

Breakout 2 TRANSITION COUNSELING 1 hour

Enabling Objectives: (Slide 2)

STATE the importance of the Certificate of Release or Discharge from Active Duty (DD Form 214) in accordance with Naval Military Personnel Manual (MILPERSMAN), NAVPERS 15560(series)

STATE the program elements mandated by public law of the Transition Assistance Management Program (TAMP) in accordance with Transition Assistance Management Program, OPNAVINST 1900.2(series)

IDENTIFY the responsibilities of the CCC in the transition process in accordance with Transition Assistance Management Program, OPNAVINST 1900.2(series)

DESCRIBE the process to complete and submit Pre-separation Counseling Checklist, DD Form 2648 and Service Member's Individual Transition Plan Checklist, DD Form 2958 in accordance with Pre-separation Counseling Checklist, DD Form 2648

DESCRIBE the CCC's responsibilities in completion of the Individual Transition Plan for transitioning personnel in accordance with Transition Assistance Management Program (TAMP), OPNAVINST 1900.2 (Series)

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1. Responsibilities of the Command Transition Officer/CCC in the transition process

a. The CCC is a vital partner in making a successful transition

b. Identify potential separatees (12-9 months until EAOS), Fleet Reservist, and retirees (24 months from projected retirement date)

(1) 18 months for E-6, 24 months for E-7 and above from projected retirement date

c. Assist with scheduling Transition-Goals, Plans, and Success (Transition-GPS) workshop

(1) Notify Sailors of items needed to attend Transition-GPS

(a) Completed DD Form 2648

(b) Department of Veterans Affairs e-Benefits registration information

(c) Individual Transition Plan (ITP) with Block 1 initiated

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(1) Notify Sailors of recommended items for Transition-GPS

(a) Copy of Career Interest Assessment from Occupational Information Network (O*NET) interest profiler or printout from Kuder website

(b) Copy of Verification of Military Experience & Training (DD Form 2586)

(c) Copy of recent leave and earnings statement

(d) Copy of evals/FITREPs

(e) Joint Service Transcript (JST)

(f) Copy of credit report

d. Provide Pre-separation counseling and document on a DD Form 2648

e. Initiate the Individual Transition Plan (ITP) Checklist (DD Form 2958)

(1) Initiate ITP, Block 1

(a) Blocks 2 through 6, as applicable

f. Document completion of Career Readiness Standards (CRS) on the ITP Checklist (DD Form 2958)

g. Document completion of Transition-GPS Capstone

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Overview

(1) Transition-GPS consists of Core Curriculum, Additional Tracks, and Capstone

(a) Scheduled to attend a series of classes and workshops, collectively referred to as the "Transition-GPS Core Curriculum," which is a 5 day curriculum, it includes:

- 1) Transition Overview
- 2) Transition Resiliency - Lecture and Discussion
- 3) Military Occupational Codes (MOC) Crosswalk Gap Analysis
- 4) Financial Planning Seminar
- 5) Department of Labor Employment Workshop (DOLEW)
- 6) Department of Veterans Affairs Benefits Briefing
- 7) ITP

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(2) Transition-GPS elements mandated by public law

(a) Pre-separation counseling 90 days prior to separation (DD Form 2648)

(b) Department of Veterans Affairs benefits briefing

(c) Department of Labor Employment Workshop

1) Personnel may opt out if:

a) Retiring after 20 or more years

b) Needed to support a unit operationally NOTE: Exemption must be documented on the DD Form 2958

c) Confirmed enrollment for college, or letter of acceptance for employment

d) Reservists demobilized or deactivated after serving 180 continuous days or more on active duty,

if they meet specific criteria

(d) Employment Assistance

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Transition-GPS

a) G - Goals: Goals will be identified and written down

b) P - Plans: In order to be successful, a written plan must be established

c) S - Success: Transition-GPS wants all attendees to be successful in achieving their goals

(3) Information on involuntary and retirement/separation benefits and services

(a) Navy Reserve brief

- 1) Only required for reenlistment eligible personnel (including HYT)

Mandated by Congress

a. "Pre-separation Counseling Checklist".

b. Must be completed no later than 90 days prior to separation

- c. Ensure document is filed in Official Military Personnel File via Defense Manpower Data Center (DMDC) website
- d. Submitted via Defense Manpower Data Center website

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(4). Individual Transition Plan

NOTE: The ITP will be refined by the individual during each component of Transition-GPS they attend

- a. All service members review Block 1
- b. The ITP has 6 different blocks
- c. Optional tracks with respective block numbers
 - (1) Employment track (Block 2)
 - (2) Education track (Block 3)
 - (3) Career Technical Training track (Block 4)
 - (4) Entrepreneurship track (Block 5)
 - (5) Transition Timeline (Block 6)

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(5). Career Readiness Standards

- a. Designed to increase a Sailor's ability to successfully overcome any challenge they may face in pursuit of a chosen career path
- b. Reference NPC website list of CRS.
- c. Some Career Readiness Standards apply to all career paths (Employment, Education, Technical Training, and Entrepreneurship), while others only apply to a specific career path

(6) Capstone Event

- a. Preferred method is for member to attend a Navy transition site small group seminar (less than 50 service members)

NOTE: If due to operational commitments, commands can conduct local capstone in small group or individual event

- b. Mandatory documentation on DD Form 2958
- c. All attendees review Block 1, then break into optional tracks (as applicable)

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- (1) Document review (ITP Checklist)
 - (a) Section I. Service Member Information
 - (b) Section II. Common Career Readiness Standards
 - (c) Section III. Higher Education/Career Technical Training Readiness Standards
 - (d) Section IV. Other
 - (e) Section V. Hand-off to Supporting Agencies Contact Information
 - (f) Section VI. Verification

(2) Counselor shall verify then sign the DD Form 2958 as Transition Counselor upon completion of Career Readiness Standards, only if Sailor was unable to attend a Navy Transition Site

- a. Utilize Presenters Guide for Capstone Event
- b. Counseling conducted no later than 90 days preceding an anticipated separation/retirement
- c. DD Form 2958 is signed by the commander or designee

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(7) Certificate of Release or Discharge from Active Duty, DD Form 214

a. Block 24. Characterization of Service

If one of the following characterizations are used you must ensure a warm handover is completed with the American Job Center of the location the Sailors is moving to.

- (1) General Under Honorable Conditions
- (2) Other Than Honorable
- (3) Bad-conduct Discharge awarded at Special Court-Martial
- (4) Bad-conduct Discharge awarded at General Court-Martial
- (5) Dishonorable Discharge
- (6) Uncharacterized

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(8) Warm Handover:

(a) All Service members who do not complete their Career Readiness Standards or do not have a viable Individual Transition Plan are required to receive a warm handover to the appropriate partner agencies

- Department of Veterans Affairs (VA)
- Department of Labor (DOL)

(b) Warm handover presents an opportunity to mitigate gaps in needed assistance when Service members make their transition from military to civilian life

(c) It is imperative that the DD Form 2958, "The Individual Transition Plan Checklist" include the partner agency representatives' name, the location, the telephone number, and the commanders or commander's designee's name

(d) Depending on the characterization of military service, some Service members may not be eligible for the benefits offered by the VA and should only be referred to the DOL.

(SLIDE 13) DD 2958

a. Show screenshot and discuss how to manage and create sessions

(SLIDE 14) Record Verification

- a. Discuss record verification to verify the DOD ID number matches the Sailor's last name.

(SLIDE 15-18) NRMS VOW COMPLIANCE REPORT

- a. Discuss how to obtain, view, and understand the command VOW Compliance report in NRMS

(SLIDE 19-22) MILITARY LIFE CYCLE

Discuss the slide screen shots of the military life cycle.

1. NAVADMIN 243/14 announced the implementation of Transition into the Military Life Cycle (MLC).
2. Incorporate aspects of the transition assistance program into MLC:
 - a. Enlisted Career Development Boards (CDBs)/ Individual Career Development Plans (ICDP) and Officer semi-annual performance reviews for both Active and Reserve components (IAW BUPERSINST 1610.D).
 3. Introduce portions of the Career Readiness Standards (CRS) and the processes that enable transitioning Service members to meet those standards prior to pre-separation counseling or attending the mandatory 5 day Transition GPS course.

(SLIDE 23) What does the Navy need from CCCs

1. Complete Blended Retirement System (BRS) Leadership Training Course
 - a. Provides an overview of the new retirement system allowing CCCs to understand the particulars of the changes to military retirement benefits.
 - b. Available now on Joint Knowledge Online
(JKO)http://jko.jten.mil/courses/brs/leader_training/Launch_Course
2. During a regularly scheduled Career Development Board
 - a. Identify Service member that met a touch point (life event) as defined by Fiscal Year 2016 National Defense Authorization Act (NDAA FY16) which requires financial literacy education
 - <http://www.public.navy.mil/bupers>
 - npc/support/21st_Century_Sailor/readiness/Pages/Personal-Financial-Management.aspx
3. Refer those Service member to the Command Financial Specialist.
CCCs are not expected to be financial Counselors.

(SLIDE 24) Questions