DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, DC 20350-2000

MEMORANDUM

From: Director, Military Personnel Plans and Policy (N13)
To: Commander, United States Fleet Forces Command (N1)
Office of Chief of Naval Reserve (N0951)

Subj: RESERVE COMPONENT EXEMPTIONS FOR VETERAN'S OPPORTUNITY TO WORK (VOW) ACT AND VETERAN'S EMPLOYMENT INITIATIVE (VEI)

Ref: (a) NAVADMIN 334/12
(b) Veteran's Opportunity to Work (VOW) Act, NDAA 2011

Encl: (1) USD P&R Directive-type Memorandum (DTM) 12-007 of 21 Nov 2012

1. Per paragraph 2.A.(3) of reference (a), enclosure (1) provides Office of the Secretary of Defense guidance on exemptions to reference (b) for Department of Labor Employment Workshop attendance. Additional policy guidance will be provided via NAVADMIN.

2. Point of contact for this matter is Mr. Perry Christiansen at (901) 874-4372.

A. M. KURTA

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PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

NOVEMBER 21, 2012

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Directive-type Memorandum (DTM) 12-007 – "Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members"

References: See Attachment 1

Purpose. This DTM:

- In accordance with the authority in Chapter 58 of Title 10, United States Code (Reference (a)), sections 201-256 of Public Law 112-56 (Reference (b)), and DoD Directive (DoDD) 5124.02 (Reference (c)), establishes policy, assigns responsibilities, and prescribes procedures by which the Military Departments administer the mandatory Transition Assistance Program (TAP).

- This DTM is effective November 21, 2012; it will be incorporated into DoDD 1332.35 (Reference (d)). This DTM will expire effective May 21, 2013.

Applicability. This DTM applies to OSD, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff 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 DTM as the "DoD Components").

Definitions. See Glossary.

Policy. It is DoD policy that:

- All eligible separating Service members are required to participate in TAP.

- TAP will be standardized, established, and managed in accordance with this DTM to provide Service members the tools, education, and assistance needed in order to meet specific career readiness standards (CRS) described in this DTM.

- Commanders will ensure that TAP is implemented in accordance with DoD policy and that all eligible Service members have full access to all TAP components. Commanders must verify that Service members meet their CRS in order to be prepared to transition from active duty.

- All eligible Service members must develop an individual transition plan (ITP) in accordance with this DTM and meet CRS commensurate with their desired employment, education, technical training, or entrepreneurial objectives prior to separation.

- Spouses of eligible separating Service members are encouraged to participate in TAP as described in Attachment 2.

- Eligible and authorized separating Service members may participate in job training and employment skills training, including apprenticeship programs in accordance with section 1143(e) of Reference (a) and other applicable laws, this DTM and departmental policy issued by the relevant Secretary of a Military Department. Participation shall not override mission requirements.

Responsibilities

- The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) will provide guidance to the Secretaries of the Military Departments and monitors compliance with TAP provisions.

- The Secretaries of the Military Departments:

  - Will administer their Service programs to implement TAP in accordance with this DTM.

  - May carry out one or more programs to provide eligible members of the armed forces under the jurisdiction of the Secretary of the Military Department concerned with job training and employment skills training, including apprenticeship programs, to help prepare such members for employment in the civilian sector in accordance with section 1143(e) of Reference (a) and other applicable laws.

Procedures

- Attachment 2 provides the standardized TAP guidelines.

- Attachment 3 lists the CRS.

- Attachment 4 describes the procedures for TAP implementation.

- Attachment 5 provides implementation guidance for employment skills training.

Releasability. **Unlimited**. This DTM is approved for public release and is available on the DoD Issuances Website at http://www.dtic.mil/whs/directives.

Jessica L. Wright
Assistant Secretary of Defense for Reserve Affairs
Performing the Duties of the
Under Secretary of Defense for
Personnel and Readiness

Attachments:
As stated

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ATTACHMENT 1

REFERENCES

(a) Title 10, United States Code
(b) Sections 201-265 of Public Law 112-56, "VOW to Hire Heroes Act of 2011," November 21, 2011
(c) DoD Directive 5124.02, "Under Secretary of Defense for Personnel and Readiness (USD(P&R))," June 23, 2008
(d) DoD Directive 1332.35, "Transition Assistance for Military Personnel," December 9, 1993

ATTACHMENT 2

STANDARDIZED TAP GUIDELINES

1. PARTICIPATION AND TAP COMPONENTS. All eligible Service members, including eligible Reserve Component personnel, shall participate in TAP as outlined below. The standardized components of TAP are:

a. Preseparation counseling in accordance with section 1142 of Reference (a). Completion of this component is **mandatory**.

b. Transition Goals, Plans, and Success (GPS) Core Curriculum. Except for those subcomponents designated as mandatory, completion of these subcomponents is determined based on the Service member's ability to attain CRS. This component consists of the following subcomponents:

(1) Department of Labor (DOL) Employment Workshop in accordance with section 1144 of References (a) and (b). Completion of this subcomponent is **mandatory unless otherwise exempt**.

(2) Transition overview.

(3) Military occupation code (MOC) crosswalk.

(4) Resilient transitions which includes:

(a) Consideration for families.

(b) Stress management.

(c) Support systems.

(d) Special issues.

(e) Value of a mentor.

(5) Financial planning.

(6) Department of Veterans Affairs (VA) Benefits Briefings in accordance with section 1142 of Reference (a). Completion of this subcomponent is **mandatory**.

(7) ITP review.

c. Transition GPS tracks. Participation in the individual tracks is determined based on the Service member's ability to attain CRS. The Transition GPS tracks are:

(1) Education.

(2) Technical training.

(3) Entrepreneurship.

d. Capstone. Completion of this component is **mandatory**.

2. DOL EMPLOYMENT WORKSHOP PARTICIPATION EXEMPTIONS

a. The following are the only exemptions to eligible Service member participation in the DOL Employment Workshop portion of the Transition GPS Core Curriculum:

(1) Service members retiring after 20 or more years of active federal service in the Military Services.

(2) Members of the Reserve Components who are being demobilized or deactivated after serving 180 continuous days or more on active duty, if they met one of the following criteria:

(a) Be able to confirm employment;

(b) Provide documented acceptance into an accredited technical training, undergraduate, or graduate degree program; or

(c) Have previously attended the DOL Employment Workshop.

(3) Service members with specialized skills who, due to unavoidable circumstances, are needed to support a unit on orders to be deployed within 60 days. The first commander in the Service member's chain of command with authority pursuant to chapter 47 of Reference (a) (also known as and referred to in this DTM as the "Uniform Code of Military Justice (UCMJ)" must certify on the ITP checklist any such request for exemption from the DOL Employment Workshop. A make-up plan must accompany the postponement certification.

(4) Wounded, ill, and injured recovering Service members most likely to transition out of active duty, who are enrolled in the Education and Employment Initiative or a similar transition program designed to secure employment, further education, or technical training post-separation.

b. Service members who qualify for an exemption may elect to participate in the DOL Employment Workshop.

c. Service members who qualify for an exemption and elect not to participate in the DOL Employment Workshop must request to be exempted and formally document their decision on the ITP checklist.

3. LIMITED PARTICIPATION. The characterization of a Service member's discharge from military service determines his or her eligibility for certain components of TAP.

a. Bad Conduct or Dishonorable Discharge. Service members will not be eligible to attend the Transition GPS tracks.

b. Other Than Honorable Discharge. The first commander with UCMJ authority in the Service member's chain of command will determine whether the Service member is permitted to attend the Transition GPS tracks.

4. PARTICIPATION REPORTING. The Services will report to the Defense Manpower Data Center Service members who transitioned out of military service, their completion in each of the components and sub-components of TAP and, if applicable, the type of exemptions.

5. SPOUSAL PARTICIPATION. Spouses of eligible separating Service members are eligible, at the discretion of the member and the spouse, for certain counseling in accordance with section 1142 of Reference (a), including job placement counseling, and information on survivor benefits. Spouses of eligible separating Service members are eligible to attend the DOL Employment Workshop. On a space-available basis, inclusion of the spouse in other components of TAP is encouraged.

ATTACHMENT 3

CRS

1. COMMON READINESS STANDARDS. In order to adequately prepare for separation:

a. All transitioning Service members must:

(1) Complete preseparation counseling.

(2) Complete an integrated 12 month post-separation budget.

(3) Document requirements and eligibility for certification, licensure and apprenticeship.

(4) Evaluate transferability of military skills to the civilian workforce (MOC Crosswalk) and complete a gap analysis.

(5) Register on eBenefits.

(6) Complete the ITP.

b. Transitioning Active Component Service members must complete a continuum of military service opportunity counseling.

2. EMPLOYMENT READINESS STANDARDS. Service members seeking employment once they depart from military service must:

a. Complete an assessment tool to identify aptitudes, interests, strengths, and skills.

b. Complete a job application package or receive a job offer letter.

c. Receive a DOL Gold Card Certificate for DOL American Job Centers.

3. EDUCATION AND TECHNICAL TRAINING STANDARDS. Service members seeking further education or technical training once they depart from military service must:

a. Complete an assessment tool to identify aptitudes, interests, strengths, and skills.

b. Complete a comparison of academic or training institution choices.

c. Complete a college, university or technical training application or receive an acceptance letter.

d. Confirm their one-on-one counseling with a college, university or technical training institution advisor or counselor.

ATTACHMENT 4

IMPLEMENTATION OF TAP

1. SERVICE IMPLEMENTATION REQUIREMENTS

a. To ensure that a standardized TAP is provided for eligible separating Service members, the Military Services will:

(1) Identify the eligible population for TAP services, to include Service members who have completed their first 180 days of active duty, except in the case of a member who is being retired or separated for disability.

(2) Coordinate with the VA, DOL, and the U.S. Small Business Administration for scheduling and conduct of the VA Benefits Briefings, DOL Employment Workshops, and Transition GPS Tracks.

(3) Provide adequate facilities for instruction and workspace for counselors and instructors from Military Departments and other agencies.

(4) Provide primary counselors and instructors for the Transition GPS Core Curriculum and Transition GPS Education Track.

(5) Schedule Service members to continue to participate in the other components of TAP after completion of preseparation counseling.

(6) Introduce the CRS at preseparation counseling and support its accomplishment throughout the transition program.

(7) Inform and train unit and installation leadership so they are knowledgeable of the TAP components.

b. The first commander with UCMJ authority in the Service member's chain of command will review the ITP with the Service member to identify weaknesses or gaps in plans, and determine if there is a need to reinforce skills or products through supplemental counseling or instruction.

c. Transition counselors will review the ITP for completion and verify that the Service member meets his or her CRS prior to the capstone event.

(1) If there are any gaps in the CRS, the counselor will immediately connect the Service member to the appropriate resource.

(2) If Service members are deemed to be at risk of not making a successful transition, counselors will introduce them to the necessary resources for post-separation assistance.

d. Commanders and TAP personnel will review and approve the ITP checklist in order to verify Service member's CRS and a viable plan for transition.

e. Commanders will ensure:

(1) Service member participation in capstone.

(2) That the full intent and procedures of the TAP are carried out and documented for all eligible Service members.

(3) This oversight responsibility may not be delegated.

f. Commanders will:

(1) Ensure that the ITP checklist and the preseparation counseling checklist are filed in the Service member's personnel record.

(2) Identify those Service members who fall into the target populations defined in the Glossary, as these individuals may need a higher priority of access to services and a higher level of support to include individualized attention during the transition process.

2. SERVICE MEMBER REQUIREMENTS. In order to complete the TAP process, an eligible Service member transitioning from military service must:

a. Complete preseparation counseling.

b. Complete the Transition GPS Core Curriculum as applicable.

c. If necessary, decide which one of the three optional Transition GPS tracks they will attend based on their ability to attain CRS and complete that track. A Service member may attend additional tracks if desired and supported by unit operational requirements.

d. Complete the ITP.

e. Attain the appropriate CRS based on which employment or education and technical training goal he or she intends to pursue after active duty military service.

f. Complete the capstone event.

3. SERVICE MEMBER TRANSITION TIMELINE. The transition timeline applies to TAP participants.

a. Eligible Service members may begin the transition process up to 24 months before scheduled separation. Service members are encouraged to begin this process 24 months before

retirement and 12 months before separation.

b. Preseparation counseling shall commence as soon as possible during the 12-month period before separation and Service members shall complete capstone no later than 90 days before separation.

c. Reserve Component Service members who are being demobilized shall begin pre-separation counseling as soon as possible within their remaining period of service.

ATTACHMENT 5

EMPLOYMENT SKILLS TRAINING PROGRAMS

1. IMPLEMENTATION

a. The Under Secretary of Defense for Personnel and Readiness shall:

(1) Issue policy guidance and criteria for job training and employment skills training, including apprenticeship programs, established under section 1143(e) of Reference (a).

(2) Issue policy, guidance and overarching procedures for evaluating and approving job training and employment skills training, including apprenticeship programs.

(3) Monitor and evaluate the overall effectiveness of job training and employment skills training, including apprenticeship programs.

b. Secretaries of the Military Departments who implement these programs may:

(1) Issue implementing procedures for evaluating and approving job training and employment skills training, including apprenticeship programs.

(2) Provide, given mission requirements, reasonable opportunity for eligible and authorized Service members to participate in approved job training and employment skills training, including apprenticeship programs.

2. SERVICE MEMBER PARTICIPATION

a. To be eligible for these programs, a Service member must have completed at least 180 days on active duty in the armed forces and be expected to be discharged or released from active duty within 180 days of the date of commencement of participation in such a program.

b. The approval authority to participate in these programs is the first field grade Commander with UCMJ authority in the Service member's chain of command. The approval authority shall put in place personnel accountability procedures as part of the condition of approval.

c. The approval authority may terminate the participation of a Service member in a program for reasons of military necessity. Upon notification that their participation is terminated, a participating Service member must immediately withdraw from the program and report to their unit of assignment.

d. Service members from one Service shall not be restricted from participating in another Service's program unless work load or other unusual circumstances dictate. Reasonable effort will be made to accommodate all eligible personnel from other Services.

e. Use of appropriated funds to support member travel associated with participation in these programs is not authorized.

GLOSSARY

PART I. ABBREVIATIONS AND ACRONYMS

CRS	career readiness standard
DOL	Department of Labor
DoDD	DoD directive
DTM	directive-type memorandum
GPS	goals, plans, and success
ITP	individual transition plan
MOC	military occupation code
TAP	Transition Assistance Program
UCMJ	Uniform Code of Military Justice
VA	Department of Veterans Affairs

PART II. DEFINITIONS

These terms and their definitions are for the purpose of this DTM.

capstone. A transition program culminating activity that verifies the Service member meets the CRS and the Service member has a viable plan for transition and connects them with external agencies that can offer additional assistance to ensure a successful transition to civilian life.

CRS. A set of both common and specific standards and their associated products based on Service member determined goals that they must achieve to demonstrate they are prepared to pursue their post-separation goals. CRS capitalize upon the skills and experiences Service members gained during military service and are aligned to employment or technical training and education competency areas. CRS ensure that Service members depart the military prepared with the appropriate skills and knowledge.

credentialing. Obtaining certificates, licensure, and other official verification of competency accepted by civilian industry or federal, state, or local authorities.

ITP. A Service member's personal road map for attaining employment, education, technical training, and entrepreneurship objectives. The ITP:

Provides the framework for Service members to perform detailed assessments of their personal and professional preparedness to achieve realistic career goals after separation from active duty.

Identifies actions and activities associated with transition while providing a means to discover and explore interests and skills that may lead to potential career paths.

Is a living document that is created and maintained by the Service member.

ITP checklist. Documents the progress towards and completion of all requirements to obtain the CRSs and will be filed along with the preseparation counseling checklist in the permanent personnel file.

target population. Service members who:

Are 18 to 24 years old;

Complete their first term of enlistment;

Are involuntarily separated due to force shaping; or

Rapidly separate from military service.

TAP. A set of activities specifically designed to ensure separating Service members have a targeted set of knowledge, skills, documentation, and assistance required in order to make a smooth and successful transition back into civilian life.

Transition GPS Core Curriculum and Tracks. The TAP components, which focus on providing Service members with a targeted set of value-added, individually-tailored training programs and services in order to equip them with the skills they need to successfully pursue their post military service goals.