

Headquarters U.S. Air Force

Integrity - Service - Excellence

PRESEPARATION COUNSELING CHECKLIST

AC, AGR, AR, FTS, RPA



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Introduction

- **Purpose of Preseparation Counseling**
 - **Mandated by Title 10**
 - **Introduce benefits and services**
 - **Answer questions**
 - **Describe assistance in place to help you**
- **Counseling serves as reference for planning transition**
 - **Referrals provided to agency experts**



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Transition Requirements Overview

- **Initial Counseling – should already be completed**
- **Pre separation Counseling**
- **Pre separation Training Day (mandatory with NO exemptions)**
- **Department of Labor (DOL) One-Day (mandatory with some exemptions)**
- **VA Benefits and Services Briefing (mandatory with NO exemptions)**
- **Capstone/ITP Review (completed as the final session of your transition process)**
- **Additional 2 day tracks**
 - **Accessing Higher Education**
 - **Career Exploration and Planning Track**
 - **Entrepreneurship**
 - **DOL Employment Track**



- **DS Logon provides a secure means of authentication to personally identifiable information (PII) and personal health information (PHI) for all beneficiaries and other individuals with a continuing affiliation with DoD.**
- **You will need this to access eBenefits and other benefits-related websites where you currently use the CAC log-on option.**
- **If you already have DS Logon, log-on to the DMDC myAccess site (<https://myaccess.dmdc.osd.mil/>) and bring up your account on the computer**
- **If there is anyone in class who does not already have a DS Logon account, you will obtain your DS Logon credential using the DMDC myAccess site (<https://myaccess.dmdc.osd.mil/>) before you leave today**



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Section II of DD Form 2648 – Service Member Personal Information

- **If member is unable to access the Enterprise Solution, a manual form can be completed (wet signature required)**
- **If member is in the Enterprise Solution and using the eForm, most personal information will be pre-populated with the Service Members information from DEERS**
 - **If inaccurate information is showing, member needs to go to the MPS to fix DEERS information**



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Section II of DD Form 2648 – Service Member Personal Information, cont'd

- **Items in Section II of the DD Form 2648 will be pre-populated with the Service members' information from DEERS upon entering the DoD identification number**
- **Block 9. DATE FORM INITIATED.**

Note: This section may have been completed during IC; verify that that there are no changes.

- **Enter the numerical date the Pre-separation/Transition Counseling session was initiated:**
- **Year (4 digits), Month (2 digits), Day (2 digits), without dashes.**



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Section II of DD Form 2648 – Service Member Personal Information, cont'd

- **Item 10a – Select one by marking the appropriate box with an “X”**
- **Item 10b – Opt in to allow your DDForm2648 to be shared with state agencies, who may contact you post-separation.**
- **Item 10c – Post-Separation Email: Service members’ post-separation email address**
- **Item 10d – Post-Separation Phone Number: Service members’ post-separation telephone number**



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Part 2: DD Form 2648

- **Pre separation counseling needs assessment, review, and verification to meet Career Readiness Standards (CRS)**
 - **Will assist with assessing your personal circumstances, identify needs/gaps, and help you match information, services, programs, and other resource referrals available to help you with your transition**
 - **At the end of this counseling, you will be required to acknowledge receipt of this counseling and will be asked to electronically sign and date the form in the appropriate blocks by assessing your eForm**



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Section III – Preseparation Counseling and DD Form 2648

- ***DD Form 2648, “Service Member Preseparation Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released From Active Duty (REFRAD).”***
 - **Counseling will begin now**



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1. Effects of a Career Change

- **Explain the effects of a career change**
- **Identify coping techniques**
- **Referral contact information**
 - **Chaplain**
 - **Medical professionals**
 - **Education office**
 - **A&FRC**
 - **Vet Centers**
 - **Military and Family Life Counselors**
 - **Military OneSource**
 - **Veterans Service Organizations (VSO)**



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2. Reserve Affiliation and Reserve Component Counselors at Installations

- **If have not served a total of 8 years, you must complete the remainder of your contractual obligation**
 - **Selected Reserves**
 - **Inactive National Guard**
 - **Individual Ready Reserve (IRR)**

NOTE: This is a Common Career Readiness Standard required for Active Component Service members only (Continuum of Military Service Opportunity Counseling).



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

- **Utilization of VMET**
 - **Updated quarterly**
- **Eligible members can download/print VMET at:**
<https://milconnect.dmdc.osd.mil/milconnect/>
 - **NOT an official transcript**
 - **Refer to FAQs on website**



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4. Civilian Occupations Corresponding to Military Occupations/O*NET

- **Licensing and Certification**
- **American Job Centers (AJC)**
- **Defense Activity for Non-Traditional Education Support DANTES**
- **O*NET resources**
 - **mynextmove.org (useful information to assist in researching potential occupations)**
- **Program and features**
 - **Career Exploration Tools, etc.**



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5. *Licensing, Certification and Apprenticeship Information*

- **Credentialing**
 - Licenses
 - Certifications
- **Department of Labor American Job Centers (DOL AJC)**
 - www.careeronestop.org/FindTraining/
 - www.veterans.gov
 - www.dol.gov/vets
- **GI Bill utilization:** www.benefits.va.gov/gibill/licensing_certification.asp



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6. Credentialing Opportunities On-Line (COOL)

Each branch of the military has a COOL website. There, Service members can:

- **Get background information about civilian licensure and certification**
- **Identify licenses and certifications relevant to your military rating**
- **Learn how to fill gaps between military training and experience and civilian credentialing requirements**
- **Learn about resources available to help gain civilian job credentials**



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6. Credentialing Opportunities On-Line (COOL) cont'd

- **U.S. Air Force Credentialing On-Line (AF Cool)**

<https://afvec.us.af.mil/afvec/Public/COOL/>

- **U.S. Army Credentialing Opportunities On-Line (Army Cool)**

<https://www.cool.army.mil/>

- **U.S. Navy Credentialing On-Line (Navy Cool)**

www.cool.navy.mil

- **U.S. Marine Corps Credentialing Online (Marine Corps COOL)**

www.cool.navy.mil/usmc



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7. United Services Military Apprenticeship Program (USMAP)

- **Apprenticeship programs for members who are serving in the United States Marine Corps, Coast Guard, or Navy**
- **Recognized by DOL**
- **To apply, speak with your education office professional for information and assistance.**





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8. DoD SkillBridge

- **Still evolving - not every installation currently offers programs**
 - **More than 30 installations currently offer**
- **Initiative promotes the civilian job training authority for transitioning service members**
 - **Can participate in civilian employment training, including apprenticeships and internships**
 - **Must be 180 days from DOS**
 - **Approval from their first field-grade level commander in their chain of command**
 - **Programs must offer a high probability of employment and be provided to the service member at little or no cost**
- **www.dodskillbridge.com**



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9. *Defense Activity for Non-Traditional Education Support (DANTES)*



Education Support to the DoD - Worldwide



- **Service member support:**
 - **Enable access to quality post-secondary educational opportunities that prepare service members for college entrance and a successful learning experience**
 - **Equip education counselors with tools and resources to assist service members with individualized guidance and face-to-face interaction**
 - **Expand the opportunities for obtaining college credits and completing degree requirements, leading to success in higher education**
 - **Support service members during transition into the civilian workforce**
- **For more information about programs and services visit: www.dantes.doded.mil**



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10. DoD TAP Web Portal

- **Comprehensive resource with capabilities to support sep/ret related issues**
- **Service members and military spouses can:**
 - **Learn about the Transition Assistance curriculum**
 - **Determine how and where to prepare for their transition to civilian life**
 - **Discover a host of online resources, including:**
 - **VA benefits**
 - **Financial planning assistance**
 - **Assessing and documenting their skills for transition to civilian life**
- **Access the DoDTAP website: <https://www.dodtap.mil>**



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11. American Job Centers – Priority of Service (POS)

- **Priority of service (POS) gives the Veteran and eligible spouses priority over other non-covered persons for any DOL funded employment or training programs**
- **Relation to State Employment Offices**
- **Types of available services**
- **Service locator**
 - www.servicelocator.org
- **Finding Career information**
 - www.careeronestop.org
 - www.myskillsmyfuture.org



12. Department of Labor (DOL) Veterans Employment Training Service(VETS) Website

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- **Helps translate military skills and experience into civilian terms, build a resume, search for jobs, and provides essential interview tips and resources**
 - www.dol.gov/vets



13. Department of Labor (DOL) One-Day, DOL Employment Track & Service Sponsored Transition Workshops/Seminars

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- **Department of Labor One-Day Employment Workshop (DOLEW)**
 - **Will give a first-hand look of what to expect after military service**
 - **Provides information on various job search techniques, labor market information, resume and interview skills, and more**
 - **Also will help with individual transition planning, employment assistance, small business information, POS for Veterans in all DOL funded employment and training programs**
 - **Spouses or caregivers are strongly encouraged to attend the DOLEW.**
- **DOL 2-day Employment Track**
 - **Provides more in depth employment information**
- **Contact the A&FRC to schedule your attendance**

Mandatory to attend the DOL One-Day Workshop (some exemptions)



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14. Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994

- **Eligibility**
- **Timelines**
- **Notification requirements**
- **DOL Veterans Employment and Training Service (VETS) interprets, and administers USERRA**
 - www.dol.gov/vets/programs/userra/index.htm or www.benefits.va.gov/guardreserve
- **Employer Support for the Guard and Reserve**
 - <http://esgr.mil/USERRA/What-is-USERRA.aspx> or call (800) 336-4590, Option 1 to speak to an Ombudsman



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15. State Employment Agencies

- **These offices are called the American Job Center but may be referred to differently by each state**
- **Dedicated veterans employment representatives**
 - **Disabled Veteran Outreach Program (DVOP) Specialist**
 - **Local Veterans' Employment Representative (LVER)**
- **Available services**
 - **Provide employment, training and placement services**
 - **Identify potential careers www.myskillsmyfuture.org**
- **Locate nearest state office at www.servicelocator.org**

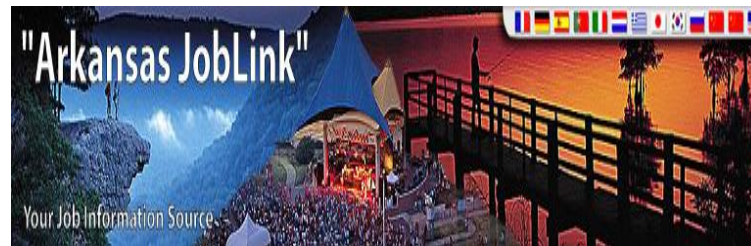


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16. State Job Boards

- Each state has a job board for their state
- Employers can search for applicants
- Applicants can search for positions
- To explore state job boards go to:

www.careeronestop.org/jobsearch/cos_jobsites.aspx and select the specific state





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17. Workforce Innovation and Opportunity Act (WIOA)

- **Administered by DOL in collaboration with the Department of Education and focuses on preparing individuals to enter the workforce**
- **Provides training and education opportunities to meet the needs of businesses looking for skilled workers**
- **Allows local boards to manage training and education programs that are accessible to the community and meet local employers' needs for skilled workers**
- **They determine which “demand” occupations to expend training funds on**



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17. Workforce Innovation and Opportunity Act (WIOA), cont'd

- **Career services are also available to all adults with no eligibility requirements**
 - **These include an initial assessment, job search and placement assistance, local labor market information, information and referral to other AJC programs, etc.**
 - **Individualized career services are also available including comprehensive assessment, development of individual employment plans, group and individual counseling, case management, and short-term pre-vocational assistance**
- **For more information go to: www.doleta.gov/WIOA**



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18. AmeriCorps and Volunteering

- **Serving in AmeriCorps post transition can be a bridge to your future career and community**
 - **National service program that enables people of all ages to help solve tough community challenges while advancing their careers and connecting with their community**
 - **Provides exposure to careers by providing opportunity to gain hands-on experience, learn new skills, and build connections that can improve your resume, job or school applications**
- **Can find volunteer opportunities in your community at www.nationalservice.gov your state's Service Commission, or through local organizations in your community**



18. AmeriCorps and Volunteering, cont'd

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- **Federal government awards competitive grants to non-profits, faith-based groups, and state and local government agencies to run vetted AmeriCorps programs**
- **Can receive a flexible education award that complements the GI Bill benefits**
 - **Full time members receive a modest living allowance, health care benefits, and childcare assistance**
- **For more information: www.AmeriCorps.gov/veterans**



18. AmeriCorps and Volunteering, cont'd

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- **Volunteering**
 - **Can help improve your employment prospects and stay engaged in your job field and community**
 - **Helps build your resume experience and job network**
 - **Research shows that volunteering, including through AmeriCorps, increases a person's likelihood of finding a job by 27% nationwide**
 - **Volunteers in rural communities have a 55% higher chance of finding a job**



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19. Troops to Teachers – “Proud to Serve Again”

- Have you ever considered teaching as a second career after the military?
 - Education systems across the nation are looking for qualified teacher
 - You being a rich combination of skills which are a natural fit for the classroom
 - The skills that are honed in the military include leadership, initiative, discipline, teamwork, integrity and the ability to thrive in an ever-changing environment which contribute to making some of the best teacher





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19. Troops to Teachers – “Proud to Serve Again”, cont’d

- **Troops to Teachers (TTT) is a DoD program**
 - **Can become a K-12 public or charter of Bureau of Indian Affairs school teacher**
 - **State TTT offices work to provide enrolled participants with counseling and knowledge about certification requirements, routes to state certifications, and employment leads to secure a teaching position**
- **Dependent upon availability of funds, TTT may be able to assist with the transition to the classroom (for first time teachers only)**



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19. Troops to Teachers – “Proud to Serve Again”, cont’d

- **All current and former members of the U.S. Armed Forces, whose last period of service is characterized as honorable are able to participate in the program**
 - **Must register with TTT within three years after their sep/ret date and prior to the first day of teaching to apply for financial assistance**
 - **Once registration is complete, the TTT National Office determines applicable financial assistance and incentives to assist with licensing costs or as an incentive for teaching in a high need school**
- **Registration can be completed online at: www.proudtoserveagain.com**



20. Federal Employment Opportunities

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- Another option available, after you leave active duty, is working for the Federal Government.
- USAJOBS is the official job site of the U.S. Federal Government , go to: www.usajobs.gov
- Interested in a career in national defense go to: <http://godefense.cpms.osd.mil>





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21. Veterans' Preference in Federal Employment

- **Eligibility**
 - **Five point preference**
 - **Exemptions – O4 and above**
 - **Ten point preference**
 - **Have a service connected disability OR received a Purple Heart**
- **Must provide acceptable documentation of your preference or appointment eligibility**
 - **Copy of DD Form 214 showing dates of serve and discharge under honorable conditions, is acceptable documentation**
- **For more detailed information go to <https://jkodirect.jten.mil>**



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21. Veterans' Preference in Federal Employment, cont'd

- **There are three main ways to acquire a Federal position:**
 - **Competitive Appointment**
Individuals must go through competitive hiring process
 - **Excepted Appointment**
Agencies set their own qualification requirements and are not subject to the appointment, pay and classification rules in title 5
 - **Special Hiring Authorities**
Noncompetitive appointment

- **There are three authorities that are exclusively for Veterans, Veterans Employment Opportunities Act (VEOA), Veterans Recruitment Appointment (VRA) and the thirty percent or more disabled Veteran appointment authority.**



22. VEOA-Veterans Employment Opportunities Act

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- **A Veteran with a VEOA appointment will be given a career or career conditional appointment in the competitive service**
- **Veterans eligible for VEOA have access to Merit Promotion positions**
- **To be eligible Veterans must have separated under honorable conditions and be a:**
 - **Preference eligible (defined in title 5 U.S.C. 2108 (3)) OR A veteran who substantially completed 3 or more years of active service.**



22a. Veterans Recruitment Appointment (VRA)

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- **Special authority which allows agencies to appoint an eligible Veteran without open competition**
 - **Can be appointed when qualified up to a GS-11 or equivalent**
- **Two years of satisfactory employment then converted to a career-conditional**



22a. Veterans Recruitment Appointment (VRA), cont'd

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■ Eligible Veterans include:

- Disabled Veterans; or**
- Veterans who served on active duty in the Armed Forces during a war, or in a campaign or expedition for which a campaign badge has been authorized; or**
- Veterans who, while serving on active duty in the Armed Forces, participated in a U.S. military operation for which an Armed Forces Service Medal was awarded, to include Global War on Terrorism Service Medal (GWOTSM) or**
- Recently separated Veterans(within the last 3 years)**

***Veterans claiming eligibility on the basis of service in a campaign or expedition for which a medal was awarded must be in receipt of the campaign badge or medal.**



22b. Thirty Percent or More Disabled Veterans

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- **May be given a temporary or term position for which they are qualified, no grade limitation.**
- **Should directly contact the federal agency personnel office in the location where you are interested working to find out about available opportunities**
- **Must submit an official document, dated 1991 or later, from VA certifying receipt of compensation for a service-connected disability of 30% or more**
 - www.fedshirevets.gov/AgencyDirectory/index.aspx



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23. Veterans Employment Program Offices

- **A list of Veteran Employment Program Offices responsible for promoting Veterans' recruitment, employment, training and development, and retention within their respective agencies can be found at:**

<https://www.fedshirevets.gov/veterans-council/agency-directory/>



24. Six Month Restriction on Military Retirees

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- **Retirees must wait 180 days after retirement before employment with the Department of Defense(including non-appropriated fund instrumentality)**
- **Retirees may be appointed to a position during the 180 days if**
 - **the proposed appointment is authorized by the Secretary concerned or his designee for the purpose, and, if the position is in the competitive service, after approval by the Office of Personnel Management; or**
 - **o the minimum rate of basic pay for the position was increased under section 5305 of this title.**
- **For more information go to, www.fedshirevets.gov/**



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25. Veterans Federal Procurement Opportunities

- **Interested in starting your own business?**
 - **In 1999, the Small Business Development Act set an annual government-wide goal that three percent of all prime contract/subcontract awards should be given to small businesses owned and controlled by Service-disabled Veterans each fiscal year**
 - **Executive Order 13360 requires federal procurement officials and prime contractors to provide this group with the maximum possible opportunity to participate in the performance of contracts awarded by any federal agency, including subcontracts**
 - **Company must be registered in the Central Contractor Registration system at: <http://federalcontractorregistry.com>**



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25. Veterans Federal Procurement Opportunities, cont'd

- **Interested in starting your own business?**
 - **Awarded government contracts through a sole-source or a set-aside award based on competition that is restricted. To find competitive procurement announcements go to: www.fbo.gov**
 - **There's also a Mentor-Protégé Program offering substantial assistance if you are a small disadvantaged business**
 - **More information on this program can be found through the Small Business Administration (SBA)**



26. Hiring Preference in Non-Appropriated Fund (NAF) Jobs

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- **Eligibility requirements**
 - **One time hiring preference if:**
 - **Are an involuntary separatee and have an honorable discharge with the Separation Program Designator (SPD) code that conveys transition benefits**
 - **Are separating with a special separation benefit**
 - **Separating with the voluntary separation incentive**
- **NAF Employees work in three areas:**
 - **Career executive force**
 - **General work force**
 - **Entry level workers**
 - **May be skilled, semi-skilled or unskilled**
 - **May be foremen or supervisors**
- **More information can be found at: www.nafjobs.org**



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27. Small Business Administration (SBA) Entrepreneurship Track – Boots to Business

- **Boots to Business (B2B) is the entrepreneurial training program offered by the SBA as part of the re-designed Transition Assistance Program**
- **B2B is two-step program that helps participants improve business skills, learn to use and access tools and resources necessary to launch and maintain a successful business**
- **Step One is the two-day track – B2B:**
 - **Consists of eight modules, including the entrepreneurial mindset, financing, business plan development, franchising, market analysis, and the legal issues associated with business ownership**
 - **Introduces participants to many resources from SBA and communities across the nation that can be useful in creating and growing a business**



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27. Small Business Administration (SBA) Entrepreneurship Track – Boots to Business, cont'd

- **Step Two: Focuses on the fundamentals of developing a business plan and achieving a successful business start-up**
 - **After completing the B2B track, participants wanting to pursue business ownership are encouraged to engage in follow-on services provided by SBA such as an online course offered by a consortium of entrepreneurship professors and practitioners**
 - **Can also use other SBA resources, such as local SBA District Offices or the SBA network of Veterans Business Outreach Centers at:**
www.sba.gov/offices/headquarters/ovbd/resources/1548576
- **The skills you learn during B2B are applicable to many post-service jobs, especially if you work at a small or medium sized company**



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28. Permissive TDY (PTDY) and Excess Leave (EL)

- **Permissive Temporary Duty (PTDY) and Excess Leave (EL) may be authorized for the purpose of job search/house hunting activities that facilitate the relocation to civilian life**
 - **Only applies to a well-defined group of eligible personnel**
 - **Cannot request both**
 - **Granting PTDY or EL is subject to mission requirements and is approved by the unit commander**
 - **Recommend PTDY because EL is not a duty status and should only be used in rare circumstances**
 - **EL is not available for retirees**



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28. Permissive TDY (PTDY) and Excess Leave (EL), cont'd

■ PTDY

- May be taken in conjunction with transition leave of absence by members who are retiring, being separated involuntarily under honorable conditions, or voluntarily separating through a military department force reduction or force shaping program
- Service members voluntarily separating at the end of a normal term of services (ETS or end of active duty obligated Service) or involuntarily separating under conditions other than honorable are NOT eligible
- Members eligible include:
 - Members who involuntarily separated under honorable conditions (including VSI and SSB)
 - Members retiring from active duty (including transfer to the Fleet Reserve and disability retirements)
 - Member voluntarily separating through a military department force reduction or force shaping program
 - Members who are being discharged for medical reasons (certain conditions apply)



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28. Permissive TDY (PTDY) and Excess Leave (EL), cont'd

- **The military Secretaries concerned may grant:**
 - **A recalled Reserve Component service member, serving on active duty, PTDY up to 30 days in conjunction with involuntary separation or release from active duty**
 - **A recalled Reserve Component or active duty service member PTDY up to 30 days after the service member receives approval for retirement based upon at least 30 years of accumulated active duty service**
- **Timeframes:**
 - **No more than 30 days of EL can be granted**
 - **Those eligible for PTDY, can take up to 20 days for job hunting, house hunting, or other relocation activities (CONUS)**



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28. Permissive TDY (PTDY) and Excess Leave (EL), cont'd

- **If OCONUS and you have a legal residence in the United States and you plan to return to your home state after involuntary separation or retirement, you may be authorized up to a total of 30 days PTDY**
- **Rules regarding PTDY**
 - **Cannot combine with liberty weekends, special liberty, or holidays, to extend the period of actual job/house hunting activities beyond the days authorized**
 - **Can also be taken in conjunction with chargeable leave at no cost to the government**
 - **May be taken in conjunction with transition leave (immediately upon completion of all separation processing) but the total number of days of combined permissive absence and transition leave may not exceed 30 days**
 - **Can take PTDY all at once, or in increments, except in cases of disability retirement or separation in which time constraints dictate that it is taken all at once, or not at all**



29. Travel and Transportation Allowances

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- **If retiring, you are authorized travel and transportation allowances from your last duty station to a home of selection (HOS) anywhere in the United States or home of record (HOR), or to the place you entered active duty outside the United States**
- **If separating, you are authorized travel and transportation allowances from your last duty station to your home of record (HOR) or place entered active duty (PLEAD).**
- **Eligible retirees and certain involuntary separatees (e.g., with separation pay and at least eight years continuous active duty) are authorized storage and shipment of household goods for up to one full year.**



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29. Travel and Transportation Allowances, cont'd

- **Household goods may be shipped to:**
 - **Any destination within the United States**
 - **HOR outside the United States: HOR is the place lived when they entered the military**
 - **The place outside the United States from which they were initially called to active duty**
- **All other separatees are authorized storage and shipment of household goods up to six months**
 - **Items may be shipped to the location in which they collected separation travel pay**



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29. Travel and Transportation Allowances, cont'd

- **Separated members must complete travel within 180 days. Retirees must complete travel within one year after retirement**
 - **In limited circumstances, you may be allowed an extension of the time limit to move**
 - **To request an extension you must visit the transportation office**
- **In some circumstances, you may be able to extend your stay in military housing for up to 180 days after separation. These extensions are allowed for individuals who are eligible involuntary separatees, or a Selected Early Retirement Board (SERB) retiree.**
 - **Be aware that you will have to pay a rental rate and that housing is available on a space permitting basis. Contact the Base Housing Office for more information**



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29. *Travel and Transportation Allowances,* *cont'd*

- **Department of Defense Dependents School Extension:**
 - **Subject to Status of Forces Agreements (SOFA) overseas, and providing each child has completed the 11th grade by the Service member's date of separation, extensions may be granted for dependents of Service members who are involuntarily separating from active duty**
 - **Must meet the criteria outlined in Title 10, U.S. Code, Section 1141, “Involuntary Separation”, or being separated due to a medical condition**
- **Relocation Assistance go to: www.militaryonesource.com**
- **More information can be found in the Joint Federal Travel Regulation (JFTR) at:**
 - **<http://www.defensetravel.dod.mil/>**



30. Contact Information for Housing Counseling Assistance

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- **Base housing**
 - **Must arrange a time for a member of the housing staff to come and perform a pre-inspection and explain the requirements for cleaning and vacating quarters**
- **Rental property**
 - **Notify the landlord as soon as possible**
 - **Housing Office can assist if problems arise in conjunction with your military separation**
- **HUD**
 - **Mission is to create strong, sustainable, inclusive communities, free from discrimination and provide quality affordable homes**



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30. Contact Information for Housing Counseling Assistance, cont'd

- **HUD provides information on:**
 - **Avoiding foreclosure**
 - **Financing home improvements**
 - **Buying/Selling a home**
- **HUD Veteran Resource Center (HUDVET) has a wide variety of HUD homeless assistance programs/services for veterans**
 - **Combat-related domestic violence**
 - **Runaway youth**
 - **Affordable housing for individuals with disabilities**
- **More information can be found through the VA care line: (877) 424-3838**



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31. U.S. Department of Education Federal Aid Programs

- **The Federal Aid Program**
 - **Authorized under the Higher Education Act**
 - **Includes grants, loans, and work-study programs**
 - **These federally funded programs partner with post-secondary schools and financial institutions to help provide money for college to eligible students**
 - **Veterans' educational benefits can be used in conjunction with federal student aid**
- **For addition information, visit the Departments website at :**
<https://studentaid.ed.gov/sa/>
- **There is also a Veterans Upward Bound Program designed to refresh your academic skills in order to successfully complete your college program:** <https://www2.ed.gov/programs/triovub/index.html>



U.S. AIR FORCE

32. Other Federal, State, or Local Education/Training Program Options

- **Visit the Base Education Office**
 - **Can provide you with information and guidance regarding the educational opportunities available**
 - **Able to learn about the difference undergraduate, graduate, or certificate programs there are and options through military programs such as:**
 - **College-level testing**
 - **Professional military education**
 - **Veteran's benefits**
 - **Tuition assistance**
 - **Financial aid**
 - **Deferments**
 - **Distance learning**





U.S. AIR FORCE

33. Information on Availability of Healthcare and Mental Health Services

- **Separation History and Physical Examination (SHPE) – comprehensive medical evaluation**
 - **NOW a requirement for ALL separating service members**
 - **Ensure any medical condition requiring ongoing care are identified and documented in the military medical record**
- **DoD Mental Health Self Assessment(MHA) Program**
 - **Mental health and alcohol screening and referral program for service members/families affected by deployment and mobilization**
 - **Voluntary and anonymous program**
 - **Anonymous, self-assessments are available for depression, bipolar disorder, alcohol use, post traumatic stress disorder (PTSD) and generalized anxiety disorder further info go to :**
http://screening.mentalhealthscreening.org/military_ndsd



U.S. AIR FORCE

33. Information on Availability of Healthcare and Mental Health Services, cont'd

- **DoD's *inTransition* Program is a confidential coaching program that answers questions about treatment options, provides information about community resources, and secures an appointment with a behavioral health provider at your new location**
 - **Service members who have seen a behavioral health provider within one year of separation from active duty will be automatically enrolled in the *inTransition* Program and will be contacted by an *inTransition* Coach**
 - **Have the ability to opt-out when contacted**
- **Individualized results and military health resources, including TRICARE, Vet Centers and Military OneSource are provided at the end of every assessment**



33. Information on Availability of Healthcare and Mental Health Services, cont'd

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- **Each Service offers clinical and non-clinical prevention, education, and treatment programs that address mental health and substance abuse disorder (SUD)**
- **TRICARE offers a full range of services for mental health and SUD treatment options as well**
- **All service members who have deployed part of a contingency operation are asked to complete post-deployment mental health assessments for issues such as depression, PTSD, substance use problems, and other mental health concerns at six months, one-year, and two-year post-redeployment anniversary**



U.S. AIR FORCE

33. Information on Availability of Healthcare and Mental Health Services, cont'd

- **Coverage through Department of Veterans Affairs**
 - **VA also offers specialized treatment of mental health issues and SUD**
 - **Would include members who received a dishonorable discharge (bad conduct discharge) and separated service members with urgent mental health or substance abuse problems**
 - **Does not necessarily have to be a service connected to disability to receive care**
- **Community alcohol, drug, and mental health treatment facilities and programs around the country may be found via the Behavioral Health Treatment Services Locator at www.findtreatment.samhsa.gov This website has information on locating physicians and treatment programs authorized to treat opioids, such as prescription pain relievers.**
- **Combat Veteran: Discharged from AD on or after 28 Jan 2003 – receive enhanced enrollment placement for 5 years from date of separation**



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33. Information on Availability of Healthcare and Mental Health Services, cont'd

- **Suicide Resources for Veterans, Families and Friends**
 - **Veterans Crisis Line**
 - **Confidential resource that connects Veterans in crisis with a qualified VA responder**
 - **1-800-273-8255, press option 1.**
 - **Chat online at: www.VeteransCrisisLine.net, or send a text message to 838255 to receive free, confidential support 24 hours a day, seven days a week – even if not registered with the VA or enrolled in VA health care**



U.S. AIR FORCE

34. Separation History and Physical Examination (SHPE)

- **As discussed earlier in this section, ALL separating AD members must complete the SHPE prior to separation**
- **Reserve and Nation Guard who have served a minimum of 180 days on AD or 30 days in a contingency operation must complete the SHPE PRIOR to release from AD**
- **Will help establish service connection for any medical conditions that have developed if planning to apply for VA benefits, whether now or in the future**



U.S. AIR FORCE

34. Separation History and Physical Examination (SHPE), cont'd

- **If applying for VA benefits through the Benefits Delivery at Discharge (BDD) program, the exam received from the VA will meet the SHPE requirement**
- **If not applying for VA benefits or not completing BDD prior to separation, member will receive the SHPE through the Military Treatment Facility (MTF)**
- **Must complete DD Form 2807—1 whether receiving the exam at a MTF or VA**
- **Further instructions on how to complete SHPE available at TRICARE Online Patient portal: <https://www.tricareonline.com>**



U.S. AIR FORCE

36. Financial Literacy and Preparedness for Transition

- **One of the Common Career Readiness Standard (CRS) requires you to develop a criterion-based Financial Plan**
 - **You will develop a spending plan during the personal Financial Management course**
- **Additional financial classes are offered at the Airman and Family Readiness Center**
- **If Guard or Reserve and not located near a military installation, Military OneSource can offer financial assistance at (800) 342-9647 or their website: www.militaryonesource.com**
- **Other websites available for research at: www.tsp.gov www.saveandinvest.org, www.cfpb.gov or www.military.com**



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36. Financial Literacy and Preparedness for Transition cont'd

- **Compare your current military benefits to what is often offered in the civilian sector**
 - **Paid leave, paid holidays, enlistment bonuses, tax-free portions of pay, pension plans, health care and retirement care plans**
- **Also consider non-cash benefits**
 - **Theaters, gym, recreation programs, commissary and exchange privileges**
 - **After transition you will likely pay for the free or low cost services you access on the installation while on active duty**



U.S. AIR FORCE

36. Financial Literacy and Preparedness for Transition cont'd

- **Thrift Savings Plan (TSP)**
 - **Defined contribution retirement/savings plan similar to a civilian 401K plan**
 - **Benefit you keep once you separate or retire is the contributions you made to the TSP**
 - **If have vested an account balance of \$200 or more after leaving military service, you can leave the money in the TSP until a later date or withdraw the account at any time If less than \$200, TSP will automatically send you a check for the amount and close the account**
 - **Retirement income received from TSP accounts depends on how much you contribute during your working years and the earnings to those contributions**



U.S. AIR FORCE

36. Financial Literacy and Preparedness for Transition, cont'd

■ Thrift Savings Plan (TSP)

- There are two types of post-separation withdrawals; a partial and a full withdrawal. Because this is a retirement savings plan, any withdrawals or distributions prior to age 59 and a half are subject to penalties. Additionally, withdrawals of traditional TSP funds are subject to income tax at the time of withdrawal**
 - 1. A partial withdrawal is taking out \$1,000 or more and leaving the rest in the account until withdrawing at a later date**
 - 2. A full withdrawal can be made in three options: a single “lump sum” payment, series of monthly payments or a TSP life annuity.**

There are withdrawal deadlines you need to be aware of. If you have a TSP account and are interested in withdrawing from your contributions visit www.tsp.gov



U.S. AIR FORCE

36. Financial Literacy and Preparedness for Transition, cont'd

- **Survivor Benefit Plan (SBP) – for retirees**
 - **Optional insurance plan that will pay the surviving spouse a monthly payment, or annuity, to help make up for the loss of retirement income**
 - **Required to pay a premium from your monthly retirement annuity to maintain SBP coverage**
 - **Premiums and benefits are based on the “base amount” or benefit level selected**
 - **If married, spouse will be required to sign the SBP Election Form and should be included in the decision making process**
 - **Coverage can be selected for a spouse, spouse and children, children only, former spouse, former spouse and children**
 - **If divorced, review your divorce decree to determine if the court requires you to elect coverage**
 - **Failure to accept or decline coverage will result in automatic enrollment at the full retirement pay amount**



U.S. AIR FORCE

37. Separation Pay

- **Separation Pay**
 - **Public Law and Assistant Secretary of Defense Policy established separation pay to monetarily assist certain involuntarily separated or released members from active duty**
 - **Eligibility and amounts are determined by the type of separation**
 - **Personnel medically separated for a disability incurred in a combat zone or from combat-related operations may be entitled to an enhanced disability separation pay**
 - **May also be eligible for final pay at separation that would include any earned entitlements and pay for accumulated leave. That amount will be reduced by any outstanding balances on advance pay you may have received, along with unearned bonus recoupment and other debts you've incurred throughout your Service**



U.S. AIR FORCE

37. Separation Pay, cont'd

■ Separation Pay

NOTE: Service members who received separation pay need to review the law (10 U.S. Code §1174(h)(2)) and policy (Department of Defense Instruction 1332.29, Section 3.6.2) governing Separation Pay, which include guidance on the possibility for recoupment by the VA if the member subsequently becomes eligible for disability retirement pay.

The Directive-Type Memorandum (DTM) on Implementing Disability-Related Provisions of the National Defense Authorization Act of 2008, dated March 18, 2008, contains information on separation pay for those medically separated.



38. Unemployment Compensation (UCX)

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- **Transitioning military members may be eligible for unemployment compensation**
- **Different states have different requirements and rules for eligibility**
 - **You should contact the state where you will be looking for work**
 - **Receiving unemployment while you are looking for work will help provide financial stability in the event it takes a long time to find a job**
- **Due to NDAA 16, those using Post 9/11 GI Bill are no longer able to draw unemployment compensation at the same time**



U.S. AIR FORCE

38. Unemployment Compensation (UCX), cont'd

- **Must file a claim in your state**
- **Visit and register at your local AJC**
 - **Staff will assist you in filing your claim**
- **State workforce agency determines your eligibility and makes a determination on your claim**
- **Interested about learning more on UCX go to :**
[https://www.careeronestop.org/LocalHelp/Unemployment Benefits/Find-Unemployment-Benefits](https://www.careeronestop.org/LocalHelp/UnemploymentBenefits/Find-Unemployment-Benefits)
 - **This links to each state where you can locate your specific UCX information**



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39. State Veterans Benefits

- States offer Veterans benefits beyond the ones you would already be eligible for through the VA
- Additional benefits may include:
 - Educational grants and scholarships
 - Special exemptions or discounts on fees and taxes
 - Home loans
 - Veteran's homes
 - Free hunting and fishing privileges
- Each state manages its own benefit programs and some states are very extensive, while others are minimal
- For more information visit: <https://www.va.gov/statedva.htm>



U.S. AIR FORCE

40. Commissary, Exchange and Moral, Welfare and Recreation (MWR) Benefits (Retirees and Honorably Discharged Veterans)

- **Full Commissary, Exchange, and MWR Privileges**
 - **Uniformed services retirees, including voluntary, temporary, and permanent disability retired list retirees of the active and Reserve components**
 - **Former uniformed service members eligible to receive retired pay at age 60 for non-regular service who have been discharged from their respective Service or agency and maintain no military affiliation**
 - **Medal of Honor recipients who are not eligible under another separation status**
 - **Veterans with 100 percent service-connected disability or employability as rated by the Department of Veterans Affairs**
- **REMINDER: If you separate or retire and elect to live in a foreign country, you may not be eligible to use commissary and exchange stores in that foreign country due to treaty, Status of Forces Agreement (SOFA), or military base agreements between the United States and the host country. It is advisable to check into these limitations before making your decision.**



U.S. AIR FORCE

40. Commissary, Exchange and Moral, Welfare and Recreation (MWR) Benefits cont'd

- **Two-year Commissary, Exchange, and MWR Access**
 - **Active duty members of the armed forces who are involuntarily separated from active duty and**
 - **Selected Reserve who are involuntarily separated from the Selected Reserve, who are eligible for transitional health care under section 1145 of title 10, United States Code, and their eligible dependents who are also eligible for transitional health care under this statute**



U.S. AIR FORCE

40. Commissary, Exchange and Moral, Welfare and Recreation (MWR) Benefits cont'd

- **Veterans Military Exchange Online Shopping Benefit and Military Star Card**
 - **All honorably discharged veterans are approved for the lifelong benefit of online military exchange shopping and are eligible to retain or apply for the Military Star card**
 - **Veterans can go to ShopMyExchange.com, mynavyexchange.com, mymcx.com, shopcgx.com or VetVerify.org to verify their eligibility and establish an online account. Note: you may be asked to submit discharge paperwork (DD214) for review to verify your eligibility.**



U.S. AIR FORCE

41. Voting Assistance

- **Will no longer be covered by *The Uniformed and Overseas Citizens Absentee Voting Act* upon separation**
- **Need to notify local election official of change in voter registration status and update information to vote locally**
- **If staying in the same voting residence after separation:**
 - **Step 1: Notify your election official of change in status using the sample letter (next slide)**



U.S. AIR FORCE

41. Voting Assistance, cont'd

■ Sample letter for those staying in the same area

■ Can also be found at:

www.fvap.gov/uploads/FVAP/VAO/staying_template.docx

Sample letter to Notify Change in Voter Registration Status
(Staying in the same jurisdiction)

LEO address

Dear Election Official,

I, _____ (name as it appears on Voter Registration Card or file), am
a/an (select one):
 Member of the uniformed services
 Eligible spouse or dependent
currently registered as a UOCAVA¹ voter in your jurisdiction. I will be separating from the
Service on _____ (date) and will no longer be covered under UOCAVA.

I want to vote locally in your voting jurisdiction, please update my registration or provide me
any required documents. If you have any questions feel free to contact me at (provide best
method of contact)

Email: _____
Phone: _____

Regards,

*Signature _____ Date _____

¹ The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) covers all active-duty members of the
Uniformed Services and their families, members of the merchant marine and their families, and US citizens who
reside overseas, and assists them in exercising their right to vote.



U.S. AIR FORCE

41. Voting Assistance, cont'd

- If moving to a new state or country after separation:
 - Step 1: Notify your election official of your change in status and that you will no longer be voting in that jurisdiction
 - Step 2: Complete a National Voter Registration Form (www.eac.gov/nvra/) to register as a civilian



41. Voting Assistance, cont'd

U.S. AIR FORCE

■ Sample letter of those moving

■ Can also be found at:

www.fvap.gov/uploads/FVAP/VAO/moving_template.do

CX

Sample letter to Notify Change in Voter Registration Status
(Moving to a new jurisdiction)

LEO id: _____

Dear Election Official,

I, _____ (name as it appears on Voter Registration Card or file), am
an (select one):
o Member of the uniformed services
o Eligible spouse or dependent
currently registered as a UOCAVA voter in your jurisdiction. I will be separating from the
Service on _____ (date) and will no longer be covered under UOCAVA.

I will be moving and will not be registering to vote in your voting jurisdiction. Please remove my
information from your files. My voter information follows (e.g. active duty mailing address, date
of birth, driver's license number):

If you have any questions feel free to contact me at (provide best method of contact)

Email: _____
Phone: _____

Regards,

*Signature _____ Date _____

* The Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) covers all active-duty members of the
Uniformed Services and their families, members of the merchant marine and their families, and US citizens who
reside overseas, and assists them in exercising their right to vote.



U.S. AIR FORCE

41. Voting Assistance, cont'd

■ Sample of where to get Voter Registration Form

The screenshot shows the website for the United States Election Assistance Commission. The main navigation bar includes links for Resources for Voters, Voting System Testing & Certification, Election Management Resources, Payments and Grants, Research and Data, and National Voter Registration Act. The current page is titled 'National Voter Registration Act' and features a sidebar with links to the National Mail Voter Registration Form, National Voter Registration Act Studies, Proposed Regulations, Related Documents, and Frequently Asked Questions. The main content area has a header 'National Voter Registration Act' and a paragraph that reads: 'To register to vote, [click here](#)'. A red arrow points to this link. Below the paragraph is a section titled 'National Voter Registration Act of 1993'.



U.S. AIR FORCE

41. Voting Assistance, cont'd

- **Additional information about registering to vote locally can be found on your State/Territory Election websites at: www.fvap.gov/links**
- **If remaining or moving abroad after separation from the military, you will be covered by UOCAVA as an overseas citizen instead of in your military capacity**
 - **You can find additional information on voting assistance for Service members, their families and overseas citizens at: www.fvap.gov/military-voter/transition**



U.S. AIR FORCE

42. Legal Assistance

- **Legal offices can help with:**
 - **Will preparation, powers of attorney, review of most contracts, debit/credit problems, landlord/tenant issues, family law, tax law and estate planning**
 - **These services are a no-cost benefit to you for your active duty Service**
- **Retirees can use the installation legal and financial offices on a space-available basis**
 - **Retirees residing overseas may have restrictions on privileges based upon SOFA**
- **For more information visit: <https://legalassistance.law.af.mil>**



U.S. AIR FORCE

43. Post Government (Military) Service Employment Restriction Counseling

- **The Post Government Briefing is required for all DOD personnel who leave military Service for the private sector**
 - **Give you information on what is permissible, career-wise, after leaving the military**
- **A brief summary of the most common post government employment restrictions includes:**
 - **Personal Lifetime Ban**
 - **After leaving government service, you may not represent another individual or company to the government regarding particular matters you worked on while in government service**



U.S. AIR FORCE

43. Post Government (Military) Service Employment Restriction Counseling, cont'd

- **Seeking or Negotiating for Post Government Employment**
 - **Official Responsibility Two-Year Ban**
 - **For two (2) years after leaving government service, you may not represent someone else to the government regarding particular matters that were pending under your responsibility during the last year of government service**
 - **Trade or Treaty One-Year Ban**
 - **For one (1) year after leaving government service, you may not aid, advise, or represent someone else regarding trade or treaty negotiations that you worked on during the last year of government service**
 - **Compensation for Representation to the Government By Others**
- **NOTE: There are additional restrictions for retired military personnel and Reservists' foreign employment, which require contacting the legal office for counsel. Failure to do so may result in forfeiture of retired pay.**

****Cannot decline this counseling as it is required**



U.S. AIR FORCE

43. Post Government (Military) Service Employment Restriction Counseling, cont'd

- **Certain Retirees and Separates must obtain written advice from their component Ethics counselor regarding proposed employment from a defense contractor to perform specific duties for that contractor within 2 years of leaving DoD**
 - Military officers serving in the grad of O-7 or above who participated in acquisitions or contracts valued in excess of \$10M.**
 - Members in ANY grade who served as a program manager or deputy program manager for an acquisition program; procuring contracting officer; administrative contracting officer; source selection authority; member of the source selection evaluation board; or chief of a financial or technical evaluation team for a contract in excess of \$10M.**



U.S. AIR FORCE

43. Post Government (Military) Service Employment Restriction Counseling, cont'd

- **Retirees/Seprattees in the grade of O-7 or higher have certain prohibitions on lobbying activities with respect to the DoD.**
 - Must contact their servicing component Ethics Office for specific post-government employment advice.**



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Personal Self Assessment/Individual Transition Plan (ITP)

- **The ITP is one of the CRS for your transition**
- **The ITP is a framework used to fulfill realistic career goals based upon your individual skills, knowledge, experience, and abilities**
 - **Your game plan for a successful transition to civilian life**
- **Specific sections coincide with the path you take.**
 - **For example, if you are planning on pursuing further education at a college, you will complete the education section of the ITP**
- **Staff at the A&FRC can assist if needed**



U.S. AIR FORCE

44. Career Readiness Standards (CRSs)

- **Common CRSs - EVERYONE must produce these deliverables and they will be verified during Capstone**
 - **Completed the DoD Standardized Individual Transition Plan (ITP) – should bring this document when attending the Transition GPS Workshop**
 - **Completed a Continuum of Military Service Opportunity counseling (AD/Septeers only)**
 - **Register on eBenefits**



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44. Common Career Readiness Standards (CRSs), cont'd

- **Additional CRSs below must be completed depending on your post transition goals**
 - **Post transition financial plan**
 - **Completed gap analysis OR presented a job offer letter**
 - **Associated CRS with the chosen 2 day track**
 - **A completed resume or provide verification of employment if attending the DOL Employment Track.**
 - **A complete comparison of higher education options if attending the DoD Education Track.**
 - **A complete comparison of vocational technical training institution options if attending the DOL Vocational Track.**



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45. Statement of Benefits

- **Members are required to have a statement of benefits no later than 30 days before separation or retirement**
- **A List of your statement of benefits can be found in “Statement of Benefits Guide for Military members” on www.DoDTAP.mil under Resources/FAQ’s page.**
- **Interactive component on the guide allows members to select their military service seal on the cover page, which will link them directly to their service specific benefits page.**
- **Various DoD programs are outlined in the guide, most entitlements also apply to Coast Guard members through the Department of Homeland Security**



VA Benefits and Services Overview

U.S. AIR FORCE

- **Attendance is mandatory by law and DoD policy you must attend the VA Benefits and Services Briefing before separating, retiring or being released from active duty. The briefings provide all the information regarding the VA and the laws, benefits, programs, and services administered by the Secretary of Veterans Affairs.**

- **Topics will include:**
 - **Education Benefits**
 - **Post 9/11 GI Bill, Chapter 33**
 - **Montgomery GI Bill, Chapter 30**
 - **Veterans Assistance Program**
 - **Vietnam-era, etc.**



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VA Benefits, cont'd

■ Post 9/11 GI Bill

- If eligible for the Post-9/11 GI Bill program you may be able to transfer unused educational benefits to your spouse or children, if you meet certain criteria**
- Transferability of education benefits is a retention incentive**
- In order to transfer educational benefits to a family member, military members must make an irrevocable election to convert from their existing educational program (such as Montgomery GI Bill) to the Post-9/11 GI Bill**
 - This transfer can ONLY be made while Serving in the Armed Forces WHILE ON ACTIVE DUTY**
 - Members who join the Selected Reserve may also have the option to transfer unused benefits to family members**



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VA Benefits, cont'd

■ Post 9/11 GI Bill

- Additionally, the military member must be on active duty, have served a minimum of six years service up to a maximum of 16 of an additional service commitment on active duty or in the Selected Reserve**
- If you are separating from active duty in less than four years, you are probably not eligible to transfer education benefits**
- For more information contact the education office**



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VA Benefits, cont'd

- **Topics discussed during the briefings include:**
 - **VA Health Administration**
 - **VA Health Care**
 - **VA Dental Care**
 - **VA Vet Center**
 - **State and Local Health Care and Mental Health Services**
 - **Other VA Health Care and Other Benefits**
 - **Continued Health Care Benefits Program**
 - **Veterans' Group Life Insurance (VGLI)**
 - **Service members' Group Life Insurance (SGLI)**
 - **Traumatic Injury Protection under Service members' Group Life Insurance (TSGLI)**
 - **Family Service members' Group Life Insurance (FSGLI)**



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VA Benefits, cont'd

- **Topics discussed during the briefings include:**
 - **Service-Disabled Veterans Insurance (S-DVI)**
 - **Veterans' Mortgage Life Insurance (VMLI)**
 - **VA Life Insurance**
 - **Transitional Health Care Benefit**
 - **VA Disability Benefits**
 - **Benefits Delivery at Discharge (BDD)**



State and Local Health Care and Mental Health Services

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- **State departments of health promote public health through policy initiatives, research and service programs**
- **"Health" generally encompasses behavioral and environmental health as well as physical well-being, illness and communicable diseases**
- **Social service websites may include information and programs dealing with welfare, early childhood development, foster parenting, poverty, juvenile delinquency, sex offenders, aging, public assistance, and rehabilitation**
 - **May also provide listings of private social service agencies.**
- **For more information of what is available in your state, visit:**
www.statelocalgov.net



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Continued Health Care Benefits Program (CHCBP)

- **If separating voluntarily you're no longer eligible to use the MTF or TRICARE; however, there is the option of the Continued Health Care Benefits Program (CHCBP)**
 - **Temporary health care coverage you are able to purchase for a period of 18 months, including pre-existing conditions coverage**
 - **Is a premium-based health care that is similar to, but not a part of, TRICARE and is administered by Humana Military Healthcare Services**



U.S. AIR FORCE

Continued Health Care Benefits Program (CHCBP), cont'd

- **Available to you and your family, certain un-remarried former spouses, and children who lose military coverage**
- **To obtain this coverage, you must enroll and pay premiums to CHCBP within 60 days after your separation from active duty**
- **For more information on CHCBP, visit: www.humana-military.com, or call the Tricare Customer Service at: 1-800-444-5445**



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Complete the Following

- **Sign your eForm to complete your Preseparation Counseling**
- **Schedule your Transition Workshop**
- **Schedule your two day Track**
- **Schedule any other classes needed for transition preparation**



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QUESTIONS?

Integrity - Service - Excellence