

January 2025



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# INDIVIDUALIZED INITIAL COUNSELING RESOURCE GUIDE

**FORT JACKSON TAP CENTER**  
**CONTINUING EDUCATION CENTER, 4600 Strom Thurmond Blvd, Room A200**  
**803-751-4109**

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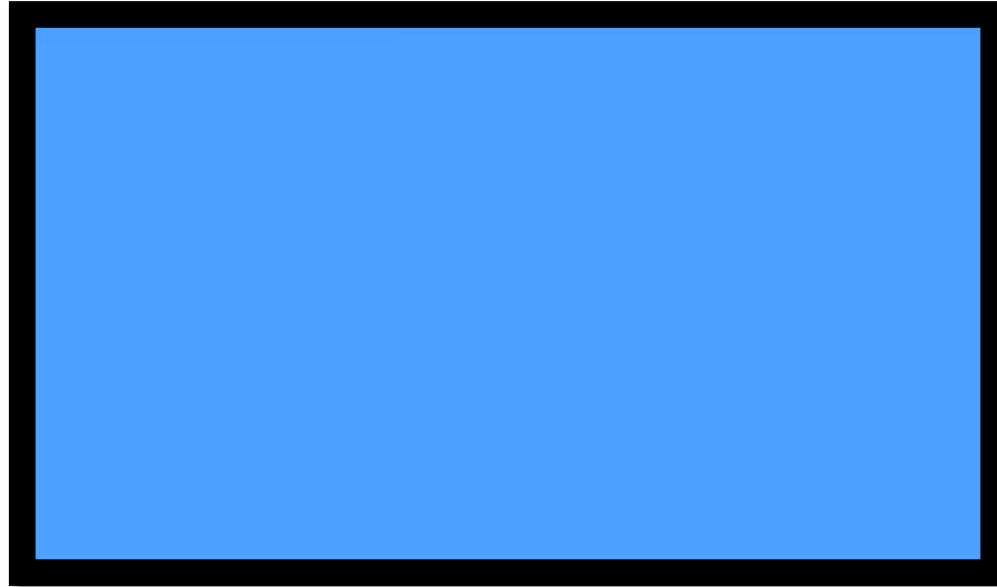
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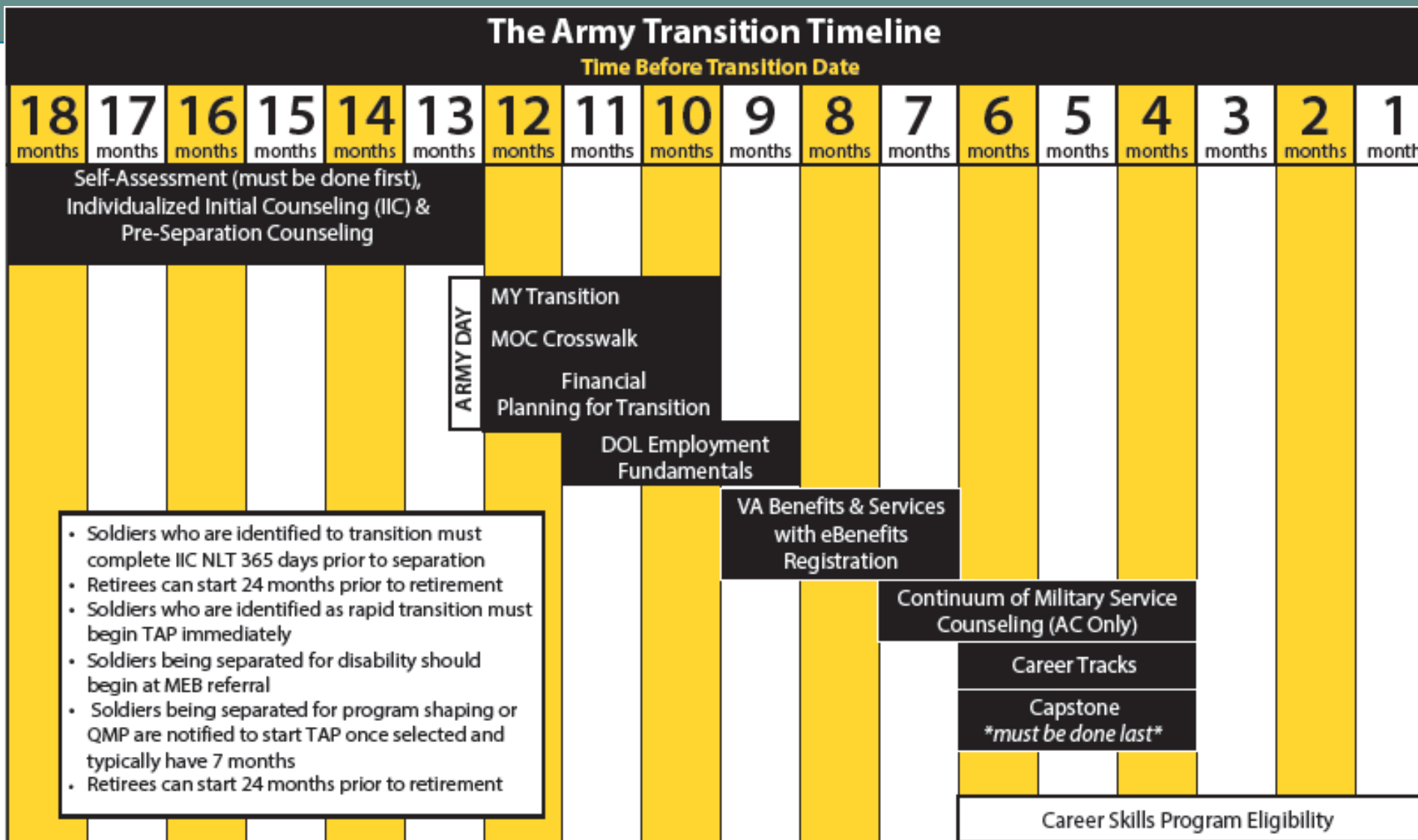
# CONGRATULATIONS



Message from Director Walter Herd

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# WHAT DOES THE TRANSITION PROCESS LOOK LIKE?



TAP services represented here can be accessed face-to-face at your local TAP Center, through Army TAP Virtual Center ([www.armytap.army.mil](http://www.armytap.army.mil)) or at 800.325.4715

# WHAT DOES THE TAP PROGRAM HAVE TO OFFER?

## Pre-Separation Counseling

- Introduction to benefits and entitlements you may have earned during your military Service
- Program information that will assist in transition

## TAP Core Curriculum

- Managing Your (MY) Transition
- MOC Crosswalk
- Financial Planning for Transition
- DOL Employment Fundamentals of Career Transition
- VA Benefits and Services

## Career Tracks

- Education
- Employment
- Vocational
- Entrepreneurship

## Additive Classes

- Advanced Resume
- Guide to Federal Employment
- Dress for Success
- Interview Techniques
- Salary Negotiations
- Skills Development

Counselor(s)  
and  
resources  
available for  
all transition  
concerns

### TAP CENTER STAFF

- Scheduling Coordinator/Admin Support 803-751-4109
- Transition Counselors 520-671-8598  
520-671-8087
- Financial Counselor 520-671-8630
- Career Skills Program Counselor 520-671-8070 To request an CSP packet, please EMAIL: [usarmy.jackson.93-sig-bde.mbx.tap-center-jackson@army.mil](mailto:usarmy.jackson.93-sig-bde.mbx.tap-center-jackson@army.mil)
- SC Department of Employment & Workforce
- VA Benefits Advisor 803-318-4912  
571-461-8853

### Mental Health Resources

Crisis Line dial 988 then option 1, or text 838255

Joint Behavioral Health (Perm party AD, families)  
2513/2235, Moncreif ACH, 7th Floor

Community Behavioral Health (Perm or TDY)  
5911, McWethy TMC, Bldg 4575

South Carolina Department of Mental Health  
898 - 8581

# INDIVIDUAL TRANSITION PLAN (ITP)

The key to a successful transition is planning, which requires a carefully thought-out Individual Transition Plan (ITP).

The ITP provides a framework to achieve realistic career goals based upon an assessment of your personal and family needs as well as your unique skills, knowledge, experience, interests and abilities.

## SECTION I.

Identify  
Post-transition  
Personal/Family  
Requirements

- Taking Care of Individual/Family Needs
- Assessing Benefits and Entitlements
- Getting Financially Ready

If you are preparing for transition, ask yourself the following three questions and prioritize what is most important to you:

Where do you and your family want to live?

What career do you want to pursue?

What is your desired income?

## POST-TRANSITION PLANS

### Section I. Identify Post-transition Personal/Family Requirements

#### A. Taking Care of Individual/Family Member Needs

- ☐ Identify individual/family needs such as medical care, expenses, and location of potential providers.
  - Schedule final physical (SHPE or SHA) and dental checkups and speak with your Tricare representative about Transitional Healthcare Benefits. Visit [www.healthcare.gov](http://www.healthcare.gov) to evaluate costs of health insurance.
- ☐ Identify extenuating individual/family circumstances (e.g. need to provide care for elderly parents, family business, exceptional family member needs, etc.).
- ☐ Assess impact of individual/family requirements on relocation options (e.g. quality of local schools, availability of medical care, spouse employment opportunities, etc.).
- ☐ Evaluate your immediate post-transition housing requirements.
  - Determine living space needed. Consider making more than one move or utilizing temporary storage.
  - Contact the housing referral office to set up transportation counseling. The installation transportation office can provide detailed information about planning the movement and storage of your household goods.
  - Visit the VA website: <https://www.va.gov/housing-assistance/home-loans/> to get information on the VA home loan guaranty program.
- ☐ Consider your post-transition transportation requirements.
  - Determine what reliable transportation can take you to and from work or school.
  - Evaluate your commuting options.
  - Determine transportation needs for spouse and/or dependents.
  - Identify your post-transition transportation expenses to include: purchase costs, vehicle registration, insurance, maintenance, fuel, etc.
  - If you are disabled, determine if you are eligible for assistance in purchasing a vehicle and/or automotive adaptive equipment by visiting: <https://www.va.gov/disability/eligibility/special-claims/automobile-allowance-adaptive-equipment/>
- ☐ Evaluate if the thought of leaving the military creates increased feelings of stress or anxiety on you and your family.
- ☐ Consider your support system.
  - Who do you go to for advice, personal counsel and/or mentoring in a difficult challenge or decision?
  - Will you still have access to those persons after you transition from active duty?
  - Determine what steps you need to take now to maintain contact and continue those connections.
  - Determine how to establish this type of support in the community where you will live.

Create and maintain your ITP with assistance from your Transition Counselor



# INDIVIDUAL TRANSITION PLAN (ITP)

## SECTION II.

### Evaluate Military and Civilian Experience and Training

- Documenting Job Related Training
- Verifying Eligibility for Licensure and Certification
- Identify career field(s) you are qualified to enter



#### JST

A list of completed military education and training which provides credit recommendations, course hours, and descriptions.

Access website by clicking on the image above.

milConnect

#### Verification of Military Experience and Training (VMET), DD Form 2586

A useful document to have during transition that provides documentation and verifies military experience and training.

Access website by clicking on the image above.



#### Community College of the Air Force (CCAF)

A regionally accredited college, sharing in Air University's accreditation through the Southern Association of Colleges and Schools-Commission on Colleges (SACSCOC).

Access website by clicking on the image above.

## Section II. Evaluate Military and Civilian Experience and Training

### A. Documenting Job Related Training

- ☐ List the documentation of your civilian and military experience/training (e.g., certifications, diplomas, transcripts, licenses, etc.) that you need to gather for resume development. This may require research on your behalf to contact former technical training and academic institutions to identify their specific procedures and any applicable fees for providing this service.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

- ☐ Verify your military experience and training (VMET) at: [www.dodtap.mil/login.html](http://www.dodtap.mil/login.html). Assistance is available by meeting with a Transition Counselor and instruction is available by attending the MOS Crosswalk Course. Review the list of schools documented on the VMET site. If necessary, gather documentation and list below all military professional development schools you completed that are missing from the VMET site.

<input type="checkbox"/>	<input type="checkbox"/>
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### B. Verify Eligibility for Licensure and Credentialing

- ☐ Crosswalk your military skill set to the corresponding civilian AND identify and document transferable credits earned through your military experience and training and verify your eligibility for licensure, certification and apprenticeship programs.

### C. Identify career field(s) you are qualified to enter.

- ☐ Conduct personal research to explore and evaluate potential career field options.
- ☐ Refine your research to identify desired industries, careers, jobs and salaries. Consider the public and private sectors. Identify any prerequisites you would have to complete (e.g., education, training, certification, licensure, security clearance) before being fully qualified to seek employment.
- Now that you identified potential careers, evaluate your ease to relocate and find new employment. Find where opportunities exist by researching employment websites such as: <https://www.usajobs.gov/> and American Job Centers <https://www.careeronestop.org/Site/american-job-center.aspx>
  - Now that you know where potential jobs exist, research those locations to determine if they meet your personal/family requirements. Explore state, city and county websites to evaluate demographics, school ratings, tax rates, cost of living, availability of housing, home prices, etc. Assistance is also available through your installation relocation assistance office and through the U.S. Bureau of Labor Statistics: <https://www.bls.gov/data/>

Create and maintain your ITP with assistance from your Transition Counselor

Notes

# INDIVIDUAL TRANSITION PLAN (ITP)

## SECTION III.

Determine  
Post-transition  
Career Track(s)

- Finding a New Job
- Continuing Your Education
- Pursuing Vocational Training
- Starting a Business

2-Day  
Tracks

- Employment
- Vocational
- Education
- Entrepreneurship

### Section III. Determine Post-transition Career Track

**A. Designate the career field you wish to pursue based on your personal, family and financial obligations and desires.**

Identify desired Career Field(s): \_\_\_\_\_

Identify desired Relocation Destination(s): \_\_\_\_\_

**B. Designate your transition track.**

❖ Select the transition track(s) you wish to pursue. Use the statements below each track to help you determine which step(s) to take next.

☐ Employment

- I require additional assistance to further explore future employment opportunities.
- I need to write/update my resume.
- I need to learn more about networking, interviewing, and job search prep.

☐ Education

- I require additional education in my desired career field.
- I plan to enroll in college or university.
- I plan to obtain professional licensure or certification.

☐ Vocational

- I require additional vocational training in my desired career field.
- I plan to enroll in vocational training or apprentice.
- I plan to obtain professional licensure or certification.

☐ Entrepreneurship

- I require additional SBA training to start my own business.
- I need to begin or complete a business plan.

☐ Other

- I am fully qualified to seek immediate employment in my desired career field and am ready to apply to the position I want.
- I have been offered a job that meets my post-transition personal/family/financial obligations and relocation plans.
- I currently already have the position I want in my desired career field.
- I currently or will be enrolled in a higher education or vocational institute.
- I currently own my own business or will be taking over a family business.

#### Check-In:

- ☐ I have been assigned a Tier
- ☐ I understand my Career Readiness Standards and the deliverables associated with my Career track(s)
- ☐ I have attended Pre-Separation Counseling and I do not have any follow-on questions
- ☐ I have selected a Career Track(s)
- ☐ I have been scheduled for additive classes or follow-up counseling(s) and have received my

Create and maintain your ITP with assistance from your Transition Counselor



# TACTICAL EMPLOYMENT CONNECTIONS



Access website by clicking on the image above.

American Job Centers (AJCs) provide free help to job seekers for a variety of career and employment-related needs. Nearly 2,400 AJCs, funded by the U.S. Department of Labor's Employment and Training Administration, are located throughout the United States.



Access website by clicking on the image above.

TAP maximizes resources within the Regular Army, National Guard and Army Reserve regardless of where a Soldier is stationed. TAP offers Soldiers more opportunities as they transition from Active Duty to civilian life through the Reserve Component Career Counselor (RCCC) office. The goal is to connect transitioning Soldiers with local resources and employers in the community they will reside in post-transition to obtain meaningful employment. [Employer Support of the Guard and Reserve](#)



Access website by clicking on the image above.

Army TAP Centers enable Face-to-Face and virtual events during which transitioning Soldiers can meet formally with employers offering jobs, which may fit the Soldiers' skills, experience, and desires. Contact your local TAP office today and ask about their next Hiring Event

Scan QR Code to  
access  
TAP Events



Access website by clicking on the image above.

<https://www.armytap.army.mil/content/Tactical%20Employment%20Connection>



### WHY CREATE A PROFILE WITH RECRUITMILITARY?

With ONE profile you get immediate access to military exclusive services:

- 24/7 Access to 300K+ Job Openings
- Virtual & In-Person Hiring Events
- Placement Services

Connect and Network with employers that want to hire YOU!



## RecruitMilitary | Tactical Connection Program

Empowering the Military Community Through Meaningful Employment Opportunities



[RMvets.com/WelcomeTAP](https://RMvets.com/WelcomeTAP)

*RecruitMilitary is the selected employment service provider to the U.S. Army and the Transition Assistance Program*



# Career Skills Program

## CREATE YOUR FUTURE

### With The Army Career Skills Program (CSP)

#### BENEFITS

- ❖ **Guaranteed Job/Interview into an open position**
- ❖ **Builds upon skills acquired during military service**
- ❖ **Provides skills that relate to civilian occupation with industry recognized credentials**
- ❖ **A high probability of employment**
- ❖ **Pay commensurate with the knowledge, skills and abilities necessary to perform the job**



#### ELIGIBILITY

- ❖ **Must have 180 days of continuous active-duty service**
- ❖ **Anticipated discharge of release from active duty within 180 calendar days of the CSP start date (or upon completion of the MRDP and enrollment in IDES for MEB)**
- ❖ **Anticipated honorable or under honorable conditions discharge**
- ❖ **Approval authority is first field grade commander with UCMJ authority in the Soldier's chain of command**

For More Information About The Army's Career Skills Program Please Contact Your TAP Office





# Career Skills Program



Access website by clicking on the image above.

**Register to attend the CSP Overview Briefing**

**by calling the TAP Center 803-751-4109.**

**Once you have attended the Overview Briefing,  
click below to email your questions or concerns:**

**[usarmy.jackson.93-sig-bde.mbx.tap-center-jackson@army.mil](mailto:usarmy.jackson.93-sig-bde.mbx.tap-center-jackson@army.mil)**

For More Information About The Army's Career Skills Program Please Contact Your TAP Office

## LEVERAGE YOUR BENEFITS

In addition to opportunities such as Tuition Assistance and the GI Bill program, you can enhance your marketability and post-separation career prospects by participating in a SkillBridge opportunity.

The DoD also has several other programs available to help Service members meet career aspirations:

### Credentialing Opportunities On-Line (COOL)

Access information for over 3,000 certifications, credentials, and licenses.

<http://bit.ly/dodcool1>

### MilGears

Powered by COOL

A customized career navigation tool currently for Navy Service members with future support for all military Service members.

<http://bit.ly/milgears1>

### United Services Military Apprenticeship Program (USMAP)

Join other Service members who are obtaining on-the-job career training.

## ABOUT THE PROGRAM

DoD SkillBridge programs provide our retiring and transitioning Service members the opportunity to participate in industry training programs while transitioning out of their Military careers.

The DoD covers Military pay and benefits during a Service member's time in a SkillBridge program, providing an invaluable experience for the Service member and the Industry Partner.

Program partners include employers in all career fields such as **Amazon, John Deere, Lockheed Martin, UnitedHealth Group,** and the **U.S. Veterans Administration** — and hundreds more!

## PLAN FOR YOUR FUTURE

Career and transition planning is important to your success and begins with basic training. Just as military occupational training is mission-critical to your Service, continual career tooling is critical to your occupational success.

The DoD SkillBridge program is an excellent opportunity as you plan for your life after the military. SkillBridge matches civilian opportunities to your job training and work experience at the end of your military duty.

You may be eligible to participate in SkillBridge if you have 180 days of service or fewer remaining prior to your date of separation and you have at least 180 continuous days of active service.

## GET ENGAGED

Your installation transition support office can help you with your transition plan and future career aspirations for a successful transition from your military career to your future civilian career.

- Review your career and transition plan and discuss your career aspirations
- Sign up for Transition Assistance Program (TAP) trainings
- See if there is a SkillBridge program that can help in your next career



**STEP 1 » INITIAL COUNSELING (IC)**  
365 DAYS

**STEP 2 » TRANSITION READINESS WORKSHOPS**

**STEP 3 » CAPSTONE REVIEW**  
90 DAYS

**STEP 4 » COMMANDER'S VERIFICATION**

Connecting transitioning Service Members to occupational training.

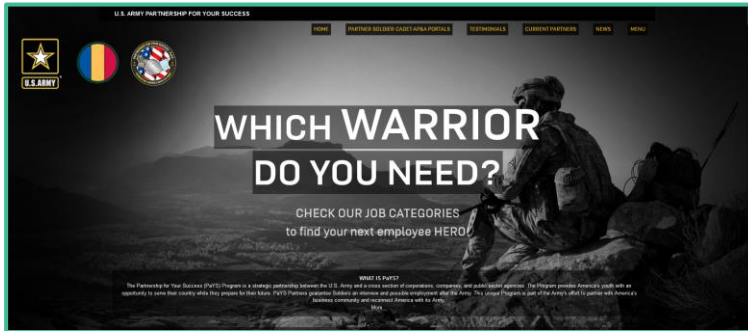




# PaYS

U.S. ARMY PARTNERSHIP FOR YOUR SUCCESS

Access website by clicking on the image above.



## **Soldier Decides to Separate / Retire**

Soldier logs onto the PaYS portal and selects up to five companies (Partners) for guaranteed interview; contacts selected partners

## **During Soldier Transition**

Soldier interviews with PaYS Partners for possible employment

## **PROGRAM OVERVIEW FOR SOLDIERS AND CADETS**

The U.S. Army Partnership for Your Success (PaYS) Program partners with a cross section of private industry, academia, businesses and state and local public institutes. Our PaYS partners sign an agreement to provide job interviews and potential employment to separating Soldiers. Enlisted Soldiers select 5 PaYS partners during their enlistment process. ROTC Cadets research the various PaYS opportunities in the Cadet Sign Up ( <https://www.armypays.com/PaYSCadetReservations/auth/login>) and may select five PaYS partner job opportunities. Interviews are guaranteed to PaYS Soldiers upon completion of their training and/or first term of service, provided all requirements are met. Military Occupational Specialties are matched with civilian jobs. Army Reservists and Army National Guard Soldiers are eligible to interview immediately upon completion of training. Reserve Component Cadets must complete degree requirements and commission as a Second Lieutenant. ROTC Cadets serving in the Regular Army must successfully complete their active duty commitment. The PaYS Program provides America's youth with an opportunity to serve their country, while they prepare for their future. Soldiers learn technical skills required by industry and selected government agencies; along with work ethics, teamwork, communication, and leadership during their enlistment in the United States Army. Log onto [www.armypays.com](http://www.armypays.com) for more information on the PaYS Program.

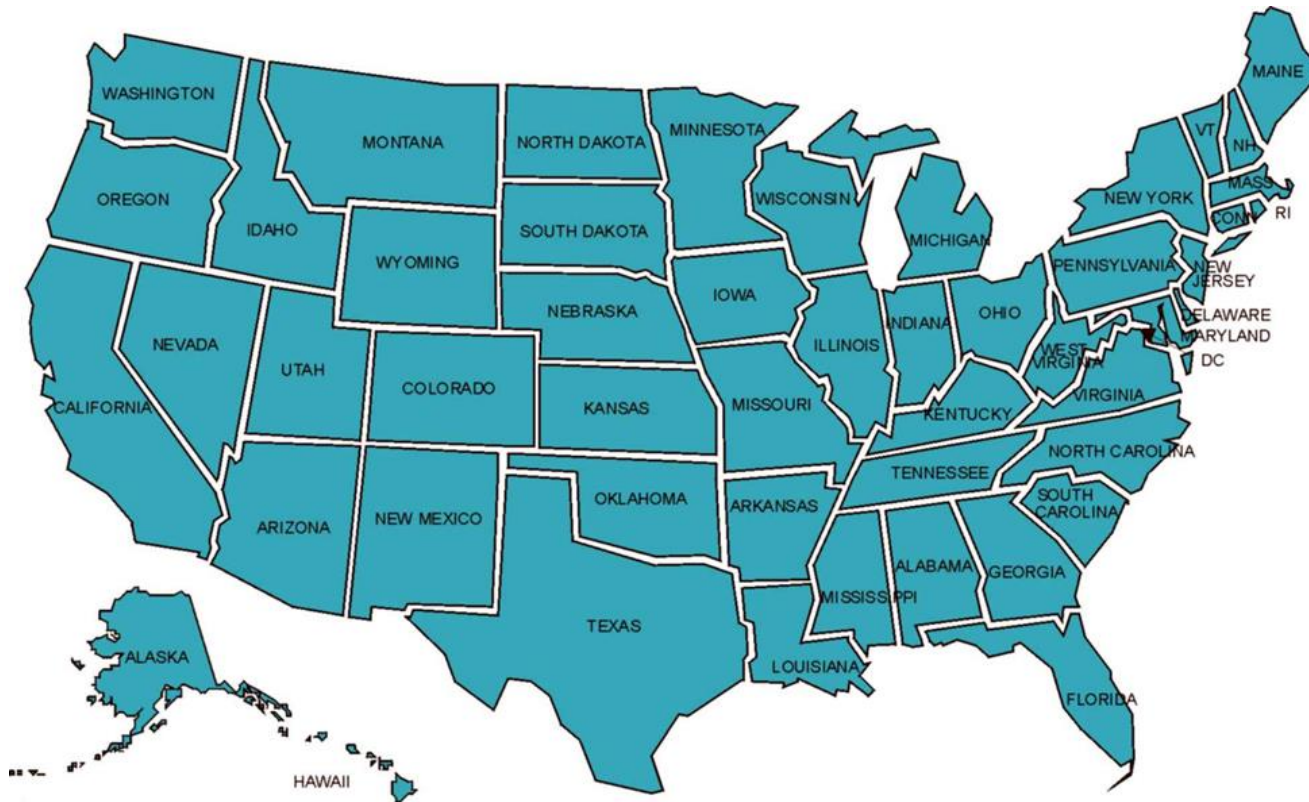
Log onto [www.armypays.com](http://www.armypays.com) for more information on the PaYS Program





# Unemployment Compensation (UCX) for Ex-Service Members

Access website by clicking on the image above.



The Unemployment Compensation for Ex-servicemembers (UCX) program provides benefits for eligible ex-military personnel. Unemployment compensation provides weekly income for a limited period of time. Additional information covering unemployment compensation for veterans can be found under the U.S. Department of Labor (DOL) at <http://oui.doleta.gov/unemploy/ucx.asp>.

Eligibility varies from state to state, so go to your state's Workforce Services website at <https://www.careeronestop.org/LocalHelp/service-locator.aspx> for up-to-date information about the unemployment insurance program in your state and how to file a claim.

# INSTALLATION RESOURCES

## **Reserve Component Career Counselors POCs:**

Officers: 706-791-1931

Enlisted: 520-671-4258 / 309-256-0212 / 803-751-7207 / 269-224-2883

## **Transition Center / Outprocessing**

5450 Strom Thurmond Blvd, Rm 200, 520-671-8338 / 803-751-1737

## **Retirement Services**

5450 Strom Thurmond Blvd, Rm 117, 520-671-8431/8436

# Installation TAP Leadership

**Transition Services Manager**

803-751-1723

**Contractor Installation Manager**

520-671-8464

# NEXT STEP

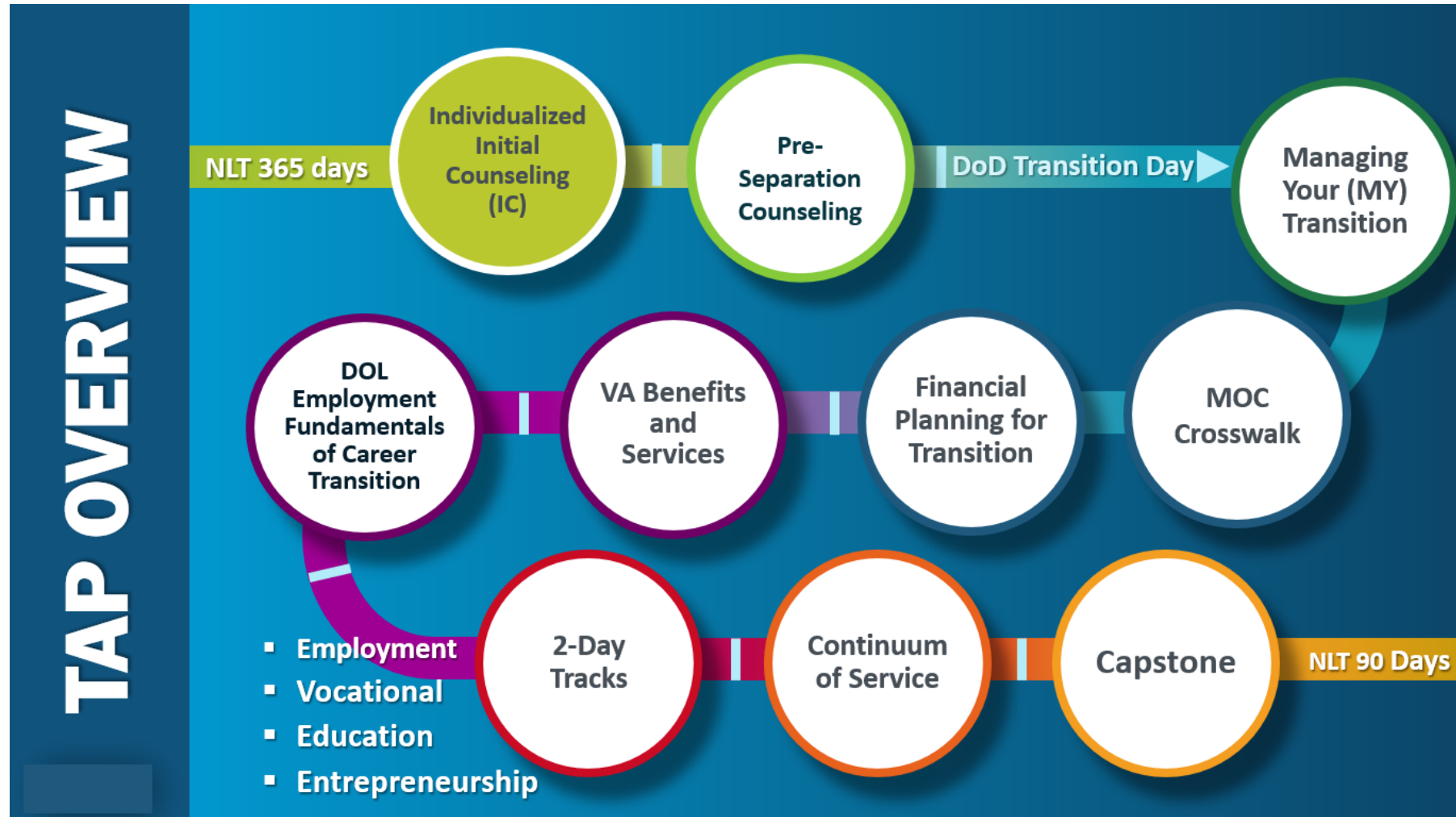
## PRE-SEPARATION COUNSELING

Introduction to benefits and entitlements you may have earned during your military Service  
Program information that will assist in transition

Your Success Story Starts Here

**THANK YOU FOR YOUR SERVICE!**

# NEXT STEP



## YOUR TAP OVERVIEW

# NEXT STEP

## Pre-Transition Questionnaire

- Now that you have completed your IIC, if you have not completed your Pre-Transition Questionnaire, please don't forget to do so.
- [Pre-Transition Questionnaire 2024 Survey \(surveymonkey.com\)](https://surveymonkey.com)

## Exit Questionnaire


- Once you have completed your Capstone, don't forget to complete your Exit Questionnaire
- [Exit Questionnaire 2024 Survey \(surveymonkey.com\)](https://surveymonkey.com)

Your Success Story Starts Here

**THANK YOU FOR YOUR SERVICE!**



# LET US KNOW YOUR SUCCESS STORY!



Transition Assistance Program Questionnaire

ARMY TRANSITION ASSISTANCE PROGRAM CENTER NAME : \_\_\_\_\_

Name (Rank, Last, First): \_\_\_\_\_

Civilian Phone Number: \_\_\_\_\_

Civilian Email Address: \_\_\_\_\_


Current MOS: \_\_\_\_\_

Company Employed/School Attending/Business Started: \_\_\_\_\_

Transition Date or On Transition Leave: \_\_\_\_\_

Please provide a narrative/story that answers as many of the following questions as you can (if you did not attend a class or the question does not apply to you, please skip that question):

- Approximately how many months before transition did you begin TAP? What were the benefits of going early? Are you wishing you had gone earlier?
- During your TAP (two - day education, employment, vocational training, or entrepreneurship workshops) did you follow a career track? Did you take part in a Career Skills Program (CSP)? If so, tell us about your experience.
- Tell us how TAP helped you. Describe what you learned.
- Describe your career success in the civilian sector (networking, social media, hiring events, etc.)?
- What advice do you have for current transitioning Soldiers? Was there one thing you wished you had done differently?

**Success****Story**

ARMY TRANSITION ASSISTANCE PROGRAM CENTER NAME : \_\_\_\_\_

Name (Rank, Last, First): \_\_\_\_\_

Civilian Phone Number: \_\_\_\_\_

Civilian Email Address: \_\_\_\_\_

Transition Date or On Transition Leave: \_\_\_\_\_

Please provide a narrative/story that answers as many of the following questions as you can.

- Where did you receive transition support? (TAP Center or TAP Virtual Center)
- Which track did you take? (Employment, Education, Vocational, Entrepreneurship)
- What is your current position and where are you employed?
- Have you had any memorable successes since transitioning to civilian life?
- Tell us about your experience with TAP.
- In what ways has TAP improved your life?

**Believing in yourself is the first secret to success!**

Ask Your Transition Counselor for TAP Questionnaire or the Success Story

**THANK YOU FOR YOUR SERVICE!**