Fort Riley SFL-TAP Training and Services September 2014

Main Center: 212 Custer Avenue, Rm 101 **Phone:** 785-239-2278; DSN: 856-2278

Soldier Family Assistance Center (SFAC): 674 Warrior Road, Rm 113 SFAC Phone: 785-239-8368

Email: **Facebook: https://www.facebook.com/RileySFLTAP** **Web:**https://www.sfl-tap.army.mil/

SFL-TAP offers mandatory events and planning documents to complete prior to clearing, as well as supplemental events, personal appointments, and other resources. These services and resources help clients plan for and execute a successful transition to civilian life. All clients receive a Preseparation Benefits Briefing (PSB) and Initial Counseling prior to scheduling other events or services. *Clients must complete PSB Brief NLT 12 months prior to separation date and all mandatory events and documents detailed below prior to clearing SFL-TAP.*

Preseparation Benefits Brief & Initial Counseling; Completed NLT 12 Months Prior to Transition:

☐ Preseparation Benefits Brief: A two-hour video explains all the services and benefits available to eligible transitioning service members and veterans and creates DD FORM 2648. Client register for VA eBenefits and MyHealtheVet accounts and print their Verification of Military Training & Experience, Joint Services Transcript and American Job Center list.

☐ Initial Counseling: Immediately follows the preseparation briefing and allows the client to meet his/her Transition Assistance (TA) Counselor, discuss their DD FORM 2648 answers, develop transition plans and goals and schedule events.

Mandatory Career Readiness Events; Begin NLT 10 Months Prior to Transition:

☐ Transition Overview / MOS Crosswalk / Continuum of Military Service Brief: A half-day workshop to discuss transition concerns and provide resources for transition planning. Clients complete the GAP Analysis during workshop and receive a briefing from the Reserve Component on the benefits of continuing service in the Reserves or National Guard.

☐ Department of Labor Employment Workshop: A 3-day workshop designed to explain the job search process; learn key skills such as resume writing, interviewing, and salary negotiation.

☐ Veterans Affairs (VA) Benefits Briefings I & II: A 1-day briefing with 2 components describing benefits (home loan certification, health and life insurance, service-connected disability benefits, burial benefits, etc), outlines eligibility criteria, and provides guidance for completing claims.

☐ Financial Planning Seminar: Seminar helps clients plan for financial security during their transition and develop a 12-month, post-service budget.

☐ ITP Review: Clients review and update their Individual Transition Plan (Block 1) to consider information learned and applied during other events.

Mandatory Career Readiness Documents:

☐ GAP Analysis: Document helps clients catalog and compare their current skills and experience with necessary requirements for their desired civilian career field.

☐ Resume of Choice: Developed during the DOL Employment Workshop and provided to their TA Counselor. Resume reviews are strongly encouraged and available on an individual basis.

☐ Post-Service Budget: This budget, created in the Financial Planning Seminar, reflects clients' financial obligations, savings, and investments and post-service plan.

☐ Capstone: The client, in coordination with the TA Counselor, completes the DD FORM 2958, a checklist of career readiness standards, that must be signed by the client, TA Counselor, and commander. Completed and signed documents must be returned to SFL-TAP.

Career Readiness Tracks:

☐ Employment: Clients complete the DOL Employment Workshop and must turn-in a job application packet including 2 completed applications and a finalized resume. Offered Weekly.

☐ Education: Clients learn about education benefits, financial aid, and selecting a quality school in a 2-day workshop. A completed college application is required. Offered Monthly.

☐ Technical Training: In this 2-day workshop, clients will learn about choosing and applying to vocational/technical schools, including financial aid and education benefits. A completed technical school application is required. Offered Monthly.

☐ Entrepreneurship (Boots to Business): A two-day seminar that discusses starting or taking over a small business. Conducted by the U.S. Small Business Administration. Offered Quarterly.

Supplemental Classes/Events:

☐ Employer Showcase: A one-hour event allows clients to network with potential employers or learn more about the companies present. Clients are encouraged to schedule this event after DOL Employment Workshop.

☐ Federal Application Workshop: This workshop helps clients understand how to navigate USAjobs.gov, the federal job application website. Clients will learn about many key concepts in the federal application process, including veterans' preferences and hiring authorities, uploading supplemental materials, and the follow-up process. Must have a USAJobs account prior to class beginning.

Personal Appointments:

☐ Resume Reviews: Clients should expect to work with their counselors on completing the draft resume they begin during the DOL Employment Workshop. Individual reviews provide clients with an opportunity to sharpen their resume based on proof reading and feedback from their counselors in a one-on-one appointment, learn more about targeting their resumes, and discuss job search strategies.

☐ Mock Interviews: Clients may schedule an appointment to set up an interview scenario, practice responses to possible questions, and discuss preparing for future interviews.

☐ Career/Education Planning: Clients can meet one-on-one with their counselors to discuss their plans and receive assistance in setting appropriate goals for their career and education planning goals. Counselors are available to assist clients with career exploration, finding education planning resources, and more.

☐ Transition Resources and Concerns: TA Counselors can provide referrals and resources to help clients stay on track with their transition needs. Make an appointment with a TA Counselor to discuss transition needs or timelines and receive referrals to appropriate agencies for specific transition concerns.

☐ Financial Counseling: SFL-TAP Financial Counselors are available to meet with clients to discuss any concerns they may have regarding budgeting for transition and beyond, retirement planning, credit, financing education, and personal investing. Please speak with the Administrative Specialists to schedule an appointment with either of the SFL-TAP Financial Counselors.

The SFL-TAP Timeline

12 Months Out:

★ Preseparation Benefits Brief: Create DD 2648
★ Initial Counseling
★ Create e-Benefits account (DS Logon)
★ Create myHealtheVet account
★ Print VMET & JST
★ Print American Job Centers List

10 Months Out:

★ Transition Overview
★ MOS Crosswalk
★ DOL Employment Workshop
★ VA Benefits I & II
★ Financial Planning
★ ITP Review
★ Complete Career Track requirements

90 Days Out:

★ Capstone Event: Create DD 2958 (follow-up appointment with Counselor)
★ Return Commander- signed DD 2958 to SFL-TAP

Strongly Recommended:

★ Resume Reviews
★ Employer Showcase
★ Federal Application Seminar
★ Meet with VA advisors, Education Counselors in BLDG 212 for additional assistance
★ Follow-Up Appointments with Counselors:
- *Career Exploration*
- *Education Planning*
- *Resume Reviews*

Continued Services:

★ Non-retirees: 180 days after transition date
★ Retirees: SFL-TAP services for life

Note: Schedule and frequency of events may vary. For more information, please contact or visit us.
Family Members are welcome to attend SFL-TAP Services.