



# Transition Assistance Program Overview



## Information and Procedures

To prepare Service members (SMs) separating or retiring from the Coast Guard for their transition to civilian life, all eligible SMs are required to complete the standardized components of the Transitions Assistance Program (TAP). These components are 1) Pre-Separation Counseling and 2) the Transition Seminar, encompassing the Transition Goals, Plans, and Success (GPS) core curriculum. This core curriculum includes a Department of Labor (DOL) Employment Workshop and Veteran Affairs Benefits Briefing. This document provides guidance on how to complete these components.

### Pre-separation Counseling

Pre-separation counseling is a mandatory prerequisite to attending the transition seminar. It is required by Law for all service members and covers benefits, entitlements and services available to veterans.

The following steps shall be taken for Pre-Separation Counseling by the SM:

- 1) Inform command of intention to separate or retire.
- 2) Attend Pre-separation Counseling with command designated Pre-separation Counselor using DD Form 2648 (active) or DD Form 2648-1 (Reserves) , Pre-separation Counseling Checklist.
- 3) Complete DD Form 2648 (active) or DD Form 2648-1 (Reserves) , Pre-separation Counseling Checklist:
  - a. Ensure one copy is placed in your permanent record by servicing SPO/PERSRU office.
  - b. Maintain a copy for your personal record.
- 4) Contact Regional Transition/Relocation Manager (TRM):
  - a. Show completed DD Form 2648 (active) or DD Form 2648-1 (Reserves)
  - b. Schedule TAP seminar
- 5) Register for Veteran Affairs account through eBenefits website with guidance/assistance from SPO/PERSRU and/or TRM.

**NOTE:** eBenefits is a one-stop shop for benefits-related information for Wounded Warriors, Veterans, Service Members, their families, and their caretakers. Members can track their disability claim, home loans, GI bill and search for jobs. [www.ebenefits.va.gov](http://www.ebenefits.va.gov)

### Transition Seminar (Transition GPS)

The Transition Goals, Plans, Success (TGPS) seminar is a 5-day workshop for all separating service members made mandatory under the Veterans Opportunity to Work Act.

The intent of the program is to prepare members for a smooth transition to civilian life. This TAP component provides Service members with a targeted set of value-added, individually tailored training programs and services necessary to equip SMs with the skills needed to pursue post military goals successfully.

Transition GPS Core Curriculum consists of:

- 1) Transition Overview
- 2) Resilient Transitions, which includes:
  - Special issues
  - Considerations for families
  - Support systems
  - Value of a mentor
  - Stress management
- 3) Military Occupational Code (MOC) Crosswalk – Translating military skills, training, and experience into civilian skills.
- 4) Financial Planning – tools, information, and a 12-month post-separation budget.
- 5) VA Benefits Briefings I and II (mandatory)
- 6) 3-day DOL Employment Workshop (DOLEW) (if not exempt)
- 7) Individual Transition Plan (ITP) Review – identifying critical activities such as personal/family requirements and career path and organizing your transition into manageable tasks over a specified time to meet **Career Readiness Standards**.



## Career Readiness Standards

The Career Readiness Standards (CRS) are listed throughout the ITP and are identified by 3 asterisks. The CRSs consist of the following required components and/or deliverables:

- 1) Completed Individual Transition Plan (ITP)
- 2) Documented 12-month post-separation budget
- 3) Completed eBenefits online registration
- 4) Completed Military Occupational Code (MOC) Crosswalk gap analysis of military to civilian skills transferability.
- 5) Documented identification of what civilian credentials relate to a Service member's MOC and training, and the relevant licensure, certification and/or apprenticeship required to attain a job in the member's desired civilian career field
- 6) Completed individual assessment tool that identifies aptitudes, interests, strengths, and skills
- 7) Completed job application or job offer letter of acceptance
- 8) Receipt of DOL "Gold Card" Certificate (link for instruction) for use at DOL American Job Centers (if not exempt)
- 9) Documented comparison of higher education and/or career technical training options
- 10) Completed application to an accredited college, university, or technical training program or receipt of an acceptance letter from such an institution
- 11) Documented attendance at Pre-separation Counseling (DD Form 2648 or DD Form 2648-1)
- 12) Documented attendance at the DOLEW (DD Form 2958) (if not exempt)
- 13) Documented attendance at VA briefings I & II (DD Form 2958)
- 14) Documented participation in Continuum of Service Opportunity

## Transition GPS Tracks

Transition GPS tracks are individual training programs designed to provide additional information, resources, guidance and support related to a service member's post military service goals. These tracks fall into three major categories: 1) Education, 2) Technical training, and 3) Entrepreneurship.

**Education Track** – designed for SMs pursuing a college education. This track provides guidance on the college application process to include research and comparison of institutions and addresses educational goals and funding.

**Career Technical Training Track** – designed for members pursuing technical training. This track provides guidance and help in selecting schools and technical fields.

**Entrepreneurship Track** – designed for SMs pursuing self-employment in the private or non-profit sector. This track provides guidance on the challenges faced by entrepreneurs, the benefits and realities and the steps towards business ownership.

Service members shall participate in the Transition GPS Track related to their post military service goals unless they can provide documentation that they have already met the CRS associated with the track (See ITP checklist for required documentation).

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