

TRANSITION ASSISTANCE PROGRAM (TAP) WORKSHOP

The TAP Workshop is a joint effort by the Department of Defense, Department of Labor, and Department of Veterans Affairs designed to assist members' transition to the civilian sector. The workshop is available to all separating/retiring members and dependents. We recommend attending the workshop at least 12 mos (24 mos for retirees) prior to leaving the service.

The 3-day workshop covers necessary information to prepare participants for the civilian job market:

Skills Assessment
Career Planning
Job Search Techniques
Resume Preparation
Interview Techniques
VA Benefits

**The 3-day TAP Workshops are
conducted each month.**

**Early registration is critical. Spouses
are encouraged to attend.**

Contact the Airman and Family Readiness Center at 632-5407
for registration details.

RESOURCE CENTER

The Airman and Family Readiness Center has established a Resource Center to assist separating/retiring members, active duty and dependants with the job search/transition process. It is located in Bldg 1431, Area F. The resources are available to customers on a walk-in basis. Please call 632-5407 if you need additional information. The resources include, but are not limited to:

TurboTAP, the official DoD, DoL & VA Transition Assistance Website. Browse job listings, build your resume, get job hunting tips and more. You can also download the Pre-separation Guide to guide you through your transition process.

Career One Stop, a collection of electronic job search tools. Includes America's Career Info Net, state-by-state labor markets, millions of employer contacts & much more. www.careeronestop.org

DoD TRANSPORTAL, a site providing employment information resources to include mini-courses on Internet usage and job search. Provides links to job search web sites and Fortune 500 companies. www.dodtransportal.org

MILITARY.COM, replaces America's Job Bank. A valuable website with numerous tools for transitioning personnel. www.military.com

MILITARY ONE SOURCE, for assistance 24/7 — no matter the need. Relocation, employment, financial, education, etc. www.militaryonesource.com.

MILITARY HOME FRONT, the official DoD web site for reliable Quality of Life information designed to help troops and their families, leaders and service providers. www.militaryhomefront.dod.mil

OFFICE OF PERSONNEL MANAGEMENT, An excellent resource for research on Federal employment info, i.e., qualification standards, Veteran preference, benefits, etc. www.opm.gov

SMALL BUSINESS ADMINISTRATION (SBA), provides up-to-date information and guidance on small business concerns and SBA POC's by state. www.sba.gov

COMPUTERS WITH LASER PRINTERS, for use in preparing resumes, cover letters, and reference letters. Word also has very "user friendly" resume wizards available.

INTERNET ACCESS, to assist in the "electronic job search," as well as other transition related information. The Internet provides a means to search for jobs, research companies, gather job market and relocation information, etc.

VARIOUS JOB LISTINGS, job announcements from local and national employers.

RESOURCE LIBRARY, a multitude of books, pamphlets, and videos on career planning, resume writing, interviewing, job search, etc., available for checkout.

BY LAW PROGRAM

The 1991 Defense Authorization Act, Public Law 101-510 (updated each fiscal year), required Defense to provide employment assistance to all separating/retiring service members and their spouses. The services this law implemented include:

Mandatory Pre-separation counseling which is required at least 90 days prior to the date of separation. A member of the Airman and Family Readiness Center will schedule each individual for an appointment to ensure this requirement is met. To make reservations, call 632-5407.

Verification of Military Experience and Training, DD 2586 (use myPay PIN): www.dmdc.osd.mil/vmet

Airman and Family Readiness Center

Bldg 1431, Area (Flightline)
Aviano AB IT
0434-30-5407 or 632-5407
<http://afrc.avianoab.info>



TRANSITION IS A FAMILY MATTER



Leaving the service...



...But behind the power curve?

Attend a free Civilian Career Options Workshop and learn how you can apply you military-acquired skills in the civilian sector.

TAP the next step to a secure future.

Transition Assistance Program

Airman and Family Readiness Center
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