

REQUIREMENTS FOR TRANSITION ASSISTANCE CLASS

In order to maximize your benefits from this workshop, we need you to come prepared. Please bring the following with you:

ELECTRONIC DEVICES

- **Bring your own laptop / device** to class. Please put the following url's on your computer/device:
 1. <https://www.dmdc.osd.mil/milconnect>
 2. <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>
 3. <https://dmdc.osd.mil/tgpsp/>
 4. <http://www.mynextmove.org/>
 5. <http://www.onetonline.org/>
 6. <https://afvec.langley.af.mil/afvec/Public/COOL/Default.aspx>
(NEW for Air Force Personnel only)

VMET

- **PLEASE PRINT OUT YOUR *VMET* PRIOR TO COMING TO CLASS. USE URL #1.**
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ATTENDANCE

- **Absences and tardiness are not acceptable. If you have appointments during the week, either reschedule the appointments or reschedule your TAP attendance.**

CELL PHONES

- **They need to remain on a low vibrate and should only be used if there is an emergency.**

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DRESS CODE

- NO UNIFORMS, SHORTS OR FLIP FLOPS.***
- The purpose of this seminar is to prepare you for employment in the civilian community, and your dress is an important part of the transition process. The required dress is business casual for the duration of the program.*
- The dress code for TAP is “business casual”. Business casual includes khaki pants, slacks, skirts, short-sleeved polo-shirts, shirts with collars, a blouse, and long-sleeved shirts. (**NOT FLORIDA CASUAL**) See below!*
- Please bring a sweater or jacket due to the fluctuation of our A/C.*


TAP Dress Code

DO NOT wear your military uniform.

The dress code for TAP is “**business casual**”. Business casual includes khaki pants, slacks, skirts, short-sleeved polo-shirts, shirts with collars, a blouse, and long-sleeved shirts. **NOT FLORIDA CASUAL**



NOT ALLOWED – military uniforms, jeans, tennis shoes, tight or short skirts, t-shirts, and sweatshirts, flip-flops, and athletic wear.



**REQUIREMENTS FOR
TRANSITION ASSISTANCE CLASS**

**DAY 1
(0800 – 1630)
DoD Day**

- PERSONAL FINANCE MODULE BRIEF AND ACTIVITIES
- LUNCH
- MOC CROSSWALK BRIEF AND ACTIVITIES
- MY TRANSITION BRIEF

**DAY 2
(0800 – 1600)**

**DEPARTMENT OF VETERANS AFFAIRS
Veterans Benefits and Services**

**DAY 3
(0800 – 1600)**

DEPARTMENT OF LABOR

Employment Fundamentals

of

Career Transition

- Bring DD FORM 2586, Verification of Military Education Training (VMET); <https://www.dmdc.osd.mil/tgps>
 - **Coast Guard please bring CG 1561**
(PLEASE PRINT THE ABOVE AND BRING TO CLASS)
 - Bring OPR/EPR/ERB/ORB/OER (or equivalent to class)
 - Rough draft of your resume
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DAYS 4 & 5
(0800 – 1600)

DEPT OF LABOR EMPLOYMENT 2-DAY TRACK

ADDITIONAL TRACKS AVAILABLE

SBA BOOTS 2 BUSINESS ENTREPRENEUR 2-day TRACK

Optional track if you or your spouse are interested in starting a business. Call 321-494-3472 to sign-up.

DoD HIGHER EDUCATION 2-day TRACK

Optional track for those that are interested in going back to college. Sign-ups will be taken on by a representative from the Education Center.
Call 321-494-2071, Ms. Highsmith for more details.

DoL VOCATIONAL 2-day TRACK

Formally the CTTT workshop, this course offers a unique opportunity to identify skills, increase awareness of training and credentialing programs, and develop an action plan to achieve career goals. Service members and spouses who attend the two-day Department of Labor Career Exploration and Planning Track (CEPT) workshop will complete personalized career development assessments of occupational interest, aptitudes, and work values.

These assessments will present workshop participants with a variety of tailored job recommendations aligned with their interests and aptitudes, some of which are classified as "high demand" or "high growth" occupations. Participants will learn to narrow their career focus by establishing achievable career goals and development strategies. Workshop facilitators will guide participants through a variety of career considerations including labor market projections, education, apprenticeships, certifications, and licensure requirements. Call 321-494-3472 for times and dates.

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END OF COURSE SURVEY

- <https://dmde.osd.mil/tgpsp/>

PHYSICAL ADDRESS FOR GPS DEVICES:

842 Falcon Ave

Patrick AFB, FL 32925

Bldg 722