Reissues and Cancels:** DoD Instruction 1332.35, "Transition Assistance Program (TAP) for Military Personnel," February 29, 2016

**Approved by:** James N. Stewart, Assistant Secretary of Defense for Manpower and Reserve Affairs, Performing the Duties of the Under Secretary of Defense for Personnel and Readiness

---

### Purpose:

- In accordance with the authority in DoD Directive 5124.02, this issuance establishes policy, assigns responsibilities, and provides direction for the DoD TAP.
- In accordance with the authority in DoD Instruction (DoDI) 5105.18; the August 15, 2013 Interagency Statement of Intent Among the DoD, Department of Veterans Affairs (VA), Department of Labor (DOL), Department of Education (ED), United States Office of Personnel Management, and the United States Small Business Administration (SBA); and the January 31, 2014 Memorandum of Understanding Among the DoD, VA, DOL, ED, Department of Homeland Security (DHS) (United States Coast Guard (USCG)), United States Office of Personnel Management, and the SBA regarding the Transition Assistance Program for Service Members Transitioning from Active Duty (referred to in this issuance as the Transition Assistance Program Memorandum of Understanding (TAP MOU)), establishes an interagency governance structure composed of the Transition Assistance Program Executive Council (TAP EC), Senior Steering Group (SSG), and subordinate working groups in support of Chapter 58 of Title 10, United States Code (U.S.C.).

## TABLE OF CONTENTS

SECTION 1: GENERAL ISSUANCE INFORMATION .....	4
1.1. Applicability. ....	4
1.2. Policy. ....	4
1.3. Information Collections. ....	4
SECTION 2: RESPONSIBILITIES .....	6
2.1. Assistant Secretary of Defense For Manpower And Reserve Affairs (ASD(M&RA))....	6
2.2. Deputy Assistant Secretary of Defense for Reserve InteGration (DASD(RI)). ....	6
2.3. Deputy Assistant Secretary of Defense for Military Community and Family Policy. ....	6
2.4. Deputy Assistant Secretary of Defense for Military Personnel Policy. ....	7
2.5. Assistant Secretary of Defense for Health Affairs. ....	7
2.6. Assistant Secretary of Defense for Readiness. ....	8
2.7. Deputy Assistant Secretary of Defense for Force Education and Training. ....	8
2.8. Executive Director, Force Resiliency. ....	9
2.9. Director, Department of Defense Human Resources Activity (DoDHRA). ....	9
2.10. Director, Defense Suicide Prevention Office. ....	9
2.11. Director, Sexual Assault Prevention and Response Office. ....	10
2.12. Director, Defense Manpower Data Center (DMDC). ....	10
2.13. Director, DPFSC. ....	10
a. Policy Responsibilities. ....	10
b. Operational Responsibilities. ....	11
2.14. Secretaries of the Military Departments. ....	13
2.15. Secretary of the Navy. ....	14
2.16. Chief of the National Guard Bureau. ....	14
SECTION 3: IMPLEMENT AND ADMINISTER THE TAP .....	15
SECTION 4: DATA MANAGEMENT .....	18
4.1. Enterprise Single-Source Data Collection. ....	18
4.2. TAP Data Collection. ....	18
4.3. Data Sharing. ....	20
4.4. TAP Data Oversight. ....	20
SECTION 5: EXECUTION .....	22
5.1. Transition Assistance. ....	22
5.2. Transition Assistance Timeline. ....	23
5.3. Military Services. ....	23
5.4. TAP Curriculum Partners. ....	26
5.5. TAP Eligibility. ....	27
a. Service Members. ....	27
b. Spouses and Dependents. ....	28
c. Caregivers. ....	29
5.6. Transition Assistance Priority of Service. ....	29
SECTION 6: IC AND PERSONAL SELF-ASSESSMENT .....	31
6.1. Individualized IC. ....	31
6.2. Personal Self-Assessment/ITP. ....	32
SECTION 7: PRE-SEPARATION/TRANSITION COUNSELING .....	34

7.1. Pre-Separation/Transition Counseling..... 34

7.2. Pre-Separation or Transition Counseling Timeline. .... 34

7.3. Involuntary Separations. .... 35

7.4. Pre-Separation/Transition Counseling DD FORM 2648..... 35

SECTION 8: CRS..... 37

8.1. CRS..... 37

    a. Common CRS. .... 37

    b. Additional CRS..... 37

8.2. CRS Waiver. .... 38

SECTION 9: CAPSTONE/ITP REVIEW..... 39

    a. Stage One Capstone Review ..... 39

    b. Stage Two Commander’s Verification ..... 40

SECTION 10: DOL ONE-DAY EXEMPTIONS ..... 41

SECTION 11: MLC CAREER PREPARATION ENDING WITH TAP MLC..... 42

    11.1. Key Touchpoints..... 42

    11.2. MLC Career Preparation Timeline. .... 42

SECTION 12: VIRTUAL CURRICULUM ..... 43

    12.1. Military Services..... 43

    12.2. TVPO..... 43

    12.3. Virtual Curriculum..... 43

    12.4. Assessment..... 43

SECTION 13: TAP GOVERNANCE STRUCTURE..... 45

GLOSSARY ..... 47

    G.1. Acronyms..... 47

    G.2. Definitions..... 48

REFERENCES ..... 53

## SECTION 1: GENERAL ISSUANCE INFORMATION

### 1.1. APPLICABILITY. This issuance:

- a. Applies to OSD, the Military Departments (including the USCG at all times, including when it is a Service in the DHS by agreement with that Department), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of the Inspector General (IG) of the DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).
- b. Does not apply to members of the Army and Air National Guard serving in accordance with Title 32, U.S.C.

### 1.2. POLICY. The TAP:

- a. Prepares all eligible members of the Military Services for their transition from active duty to civilian life.
- b. Provides eligible Service members with transition counseling pursuant to the criteria prescribed in this issuance and Section 1142 of Title 10, U.S.C.
- c. Provides eligible Service members with transition employment assistance pursuant to the criteria prescribed in this issuance and Sections 1143 and 1144 of Title 10, U.S.C.
- d. Establishes transition career readiness standards (CRS) throughout an eligible Service member’s military life cycle (MLC) that concludes with the Transition Assistance Program Military Life Cycle (TAP MLC) pursuant to the criteria prescribed in this issuance.
- e. Provides eligible Service members, as well as spouses and caregivers of Service members, with transition assistance information concerning potential benefits pursuant to the criteria prescribed in this issuance and Chapter 58 of Title 10, U.S.C.
- f. Establishes a DoD-wide single-source collection of data to align outcomes to transitioning Service members’ expectations, provide the structure to define and assess transition needs and gaps, and provide DoD and interagency partners with observable, transparent, and measurable indicators associated with successful Service member transitions pursuant to the criteria prescribed in this issuance and in accordance with Chapter 58 of Title 10, U.S.C.

**1.3. INFORMATION COLLECTIONS.** The reporting requirements referred to in Section 4 of this issuance do not require licensing with a report control symbol in accordance with Paragraph 13 in DoD Manual, 8910.01, Volume 1. The electronic Department of Defense (DD) Form 2648, “Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released From Active Duty (REFRAD),” hereafter referred to as the electronic DD Form 2648 (eForm), does not require

licensing with a report control symbol in accordance with Paragraph 13 in Volume 1 of DoD Manual 8910.01.

## SECTION 2: RESPONSIBILITIES

**2.1. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)).** Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(M&RA):

- a. Provides policy, direction, and oversight to the Transition to Veterans Program Office (TVPO) specific to eligible Active Component (AC) and Reserve Component (RC) Service members as defined in this issuance and Title 10, U.S.C.
- b. Provides oversight and governance for the TAP, and either serves or designates a Senior Executive Service (SES)-level DoD representative to serve as the DoD lead Chair of the TAP EC on a rotational basis with DOL and VA.
- c. Oversees and monitors compliance with TAP policy and programs, and provides guidance on TAP to DoD Component heads.
- d. Coordinates with the Chairman of the Joint Chiefs of Staff to secure the participation of the Senior Enlisted Advisor to the Chairman of the Joint Chiefs of Staff on the TAP EC, and the participation of a representative of the Senior Enlisted Advisor on the TAP SSG.
- e. Manages and delegates responsibilities, as deemed necessary, to the Director, Defense Personnel and Family Support Center (DPFSC), to oversee policy for TVPO.

**2.2. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR RESERVE INTEGRATION (DASD(RI)).** Under the authority, direction, and control of the ASD(M&RA), the DASD(RI):

- a. Oversees the Director, DPFSC, regarding all policy as relates to TVPO.
- b. Coordinates with the Director, DPFSC, to evaluate and develop recommendations for changes to policy, procedures, resourcing and legislation regarding implementation of TAP.

**2.3. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY COMMUNITY AND FAMILY POLICY.** Under the authority, direction, and control of the ASD(M&RA), the Deputy Assistant Secretary of Defense for Military Community and Family Policy:

- a. Develops programs that complement the TAP in accordance with DoDI 1342.22.
- b. Coordinates with the TVPO and the Military Services on the policies, roles, and responsibilities of personnel who deliver TAP components to enable eligible Service members to meet CRS.

c. Collaborates with TVPO and the Military Services to provide policy about job placement counseling for the spouses of eligible transitioning Service members and career change counseling to Service members and dependents of eligible Service members in accordance with Section 1142 of Title 10, U.S.C.

d. Provides information and updates to TVPO on Military Community and Family Policy programs and services available to eligible transitioning Service members and their dependents, including Military OneSource, for incorporation into pre-separation/transition counseling and transition assistance curriculum.

e. Collaborates with TVPO and the Military Services in providing representation to the TAP EC and SSG working groups, as necessary.

**2.4. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY PERSONNEL POLICY.** Under the authority, direction, and control of the ASD(M&RA), the Deputy Assistant Secretary of Defense for Military Personnel Policy:

a. Provides information on updates to law and policy affecting entitlements for eligible Service members to TVPO for incorporation into pre-separation/transition counseling.

b. Provides representation to the TAP EC, SSG, and subordinate working groups, as necessary.

**2.5. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS.** Under the authority, direction, and control of the USD(P&R), the Assistant Secretary of Defense for Health Affairs:

a. Ensures the Defense Health Agency provides transitional medical and dental care information pursuant to Section 1145 of Title 10, U.S.C., to TVPO for incorporation into pre-separation counseling/transition counseling, to include the following:

(1) Information explaining medical examinations before administrative separation for members with post-traumatic stress disorder or traumatic brain injury in connection with a deployment overseas in support of a contingency operation or a member alleges post-traumatic stress disorder or traumatic brain injury due to a sexual assault in accordance with Section 1177(a)(1) of Title 10, U.S.C.

(2) Information regarding confidential counseling available at Veterans Health Administration facilities, which may be secured without the need for a referral from DoD's *inTransition* program in accordance with DoDI 6490.10.

b. Provides policy and guidance to the Military Departments for eligible transitioning Service members to receive a separation history and physical examination prior to separation, retirement, or release from active duty in accordance with DoDI 6040.46.

c. Provides policy and guidance to the Military Departments for eligible transitioning Service members on receiving a mental health assessment pursuant to Section 1145(a)(5)(A) of Title 10, U.S.C.

d. Provides representation to the TAP EC, SSG, and subordinate working groups, as necessary.

**2.6. ASSISTANT SECRETARY OF DEFENSE FOR READINESS.** Under the authority, direction, and control of the USD(P&R), the Assistant Secretary of Defense for Readiness provides representation to the TAP EC, SSG, and subordinate working groups, as necessary.

**2.7. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR FORCE EDUCATION AND TRAINING.** Under the authority, direction, and control of the Assistant Secretary of Defense for Readiness, the Deputy Assistant Secretary of Defense for Force Education and Training:

a. Exercises oversight of programs that complement and support the accomplishment of TAP objectives.

b. Coordinates with TVPO and the Military Services as appropriate on the policies, roles, and responsibilities of installation education officers who impact the delivery of the DoD education track of the TAP.

c. Serves as the proponent for financial readiness for the DoD, including developing standards for financial literacy training throughout the MLC, coordinating with DPFSC/TVPO to ensure training standards are implemented in the financial planning for transition curriculum, and engaging with interagency partners related to financial literacy.

d. To the extent possible and where available, considers TAP requirements in accordance with Chapter 58 of Title 10, U.S.C., in programs and policies related to job training, employment skills training, apprenticeships, and internships.

e. Coordinates private-sector credentialing, licensing, apprenticeship, and training outreach in support of the MLC; collaborates with TVPO to align transition preparation with TAP across the TAP MLC; and facilitates the transition of military talent from the Military Services to the civilian work force.

f. Sets policy for and oversees enforcement of qualifications for nationally-recognized certified financial counselors that impact the delivery of the transition assistance curriculum for financial planning for DoD Transition Day within TAP.

g. Provides representation to the TAP EC, SSG, and subordinate working groups, as necessary.



**2.8. EXECUTIVE DIRECTOR, FORCE RESILIENCY.** Under the authority, direction, and control of the USD(P&R), the Executive Director for Force Resiliency:

a. Coordinates with the DASD(RI) and the Director, DPFSC, on all policy matters pertaining to resiliency that impact transitioning Service members during MLC career preparation and TAP MLC.

b. Provides information explaining to a Service member who made an Unrestricted Report of sexual assault and is recommended for involuntary separation from the Military Services within 1 year of final disposition of his or her sexual assault case that he or she may request a general officer/flag officer (GO/FO) review of the circumstances of and grounds for the involuntary separation in accordance with DoDIs 1332.14 and 1332.30.

c. Collaborates with the Military Services to ensure information explaining to Service member sexual assault victims, witnesses, bystanders, and first responders involved in a sexual assault report that they have the right to speak with a GO/FO if they believe there were impacts to their military career resulting from a report of sexual assault in accordance with Section 4.4.4. of the DoD Retaliation Prevention Response Strategy Implementation Plan.

**2.9. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY (DODHRA).** Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA:

a. Coordinates with the ASD(M&RA) on the operational responsibilities of the Director, DPFSC.

b. Provides administrative support to TVPO through DPFSC for matters involving human capital, funding, and logistics.

c. Provides representation to the TAP EC, SSG, and subordinate working groups, as necessary.

**2.10. DIRECTOR, DEFENSE SUICIDE PREVENTION OFFICE.** Under the authority, direction, and control of the Director, DoDHRA, the Director, Defense Suicide Prevention Office:

a. Provides suicide prevention and resource information to the TVPO for incorporation into TAP for eligible Service members pursuant to Section 1142 of Title 10, U.S.C.

b. Coordinates with TVPO and the Military Services on the roles and responsibilities of suicide prevention program managers with respect to TAP.

c. Provides representation to the TAP EC, SSG, and subordinate working groups, as necessary.

**2.11. DIRECTOR, SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE.**

Under the authority, direction, and control of the Director, DoDHRA, the Director, Sexual Assault Prevention and Response Office, provides sexual assault prevention and response program information to the TVPO for incorporation into pre-separation/transition counseling for eligible Service members, to include:

- a. The process for filing both Restricted and Unrestricted reports of sexual assault, and the documentation required by VA to determine eligibility for services and disability assessments.
- b. Information explaining to Service members who reported a sexual assault or sought mental health treatment for sexual assault that they have the opportunity to communicate with a GO/FO regarding issues related to their military career the victim believes are associated with the sexual assault, in accordance with DoDI 6495.02.

**2.12. DIRECTOR, DEFENSE MANPOWER DATA CENTER (DMDC).** Under the authority, direction, and control of the Director, DoDHRA, the Director, DMDC:

- a. Oversees implementation of the TAP data collection, data sharing, and information technology (IT) portfolio management requirements in this issuance.
- b. Provides assistance to TVPO with the establishment of business processes for data collection, data sharing, web services, and cost sharing related to IT portfolio management requirements in this issuance.
- c. Provides transmission of the electronic DD Form 2648 (eForm) into a Service member's official military personnel file and the TAP Data Retrieval Web Service, which provides data gathered by TAP to the Military Services.
- d. Provides program status updates, as determined by TVPO, based on data housed within DMDC capabilities.
- e. Provides representation to the TAP EC, SSG, and subordinate working groups, as necessary.

**2.13. DIRECTOR, DPFSC.**

**a. Policy Responsibilities.** Under the authority, direction, and control of the ASD(M&RA), and in coordination with the DASD(RI), the Director, DPFSC:

- (1) Coordinates the development and delivery of TAP policies and programs with the USD(P&R).
- (2) Develops strategic guidance and program goals for TAP; and reviews, modifies, and reissues such guidance, as required.

(3) Coordinates and collaborates with organizations within DoD, with interagency partners, and, through relevant federal advisory committees, non-federal entities, as appropriate, in accordance with the TAP MOU, to facilitate delivery of transition assistance curriculum, resources, and services, and to determine data sharing requirements.

(4) Updates the electronic DD Form 2648 (eform) in conjunction with the Military Services within 180 days of any relevant legislative change affecting eligible Service members, as appropriate.

(5) Provides criteria and oversees the development and Service member usage of the personal self-assessment/individual transition plan (ITP) by the Military Services.

(6) Establishes and leads the Transition Assistance Program Coordinating Council (TAPCC), consisting of subject matter experts from the DoD Components, to formulate, review, and update TAP policies and programs. Collaborates and coordinates on the development of the Military Services' TAP implementation plans. RC members appointed to TAPCC will be determined pursuant to guidance from the Director, TVPO, and in consultation with the Military Services.

(7) Conducts outreach to private and public sector entities through relevant federal advisory committees, as appropriate, to improve transition preparation to keep transition services aligned to the needs of the civilian labor market.

(8) Coordinates with the Director, TVPO, to prepare all eligible members of the Military Services for a transition from active duty, including:

(a) Enabling eligible Service members to fulfill the requirements pursuant to Sections 1142, 1143, and 1144 of Title 10, U.S.C., and meet CRS pursuant to the criteria prescribed in this issuance.

(b) Providing transition assistance information, training, and services to eligible transitioning Service members to be career ready upon separation, retirement, or release from active duty. Support includes recommendations for additional education, vocational training, seeking or returning to employment in the public or private sector, starting a business or other form of self-employment.

(9) Assists the TVPO in establishing and publishing guidance for TAP participation by eligible AC and RC Service members pursuant to the criteria prescribed in this issuance in accordance with Title 10, U.S.C.

**b. Operational Responsibilities.** Under the authority, direction, and control of the Director, DoDHRA and in coordination with the ASD(M&RA), the Director, DPFSC:

(1) Oversees the Military Services implementation of TAP.

(2) Implements the requirements of the TAP governance structure as defined in the Glossary. Serves as the DoD lead Chair of the TAP EC on a rotational basis with DOL and VA.

- (3) Designates the Deputy Director, DPFSC, to serve on the TAP SSG.
- (4) Establishes processes to monitor compliance with statutory mandates and other performance management requirements, as appropriate.
- (5) Establishes automated data collection processes through secure electronic data transfer, in conjunction with the Military Services, interagency partners, and DMDC.
- (6) Coordinates new or modified systems within the TAP data portfolio with the Military Services for review and concurrence prior to submission.
- (7) Coordinates with DMDC to provide the Military Services with TVPO-approved web-based services for transmission of the electronic DD Form 2648.
- (8) Establishes a performance management framework to determine current and future TAP requirements and resourcing.
- (9) Analyzes data gathered by TAP to evaluate TAP's overall performance.
- (10) Establishes evidence-based practices within TAP, and reviews and assesses the efficiency and effectiveness of such practices.
- (11) Oversees and monitors the development, delivery, maintenance, modification, and quality assurance of TAP physical classroom and virtual curriculum, products, and CRS deliverables for the components of TAP that fall under the purview of DoD. Coordinates and shares best practices with the interagency partners on TAP curriculum falling within their respective purviews.
- (12) Coordinates with the interagency partners, the Military Services, and Federal Government virtual platforms on the methods, processes, and standards used to deliver TAP physical classroom and virtual curriculum, products, and deliverables used within TAP, in accordance with the TAP MOU and this issuance.
- (13) Conducts evaluations and participant assessments in order to monitor transition assistance curriculum delivery by the Military Services.
- (14) Informs eligible Service members, plus the spouses and caregivers of such Service members, of TAP services through online media and other cooperative outreach efforts pursuant to the criteria in Section 1720G of Title 38, U.S.C., and procedures and guidance in this issuance in accordance with Title 10, U.S.C. that pertain to a Program of Comprehensive Assistance for Family Caregivers and the responsibilities of the Military Services regarding caregiver participation in DoD Pre-separation Counseling sessions.
- (15) Ensures that the elements of TAP that are shared with the Yellow Ribbon Reintegration Program are coordinated and synchronized to the greatest extent practicable with the curriculum and policy pursuant to DoDI 1342.28.

(16) Coordinates changes to the TAP curriculum with other program directors within the Office of the USD(P&R) to preempt potential policy, oversight, or execution conflicts. USD(P&R) directors may include those with responsibility for accessions, financial readiness, and voluntary education, among others.

**2.14. SECRETARIES OF THE MILITARY DEPARTMENTS.** The Secretaries of the Military Departments:

a. Implement and administer TAP within their respective Departments in accordance with this issuance and ensure their respective Departments follow the procedures in Section 3.

b. Have the delegated authority and flexibility to determine if a participation waiver is appropriate to exempt, as prescribed in Section 1144 (c)(2) of Title 10, U.S.C., a Service member from attending the “two days of instruction” prescribed in Section 1144(f)(D) of Title 10, U.S.C.

c. When implementing TAP for their respective RCs, the Secretary concerned will take into account the culture of the respective RC and the unique needs of the individual in establishing policy and procedures for the RC participation in TAP.

d. Coordinate policy with DPFSC and TVPO to ensure transitioning Service members complete their electronic DD Form 2648 (eForm) prior to issuing the DD Form 214, “Certificate of Discharge of Active Duty” to the Service member.

e. Ensure the IGs of the Military Departments, conduct an inspection of each installation TAP at least once every three years in accordance with established IG protocols. IG inspection findings related to TAP will be provided to the USD(P&R) no later than January 31 of the year following the year in which an inspection takes place.

f. Resource their respective Military Department TAPs sufficiently to ensure that they are capable of satisfying law and policy requirements related to TAP.

g. Provide oversight and a process to notify all stakeholders of their relevant responsibilities during each of the following Service member MLC career preparation touchpoints:

(1) Arrival at first permanent duty station for AC personnel or first home station for RC personnel during initial drilling weekends.

(2) Reenlistment.

(3) Promotion.

(4) Operational events, including deployment, mobilization, activation, and redeployment or mobilization or activation; demobilization or deactivation.

(5) Permanent change of duty station.

(6) Other major personal or professional life events, such as change in family status; change in Army or Marine military occupational specialty, Navy rating, or Air Force Specialty Code (AFSC); or the like.

h. Provide representatives to the TAP EC, SSG, and subordinate working groups, as necessary.

i. In alignment with the intent of Section 2222 of Title 10, U.S.C., adhere to the Human Resource Management Functional Strategy with regards to modification or implementation of TAP systems to be more.

**2.15. SECRETARY OF THE NAVY.** In addition to the responsibilities in Paragraph 2.14., the Secretary of the Navy develops joint implementation instructions to ensure statutory compliance for all eligible transitioning USCG personnel whenever the Coast Guard operates as a Service in the Navy in accordance with Titles 10 and 14, U.S.C.

**2.16. CHIEF OF THE NATIONAL GUARD BUREAU.** The Chief of the National Guard Bureau assigns the National Guard Director of Personnel to serve as a TAP SSG member.

### SECTION 3: IMPLEMENT AND ADMINISTER THE TAP

Military Department personnel responsible for implementation of TAP will:

- a. Provide the TVPO with Military Department guidance implementing this issuance for review prior to publication. Upon any future revision of this issuance, the Military Departments will provide the TVPO with Military Department guidance implementing such revision within 180 days of publication of the revised issuance. Changes to Military Department implementing guidance will be provided to the TVPO within 60 days of publication.
- b. Ensure eligible Service members receive TVPO-standardized TAP components, develop a viable ITP, and meet CRS.
- c. Ensure Service members who do not meet the CRS or do not have a viable ITP are connected to services and follow-on resources via a warm handover as defined in the Glossary to the appropriate interagency partner. The warm handover will be documented on their DD Form 2648 (printable).
- d. Align, administer, and reinforce transition assistance and other resources at appropriate key touch points throughout the TAP MLC of eligible Service members to ensure opportunity, time, and resource availability for career readiness preparation. At the separation, retirement, or release from active duty touch points, all Service members are required to meet the CRS, unless waived. Short notice separations that do not meet CRS will receive a warm handover.
- e. Ensure Service member access to TAP physical classroom or virtual curriculum.
- f. Provide the opportunity within the officer and enlisted evaluation systems, to use the rate at which Service members within a command have met the CRS, as a performance criteria for supervisors.
- g. Upon approval from the installation commander, allow facility access to interagency partners on military installations in the United States and abroad pursuant to the criteria prescribed in this issuance and in accordance with the TAP MOU, DoD 5500.07-R, DoDI 1000.15, DoDI 1322.19, and DoDI 1322.25.
- h. Encourage installation commanders to permit civilian employers and industry groups to have access on-installation to transition assistance-related events and activities in the United States and abroad in accordance with the TAP MOU, DoD 5500.07-R, DoDI 1344.07, and the December 23, 2014 Secretary of Defense Memorandum, "Installation Access and Support Services for Nonprofit Non-Federal Entities" at no cost to the U.S. Government. Educational institution access will also be in accordance with DoDI 1322.19 and DoDI 1322.25.
- i. Encourage installation commanders to permit access to veterans service organizations and military service organizations to transition assistance-related events and activities in the United States and abroad in accordance with the TAP MOU, DoD 5500.07-R, DoDI 1344.07 and the December 23, 2014 Secretary of Defense Memorandum, "Installation Access and Support Services to VA-Recognized Veteran Service Organizations/Military Service Organizations," at

no cost to the U.S. Government. Access must be for the purpose of assisting Service members with the pre- and post-military disability claim process and transition assistance resources and services.

j. Assign the appropriate GO/FO/SES from each Service in the military department to serve as a TAP SSG member.

k. Develop procedures for the identification, collection, and reporting of caregivers, designated by a Service member, to attend pre-separation/transition counseling. Determine if Service members undergoing pre-separation/transition counseling who may require caregiver services after separation have identified a caregiver. At the election of the Service member, permit caregivers to attend pre-separation/transition counseling. Identification, collection, and reporting will be accomplished via the DoD Enterprise Single Source Collection Framework.

l. Service members should be informed about making this election from an appropriate individual. Appropriate individuals may include, but are not limited to: recovery care coordinators, VA health advisors, DoD and Military Service Disability Evaluation System staff and counselors, warrior transition units and staff, safe harbor staff, and wounded warrior programs counselors and staff.

m. Allow Service members applying for the VA Program of Comprehensive Assistance for Family Caregivers, while on active duty, who identify an individual caregiver not yet approved by the VA, to elect to have their caregiver participate in pre-separation/transition counseling. The Military Departments are not to incur any costs (e.g., temporary duty, overnight lodging, transportation, meals, and incidentals) for caregivers to attend a pre-separation/transition counseling session.

n. Submit the following information to DODHRA, ATTN: Director of the Defense Personnel and Family Support Center no later than 45 business days following the end of each fiscal year. The data collection is to be collected during initial counseling (IC).

(1) The total cumulative number of Service members that have identified an individual caregiver to provide support.

(2) The number of Service members that have identified an individual caregiver to provide support during the past fiscal year.

(3) The number of Service members that have identified an individual caregiver to provide support and elected to have that individual participate in pre-separation/transition counseling sessions for the past fiscal year.

(4) The number of individual caregivers identified by a Service member that attended a pre-separation/transition counseling session based on the member electing to have them attend for the past fiscal year.

o. If the Service member identifies they were sexually assaulted, provide information on eligibility for a special victims counsel or victims legal counsel during transition or separation.



p. Design and establish at least three counseling pathways (also known as tiers) to address the specific transition assistance needs of individual Service members, taking into consideration the factors pursuant to Section 1142(c) of Title 10, U.S.C.

q. Use a criterion-based personal self-assessment/ITP tool, designed in consultation with the Secretaries of Labor and Veterans Affairs, to be completed by each Service member prior to, in preparation for their individualized IC session with a counselor, to identify the pathway that determines the level of transition assistance needed and post-transition goals of Service members.

r. Provide each Service member with individualized IC in person, or, if in-person IC is not feasible, by video conference, prior to pre-separation/transition counseling.

s. Ensure Service members have access to their Joint Service Transcript or, for Air Force members, Community College of the Air Force transcript, at the IC session and on the day the member separates, retires, or is discharged.

t. Provide transitioning Service members not later than 30 days before a member retires, is released, is discharged, or otherwise separates from the Military Services (or as soon as is practicable in the case of an unanticipated separation), with a current assessment of all benefits to which that member may be entitled under laws administered by the Secretary of Defense and the Secretary of Veterans Affairs. Provide a member of an RC with a current assessment of benefits upon release of that member from active duty.

u. Ensure all eligible transitioning Service members are informed about the importance of a separation history and physical examination and a mental health assessment prior to separation, retirement, or release from active duty.

## SECTION 4: DATA MANAGEMENT

**4.1. ENTERPRISE SINGLE-SOURCE DATA COLLECTION.** The effectiveness of TAP-wide optimization programs, performance-based management, resource allocation, decision-making at all levels, and many other operations and management activities across the system depends on the quality of TAP data. TAP bases the essential principles for the DoD Enterprise single-source data collection framework on aligning mission and program long-term outcomes with expectations for transitioning Service members, providing a meaningful and consistent structure to define and assess transition needs and gaps, and providing DoD and TAP partnering federal agencies with observable, transparent, and measurable indicators associated with successful transition.

a. A DoD-Enterprise single-source data collection framework will be instituted throughout DoD TAP to support and streamline TAP enrollment, participation, and compliance. The Enterprise single-source data collection framework consists of, but is not limited to, an Enterprise Client Tracking System (CTS) and an Enterprise Data to Decisions Information Environment, using a bidirectional system structure to enable and improve data sharing, reporting, and program transparency and accountability. TVPO develops, manages, and oversees the DoD Enterprise single-source data collection framework pursuant to the criteria prescribed in this issuance.

b. The Military Services, other DoD Components, and TAP interagency partners will establish and effectively operate internal controls to improve, safeguard, and promote data accuracy, completeness, and timeliness to promote uniformity and standardization of information across the data collection framework. The Military Services will manage and own their Service-specific data.

c. The DoD Enterprise Single-Source Data Collection Framework Definition and Capabilities includes:

(1) The Enterprise Data to Decisions Information Environment, which introduces a streamlined way to provide individual-based “data as a service” and “analytics as a service” to all of DoD and other federal agencies. It enables and improves all types of analytics from standard reporting to more emergent and embedded predictive/prescriptive analytics. The Enterprise Data to Decisions Information Environment will assist decision makers by informing relevant questions, retrieving pertinent information, and informing policy and program changes.

(2) The Enterprise CTS will replace all Military Service-specific tools to ensure a consistent approach to identify, assess, and report TAP enrollment, participation, and compliance, upon meeting the requirements of each Military Department.

## 4.2. TAP DATA COLLECTION.

a. Individual eligible Service member transition assistance data will be collected in the TAP-Enterprise single-source data collection repository provided on a web-based, CAC enabled

platform. Data will be stored in a DMDC-provided environment, which provides TVPO, the Military Services, and partnering agencies streamlined capabilities to capture information related to the completion of the:

- (1) Electronic DD Form 2648 (eForm).
- (2) DD Form 2648.
- (3) DoD Transition Day.
  - (a) Managing Your Transition (MyTransition).
  - (b) Military Occupational Code Crosswalk.
  - (c) Financial planning for transition.
- (4) VA Benefits and Services training.
- (5) DOL One-Day training.
- (6) DOL Employment Track.
- (7) DOL Vocational Track.
- (8) DoD Education Track.
- (9) SBA Entrepreneurship Track.
- (10) Capstone/ITP Review.
- (11) Participant Assessment.

b. The Military Services will submit complete, accurate, and timely data pursuant to DoD data collection and reporting requirements in accordance with the following data collection protocol established by TVPO:

- (1) The Military Services will establish an individualized account for all eligible transitioning Service members via the CTS during IC.
- (2) The Military Services will submit completed course attendance rosters no later than 5 working days, following the month in which the course was completed.
- (3) TVPO will upload online course attendance rosters to the transitioning Service member's profile via DMDC NLT 48 hours after course completion.

c. Data collection methods:

(1) TAP data will be collected via the electronic DD Form 2648 (eform). Official information for record will be annotated on the DD Form 2648 (printable) and filed in the transitioning Service member's official military personnel files.

(2) The electronic DD Form 2648 (eform) and DD Form 2648 (printable) supersedes the use of all other forms effective immediately upon implementation of this instruction.

#### **4.3. DATA SHARING.**

a. Specific information regarding data collection, data sharing, assessments, and evaluations can be found in the TAP MOU.

b. TVPO will oversee and coordinate sharing requirements and authorities for DoD TAP data with interagency partners, as applicable.

c. DMDC will process, store, host, and maintain data and coordinate data sharing on request that meets established DoD nondisclosure and information assurance standards in accordance with Sections 130b and 424 of Title 10, U.S.C., Section 552a of Title 5, U.S.C., and DoD 5400.11-R.

d. Each organization requesting TAP data sharing will prepare a business case to support the purpose and type of data requested from other partners.

(1) The business case will clearly articulate how the requested data enables the partners to meet their mission and better serve Service members and veterans.

(2) The business case will be submitted to TVPO for review and approval.

(3) Approved business cases will be submitted to DMDC to set up business processes and cost sharing arrangements.

e. To ensure protection of personally identifiable information and privacy, DoD and the interagency partners will maintain, collect, use, and disseminate Service member information and establish appropriate systems of records and corresponding systems of records notices, in accordance with Section 552a of Title 5, U.S.C.

#### **4.4. TAP DATA OVERSIGHT.**

a. TVPO will review DoD TAP data and information requirements pursuant to the criteria in this issuance that aligns investments and IT portfolios to ensure no duplication of capability or system redundancies occur during requirement development or IT acquisition.

b. TAP data will be shared in a standard form for the enterprise to facilitate compliance verification and to measure effectiveness of the program.

c. TVPO, in coordination with DMDC, will establish a framework to institute a bidirectional TAP data retrieval web service hierarchy to measure the effectiveness of TAP in alignment with mission and program long-term outcomes and expectations for transitioning Service members.

## SECTION 5: EXECUTION

**5.1. TRANSITION ASSISTANCE.** TAP is the overarching program that provides transition assistance, information, training, counseling, and services to eligible transitioning Service members to be career ready upon separation, retirement, or release from active duty, thus enabling Service members to pursue additional education, seek or return to employment in the public or private sector, start their own business, pursue vocational training, or other form of self-employment.

a. Transition assistance consists of TAP activities, curriculum, resources, and services provided to enable eligible Service members to attain the CRS during TAP MLC. The criterion for eligibility for transition assistance is all Service members must serve for a period of 180 continuous days or more on active duty, pursuant to Section 1142 (a)(4)(C) of Title 10. Transition Assistance must start no later than 365 days prior to anticipated date of separation, unless otherwise excused. All eligible Service members must participate in the TAP utilizing transition assistance to meet CRS specific to their post-transition career goals. TAP participation will be documented no later than the discharge date recorded on DD Form 214. Transition components consist of:

(1) **IC:** Includes a personal self-assessment/ ITP to identify the pathway that determines the Service members' level of transition assistance needed and post-transition goals in accordance with Section 1142 of Title 10, U.S.C.

(2) **Pre-separation/Transition Counseling:** Provides counseling on various benefits, programs, services, tools, and other important resource entitlements for which they may be eligible pursuant to Section 1142 of Title 10, U.S.C.

(3) **DoD Transition Day:** Delivers an understanding of resilience necessary during transition, identifies and translates current military position description into civilian equivalent, and provides financial literacy training at transition. This delivers the "Complete Gap Analysis and criterion-based financial spend plan" CRS.

(4) **VA Benefits and Services:** Provides knowledge of VA benefits Service members have earned, how to apply for them, and how to leverage them for the best possible outcome, in accordance with Section 1142 of Title 10, U.S.C. This delivers the "Registration on eBenefits" CRS.

(5) **DOL One-Day:** Provides an overview of employment in the civilian sector, in accordance with Section 1144 of Title 10, U.S.C.

(6) **Two-Day Tracks:** Tracks chosen by Service members to fulfill their personal self-assessment/ITP and post-transition goals. These include:

(a) **DOL Employment Track:** Provides an in-depth knowledge of the topics covered during the DOL One-Day. This delivers the "Creation of a completed resume" CRS.

(b) **DoD Education Track:** Provides guidance on choosing an educational institution, preparing for the application process, and expectations upon attendance. This delivers the “Complete a comparison of higher education institutions” CRS.

(c) **DOL Vocational Track:** Provides guidance and assistance in conducting several self-assessments to determine a career path to align with skills, interests, and abilities to identify a vocational post-transition career and in locating a technical school. This delivers the “Complete a comparison of technical training institutions” CRS.

(d) **SBA Entrepreneurship Track:** Provides information on business ownership self-employment in the private or non-profit sectors.

(7) **Capstone/ITP Review:** Provides an opportunity for eligible Service members to verify attainment of the CRS by the commander or designee. Based upon the judgment of the commander or commander’s designee, if the Service member cannot meet the CRS before transition, the commander or designee verifies, confirms and documents a warm handover to appropriate interagency partners or local resources.

b. All eligible Service members must receive transition assistance. Service members may be exempt from the DOL One-Day.

**5.2. TRANSITION ASSISTANCE TIMELINE.** The following timelines apply to the discharge or release from active duty of an eligible Service member during key touch points in the TAP MLC.

a. In the case of an anticipated retirement, transition assistance will begin as soon as possible during the 24-month period before the retirement date.

b. In the case of a separation other than a retirement, transition assistance will begin as soon as possible during the 12-month period before the anticipated discharge date.

c. Transition assistance must begin no later than 365 days before separation, retirement, or release from active duty except in those cases pursuant to Title 10, U.S.C., specific timelines.

d. In an unanticipated separation or retirement, or in the event a member of an RC is being demobilized under circumstances in which prescribed timelines cannot be met, as determined by the Secretary concerned, transition assistance must begin as soon as possible within the remaining period of service or the effective date on the DD Form 214. Service members must meet all CRS, or receive a warm handover to the appropriate interagency partners or local resources.

### **5.3. MILITARY SERVICES.**

a. Perform TAP operations and resource management functions:

(1) Develop requirements and budgets for the Program Objective Memorandum; Future Year Defense Program; and program budget reviews, as required to comply with TAP requirements. Coordinate with TVPO for TAP resource advocacy throughout these cycles.

(2) Establish program elements or accounting codes to separately and independently verify and review the monthly Military Service's funded execution data (i.e., program funding levels, obligations, disbursements) in Defense Finance and Accounting Service reports and submit to the TVPO semi-annually or upon request. Any decrement to Military Services TAP annual program funding of 5 percent or greater must be reported to the TVPO.

(3) Identify and submit TAP-related issues at the GO/FO and SES equivalent level to TVPO in a timely manner for submission to the Transition Assistance Interagency Work Group (TAIWG) for discussion and decision.

b. Coordinate with the TVPO on implementation of any new IT systems or capabilities and revisions to existing systems that support the TAP in order to optimize and better integrate business operations and processes, and decrease overlap and duplication. The TVPO formal coordination will be obtained before the Military Services implement any IT systems modifications or develop any new systems that support TAP.

c. Use individual assessment tools to support the Service member's ITP.

d. Inform and educate unit, command, and installation leadership on their responsibility to administer the TAP to ensure eligible Service members meet the CRS before separation, retirement, or release from active duty.

e. Identify the eligible population for TAP services.

f. Identify and provide qualified counselors and trained instructors, as defined by the Services' Secretary, to facilitate the standardized portion of the transition assistance curriculum, to include the DoD Transition Day and the DoD Education track according to Service-specific criteria for qualified personnel.

g. Coordinate with the Military Services suicide prevention program managers/coordinators at the local installation level to provide information on being resilient during transition and to distribute suicide prevention information and resources pursuant to Section 1142 of Title 10, U.S.C.

h. Coordinate with the Sexual Assault Prevention and Response Office sexual assault response coordinators at the local installation level to provide information in support of the pre-separation/transition counseling on the processes for filing both Restricted and Unrestricted sexual assault reports and the needed documentation for VA eligibility for services and disability assessments, and to distribute sexual assault prevention and response information.

i. Provide information to Service member sexual assault victims that they have the right to discuss career impacts with a GO/FO if they believe there were impacts to their military career because they reported sexual assault or sought mental health treatment for sexual assault, in accordance with DoDI 6495.02.



j. Release eligible Service members during duty hours to complete the TAP and exempt from normal duty for the full 24-hour period of each workshop or briefing day and the 12 hours immediately preceding and following each workshop or briefing.

k. Provide eligible Service members with the link to the TVPO web-based transition assistance participant assessment and encourage them to complete the assessment at the end of each TAP brick-and-mortar classroom and virtual curriculum module or group of modules.

l. Maintain a process within the military personnel organizations to receive a legible copy of the completed and authenticated DD Form 2648 from the TAP staff.

m. Maintain or establish permanent employment assistance centers at appropriate military installations pursuant to Section 1143 of Title 10, U.S.C.

n. Use appropriate assets at military installations and in the local community to enhance TAP in accordance with DoD 5500.07-R and DoDI 1344.07.

o. Coordinate with the appropriate TAP interagency partners for scheduling and to provide facilitation of the VA Benefits and Services, DOL-One Day, DOL Employment Track, DOL Vocational Track, and SBA Entrepreneurship Track in accordance with the TAP MOU.

p. Coordinate warm handovers and Capstone support with interagency partners.

q. Provide brick and mortar classrooms in accordance with the TAP MOU. Classes should not exceed 50 participants or be held for less than 10 participants. The ideal facilitator-to-student ratio is 1:35 per classroom.

(1) May grant exceptions to policy for classes of more than 50 (but must maintain a 1:50 student/participant ratio) or less than 10 participants.

(2) The authority to approve these policy exemptions may be delegated to a responsible commander at the local installation level, in coordination with the interagency partner providing the service. Appropriate notification must be made to the local TAP representative for planning.

r. Provide reasonable accommodations to enable wounded, ill, or injured recovering Service members and their caregivers to successfully complete transition assistance.

s. Provide an ethics briefing to transitioning Service members designed to provide a general understanding of the rules set forth in law and regulation, including DoD 5500.07-R regarding post-government (military) employment. Service members determined to be affected by post-government employment restrictions will be referred to a legal representative or designated ethics official for individual counseling.

t. Ensure commanders oversee Service members CRS achievement through transition assistance.

u. Ensure commanders:

(1) Afford eligible Service members the opportunity, resources, and time to complete all transition assistance requirements, curriculum, and meet the CRS before separation, retirement, or release from active duty.

(2) Engage fully throughout the MLC for career preparation and TAP MLC (as both are defined in the glossary) to enable Service members the opportunity, resources, and time to develop and maintain their personal self-assessment/ITP and comply with statutory and policy mandates pursuant to the criteria prescribed in this issuance before separation, retirement, or release from active duty.

(3) Verify that eligible Service members meet the CRS and demonstrate a viable ITP during Capstone. Ensure members who do not meet the CRS, separate with less than 365 days between notice of separation and actual separation date, or do not demonstrate a viable ITP receive a warm handover, as appropriate, to the appropriate interagency partner(s) or local resources.

#### **5.4. TAP CURRICULUM PARTNERS.**

a. Development of brick-and-mortar classroom and virtual curriculum, staff training, and delivery of certain elements of the transition assistance curriculum will be conducted in coordination and conjunction with the TVPO and appropriate TAP interagency partner in accordance with the TAP MOU.

b. The transition assistance curriculum includes:

- (1) DoD Transition Day.
- (2) DOL One-Day.
- (3) VA Benefits and Services.
- (4) DOL Employment Track.
- (5) DoD Education Track.
- (6) DOL Vocational Track
- (7) SBA Entrepreneurship Track.

c. Interagency partners consist of:

(1) VA: Provides the VA Benefits and Services curriculum and VA-related MLC events.

(2) DOL: Provides the DOL One-Day, DOL Employment Track, and DOL Vocational Track curriculum.

(3) SBA: Provides the SBA Entrepreneurship Track curriculum.

(4) Office of Personnel Management: Reviews and provides federal job search curriculum content for use in the DOL One-Day and DOL Employment Track in conjunction with DOL.

(5) ED: Ensures transition assistance curriculum, both physical classroom and virtual platform delivery, is based on adult learning principles through consultative reviews of curriculum to enhance adult learning experiences.

(6) DHS: Coordinates and plans for USCG participation in the TAP, in accordance with the TAP MOU and Titles 10 and 14, U.S.C.

(7) DoD provides the standardized DoD Transition Day curriculum that consists of modules on: being resilient and managing transition, identifying skills and conducting a gap analysis of financial changes due to transition and entering higher education.

d. Any changes to the standardized transition assistance curriculum physical classroom or virtual curriculum, services, and learning objectives must be approved by TVPO prior to implementation within the Military Services.

## **5.5. TAP ELIGIBILITY.**

### **a. Service Members.**

(1) Service members who have completed their first 180 days or more of continuous active duty in accordance with Title 10, U.S.C., are eligible for the TAP.

(2) Service members' full-time or annual duty training, and attendance at a school designated as a service school by law while on military orders will not be included in calculating the continuous 180 days.

(3) RC members may choose to decline pre-separation/transition counseling using the DD Form 2648 for each successive period of active duty, as determined by the Military Services, in accordance with Title 10, U.S.C., consisting of 180 days or more of continuous active duty.

(4) Eligible Service members may choose to participate in one or more of the Two-Day Tracks, if resources, capacity, and operational requirements allow, based on the Service member's interests and ability to meet the CRS and complete the track.

(5) The minimum 180 day active duty requirement for Individualized IC and pre-separation/transition counseling does not apply to eligible Service members retiring or separating due to a disability.

(6) Administrative and punitive separations change the eligibility of Service member's participation as follows:

(a) Individualized IC and pre-separation/transition counseling will not be provided to a Service member discharged or released before the completion of that member's first 180 continuous days or more on active duty in accordance with Title 10, U.S.C.

(b) All eligible Service members will participate in transition assistance. In the case of a Service member who receives a punitive or "Under Other Than Honorable Conditions" discharge, commanders have the discretion to determine participation in the remaining 2-day tracks of the transition assistance curriculum; additional waivers for commanders are outlined in Paragraph 8.2. of this issuance.

(7) Army and Air National Guard members serving in accordance with Title 32, U.S.C., are not required to meet TAP requirements.

(a) TAP services may be made available to members of the Army and Air National Guard serving in Title 32 status and Reservists serving in an Inactive Duty for Training status, as resources and capacity allow, and subject to the discretion of the responsible commander.

(b) Service members in Title 32 and Inactive Duty for Training status may avail themselves of the "virtual" curriculum at any time.

(c) Members of the U.S. Public Health Service and the National Oceanic and Atmospheric Administration are not generally eligible to attend the TAP unless detailed to a Military Service. If detailed to a Military Service they must comply with the transition assistance program of that Service. The Military Services may allow non-detailed U.S. Public Health Service and National Oceanic and Atmospheric Administration members to attend and use transition assistance on a space available basis, giving seating priority to eligible Service members and their spouses.

#### **b. Spouses and Dependents.**

(1) Spouses of eligible Service members are eligible to attend the DOL One-Day and the DOL Employment Track in accordance with Section 1144 of Title 10, U.S.C.

(2) Spouses of eligible Service members are eligible for the following services and information in accordance with Section 1142 of Title 10, U.S.C.

(a) Job placement counseling.

(b) DoD and VA-administered survivor benefits information.

(c) DoD financial education and counseling, including information on budgeting, saving, credit, loans, and taxes.

(d) Transition plan assistance to enable achievement of educational, training, employment, and financial objectives.

(e) VA benefits orientation, such as education, employment, home loan services, housing assistance benefit information, and responsible borrowing practices counseling.

(3) Dependents of eligible Service members are entitled to the following services and information in accordance with Section 1142 of Title 10, U.S.C.

(a) Career change counseling and its effects on individuals and their family.

(b) Information on suicide prevention resources following separation from the Military Services.

(4) Eligible Service members and their dependents are entitled to transitional medical and dental care that will be available for 180 days, beginning on the first day after the date of separation, retirement, or release from active duty in accordance with Section 1145 of Title 10, U.S.C.

(5) Spouses of eligible Service members are encouraged to participate in transition assistance, as resources and capacity allow. Participating spouses may have their attendance recorded in accordance with the privacy and information collection mandates and requirements of Titles 10 and 14, U.S.C., and DoD 5400.11-R.

(6) Spouses completing pre-separation/transition counseling (using DD Form 2648) on behalf of an eligible recovering Service member in accordance with this issuance will provide their DoD identification number for data collection purposes.

### **c. Caregivers.**

(1) The Military Services will provide a description of the assistance and support services provided for family caregivers of eligible veterans pursuant to Section 1720G of Title 38, U.S.C.

(2) Service members undergoing pre-separation/transition counseling, who may require caregiver services after separation, may identify an individual in writing to provide such services after separation.

(3) Service members who identified an individual to provide caregiver services after separation may permit their caregiver to participate in the member's pre-separation/transition counseling session to inform the caregiver of:

(a) The assistance and support services available to caregivers of members after separation.

(b) The manner in which the member's transition to civilian life after separation may impact the caregiver.

## **5.6. TRANSITION ASSISTANCE PRIORITY OF SERVICE.**

a. The descending order of priority for participation in transition assistance:

(1) Eligible Service members identified as part of the targeted population, as defined in the Glossary.

(2) Eligible Service members closest to their dates of separation, retirement, or release from active duty.

(3) Eligible Service members returning from overseas or assigned to remote or isolated and geographically dispersed locations.

(4) All other eligible Service members.

(5) Eligible spouses.

b. Eligible Service members who attended any previous transition assistance and who want to repeat it may do so as resources and capacity allow.

## SECTION 6: IC AND PERSONAL SELF-ASSESSMENT

**6.1. INDIVIDUALIZED IC.** The Military Services must provide individualized IC to eligible Service members by the TAP staff or command career counselors. The TAP staff or command career counselor, working with the Service member may determine the pathway that provides the level of transition assistance the Service member may require. The IC includes a personal self-assessment/ITP and takes place prior to pre-separation/transition counseling.

a. Eligible Service members will receive individualized IC in person or, if in-person IC is not feasible, by video conference, regardless of discharge, not later than 365 days prior to release from active duty.

b. Eligible Service members who have less than 365 days before their anticipated date of separation or retirement, or who are members of the RC being demobilized/deactivated at a time which makes the 365 day requirement unfeasible, will begin the IC as soon as possible within the remaining period of service.

c. IC will include a personal self-assessment as determined by the Secretary of the Military Department concerned, with the recommended personal self-assessment/ITP criterion.

d. The Military Services must consider the following minimum factors during individualized counseling to address the transition assistance requirements of Service members.

- (1) Grade.
- (2) Term of service.
- (3) Gender.
- (4) Whether the member was a member of an AC or RC of a Military Service.
- (5) Disability.
- (6) Character of discharge (including expedited discharge and discharge under conditions other than honorable).
- (7) Health (including mental health).
- (8) Military occupational specialty.
- (9) Whether the member intends, after separation, retirement, or discharge, to either:
  - (a) Seek employment.
  - (b) Enroll in a program of higher education.
  - (c) Enroll in a program of vocational training.

- (d) Become an entrepreneur.
  - (10) The educational history of the member.
  - (11) The employment history of the member.
  - (12) Whether the member has secured either:
    - (a) Employment.
    - (b) Enrollment in a program of education.
    - (c) Enrollment in a program of vocational training.
  - (13) Other factors determined by the Secretary of Defense and the Secretary of Homeland Security, in consultation with the Secretaries of Labor and Veterans Affairs.
- e. During the IC session, the counselor will assist the Service member in determining transition goals and the best pathway to achieve the transition goals.
  - f. The counseling pathway, based on the Service member's level of need, will be detailed on the personal self-assessment/ITP and on the eForm.
  - g. In addition, the Service member, in consultation with the counselor, will determine which Two-Day Tracks the Service member will attend based on his or her personal self-assessment/ITP and post-transition goals.
  - h. The TAP Counselors are not to conduct a mental health assessment. However, during IC or at any time during the transition process, if the Service member self-identifies to a TAP Counselor they have a mental health issue, the counselor will refer the member to the appropriate resource in accordance with their Military Service policy to ensure the member receives the assistance needed to have a successful transition from the military to civilian life.

## **6.2. PERSONAL SELF-ASSESSMENT/ITP.**

- a. Service members will be introduced to the requirement of their personal self-assessment through the development of their ITP during IC.
- b. The following are the minimum factors to be addressed in the personal self-assessment/ITP:
  - (1) Personal Self-Assessment.
    - (a) Health Care.
    - (b) Current Housing Expenses and Relocation Costs.
    - (c) Exceptional Family Member Program.



(d) Post-Transition Housing Plan.

(e) Post-Transition Transportation.

(f) Post-Transition Peer Support.

(g) Availability of confidential non-medical counseling through Military OneSource and mental health services through DoD *inTransition* Program, VA Vet Centers, and VA Medical Treatment Facilities.

(2) Determine Two-Day Track(s).

(a) Document goals for post-transition employment, education, vocational training, or entrepreneurship.

(b) Identify Two-Day Track(s) best suited to achieve Service member identified post-transition goal(s).

1. DOL Employment Track.

2. DoD Education Track.

3. DOL Vocational Track.

4. SBA Entrepreneurship Track.

## SECTION 7: PRE-SEPARATION/TRANSITION COUNSELING

**7.1. PRE-SEPARATION/TRANSITION COUNSELING.** The Military Services must provide counseling to eligible Service members by TAP staff or command career counselors utilizing the “Guide for Transition Counselors: Script on Pre-Separation/Transitioning Counseling” (Pre-separation Script), to inform members of services, benefits, curriculum, assessments, CRS deliverables, and ITP during and after separation, retirement, or release from active duty.

a. An appropriate legal representative or ethics official will brief eligible Service members on ethics in accordance with DoD 5500.07-R to ensure they understand information on post government (military) employment counseling (restrictions on employment, imposed by statute and regulation.) These briefings will be conducted by the Military Services as appropriate.

b. Eligible Service members will receive information from a career counselor or transition staff member on how to access and use DD Form 2586, “Verification of Military Experience and Training.”

c. Eligible Service members who are voluntarily or involuntarily separated under any program initiated by a DoD instruction or directive, congressional directive, Presidential Executive Order, or Military Department regulation, in order to ensure good order and discipline, shape the force, or draw down or realign forces, will be briefed by a career counselor or transition staff member on any special entitlements or benefits associated with these programs.

d. Eligible Service members retained on active duty past their enlistment, reenlistment, or contract for purposes of mission essentiality, deployment continuity, or operational requirements, as determined by the Secretary concerned, will be briefed by a career counselor or transition staff member on any entitlements and benefits incurred during involuntary retention actions.

e. Eligible Service members will be counseled and provided information or referrals, as requested, on all items listed on DD Form 2648 by the transition staff or command career counselors.

### 7.2. PRE-SEPARATION OR TRANSITION COUNSELING TIMELINE.

a. For retirement purposes, will begin as soon as possible during the 24-month period preceding an anticipated retirement date but no later than 365 days before retirement.

b. For reasons other than retirement, will begin no later than 365 days before separation or release from active duty.

c. Will begin as soon as possible within the remaining period of service when either:

(1) A retirement or other separation is unanticipated, and there are 365 or fewer days before separation, retirement, or release from active duty.

(2) An eligible RC member is being demobilized or deactivated from active duty under circumstances in which operational requirements, as determined by the Secretary concerned, make the 365-day requirement unfeasible.

d. Will not be provided to Service members who are discharged or released before completing their first 180 continuous days or more on active duty, in accordance with Title 10, U.S.C. This limitation does not apply in the case of Service members who retire or separate for a disability.

**7.3. INVOLUNTARY SEPARATIONS.** Eligible Service members, and their dependents, undergoing involuntary separation from active duty in accordance with Section 1141 of Title 10, U.S.C., DoDI 1332.30, and DoDI 1332.14 will be informed they are entitled to:

a. Transitional medical and dental health care that will be available for 180 days beginning on the first day after the date of involuntary separation, in accordance with Section 1145 of Title 10, U.S.C.

b. Extended use of military family housing, subject to overseas status of forces agreements, for up to 180 days after separation on a space-available basis and potential rental charges, in accordance with Section 1147 of Title 10, U.S.C. The Secretaries of the Military Departments will require a reasonable rental charge for the continued use of military family housing in accordance with Section 1147(a) of Title 10, U.S.C., except that such Secretary may waive all or any portion of such charge in any case of hardship.

c. Overseas relocation assistance, including computerized job relocation assistance and job search information, in accordance with Section 1148 of Title 10, U.S.C.

d. Preference in hiring by non-appropriated fund instrumentalities, in accordance with Section 1143 of Title 10, U.S.C.

e. Excess leave for a period not in excess of 30 days or permissive temporary duty for a period not in excess of 10 days for the purpose of carrying out necessary relocation activities, in accordance with Section 1149 of Title 10, U.S.C.

f. Use of commissaries, Military Services exchanges, and morale, welfare and recreation facilities for a period of 2 years from the date of involuntary separation from active duty of the Military Services or the Selected Reserve for involuntarily separated Service members who are eligible for transitional health care in accordance with Section 1145 of Title 10, U.S.C., pursuant to the February 14, 2019 USD(P&R) Memorandum. This access also extends to the separating Service member's dependents.

#### **7.4. PRE-SEPARATION/TRANSITION COUNSELING DD FORM 2648.**

a. The DD Form 2648 will be used by eligible Service members to record pre-separation/transition counseling.

b. In accordance with DoD 5400.11-R, privacy information contained within this form will be maintained based on the System of Records Notification pertaining to this form.

c. All items on DD Form 2648 will be addressed during pre-separation/transition counseling.

d. Pre-separation/transition counseling checklist data will be submitted electronically to DMDC through the DMDC web-based service or a TVPO-approved system.

## Section 8: CRS

**8.1. CRS.** CRS tangibly measures Service member preparation for entry into a civilian career, higher education, or vocational training.

### a. Common CRS.

- (1) All eligible Service members will show documented evidence of:
  - (a) A completed personal self-assessment/ITP.
  - (b) A complete criterion-based post-transition financial plan. Military Services will accept any transition financial spend plan that includes, at a minimum:
    1. Total household income.
    2. Expenses (e.g., health care, housing, transportation, taxes, childcare, food).
    3. Insurance (e.g., life, automobile, property).
    4. Household debt (e.g. amount, who/creditor, debt-to-income ratio, credit report).
    5. Assets.
    6. Financial action plan.
    7. Short and long term goals.
  - (c) Registration on eBenefits.
  - (d) Completion of continuum of military service opportunity counseling (AC only).
  - (e) Completed gap analysis or provide verification of employment.

### b. Additional CRS.

- (1) Based on a Service members' personal self-assessment/ITP and post-transition goals, Service members will show documented evidence of:
  - (a) A completed resume or provide verification of employment if attending the DOL Employment Track.
  - (b) A complete comparison of higher education options if attending the DoD Education Track.
  - (c) A complete comparison of vocational technical training institution options if attending the DOL Vocational Track.

**8.2. CRS WAIVER.** The Military Services will determine whether Service members may receive a CRS waiver, based on their personal self-assessment/ITP. Waivers must be documented on the DD Form 2648. This discretionary authority does not exempt Service members from IC, pre-separation/transition counseling, DoD Transition Day, VA benefits and services brief, or the DOL One-Day (unless they meet the DOL One-Day exemption criteria).

## SECTION 9: CAPSTONE/ITP REVIEW

Capstone occurs in two stages and should take place no later than 90 days prior to separation. In stage one, TAP staff conduct an in-depth review of the Service member's ITP and CRS. In stage two, the commander or commander's designee determines whether, in his or her judgment, the Service member completed a viable ITP and has met the CRS. If the commander or commander's designee determines the Service member did not meet the CRS or did not complete a viable ITP, then he or she must confirm the Service member's warm handover takes place with the appropriate interagency partners prior to the issuance of the DD 214.

**a. Stage One Capstone Review.** During the Capstone review, a Service member's ITP, CRS deliverables pertaining to the member's personal goals, and DD Form 2648 will be checked to identify gaps and determine if the member is at risk of not meeting the CRS before separation, retirement, or release from active duty.

(1) The review will be conducted by:

(a) A TAP staff member or career counselor for eligible Service members in the grade of O-6 or below.

(b) The first commander with Uniform Code of Military Justice authority in the Service member's chain of command for eligible Service members in the grade of O-7 and above.

(2) The following items will be reviewed with the Service member during their Capstone review:

(a) Completed personal self-assessment/ITP.

(b) Completed criterion-based post-transition financial spend plan from DoD Transition Day.

(c) Completed gap analysis from DoD Transition Day.

(d) Developed a completed resume (private or federal) or verification of employment (if applicable to post-transition goals).

(e) Completed eBenefits registration.

(f) Completed continuum of military service opportunity counseling (AC only).

(g) Comparison of higher educational or vocational technical training institutions (if applicable to post-transition goals).

(3) If during the review a Service member is determined to be incapable of meeting the CRS or has gaps in his or her ITP, the TAP staff will introduce the member to the necessary resources to assist him or her in becoming career ready. Resources include remedial skills

building via the transition assistance curriculum, one-on-one assistance from interagency partners, and assistance from installation or local community resources.

(4) Individual conducting Capstone will instruct Service members to document the point of contact name, phone number, and email address of remedial resources on the ITP.

**b. Stage Two Commander's Verification.** The eligible Service member's commander or their designee will review their Service members' ITP, CRS deliverables, and DD Form 2648 during commander's verification to determine whether or not the requirements to meet the CRS have been attained, in the commander's or his/her designee's judgment.

(1) In cases where Service members are still not able to meet the CRS during commander's verification, the commander or his or her designee will initiate a warm handover to appropriate interagency partner(s) or local resources for post-separation support in the community where the Service member plans to relocate.

(2) Transitioning Service members develop a transition milestones timeline. For assistance, transitioning Service members should check with their military service transition office where experienced subject matter experts and skilled staff are available to assist:

- (a) Army: Soldier For Life-Transition Assistance Program.
- (b) Navy: Fleet and Family Support Center.
- (c) Air Force: Airman and Family Readiness Center.
- (d) Marine Corps: Marine Corps Career Resource Center.
- (e) Coast Guard: Work-Life Office.
- (f) Joint Bases: Military and Family Readiness Centers.



## **SECTION 10: DOL ONE-DAY EXEMPTIONS**

The only exemptions to participation in a mandatory portion of transition assistance for eligible Service members is the DOL One-Day. The following criteria outlines those who qualify for the DOL One-Day exemption:

- a. Eligible Service members retiring after 20 or more years of qualifying military service.
- b. Eligible Service members who, after serving their first 180 continuous days or more on active duty, in accordance with Title 10, U.S.C., meet at least one of the following criteria:
  - (1) Are able to provide documented evidence of civilian employment.
  - (2) Are able to provide documented acceptance into an accredited vocational training, undergraduate, or graduate degree program.
  - (3) Have specialized skills which, due to unavoidable circumstances, are needed to support a unit on orders scheduled to deploy within 60 days. The first commander in the eligible Service members' chain of command, with authority pursuant to Chapter 47 of Title 10, U.S.C., also known and referred to as the Uniform Code of Military Justice, must certify on the DD Form 2648 any such request for exemption from the DOL One-Day. A contingency plan must accompany the postponement certification.
  - (4) Eligible recovering Service members who are separating, retiring, or being released from active duty who are enrolled in the education and employment initiative, or similar transition program designed to secure employment, higher education, or vocational training post-separation. The standardized terms and definitions for wounded, ill, and injured are outlined in the December 10, 2008 DoD/VA Wounded, Ill, and Injured Senior Oversight Committee Memorandum.
- c. TAP staff will document on DD Form 2648 the decision of eligible Service members who qualify for an exemption and elect not to participate in the DOL One-Day.
- d. Eligible RC Service members who have previously participated in the DOL One-Day may request an exemption.
- e. Eligible Service members who qualify for an exemption may still elect to participate in the DOL One-Day.

## **SECTION 11: MLC CAREER PREPARATION ENDING WITH TAP MLC**

### **11.1. KEY TOUCHPOINTS.**

a. Key touch points of the MLC career preparation determined by the Military Services includes, at a minimum:

(1) First permanent duty station for AC personnel or first home station for RC personnel during initial drilling weekends.

(2) Reenlistment.

(3) Promotion.

(4) Deployment and redeployment or mobilization or activation; demobilization or deactivation.

(5) Change of duty station.

(6) Major life events (e.g., change in family status, change in military occupational specialty, Navy rating or Air Force specialty code).

b. The TAP MLC touchpoints are determined in the 365 days prior to retirement, separation or release from active duty.

**11.2. MLC CAREER PREPARATION TIMELINE.** MLC career preparation begins at the first permanent duty station or home station, continues throughout the military career of an eligible Service member, and culminates at TAP MLC Capstone. It includes the development of the individual development plan as defined in the Glossary. Throughout the TAP MLC, Service members will be trained, educated, and postured to become career-ready upon retirement, separation, or release from active duty. Upon commencing the transition process, the Service member will conduct a personal self-assessment/ITP and complete transition assistance requirements. The TAP MLC concludes with a Capstone event.

## SECTION 12: VIRTUAL CURRICULUM

**12.1. MILITARY SERVICES.** The Military Services and DoD Components with DoD, DOL, ED, VA, DHS, SBA, and the Office of Personnel Management with other appropriate interagency partners, must leverage web-based adult learning capabilities to ensure transitioning Service members receive transition assistance and meet the CRS before separation, retirement, or release from active duty.

**12.2. TVPO.** TVPO provides the virtual curriculum through an appropriate learning management system, an alternative delivery of the transition assistance curriculum to enable Service member attainment of the CRS. Those who can use the virtual curriculum include:

- a. Eligible Service members whose duty locations are in remote or isolated geographic areas.
- b. Eligible Service members who are undergoing short-notice separation, as defined in the Glossary and in accordance with Chapter 58 of Title 10, U.S.C., and cannot access physical classroom curriculum in a timely manner.
- c. Spouses of eligible Service members.

**12.3. VIRTUAL CURRICULUM.** A virtual curriculum must:

- a. Be easily accessible by eligible Service members through the learning management system.
- b. Be approved in design, look, color, verbal and audio, by the Director, TVPO, in consultation with the Military Services and partner agencies.
- c. Include interactive technology tools to monitor Service member participation in the training and knowledge gained.
- d. Include module materials and activities that engage participants, support diverse learning styles, foster frequent interaction, and encourage meaningful communication and collaboration between the participants and instructors.
- e. Include a data-capture feature or interface with the TVPO and DMDC-provided web service or process to ensure Service members receive credit for successfully completing the curriculum.
- f. Ensure virtual curriculum is compliant with Section 794d of Title 29, U.S.C.

**12.4. ASSESSMENT.** The virtual curriculum's educational effectiveness and teaching and learning process will be assessed through an evaluation process that may include Service

members' knowledge gain, retention, and satisfaction. TVPO will evaluate assessments in collaboration with the Military Services and partner agencies.

- a. Intended learning outcomes will be reviewed regularly to ensure clarity, utility, and appropriateness.
- b. Documented procedures will be used to assure security of personally identifiable information is protected in the conduct of assessments and evaluations and in the dissemination of results in accordance with Title 10, U.S.C., and DoD 5400.11-R.
- c. Changes to the DoD virtual curriculum will be approved by TVPO for implementation across all Military Services.

## **SECTION 13: TAP GOVERNANCE STRUCTURE**

The TAP governance structure is composed of the EC, SSG, and subordinate working groups in support of Chapter 58 of Title 10, U.S.C. The EC and SSG are co-chaired by DoD, VA, and DOL. The lead Chair rotates between these three Departments each fiscal year. The Chairing Department will be responsible for administrative duties concerning SSG and EC meetings, to include hosting, scheduling, preparing slides/handouts, meeting minutes, and due-outs.

a. The EC membership are senior executive leaders of the DoD, VA, DOL; provide oversight and direction to the interagency partnership that formulates and delivers transition assistance to transitioning Service members of the AC and RC. The EC meetings are held quarterly at a location designated by the lead agency. Agenda items are determined based on the SSG meetings and the requirements of the EC Lead Chair. Changes to the dates of EC meetings are coordinated and approved by the co-chairs and disseminated to the respective membership.

b. The SSG membership are senior leaders of the DoD, VA, and DOL. The SSG, in regards to the TAP, resolves friction points, promotes collaboration, applies synergies and improvements, ensures legal review, coordinates with group leaders, and is accountable to the EC. The SSG meets at a minimum quarterly at a location designated by the lead Chair at dates and times agreed on by the SSG co-chairs. Changes to the dates of SSG meetings will be coordinated and approved among the co-chairs and disseminated promptly to the respective membership.

c. Attendees will be SSG members and additional subject matter experts as the SSG members require or the agenda dictates. SSG members will determine which agenda items will be discussed at the EC. Only in rare instances will an agenda item be discussed at the EC that was not discussed at a prior SSG. These instances will require approval from the EC or SSG before being presented at the EC level.

d. The subordinate working groups support the implementation and execution of TAP. Representatives collaborate on statutory requirements, meet work group objectives, identify and resolve complex and unique transition assistance situations, and communicate an interagency message. They:

(1) Meet at a minimum monthly and include representatives from all interagency TAP partners.

(2) Serve as TAP subject matter experts supporting specific functions and tasks such as IT, data sharing, performance management, curriculum, strategic communication and RC specific issues.

(3) Report to the TAIWG with any friction points, measurement outcomes, and issues that need to be reviewed by senior leaders in TAP. The TAIWG coordinates with all subordinate

work group leads and is accountable to the SSG. The TAIWG determines agenda items to be discussed at the SSG.

## GLOSSARY

### G.1. ACRONYMS.

AC	Active Component
AFSC	Air Force Specialty Code
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
CTS	Client Tracking System
CRS	career readiness standards
DASD(RI)	Deputy Assistant Secretary of Defense for Reserve Integration
DHS	Department of Homeland Security
DMDC	Defense Manpower Data Center
DODHRA	Department of Defense Human Resources Activity
DoDI	DoD Instruction
DOL	Department of Labor
DPFSC	Defense Personnel and Family Support Center
ED	Department of Education
GO/FO	general officer/flag officer
IC	initial counseling
IG	Inspector General
IT	information technology
ITP	individual transition plan
MLC	military life cycle
RC	Reserve Component
SBA	Small Business Administration
SES	Senior Executive Service
SSG	Senior Steering Group
TAIWG	Transition Assistance Interagency Work Group
TAP	Transition Assistance Program
TAPCC	Transition Assistance Program Coordinating Council
TAP EC	Transition Assistance Program Executive Council
TAP MLC	Transition Assistance Program Military Life Cycle
TAP MOU	Transition Assistance Program Memorandum of Understanding
TVPO	Transition to Veterans Program Office
U.S.C.	United States Code
USCG	United States Coast Guard
USD(P&R)	Under Secretary of Defense for Personnel and Readiness

VA

Department of Veterans Affairs

**G.2. DEFINITIONS.** Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

**active duty.** The full-time duty in the active military service of the United States. Active duty includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary concerned. Such term does not include full-time National Guard duty.

**assets.** Savings, investments, property.

**Capstone.** A two-stage process consisting of a review and verification of a Service member meeting CRS to take place no later than 90 days prior to separation. Stage one is an in-depth review of the Service members ITP and CRS, which is conducted by TAP staff. Stage two consists of the commander or commander's designee verifying, in the commander's or commander's designee's judgment, that the Service member has a viable ITP and has met the CRS. If the commander or commanders' designee determines the Service member does not meet CRS or does not have a viable ITP, then he or she must confirm a warm handover takes place with the appropriate interagency partners, as needed. The review and verification processes may or may not occur simultaneously.

**caregiver.** An individual the Service member identifies in writing who provides caregiver services and physical or emotional assistance during and after the Service member's transition from military to civilian life. A caregiver may include a spouse, partner, parent, sibling, adult child, relative or friend. A caregiver may also be an individual designated by a Service member based on the member being referred into or approved for a program including, but not limited to, the VA Program of Comprehensive Assistance for Family Caregivers, the Special Compensation with Assistance for Activities of Daily Living program, the Disability Evaluation System, and Service-specific wounded warrior programs.

**credentialing.** The act of obtaining certificates, licensure, or other official verification of competency accepted by civilian industry or federal, State, or local authorities.

**CRS.** A set of common and specific activities and associated relevant deliverables (documented as part of Capstone completion), which must be achieved to demonstrate Service members are prepared to transition effectively to pursue their personal post-separation higher education, vocational training, and civilian employment goals.

**continuum of military service opportunity counseling.** Counseling that provides information to AC Service members on the procedures for and advantages of affiliating with the Selected Reserve, in accordance with Section 1142 of Title 10, U.S.C.

**DoD Transition Day.** DoD-led mandatory brief that marks the first day of transition assistance curriculum modules. The DoD Transition Day curriculum covers resiliency, gap analysis, and financial planning in transition.



**DOL One-Day.** DOL-led mandatory brief (unless exempt pursuant to Section 10) that provides an overview of employment and career exploration in the civilian sector.

**eligible Service member.** Defined in Sections 1142 and 1144 of Title 10, U.S.C.

**facilitator.** A person trained or qualified as a subject matter expert to deliver appropriate components of transition assistance. The facilitator's primary duty is presenting instruction, information, and engaging curriculum to ensure Service members meet learning objectives.

**financial planning for transition.** A curriculum module within the DoD Transition Day that provides Service members with skills to develop a spend plan. It also assists Service members in learning how to manage their own finances as civilians.

**involuntary separation.** A Service member is considered to be involuntarily separated if the member was involuntarily discharged or denied reenlistment under adverse or other-than-adverse conditions (e.g., force shaping) pursuant to Section 1141 of Title 10, U.S.C.

**individual development plan.** A written plan designed to meet particular goals for individual career development that is aligned with the eligible Service member's organizational and operational missions.

**ITP.** A criteria-based Service created document that evolves and is maintained by the Service member; it provides the framework to perform a personal self-assessment and professional preparedness to achieve post-transition goals.

**ITP Review.** A module in the transition assistance where TAP staff explain to the Service member the purpose, use, function, and responsibilities associated with the ITP. Eligible Service members must produce evidence of this deliverable indicating CRS has been met before separation, retirement, or release from active duty.

**job placement counseling.** Transition services pursuant to Section 1142 of Title 10, U.S.C., for one-on-one counseling that refines and guides spouses of eligible Service members on all facets of the job search process, to include writing resumes.

**Military OneSource.** Established in 2004 in response to the need for a centralized assistance program to support military members and their families. The DoD-funded program is both a call center (800-342-9647) and a website (<https://MilitaryOneSource.mil>) providing comprehensive information, resources and assistance on every aspect of military life.

**MLC.** Key touch points in the Service member's career beginning at the first permanent duty station or home station; reenlistment; promotion; deployment and redeployment or mobilization or activation; demobilization or deactivation; change of duty station; major life events (e.g., change in family status, change in Military Occupational Specialty, Navy Rating, or Air Force Specialty Code); culminating with retirement, separation, or release from active duty.

**National Guard.** Defined in Titles 10 and 32, U.S.C.

**recovering Service member.** A member of the Military Services who is undergoing medical treatment, recuperation, or therapy and is in an inpatient or outpatient status, who incurred or aggravated a serious illness or injury in the line of duty, and who may be assigned to a temporary disability retired or permanent disability retired list due to the Military Department's disability evaluation system proceedings.

**MyTransition.** A module of curriculum in the DoD Transition Day that introduces participants to resources on transition-related issues, including stress management, resiliency, considerations for families, support systems, value of a mentor, and special issues, that eligible Service members and their families may encounter as they prepare for a post-military life. These issues may have a significant negative impact on the transition process if overlooked. The focus of the curriculum is to connect the Service member with agencies and organizations based on the individual Service member's need for support and guidance.

**physical classroom.** A learning environment where participants receive transition assistance in a traditional classroom facility led by an in-person instructor or facilitator.

**relocation assistance.** Information about the benefits and services provided by the Military Services related to transport of household goods for transitioning Service members and their dependents and any entitlements for storage.

**short notice separation.** An unanticipated separation with 90 days or fewer before separation, retirement, or release from active duty.

**TAIWG.** Rotationally DoD, VA, and DOL chaired, representatives from all interagency partners and Services conducting monthly group meetings. Identifies friction points; promotes alignment; measures progress; coordinates working group efforts; applies synergies and improvements; coordinates with group leaders; and are accountable to SSG members on policy and operational objectives.

**TAPCC.** DoD, to include the Military Services (AC and RC), and USCG representatives who participate in updating and improving the TAP. The TAPCC meets at least quarterly.

**TAP Components.** Initial counseling (personal self-assessment/ITP), Pre-separation/Transition Counseling, DoD Transition Day, VA Benefits and Services, DOL One-Day, at least 1 two-day track (unless waived by Secretary of the Military Department, or as appropriate, the Secretary of Homeland Security), and Capstone/ITP Review.

**TAP Governance Structure.** A structure comprised of interagency senior leadership from the DoD, DOL, ED, VA, DHS, SBA, and Office of Personnel Management which executes and monitors implementation of the TAP, and modifies the TAP, as needed, to meet legislative requirements. Consists of the TAP EC, SSG, and subordinate working groups. See the August 15, 2013 Interagency Statement of Intent for a description of the TAP governance structure.

**TAP interagency partners.** Federal organizations who are required and have agreed to deliver TAP services to transitioning Service members pursuant to the TAP MOU.

**TAP MLC.** Career preparation beginning at the first permanent duty station or home station, continuing throughout the military career of an eligible Service member. Throughout the TAP MLC, Service members are trained, educated, and postured to become career-ready upon retirement, separation, or release from active duty.

**TAP staff.** Subject matter experts, hired by OSD, Military Services, and USCG representatives to provide services and programs that prepare Service members for transition from active duty to civilian life.

**targeted population.** A population of eligible Service members consisting of those who are 18 to 24 years old, completing first-term enlistments, involuntarily separating due to force shaping or separating on short notice from military service.

**transition.** A period of adjustment which includes the planning and preparation accomplished during military service, when service members and their families explore and embark on endeavors in the civilian world upon leaving active duty.

**transition assistance.** Activities and curriculum that provide eligible Service members with the targeted set of knowledge, skills, documentation, and assistance required to meet the CRS before transition and enable a successful transition from active duty to civilian life.

**transition assistance curriculum.** Curriculum of transition assistance based on value added learning objectives that enable Service members to become career ready. The transition assistance curriculum builds the CRS common to all Service members. Two-Day Tracks are chosen by Service members to meet post-transition goals.

**transition assistance participant assessment.** A web-based evaluation completed by the Service member about the transition assistance curriculum modules, tracks, and virtual curriculum. It includes curriculum and instruction materials, learning outcomes, facilitator performance, facilities, and logistics. Participant feedback from the assessment ensures that transition assistance meets the needs and expectations of transitioning Service members and is outcome based. Information collected in the assessment will support the performance monitoring, evaluation, and recurring modifications to transition assistance.

**unanticipated separation.** Release from active duty before completion of enlistment, contract, or orders.

**VA benefits and services.** VA-led mandatory brief that provide eligible Service members with information on available veterans' benefits and services.

**virtual curriculum.** A web-based version of the transition assistance curriculum that provides an alternative delivery method for Service members who cannot attend installation-based training to access transition assistance curriculum classes.

**warm handover.** A Capstone process between respective Military Services and appropriate interagency partner(s) resulting in the person-to-person connection of Service members to services and follow-up resources as needed. The warm handover provides a confirmed introduction and assurance that the appropriate interagency partner acknowledge(s) that an

eligible Service member requires post-military assistance and the interagency partner follows through on providing assistance to meet the needs of Service members, mitigate risk, and assist them in attaining their post-transition goals and a successful transition.

## REFERENCES

- Department of Defense/Department of Veterans Affairs Wounded, Ill, and Injured Senior Oversight Committee Memorandum, "Implementation of Wounded, Ill and Injured-Related Standard Definitions," December 10, 2008
- DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- DoD 5500.07-R, "Joint Ethics Regulation (JER)," August 30, 1993, as amended
- DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- DoD Instruction 1000.15, "Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations," October 24, 2008
- DoD Instruction 1322.19, "Voluntary Education Program in Overseas Areas," March 14, 2013
- DoD Instruction 1322.25, "Voluntary Education Program," March 15, 2011, as amended
- DoD Instruction 1332.14, "Enlisted Administrative Separations," January 27, 2014, as amended
- DoD Instruction 1332.30, "Commissioned Officer Administrative Separations," May 11, 2018, as amended
- DoD Instruction 1342.22, "Military Family Readiness," July 3, 2012, as amended
- DoD Instruction 1342.28, "DoD Yellow Ribbon Reintegration Program (YRRP)," February 25, 2019
- DoD Instruction 1344.07, "Personal Commercial Solicitation on DoD Installations," March 30, 2006
- DoD Instruction 5105.18, "DoD Intergovernmental and Intragovernmental Committee Management Program," July 10, 2009, as amended
- DoD Instruction 6040.46, "The Separation History and Physical Examination (SHPE) for the DoD Separation Health Assessment (SHA) Program," April 14, 2016
- DoD Instruction 6490.10, "Continuity of Behavioral Health Care for Transferring and Transitioning Service Members," March 26, 2012, as amended
- DoD Instruction 6495.02, "Sexual Assault Prevention and Response (SAPR) Program Procedures," March 28, 2013 as amended
- DoD Manual 8910.01, Volume 1, "DoD Information Collections Manual: Procedures for DoD Internal Information Collections," June 30, 2014, as amended
- DoD Retaliation Prevention Response Strategy Implementation Plan.<sup>1</sup>
- Interagency Statement of Intent, "Transition Assistance for Separating Service Members," August 15, 2013<sup>2</sup>
- Memorandum of Understanding Among the Department of Defense, Department of Veterans Affairs, Department of Labor, Department of Education, Department of Homeland Security (United States Coast Guard), United States Small Business Administration, United States

---

<sup>1</sup> DoD Retaliation Prevention Response Strategy Implementation Plan.

<sup>2</sup> Available at <https://prhome.defense.gov/Readiness/TVPO/>

Office of Personnel Management, regarding the Transition Assistance Program for Service Members Transitioning from Active Duty, January 31, 2014

Secretary of Defense Memorandum, “Installation Access and Support Services for Nonprofit Non-Federal Entities,” December 23, 2014

Secretary of Defense Memorandum, “Installation Access and Support Services to VA-Recognized Veteran Service Organizations/Military Service Organizations,” December 23, 2014

Under Secretary of Defense for Personnel and Readiness Memorandum, “Commissary, Exchange, and Morale, Welfare, and Recreation Access for Involuntarily Separated Members of the Armed Forces Eligible for Transitional Health Care Benefits,” February 14, 2019

United States Code, Title 5

United States Code, Title 10

United States Code, Title 14

United States Code, Title 29

United States Code, Title 32

United States Code, Title 38