



Department of Defense **INSTRUCTION**

NUMBER 1332.35
February 29, 2016

USD(P&R)

SUBJECT: Transition Assistance Program (TAP) for Military Personnel

References: See Enclosure 1

1. **PURPOSE.** This instruction:

a. Reissues DoD Directive (DoDD) 1332.35 (Reference (a)) as a DoD Instruction in accordance with the authority in DoDD 5124.02 (Reference (b)) to establish policy, assign responsibilities, and prescribe procedures for administration of the DoD TAP.

b. Incorporates and cancels DoD Instruction (DoDI) 1332.36 and Directive-type Memorandum 12-007 (References (c) and (d)).

2. **APPLICABILITY.** This instruction:

a. Applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this instruction as the "DoD Components").

b. Does not apply to members of the Army and Air National Guard serving under Title 32, United States Code (U.S.C.) (Reference (e)).

3. **POLICY.** It is DoD policy that:

a. The TAP:

(1) Prepares all eligible members of the Military Services for a transition from active duty back to civilian life.

(2) Enables eligible Service members to fulfill the requirements of the Veterans Opportunity to Work (VOW) to Hire Heroes Act and meet Career Readiness Standards (CRS) as required by this instruction.

(3) Is the overarching program that provides transition assistance, information, training, and services to eligible transitioning Service members to prepare them to be career ready when they separate, retire, or are released from active duty back to civilian life, whether pursuing additional education, finding a job in the public or private sector, starting their own business, or other form of self-employment, or returning to school or to an existing job. The TAP consists of multiple elements, including: the Transition GPS (Goals, Plans, Success) Program, the components of which are outlined in Appendix 5 of Enclosure 3 of this instruction; policy and procedures; information technology (IT) infrastructure; research, studies and survey data; performance measures and outcomes; assessments; curriculum development in both brick and mortar and virtual settings and modifications; CRS; accountability data; and resources required to implement transition assistance.

b. Components are integrated throughout the eligible Service member's Military Life Cycle (MLC) TAP at key touch points. The Transition GPS component of TAP consists of curriculum, counseling, information, referral, and deliverables to enable eligible Service members to meet the CRS.

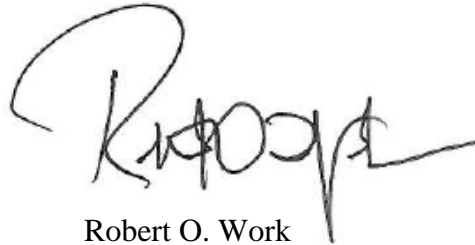
c. A TAP interagency governance structure is established, in accordance with DoDI 5105.18 (Reference (f)), referred to as the TAP Executive Council (EC) and Senior Steering Group (SSG). DoD will support and carry out the DoD mission of the governance structure as set out in the Interagency Statement of Intent (Reference (g)). The EC will designate working groups as appropriate. DoD representation to working groups will be in accordance with Enclosure 2 of this instruction.

4. RESPONSIBILITIES. See Enclosure 2.

5. PROCEDURES. See Enclosure 3.

6. RELEASABILITY. **Cleared for public release.** This instruction is available on the Internet from the DoD Issuances Website at <https://www.dtic.mil/whs/directives>.

7. EFFECTIVE DATE. This instruction is effective February 29, 2016.

A handwritten signature in black ink, appearing to read 'R. Work', with a large, stylized initial 'R' at the beginning.

Robert O. Work
Deputy Secretary of Defense

Enclosures

1. References
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ENCLOSURE 1

REFERENCES

- (a) DoD Directive 1332.35, "Transition Assistance for Military Personnel," December 9, 1993 (hereby cancelled)
- (b) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
- (c) DoD Instruction 1332.36, "Pre-separation Counseling for Military Personnel," February 14, 1994, as amended (hereby cancelled)
- (d) Directive-type Memorandum 12-007, "Implementation of the Mandatory Transition Assistance Program Participation for Eligible Service Members," November 21, 2012, as amended (hereby cancelled)
- (e) Title 32, United States Code
- (f) DoD Instruction 5105.18, "DoD Intergovernmental and Intragovernmental Committee Management Program," July 10, 2009, as amended
- (g) Interagency Statement of Intent, "Transition Assistance for Separating Service Members," August 15, 2013
- (h) Title 10, United States Code
- (i) DoD Instruction 1342.28, "DoD Yellow Ribbon Reintegration Program (YRRP)," March 30, 2011
- (j) DoD Instruction 1342.22, "Military Family Readiness," July 3, 2012
- (k) DoD Instruction 1322.29, "Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) For Eligible Service Members," January 24, 2014
- (l) Memorandum of Understanding Among the Department of Defense, Department of Veterans Affairs, Department of Labor, Department of Education, Department of Homeland Security, United States Small Business Administration, United States Office of Personnel Management, "Transition Assistance Program For Separating Service Members," January 31, 2014
- (m) DoD 5500.07-R, "Joint Ethics Regulation (JER)," August 30, 1993, as amended
- (n) DoD Instruction 1344.07, "Personal Commercial Solicitation on DoD Installations," March 30, 2006
- (o) DoD Instruction 1000.15, "Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations," October 24, 2008
- (p) DoD Instruction 1322.25, "Voluntary Education Program," March 15, 2011, as amended
- (q) DoD Instruction 1322.19, "Voluntary Education Program in Overseas Areas," March 14, 2013
- (r) Secretary of Defense Memorandum, "Installation Access and Support Services to VA-Recognized Veteran Service Organizations/Military Service Organizations," December 23, 2014
- (s) Secretary of Defense Memorandum, "Installation Access and Support Services for Nonprofit Non-Federal Entities," December 23, 2014
- (t) Title 14, United States Code
- (u) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (v) DoD Instruction 1300.24, "Recovery Coordination Program (RCP)," December 1, 2009

- (w) DoD Instruction 1332.30, "Separation of Regular and Reserve Commissioned Officers," November 25, 2013
- (x) DoD Instruction 1332.14, "Enlisted Administrative Separations," January 27, 2014, as amended
- (y) 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, 2008¹
- (z) Title 29, Section 792, United States Code (also known as the Rehabilitation Act of 1973 as amended)
- (aa) Title 37, United States Code

¹ A copy may be obtained from the Internet at: <http://www.health.mil/Policies>.

ENCLOSURE 2

RESPONSIBILITIES

1. ASSISTANT SECRETARY OF DEFENSE FOR READINESS (ASD)(R). Under the authority, direction, and control of the Under Secretary of Defense for Personnel and Readiness (USD(P&R)), the ASD(R):

a. Provides policy, direction, and oversight to the Transition to Veterans Program Office (TVPO).

b. Provides oversight and governance for the TAP and serves as the DoD lead chair of the TAP EC on a rotational basis with Department of Labor (DOL) and the Department of Veterans Affairs (VA).

c. Oversees TAP policy and programs, monitors compliance with TAP provisions, and provides guidance to DoD Component heads.

d. Coordinates with the CJCS to provide Joint Staff Senior Enlisted Advisor participation for the TAP EC and Senior Enlisted Advisor representation to the TAP SSG.

2. ASSISTANT SECRETARY OF DEFENSE FOR HEALTH AFFAIRS (ASD(HA)). Under the authority, direction, and control of USD(P&R), the ASD(HA):

a. Ensures that the Defense Health Agency provides transitional medical and dental care information pursuant to section 1145 of Title 10, U.S.C. (Reference (h)) to the TVPO for incorporation into Pre-separation Counseling.

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

3. ASSISTANT SECRETARY OF DEFENSE FOR MANPOWER AND RESERVE AFFAIRS (ASD(M&RA)). Under the authority, direction, and control of the USD(P&R), the ASD(M&RA):

a. Helps the TVPO establish and publish guidance for participation in the TAP that is specific to eligible Reserve Component (RC) Service members as defined in this instruction and Reference (h).

b. Coordinates with TVPO to integrate elements of Transition GPS, before the issuance of the DD Form 214, "Certificate of Release or Discharge from Active Duty," with the Yellow Ribbon Reintegration Program in conjunction with the policy established in DoDI 1342.28 (Reference (i)), as appropriate.

c. Provides Executive Director, Family and Employer Programs Policy, Senior Executive Service (SES) representation to the TAP SSG.

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

4. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY COMMUNITY AND FAMILY POLICY (DASD(MC&FP)). Under the authority, direction, and control of the ASD(M&RA), the DASD(MC&FP):

a. Develops policy and programs in DoDI 1342.22 (Reference (j)) and other applicable Military Community and Family Policy (MC&FP) issuances that complement TAP.

b. Coordinates with TVPO and the Military Services as appropriate on the roles, responsibilities, and policies set out in Reference (j) and other applicable MC&FP issuances regarding personnel who address and contribute to TAP, who include:

(1) Installation education officers that impact the delivery of the Transition GPS Accessing Higher Education track.

(2) Certified financial counselors that impact the delivery of the Transition GPS Core Curriculum Personal Financial Planning for Transition module.

(3) TAP staff, in conjunction with Military Departments whose staff are functionally aligned with DASD(MC&FP), regarding the delivery of the Transition GPS components to enable eligible Service members to meet CRS.

c. TAP staff, in conjunction with the Military Departments; that provides policy regarding 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 Reference (h).

d. TAP staff, in conjunction with the Military Departments, provides representation to the TAP EC and SSG working groups, as necessary.

5. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR MILITARY PERSONNEL POLICY (DASD(MPP)). Under the authority, direction, and control of the ASD(M&RA), the DASD(MPP) provides:

a. Information and updates on entitlements and policies affecting eligible Service members as defined in law and policy.

b. Representation to the TAP EC and SSG working groups, as necessary.

6. DEPUTY ASSISTANT SECRETARY OF DEFENSE FOR FORCE EDUCATION AND TRAINING (DASD(FE&T)). Under the authority, direction, and control of the USD(P&R) and through the ASD(R), the DASD(FE&T):

- a. Provides information and updates on entitlements and policies affecting eligible Service members as defined in law and policy.
- b. To the extent possible and where available, ensures DASD(FE&T) programs and policies related to job training, employment skills training, apprenticeships, and internships complement those programs and Chapter 58 of Reference (h) that govern the TAP that fall under the purview of TVPO in accordance with DoDI 1322.29 (Reference (k)).
- c. Coordinates private-sector credentialing, licensing, and training outreach, and collaborates with the TVPO to align transition preparation across the MLC TAP and facilitate the military talent pipeline from the Military Departments to the civilian work force.
- d. Provides representation to the TAP EC and SSG working groups, as necessary.

7. DIRECTOR, DEPARTMENT OF DEFENSE HUMAN RESOURCE ACTIVITY (DoDHRA). Under the authority, direction, and control of the USD(P&R), the Director, DoDHRA provides:

- a. Administrative support to TVPO, including human capital, funding, and logistics.
- b. Representation to the TAP EC and SSG working groups, as necessary.

8. DIRECTOR, DEFENSE SUICIDE PREVENTION OFFICE (DSPO). Under the authority, direction, and control of the Director, DoDHRA, the Director, DSPO:

- a. Provides suicide prevention and resource information to TVPO for incorporation into Transition GPS programming for eligible Service members as defined in statute and policy pursuant to section 1142 of Reference (h).
- b. Coordinates with TVPO on the roles, responsibilities, and training of suicide prevention program managers (SPPMs), in conjunction with the Military Departments as it relates to Transition GPS.
- c. Provides representation to the TAP EC and SSG working groups, as necessary.

9. 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 IT portfolio management requirements in this instruction.

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 instruction.

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

d. Provides program status updates, as determined by the TVPO, based on data housed within DMDC capabilities.

10. DIRECTOR, TVPO. Under the authority, direction, and control of the USD(P&R), through the ASD(R)), the Director, TVPO:

a. Coordinates TAP policies, programs, and delivery with the USD(P&R).

b. Develops policy, strategic guidance, and program goals for the TAP and Transition GPS; and reviews, modifies, and reissues such guidance, as required.

c. Oversees the Military Departments' implementation of TAP.

d. Implements the requirements of the TAP governance bodies as defined by Reference (g).

e. In conjunction with the ASD(R), supports and coordinates meetings and activities for TAP governance bodies, as defined in the Glossary.

f. Serves as the DoD lead chair of the TAP SSG on a rotational basis with DOL and VA.

g. Establishes processes to monitor compliance with statutory mandates and other performance management requirements, as appropriate.

h. Establishes automated data collection processes through secure electronic data transfer, in conjunction with the Military Departments, partner agencies, and DMDC. See paragraph 3 of Appendix 9 to Enclosure 3.

i. Before submission of operational execution plans, coordinates with the Military Departments, which must receive approval from Director, TVPO, before final submission of operational execution plans, system modifications, or development of new systems that fall under DoD TAP data and information requirements.

(1) Implementation of any new IT system or capability; or

(2) Revision to an existing system or capability of the Military Departments that support the TAP.

j. Coordinates and collaborates with the interagency parties and other organizations, as appropriate, in accordance with a Memorandum of Understanding among the DoD, VA, DOL, Department of Education (ED), Department of Homeland Security (DHS), U.S. Small Business Administration (SBA), U.S. Office of Personnel Management (OPM) (Reference (1)), to facilitate delivery of Transition GPS curricula, resources, and services, and to determine data sharing requirements.

k. Coordinates with DMDC to provide TVPO-approved web-based services to the Military Departments for electronic transmission of DD Form 2958, "Service Member's Individual Transition Plan Checklist," DD Form 2648, "Pre-separation Counseling Checklist for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR), Full Time Support (FTS), and Reserve Program Administrator (RPA) Service Members," and DD Form 2648-1, "Transition Assistance Program (TAP) Checklist for Deactivating/Demobilizing National Guard and Reserve Service Members."

l. Establishes a performance management framework to determine current and future resourcing and requirements.

m. Analyzes data to evaluate the overall performance of the TAP.

n. Establishes, reviews, assesses, and evaluates the effectiveness of Transition GPS.

o. Oversees and monitors the development, delivery, maintenance, modification, and quality assurance of the Transition GPS brick-and-mortar and virtual curriculums, products, and CRS deliverables, in accordance with References (h) and (l). Develops brick-and-mortar and virtual curriculum for the components of Transition GPS that fall under the purview of DoD and coordinates with interagency parties on their respective curriculums.

p. Coordinates with interagency parties, the Military Departments, and Joint Knowledge Online (JKO) on the methods, processes, and standards used to deliver Transition GPS brick-and-mortar and virtual curriculums, products, and deliverables used within Transition GPS, in accordance with Reference (l) and this issuance.

q. Monitors Transition GPS curriculum delivery by TVPO and Military Departments by conducting evaluations and participant assessments.

r. Updates DD Forms 2648, 2648-1, and 2958 in conjunction with the Military Departments, within 180 days of legislative changes that affect eligible Service members, as appropriate.

s. Develops, maintains, standardizes, and oversees usage of the Individual Transition Plan (ITP) at the appropriate time in an eligible Service member's MLC TAP in conjunction with Military Departments.

t. Establishes and leads the TAP Coordinating Council 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 Departments' implementation plans related to TAP. RC members appointed to the TAP Coordinating Council will be determined pursuant to guidance from the Director, TVPO, and in consultation with the Military Departments.

u. Designates the DoD lead for the EC Transition Assistance Working Group. Conducts outreach to private- and public-sector entities to improve transition preparation to keep transition services aligned to the needs of the civilian labor market.

v. Expands TAP services through online media and other cooperative outreach efforts to support eligible Service members and their spouses, as defined by this instruction and Reference (h).

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

a. Implement and administer TAP in accordance with this instruction.

b. Oversee TAP for their respective AC and RC.

c. Coordinate electronically with TVPO their implementation guidance pertaining to this instruction before publication. A copy of the final implementing guidance will be provided to TVPO within 120 days from the publication date of this instruction. Future changes to TAP guidance will be forwarded to the TVPO within 30 days of issuance.

d. Ensure the Inspector General (IG) of each Military Department, including their respective RC, conducts an inspection of TAP in accordance with established IG protocols.

(1) TAP IG inspection findings will be submitted biannually to the USD(P&R) no later than January 31 of the fiscal year following the previous inspection date.

(2) The first TAP IG inspection findings will be submitted 2 full fiscal years from the effective date of this instruction.

e. Internally resource TAP to meet the provisions as defined in law and policy.

f. Ensure that eligible Service members receive the TVPO standardized Transition GPS components, develop a viable ITP, and meet CRS.

g. Ensure that Service members who do not meet the CRS or do not have a viable ITP receive a warm handover, as defined in the Glossary, to the appropriate interagency party.

h. Align, administer, and reinforce Transition GPS components and resources at appropriate key touch points throughout the MLC TAP of eligible Service members to ensure they are

afforded the opportunity, time, and resources for career readiness preparation. At the separation, retirement, or release from active duty touch points, all Service members must meet the CRS.

- i. Ensure Service member access to Transition GPS brick-and-mortar and virtual curriculums.
- j. 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.
- k. In order to execute Transition GPS in accordance with Reference (l) and DoD 5500.07-R, DoDI 1344.07, and DoDI 1000.15 (References (m), (n), and (o)) and DoDI 1322.25 and DoDI 1322.19 (References (p) and (q)) to allow facility access to interagency parties on installations in the United States and abroad.
- l. Encourage installation commanders to permit civilian employers to have access to transition assistance-related events and activities in the United States and abroad in accordance with References (l), (m), and (n) and the December 23, 2014 Secretary of Defense Memorandums (References (r) and (s)), at no cost to the U.S. Government. Access must be for the purpose of offering job opportunities, mentoring, internships, or apprenticeships leading to employment. Educational institution access will also be in accordance with References (p) and (q).
- m. Strongly encourage installation commanders to permit access to Veterans Service Organizations and Military Service Organizations to transition assistance-related events and activities in the U. S. and abroad in accordance with References (l) (m), (n), (r), and (s), 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 resources and services.
- n. Assign the appropriate Departmental Deputy Assistant Secretary or Director to serve as a TAP SSG member (e.g., Civilian Personnel/Quality of Life; Air Force Management Integration; Fleet and Family Readiness).
- o. Provide representatives to the TAP EC working groups, as necessary.

12. SECRETARY OF THE NAVY (SECNAV). In addition to the responsibilities in section 11 of this enclosure, and in consultation with the Commandant of the U.S. Marine Corps (USMC), the SECNAV:

- a. Develops joint implementation instructions to ensure statutory compliance for all eligible transitioning USMC and U.S. Coast Guard (USCG) personnel whenever the Coast Guard operates as a service in the Navy pursuant to Reference (h) and Title 14, U.S.C. (Reference (t)).
- b. Assigns an SES member to serve as a TAP SSG member.

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

ENCLOSURE 3

PROCEDURES

1. MILITARY DEPARTMENT REQUIREMENTS. Additional requirements include:

a. Perform these 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 OSD 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 Department-funded execution data (i.e., program funding levels, obligations, disbursements) in Defense Finance and Accounting Service (DFAS) reports and submit to TVPO quarterly. Any decrement to Military Department TAP annual program funding of 5 percent or greater must be reported to TVPO.

(3) Identify and submit TAP-related issues at the general or flag officer and SES equivalent level to the TVPO in a timely manner so that TAP-related issues can go before the SSG for discussion and decision.

b. Coordinate with TVPO on implementation of any new IT systems or capabilities and revisions to existing systems that support the TAP. TVPO will have final approval on any new IT systems and or modifications. TVPO approval will be obtained before the Military Departments implement any IT systems modifications or develop any new systems that support TAP. See paragraph 3 of Appendix 9 to Enclosure 3.

c. Use TVPO-selected standardized individual assessment tools.

d. Ensure that Service members receive an individualized assessment, pursuant to Reference (h), of the various positions of civilian employment in the private sector for which members may be qualified as a result of the skills developed through Military Occupation Code (MOC) qualification, successful completion of resident training courses, attainment of military ranks or rates, or other military experiences.

e. Develop, maintain, document, and oversee the Individual Development Plan (IDP) process.

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

g. Identify the eligible population for Transition GPS services.

- h. Identify and provide qualified counselors and trained instructors to facilitate the Transition GPS core curriculum and Accessing Higher Education track.
- i. Coordinate with DSPO SPPMs at the local installation level to provide information in support of the Transition GPS Core Curriculum module on resilient transitions and to distribute suicide prevention information and resources pursuant to section 1142 of Reference (h).
- j. Release eligible Service members during duty hours to complete the Transition GPS and exempt them 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 GPS Participant Assessment and encourage them to complete it at the end of each Transition GPS brick-and-mortar and virtual curriculum module or group of modules. Responses will not identify individual Service members.
- l. Establish a process within the military personnel organizations of the Military Departments to receive a legible copy of the completed and authenticated DD Forms 2648 or 2648-1 from the TAP staff. The process will include a mechanism to verify transmission of the form to the eligible Service member's permanent official military personnel file.
- m. Maintain or establish permanent employment assistance centers at appropriate military installations pursuant to section 1143 of Reference (h).
- n. Use appropriate assets at military installations and in the local community to enhance Transition GPS in accordance with References (m) and (n).
- o. Coordinate with the appropriate TAP interagency parties for scheduling and conduct of the VA Benefits Briefings I and II, Career Technical Training track, Department of Labor Employment Workshop (DOLEW), and SBA Entrepreneurship track in accordance with Reference (l).
- p. Coordinate warm handovers and Capstone support with interagency parties.
- q. Provide classroom space. Classes cannot exceed 50 participants (facilitator-to-student ratio should be 1:50 per separate classroom). A minimum of 10 participants is required to conduct a class. Military Departments will provide classrooms, appropriate facilities, IT infrastructure, web access, equipment, including classroom computers or accommodation for personal computers to enable effective Transition GPS instruction and counseling in accordance with Reference (l); provide adequate facilities and workspace for instruction and counseling as agreed to by interagency parties also in accordance with Reference (l). Military Departments may request exceptions for classrooms of more than 50 or less than 10 participants on a case-by-case basis. Such requests will be handled by the local installation level with partner agencies.
- r. Provide reasonable accommodations that enable wounded, ill, or injured recovering Service members to successfully complete TAP.

2. TAP IMPLEMENTATION

a. Development of brick-and-mortar and virtual curriculums, staff training, and delivery of certain elements of the Transition GPS Core Curriculum and Transition GPS tracks will be conducted in coordination and conjunction with the TVPO and appropriate TAP interagency parties in accordance with Reference (l).

b. Interagency parties, and their respective curriculums consist of:

(1) VA: Provides the VA Benefits Briefings I and II, Military Life Cycle events, and Career Technical Training track. The VA web portal supports providing private and public sector employers with a direct link to profiles and resumes of separating Service members.

(2) DOL: Provides the DOLEW.

(3) SBA: Provides the Transition GPS entrepreneurship track, Boots to Business, to educate transitioning Service members interested in starting their own business about the challenges small businesses faces.

(4) OPM: In conjunction with DOL, reviews and provides federal job search curriculum content for use in the DOLEW.

(5) ED: Serves a unique and highly valued role as an interagency party by ensuring the entire curriculum, both in classroom and virtual platform delivery, is based on adult learning principles. ED provides consultative reviews of curriculum to ensure accuracy of content and enhance adult learning experiences. ED also provides input to the TAP interagency working groups and governance boards and promotes meaningful TAP outcomes.

(6) DHS: Coordinates and plans for USCG participation in the TAP, in accordance with References (h) and (l) and pursuant to Reference (t).

(7) DoD provides transition overview, resilient transitions, MOC Crosswalk, Financial Planning for Transition, ITP review, and Accessing Higher Education.

3. TAP ELIGIBILITY

a. Service Members

(1) Eligible Service members who have completed their first 180 days or more of continuous active duty in accordance with Reference (h) are eligible for the following components of Transition GPS:

(a) Pre-separation or Transition Counseling.

(b) Transition GPS Core Curriculum.

(c) Transition GPS Tracks.

(d) Capstone.

(2) RC members may choose to decline Pre-separation or Transition Counseling using the DD Form 2648 or DD Form 2648-1 for each successive period of active duty under Reference (h) consisting of 180 days or more of continuous active duty.

(3) Eligible Service members may choose to participate in one or more of the individual Transition GPS 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.

(4) A minimum day requirement for Pre-separation or Transition Counseling does not apply to eligible Service members who are retiring or separating due to a disability.

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

(a) Pre-separation or Transition Counseling will not be provided to a Service member who is being discharged or released before the completion of that member's first 180 continuous days or more on active duty pursuant to Reference (h).

(b) All Service members shall participate in all mandatory components of Transition GPS. In cases where Service members receive a punitive or "Under Other Than Honorable Conditions" discharge, Commanders have the discretion to determine participation in the remaining Transition GPS curricula.

b. Spouses and Dependents

(1) Pursuant to section 1144 of Reference (h), spouses of eligible Service members are entitled to the DOLEW.

(2) Pursuant to section 1142 of Reference (h), with the documented consent of both the spouse and eligible Service member, spouses of eligible Service members are eligible for:

(a) Job placement counseling for spouses and career change counseling to dependents of eligible members in accordance with section 1142 of Reference (h). See paragraph 4c of Enclosure 2 for the spouse job placement counseling responsibilities of the DASD(MC&FP).

(b) DoD and VA administered survivor benefits information.

(c) DoD financial planning assistance, 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 benefits information, and responsible borrowing practices counseling.

(3) Pursuant to section 1142 of Reference (h), eligible Service members and their dependents are entitled to:

(a) Career change counseling.

(b) Information on suicide prevention resource availability following military separation, retirement, or release from active duty.

(4) Pursuant to section 1145 of Reference (h), eligible Service members and their dependents are entitled to transitional medical and health care that will be available for 180 days, beginning on the first day after the date of separation, retirement, or release from active duty.

(5) Unless prohibited by statute, spouses of eligible Service members are encouraged to participate in Transition GPS, as resources and capacity allow. Participating spouses may have their attendance recorded in accordance with the privacy and information collection mandates and requirements of References (h) and (t) and DoD 5400.11-R (Reference (u)).

(6) Spouses or designated caregivers completing Pre-separation or Transition Counseling (using DD Forms 2648 or 2648-1) on behalf of an eligible recovering Service member will provide their social security number for data collection purposes in accordance with References (h), (i), and (t), and DoDI 1300.24 (Reference (v)).

4. TRANSITION GPS PRIORITY OF SERVICE. The following is the descending order of priority for participation in Transition GPS:

a. Eligible Service members identified as part of the targeted population, as defined in the Glossary.

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

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

d. All other eligible Service members that do not fall into the categories addressed in paragraphs a through c of this section.

e. Eligible Service members who have attended any previous Transition GPS component and who want to repeat a component, as resources and capacity allow.

5. TRANSITION GPS PARTICIPATION. All eligible Service members must participate in Transition GPS and must meet the common CRS and the specific CRS commensurate with their personal higher education or career technical training objectives before separation, retirement, or release from active duty. This will be reflected by the discharge date recorded on DD Form 214.

6. COMPONENTS OF THE TAP PROGRAM. The Appendixes provide a detailed explanation of procedures and guidance for each component of the TAP program.

Appendixes

1. CRS
2. MLC TAP
3. Pre-separation or Transition Counseling
4. IDP and ITP
5. Transition GPS
6. DOLEW Exemptions
7. Virtual Curriculum
8. Capstone
9. Data (Information) Collection, Data Sharing, and Management Portfolio

APPENDIX 1 TO ENCLOSURE 3

CRS

1. General and flag officers are exempt from CRS, completion of the ITP, ITP Checklist, and Capstone.

2. The CRS are tangible measures of a Service member's preparation for higher education or career technical training or direct entry into a civilian career. The tangible measures consist of:

a. Common CRS. All eligible Service members will show documented evidence that they have:

(1) Completed the TVPO-standardized ITP. The ITP must document the individual's personal employment; higher education; career technical training; or entrepreneurship goals, actions, and milestones.

(2) Completed the TVPO-standardized 12-month post-separation budget.

(3) Registered for VA Benefits online account (OSD policy) as specified in this issuance. Deliverable is documented proof of enrollment.

(4) Completed the Continuum of Military Service Opportunity counseling (AC only).

(5) Evaluated the transferability of military skills to the civilian workforce and completed the TVPO-standardized gap analysis provided during the MOC crosswalk.

(6) Identified requirements and eligibility for certification, licensure, and apprenticeship in the Service member's desired potential career field.

(7) Completed a standardized individual assessment tool, as determined by TVPO or the Military Departments, to identify personal interests and leanings that will enable informed decision-making regarding career selection.

(8) Received a DOL Gold Card, as defined in the Glossary, for DOL American Job Centers.

(9) Completed a job application package, received a job offer letter or provided proof of future employment. The job application package must include the Service member's private or public sector resume, personal and professional references, and at least two submitted job applications.

b. Accessing Higher Education and Career Technical Training CRS. Eligible Service members seeking higher education or career technical training when they depart from military service will show documented evidence that they have:

(1) Completed a standardized individual assessment tool, selected by the Military Departments, to assess aptitudes, interests, strengths, or skills used to inform a Service member's decisions about selecting higher education and career technical training toward a desired future career field.

(2) Completed a comparison of higher education or career technical training institution options.

(3) Completed an application or received an acceptance letter from a higher education or career technical training institution.

(4) Confirmed one-on-one counseling with a higher education or career-technical training institution advisor via telephone, e-mail, or letter.

APPENDIX 2 TO ENCLOSURE 3

MLC TAP

1. KEY TOUCH POINTS

a. Key touch points of the MLC TAP are reflected in the individual Military Service's plans and will include, 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).

(7) Retirement, separation or release from active duty.

b. Transition GPS services may be made available to ineligible RC members during the MLC TAP as resources and capacity allow.

2. MLC TAP TIMELINE

a. The MLC TAP begins at the first permanent duty station or home station, continues throughout the military career of an eligible Service member, and culminates at Capstone. It includes the development of the IDP. Throughout the MLC TAP, Service members will be trained, educated, and postured to become career-ready on separation from military service by completing the Transition GPS curriculum to meet the CRS. On commencing the transition process, the IDP will migrate into the ITP. The MLC TAP will include a Capstone.

b. Before participating in Pre-separation or Transition Counseling, eligible Service members will complete a standardized individual assessment tool, as determined by TVPO or the Military Departments, to identify personal interests and leanings that will enable informed decision-making regarding career selection.

c. Before participating in the Transition GPS Core Curriculum, eligible Service members will complete a standardized individual assessment tool, selected by the Military Departments or TVPO, to assess aptitudes, interests, strengths, or skills used to inform a Service member's decisions about selecting higher education and career technical training toward a desired future career field.

d. Eligible RC Component Service members, on completion of two or more mobilizations, must have a relevant standardized individual assessment.

APPENDIX 3 TO ENCLOSURE 3

PRE-SEPARATION OR TRANSITION COUNSELING

1. PRE-SEPARATION OR TRANSITION COUNSELING. Mandatory counseling is provided to eligible Service members by TAP staff or command career counselors to inform members of services, benefits, curriculum, assessments, CRS deliverables, and ITP during and after their separation, retirement, or release from active duty.

a. An appropriate legal representative or ethics official will brief eligible Service members on ethics pursuant to Reference (m) to ensure they understand information on post government (military) employment counseling (restrictions on employment, imposed by statute and regulation). These briefings shall 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 or reenlistment or contracts 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 Services members will be counseled and provided information or referrals, as requested, on all items listed on DD Forms 2648 or 2648-1 by the transition staff or command career counselors.

2. PRE-SEPARATION OR TRANSITION COUNSELING TIMELINE. Pursuant to section 1142 of Reference (i), Pre-separation or Transition Counseling:

a. For retirement purposes, will begin as soon as possible during the 24-month period preceding an anticipated retirement date but no later than 90 days before retirement; or

b. For reasons other than retirement will begin as soon as possible during the 12-month period preceding the anticipated date of separation but no later than 90 days before separation, retirement, or release from active duty; or

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

(1) A retirement or other separation is unanticipated, and there are 90 or fewer days before separation, retirement, or release from active duty; or

(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 90-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, as defined by Reference (h). This limitation does not apply in the case of Service members who retire or separate for a disability.

3. INVOLUNTARY SEPARATIONS. Eligible Service members, and their dependents, undergoing involuntary separation from active duty as defined in section 1141 of Reference (h) and in accordance with DoDI 1332.30 (Reference (w)) and DoDI 1332.14 (Reference (x)), will be made aware that they are entitled to:

a. Use of commissary and exchange stores during the 2-year period starting on the date of involuntary separation, pursuant to section 1146 of Reference (h).

b. Transitional medical and dental health care that will be available for 180 days beginning on the first day after the date of involuntary separation, pursuant to section 1145 of Reference (h).

c. 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, pursuant to section 1147 of Reference (h), the Secretary of the Military Departments shall require a reasonable rental charge for the continued use of military family housing under subsection (a) of Reference (h), except that such Secretary may waive all or any portion of such charge in any case of hardship.

d. Overseas relocation assistance, including computerized job relocation assistance and job search information, pursuant to section 1148 of Reference (h).

e. Preference in hiring by non-appropriated fund instrumentalities, pursuant to section 1143 of Reference (h).

f. 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, pursuant to section 1149 of Reference (h).

4. PRE-SEPARATION OR TRANSITION COUNSELING CHECKLIST (DD FORMS 2648 OR 2648-1)

a. The DD Form 2648 and DD Form 2648-1 will be used by eligible Service members to record Pre-separation or Transition Counseling.

b. In accordance with Reference (u), privacy information contained within these forms will be maintained based on the System of Records Notification pertaining to these forms.

c. All items on the applicable DD Forms 2648 or 2648-1 will be addressed during Pre-separation or Transition Counseling.

d. Pre-separation or Transition Counseling checklist data will be submitted electronically to DMDC through the DMDC web-based service or a TVPO-approved systems.

APPENDIX 4 TO ENCLOSURE 3

IDP AND ITP

1. IDP

a. Eligible Service members will initiate an IDP in accordance with Military Department regulations and procedures.

b. Eligible Service members will document on the IDP the actions they must take to achieve their military and post-transition career goals and meet the CRS before separation, retirement, or release from active duty.

c. Commanders, or commanders' designees, will ensure eligible Service members develop, update, and maintain the IDP at key touch points throughout the MLC TAP, in accordance with Military Department regulations and procedures.

d. The IDP should be initiated in accordance with Military Departments regulations, but no later than 180 days after arrival at the first permanent active duty station for AC members or first home station for RC members during their initial drilling weekends.

e. On the eligible Service member's decision to separate or retire or on notification of involuntary separation, the IDP will migrate into the ITP.

2. ITP

a. Service members will be introduced to the requirement of developing an ITP from their IDP during Pre-separation or Transition Counseling.

b. The ITP is a step-by-step plan derived from the eligible Service member's IDP.

c. Eligible Service members are required to document their post-military personal and professional goals and objectives on the ITP.

d. The ITP is an evolving document that is reviewed, modified, and verified throughout transition preparation.

e. ITP responses serve as potential triggers for further action by the eligible Service member to connect to the appropriate interagency party or subject matter expert for assistance.

f. During the ITP review and verification processes, eligible Service members must produce evidence of the deliverables that meet the CRS before separation, retirement, or release from active duty.

3. ITP CHECKLIST (DD FORM 2958)

a. The ITP Checklist, in conjunction with the ITP, will be used by the commander, or commander's designee, to verify that the eligible Service member has or has not met the CRS.

b. If it is judged by the commander or commander designee that CRS or a viable ITP have not been achieved, then the ITP checklist will document confirmation of a warm handover to partner agencies and or other appropriate agencies.

c. During the ITP review and verification processes, eligible Service members must produce deliverables to serve as evidence that they are prepared to meet the CRS before separation, retirement, or release from active duty.

d. ITP Checklist data will be submitted electronically to DMDC through the DMDC web-based service or a TVPO-approved system.

e. TAP staff will explain to eligible Service members during Pre-separation or Transition Counseling how the ITP and Pre-separation or Transition Counseling checklists work together to provide the Service member with a plan for meeting the CRS.

APPENDIX 5 TO ENCLOSURE 3

TRANSITION GPS

1. TRANSITION GPS

a. Transition GPS is the package of TAP resources and services that will be used as a vehicle to enable eligible Service members to attain the CRS throughout the MLC TAP. All Service members who are separating, retiring, or being released from active duty after serving for a period of 180 continuous days or more on active duty, must:

(1) Complete all mandatory requirements of the VOW Act, which includes Pre-separation Counseling to develop an Individual Transition Plan and identify their career planning needs.

(2) Attend the VA Benefits Briefing I and II to understand what VA benefits the Service member earned, how to apply for them, and leverage them for a positive economic outcome.

(3) Attend the DOLEW, which focuses on the mechanics of resume writing, networking, job search skills, interview skills, and labor market research.

b. Changes, as needed, to the standardized Transition GPS brick-and-mortar or virtual curriculums, services, and learning objectives must be approved by TVPO for implementation across all Military Departments.

c. The following Transition GPS components require **mandatory** participation unless Service members are exempt:

(1) Pre-separation or Transition Counseling is **mandatory**. Attending Pre-separation Counseling or Transition Counseling focuses on the Service member developing an ITP and identify career planning needs. See Appendix 3 to Enclosure 3 for Pre-separation or Transition Counseling requirements.

(2) VA Benefits Briefings I and II are **mandatory**. Attending VA Benefits Briefings I and II focuses on the Service member VA benefits they have earned, how to apply for them, and how to leverage them for a positive economic outcome.

(3) Capstone is mandatory. See Appendix 8 to Enclosure 3 for Capstone requirements.

d. Participation in the DOLEW is **mandatory, unless exempt**. Attending the DOLEW focuses on the mechanics of resume writing, networking, job search skills, interview skills, and labor market research. See Appendix 6 to Enclosure 3 for specific DOLEW exemptions.

e. Except for the components designated **mandatory**, participation in Transition GPS tracks are based on proof of the Service member's ability to meet the associated CRS.

f. Transition GPS consist of these components:

(1) Pre-separation or Transition Counseling. Pre-separation or Transition Counseling is **mandatory** for all eligible Service members no later than 90 days before separation, in accordance with section 1142 of Reference (h). See Appendix 3 to Enclosure 3 for Pre-separation or Transition Counseling requirements.

(2) Transition GPS Core Curriculum. Except for those subcomponents designated as **mandatory**, completion of the following subcomponents is determined based on the eligible Service member's ability to attain the CRS. The curriculum consists of the following subcomponents (defined in the Glossary):

(a) Transition Overview.

(b) Resilient Transitions.

(c) MOC Crosswalk.

(d) Personal Financial Planning for Transition.

(e) VA Benefits Briefings I and II, to be conducted pursuant to section 1142 of Reference (h). Completion of this subcomponent is **mandatory**.

(f) DOLEW, to be conducted pursuant to section 1144 of Reference (h). Completion of this subcomponent is **mandatory, unless exempt**. See Appendix 6 to Enclosure 3 for DOLEW exemption eligibility.

(g) ITP Review.

(3) Transition GPS Tracks

(a) Eligible Service members may choose to participate in one or more, if resources, capability, and operational requirements allow, of the Transition GPS tracks based on their interests and ability to meet the CRS.

(b) The outcome of completed tracks will be documented in the Service member's ITP and on the ITP checklist, as applicable.

(c) Eligible Service members may participate in one or more, if resource availability and operational requirements allow, of the following Transition GPS tracks:

1. Accessing Higher Education Track. Eligible Service members pursuing higher education will receive guidance to prepare for the application process. On completing the Accessing Higher Education Track, eligible Service members will be prepared to:

a. Complete an application to an accredited academic institution offering a sound program of study towards the Service member's career aspirations within the member's financial means.

b. Schedule a session with a counselor from an academic institution.

c. Meet individually with education counselors, as needed.

2. Career Technical Training Track. Eligible Service members pursuing career technical training will receive guidance and help in selecting schools and technical fields. On completion of the Career Technical Training Track, eligible Service members will be prepared to:

a. Complete an application to an accredited career technical training institution offering a sound program of study towards the Service member's career aspirations within the member's financial means.

b. Schedule a session with a counselor from a career technical training institution.

c. Meet individually with career technical training experts and VA vocational education counselors, as applicable.

3. Entrepreneurship Track. Eligible Service members pursuing business ownership or self-employment in the private or non-profit sectors will receive information related to the benefits and challenges of entrepreneurship, the steps required to pursue business ownership, and evaluate the feasibility of a business concept, and the SBA and other public and private sector resources available for further technical assistance and access to capital and contracting opportunities.

a. Eligible Service members will be given the opportunity to enroll in an optional 8-week online entrepreneurship course instructed by professors and practitioners.

b. Eligible Service members will be afforded the opportunity to connect with a small business owner as a mentor to assist with the business start-up process. A warm handover, as needed, will be coordinated through procedures established by the SBA.

(4) Capstone

(a) Completion of Capstone is **mandatory**.

(b) Capstone provides an opportunity for eligible Service members to have attainment of the CRS verified by the commander or his or her designee.

(c) At Capstone, based upon the judgment of the commander or commander's designee, if the Service member cannot meet the CRS before transition, the commander or his or

her designee confirms and documents a warm handover to appropriate interagency parties, or local resources.

2. COMMAND RESPONSIBILITY

a. Commanders have oversight responsibility for Service members achieving CRS via Transition GPS. The oversight responsibility may not be delegated. Transition GPS may not be delegated except as stated in paragraph 2b of this section.

b. Commanders will:

(1) Ensure eligible Service members are afforded the opportunity, resources, and time to meet the CRS before separation, retirement, or release from active duty.

(2) Be fully engaged throughout the MLC TAP in enabling Service members the opportunity, resources, and time to meet and attain the CRS and comply with statutory mandates before separation, retirement, or release from active duty.

(3) Verify that eligible Service members have met the CRS and have a viable ITP during Capstone and ensure that members who, in the judgment of the commander or commander's designee, did not meet the CRS or do not have a viable ITP receive a warm handover to the appropriate interagency parties or local resources.

(4) Ensure Transition GPS components are delivered at key touch points throughout the MLC TAP.

(5) Ensure development and maintenance of the IDP through the MLC TAP and afford the Service members the opportunity, resources and time to meet CRS.

3. TRANSITION GPS TIMELINE. In anticipation of the discharge or release from active duty of an eligible Service member, and during key touch points in the MLC TAP, the following timeline is applicable:

a. In the case of an anticipated retirement, the components of Transition GPS not yet completed 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, the components of Transition GPS not yet completed will begin as soon as possible during the 12-month period before the anticipated discharge date.

c. The incomplete components of Transition GPS will begin no later than 90 days before separation, retirement, or release from active duty except in those cases where statute determines specific timelines.

d. In the case that there is a retirement or an unanticipated separation, and there are 89 days or fewer before discharge or release from active duty, the components of Transition GPS not yet completed will begin as soon as possible within the remaining period of service or the effective date on the DD 214, and the Service member must meet all requirements.

e. Transition GPS will begin as soon as possible within the remaining period of service when:

(1) An eligible RC member is being released from active duty under circumstances in which operational requirements, as determined by the Secretary concerned, make the prescribed timeline unfeasible.

(2) There are 90 or fewer days before the anticipated release from active duty.

APPENDIX 6 TO ENCLOSURE 3

DOLEW EXEMPTIONS

1. The only exemptions to eligible Service member participation in the DOLEW portion of the Transition GPS Core Curriculum are:
 - 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, pursuant to Reference (h) meet at least one of the following criteria:
 - (1) Are able to provide documented evidence of civilian employment; or
 - (2) Are able to provide documented acceptance into an accredited career technical training, undergraduate, or graduate degree program; or
 - (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 Reference (h), also known and referred to as the Uniform Code of Military Justice (UCMJ), must certify on the DD Form 2958 any such request for exemption from the DOLEW. A make-up plan must accompany the postponement certification; or
 - (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 career technical training post-separation. The standardized terms and definitions for wounded, ill, and injured are outlined in the DoD/VA Wounded, Ill, and Injured Senior Oversight Committee Memorandum (Reference (y)).
2. TAP staff will document on DD Form 2958 the decision of eligible Service members who qualify for an exemption and elect not to participate in the DOLEW.
3. Eligible RC Service members who have previously participated in the DOLEW may request an exemption.
4. Eligible Service members who qualify for an exemption may still elect to participate in the DOLEW.

APPENDIX 7 TO ENCLOSURE 3

VIRTUAL CURRICULUM

1. DoD Components and Military Departments, in conjunction with JKO, DHS, VA, DOL, OPM, SBA, and other appropriate interagency parties, must leverage the capabilities of web-based adult learning to ensure the transitioning force complies with statutory mandates to meet the CRS before separation, retirement, or release from active duty.
2. As provided by TVPO or JKO, the virtual curriculum provides an alternative delivery of Transition GPS to enable compliance with statutory mandates and attainment of the CRS as set by Appendix 1, Enclosure 2. 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 pursuant to Chapter 58 of Reference (h), and cannot access brick-and-mortar curriculum in a timely manner.
 - c. Spouses of eligible Service members, as resources and capacity allow.
3. A Virtual Curriculum must:
 - a. Be easily accessible by eligible Service members through JKO.
 - b. Be approved in design, look, color, etc., by the Director of TVPO in consultation with the Military Departments 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 792 of Title 29, U.S.C., also known as the Rehabilitation Act of 1973, as amended (Reference (z)).
4. 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 Departments and partner agencies.

5. Intended learning outcomes will be reviewed regularly to ensure clarity, utility, and appropriateness.
6. Documented procedures will be used to assure that security of personally identifiable information (PII) is protected in the conduct of assessments and evaluations and in the dissemination of results in accordance with References (h) and (o).
7. Changes to the DoD virtual curriculum will be approved by TVPO for implementation across all Military Departments.

APPENDIX 8 TO ENCLOSURE 3

CAPSTONE

1. REVIEW AND VERIFICATION. Capstone is a two-stage process. 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 or commander's designee's judgment, that the Service member has a viable ITP and has met the CRS. If the commander or commander's designee determines that the Service member does not meet CRS or does not have a viable ITP, then he or she must confirm that a warm handover takes place with the appropriate interagency parties, as needed. The review and verification processes may or may not occur simultaneously.

a. Stage One – Capstone Review. During the Capstone review, a Service member's ITP, CRS deliverables pertaining to the member's personal goals, and ITP Checklist will be checked to identify shortfalls 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 rank of O-5 or below.

(b) The first commander with UCMJ authority in the chain of command, or his or her designee, for eligible Service members in the rank of O-6 and above.

(2) If during the review a Service member is determined to be incapable of meeting the CRS or has gaps in the 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 GPS curriculum, one-on-one assistance from TAP staff, and assistance from installation or local community resources.

(3) Service members will document the point of contact name, phone number, and email address of remedial resources on the ITP.

b. Stage Two – Capstone Verification. The eligible Service member's commander or his or her designee will review the ITP, CRS deliverables, and DD Form 2958 during Capstone verification to determine whether or not the requirements to complete 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 Capstone verification, the commander or his or her designee will initiate a warm handover to appropriate partner agencies or local resources for post-separation support in the community where the Service member plans to relocate.

(2) The commander or his or her designee will confirm the warm handover has occurred by documenting it on DD Form 2958.

c. Completion of Capstone. On completion of Capstone, eligible Service members are to be counseled on their ITPs during Capstone; referred to further training and services, as needed; and connected, as needed, to appropriate interagency parties and local resources that provide continued benefits, services, and support when they become veterans.

2. TIMELINE

a. Capstone will be completed for each eligible Service member in accordance with the timeline prescribed within this instruction to verify the member has met the CRS before separation, retirement, or release from active duty.

b. Capstone will be completed no later than 90 days preceding an anticipated separation, retirement, or release from active duty for eligible Service members.

c. Exceptions to this timeline are:

(1) In the case of eligible AC Service members with an unanticipated separation of 89 days or fewer before discharge or release from active duty, Capstone will begin no later than the date of separation as reflected on the DD Form 214.

(2) In the case of eligible RC members release from active duty, in which operational requirements, as determined by the Secretary concerned, make the prescribed timeline nonfeasible, Capstone will begin no later than the date of release from active duty as reflected on DD Form 214.

APPENDIX 9 TO ENCLOSURE 3

DATA, INFORMATION COLLECTION, DATA SHARING, AND
MANAGEMENT PORTFOLIO

1. DATA. Individual eligible Service member Transition GPS data and attendance will be stored in the DMDC-provided web service capabilities for:

- a. DD Forms 2648 or 2648-1.
- b. Transition Overview.
- c. Resilient Transitions.
- d. MOC Crosswalk.
- e. Personal Financial Planning for Transition.
- f. VA Benefits Briefings I and II.
- g. DOLEW.
- h. ITP Review.
- i. Tracks.
- j. ITP Checklist.
- k. Participant Assessment.

2. DATA SHARING

a. Specific information regarding data collection, data sharing, assessments, and evaluations can be found in the MOU among DoD, VA, DOL, ED, DHS, SBA, and OPM. The MOU (Reference (l)) serves as the basis of an information sharing agreement between the interagency parties and the DoD.

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

c. DMDC will process, store, host, and maintain data and coordinate data sharing on request that meets established DoD information assurance standards in accordance with References (h) and (t).

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

(1) The business case will clearly articulate how the requested data enables the parties 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 PII and privacy:

(1) The DoD Components and interagency parties will share Service member information in accordance with Reference (t) and requirements for collecting, sharing, storing, and maintaining PII. They will meet the need, if required, to establish a system of records notification.

(2) All official procedures for safeguarding and retaining PII will be followed as established in Reference (t).

3. MANAGEMENT PORTFOLIO

a. DoD TAP data and information requirements governed by this instruction will be reviewed by TVPO for alignment to the investment 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.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

AC	Active Component
AJC	American Job Centers
ASD(HA)	Assistant Secretary of Defense for Health Affairs
ASD(M&RA)	Assistant Secretary of Defense for Manpower and Reserve Affairs
ASD(R)	Assistant Secretary of Defense for Readiness
CJCS	Chairman of the Joint Chiefs of Staff
CRS	Career Readiness Standards
DASD(MC&FP)	Deputy Assistant Secretary of Defense for Military Community and Family Policy
DASD(MPP)	Deputy Assistant Secretary of Defense for Military Personnel Policy
DASD(R)	Deputy Assistant Secretary of Defense for Readiness
DFAS	Defense Finance and Accounting Service
DHS	Department of Homeland Security
DMDC	Defense Manpower Data Center
DoDD	DoD Directive
DODHRA	Department of Defense Human Resources Activity
DoDI	DoD Instruction
DOL	Department of Labor
DOLEW	Department of Labor Employment Workshop
DSPO	Defense Suicide Prevention Office
EC	Executive Council
ED	Department of Education
GPS	Goals, Plans, Success
IDP	Individual Development Plan
IG	Inspector General
IT	information technology
ITP	Individual Transition Plan

JKO	Joint Knowledge Online
MC&FP	military community and family policy
MLC	Military Life Cycle
MOC	Military Occupation Code
OPM	U.S. Office of Personnel Management
PII	personally identifiable information
POM	program objective memorandum
RC	Reserve Component
SBA	Small Business Administration
SECNAV	Secretary of the Navy
SES	Senior Executive Service
SSG	Senior Steering Group
SPPM	suicide prevention program manager
TAP	Transition Assistance Program
TVPO	Transition to Veterans Program Office
UCMJ	Uniform Code of Military Justice
U.S.C.	United States Code
USCG	United States Coast Guard
USD(P&R)	Under Secretary of Defense for Personnel and Readiness
USMC	United States Marine Corps
VA	Department of Veterans Affairs
VOW	Veterans Opportunity to Work

PART II. DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purpose of this instruction.

active duty. The full-time duty in the active military service of the United States. Such term 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 of the military department concerned. Such term does not include full-time National Guard duty.

active service. The service on active duty or full-time National Guard duty.

active status. The status of a member of a RC who is not in the inactive Army National Guard or inactive Air National Guard, on an inactive status list, or in the Retired Reserve.

brick and mortar classroom. A learning environment where participants attend a Transition GPS module in a traditional classroom facility led by an in-person instructor or facilitator.

Capstone. A two-stage process consisting of a review and verification of a Service member meeting CRS. 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 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 that the Service member does not meet CRS or does not have a viable ITP, then he or she must confirm that a warm handover takes place with the appropriate interagency parties, as needed. The review and verification processes may or may not occur simultaneously.

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 (documentation within the last 12 months) that must be achieved to demonstrate Service members are prepared to transition effectively to pursue their personal post-separation higher education, career technical 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, pursuant to section 1142 of Reference (h).

DOL AJCs. DOL AJCs provide free help to job seekers and employers for a variety of career and employment-related needs. More than 2,500 AJCs are located throughout the United States. Priority of service applies to employment and training programs funded by DOL. Many locations have staff directly assigned to assist veterans in finding employment. Although the AJC makes assistance available to everyone looking for a job, veterans are given priority access to all DOL-funded employment and training programs offered at the AJC.

DOL Employment Workshop. Mandatory DOL-led workshop which focuses on the mechanics of resume writing, networking, job search skills, interview skills, and labor market research.

DOL Gold Card. A joint effort of the DOL's Employment and Training Administration and the Veterans' Employment and Training Service. An eligible veteran can present the Gold Card at

his or her local American Job Center to receive enhanced intensive services including up to 6 months of follow-up.

eligible Service member. Defined in Reference (h).

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

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 Reference (h).

IDP. 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. An OSD standardized document that is created, evolves, and is maintained by the Service member that provides the framework to perform detailed assessments of their personal and professional preparedness to achieve realistic career goals after separation from active duty.

ITP Checklist. An automated tool to document that Service members have met the CRS.

ITP Review. A module in the transition GPS Core Curriculum 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 they met this CRS before separation, retirement, or release from active duty.

job placement counseling. Transition services pursuant to section 1142 of Reference (h) 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.

MOC Crosswalk. A curriculum that translates military skills, training, and experience into identification of required civilian credentialing appropriate for civilian jobs.

National Guard. Defined in References (e) and (h).

Personal Financial Planning. A curriculum that provides Service members with skills to develop a post-separation 12-month budget. It also assists Service members in learning how to manage their own finances as civilians, both at home and in the workplace.

recovering Service member. Defined in Reference (y).

Resilient Transitions. A module in the Transition GPS Core Curriculum that introduces participants to resources on transition-related issues, including stress management, 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.

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

RC. Defined in Reference (h) and Title 37, U.S.C. (Reference (aa)). The Reserve Corps of the Public Health Service is not eligible for TAP services.

short notice separation. An unanticipated separation with 30 days or fewer before separation, retirement, or release from active duty.

TAP Coordinating Council. Individuals designated in this instruction participate in updating and improving the TAP. The TAP Coordinating Council meets at least quarterly.

TAP Governance Body. A structure comprised of interagency senior leadership from the DoD, VA, DOL, DHS, ED, SBA, and OPM, that executes and monitors implementation of the TAP redesign and modifies TAP, as needed, to meet the changing environment consisting of the TAP EC and the SSG. See Interagency Statement of Intent, "Transition Assistance for Separating Service Members" (available at <http://prhome.defense.gov/MRA/TVPO>) for a description of the TAP governance structure.

TAP interagency parties. Federal organizations are required and have agreed to deliver TAP services to transitioning Service members. See Paragraph 10.j. of Enclosure 2 of this instruction for a list of the TAP interagency parties.

TAP Staff. Subject matter experts, hired by OSD and the Military Services, 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.

Separating on short notice from military service.

transition. The preparation and process for moving from active service to the civilian sector.

Transition GPS. A package of activities and curriculum specifically designed to 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 back to civilian life.

Transition GPS Core Curriculum and Tracks. Components of Transition GPS based on value-added learning objectives that enable Service members to become career ready. The Core Curriculum builds the CRS common to all Service members. Transition GPS tracks are chosen by Service members to meet Accessing Higher Education and Career Technical Training CRS or to pursue business ownership or other self-employment.

Transition GPS Participant Assessment. A web-based evaluation completed by the Service member about the Transition GPS 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 GPS 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 GPS.

Transition Overview. The foundation of the transition process in terms of who, what, where, when, and why. It is intended to gain the participant's attention and emphasize the importance of preparing for transition and making the most of the information provided. It is also intended to provide an overview of the TAP Core Curriculum program and the benefits of preparation for an active involvement in each session. A skilled trainer well-versed in the overall TAP should facilitate the transition assistance overview session.

unanticipated separation. Service members released from active duty before completion of enlistment, contract, or orders.

VA Benefits Briefings I and II. VA-led mandatory briefings that provide eligible Service members with information on available veterans' benefits and services.

Virtual Transition GPS Curriculum. A web-based version of the Transition GPS curriculum that provides an alternative delivery method for Service members who cannot attend installation-based training to access Transition GPS classes.

warm handover. A Capstone process between respective Military Departments and appropriate interagency parties 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 party/parties acknowledge(s) that an eligible Service member requires post-military assistance and the interagency party/parties is/are willing to follow through on providing assistance to meet the needs of Service members and assist them in attaining the CRS and making a successful transition.