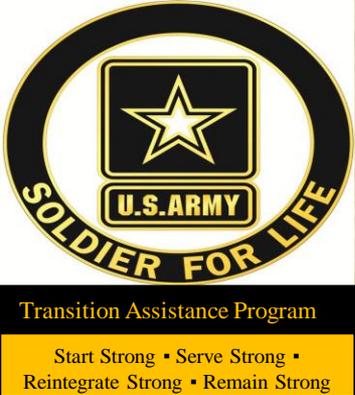


FORT LEE



TRANSITION ASSISTANCE PROGRAM

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Soldier for Life: Transition Assistance Program

- **Congressionally Mandated**
- **A promise the Army makes to Soldiers**
- **Something you have earned**
- **An example of giving support to the military family**
- **Your key to a smooth transition into your next career**



Soldier for Life: Transition Assistance Program

Phase 1: Pre-separation Briefing

- **Required by law for all retiring or separating Soldiers**
- **Can be done up to two years in advance of retirement date or one year prior to separation (ETS)**
- **Once completed, a soldier has access to all SFL:TAP services**
- **Briefing takes about 2.5 hours**

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Phase 2: Transition Assistance Program

- **3 day workshop presented by DOL**
- **2 day VOW Requirements**
- **Topics include:**
 - **Goal setting**
 - **Career exploration**
 - **Strategy for a job search**
 - **Resume writing**
 - **Interviewing practice**
 - **Reviewing job offers/Negotiation Skills**

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Phase 2: Veterans' Affairs Briefings

- **VA Benefits Briefing I and II (total 6 hrs)**
 - **Compensation and Pension**
 - **Health Care**
 - **Vocational, Rehabilitation & Employment**
 - **Home Loan Guaranty**
 - **Who should attend: Service members and veterans who have or suspect they have:**
 - A service connected disability or
 - An injury or illness that was aggravated by service

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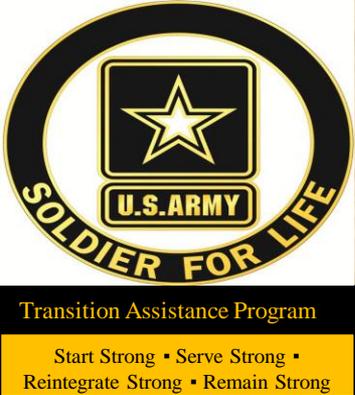
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Phase 3: On-going Use of SFL:TAP Services

- **Lifetime support for Retiree and spouse**
- **Individual counseling**
- **Additional seminars**
- **Civilian and federal resume assistance**
- **Interview preparation**
- **Completion of individual transition plan**
- **Use of any SFL:TAP center world-wide**

Transition Assistance Program

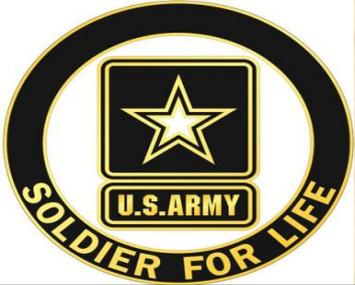
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Phase 3: Additional SFL:TAP Services

- **Proof reading by experienced counselors**
- **Transition Library**
- **Resume and cover letter writer program**
- **Internet access and assistance with job searching**
- **Use of FAX for job searches**



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Additional Classes Offered

- **Boots to Business** **2 days**
- **Franchising** **.5 days**
- **Higher Education Workshop** **2 days**
- **Apply For Federal Jobs**
- **VA Claims**
- **Career Technical Training** **2 days**

**** See SFL:TAP staff for times and dates**

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On-Line Secure Portal

Your express route to SFL:TAP services:

- **Register for and schedule SFL:TAP services from home or the workplace**
- **Gives you access to valuable tutorials on important job search topics**
- **Allows you to use a resume/cover letter writer designed specifically for Soldiers**

[https:// www.acap.army.mil](https://www.acap.army.mil)

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EMPLOYMENT & INFORMATION OPPORTUNITIES

- **Career Days**
- **Job Fairs**
- **Other Events (hiring & information events)**

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Fort Lee

Soldier for Life: Transition Assistance Program

Soldier Support Center
1401 B Ave. - Bldg. 3400 – Room 126
734-6612

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