

1.1 Transition Assistance Advisors (TAA).

1.1.1 Required Services (Tasks)

1.1.1.1 Provides information and assistance to Guard members and their families in understanding and obtaining benefits and services through Veterans Affairs and the military health system. Coordinates with appropriate Veterans Affairs, TRICARE, Veteran Service Organizations, and other resources to provide required information and assistance. Participates in the mobilization and demobilization process to brief/advise Guard members and their families on available entitlements and information resources. Researches and resolves issues associated with entitlements when Guard members and/or their family members encounter problems.

1.1.1.2 Performs non-clinical case management of wounded and injured Guard members returning from contingency operations. Facilitates medical care and benefits application to ensure optimal transition from the military treatment facilities to the member's local community. This includes coordinating with federal, state, local, and community support organizations. Assistance will be provided to all active and former National Guard members.

1.1.1.3 Coordinates with Veterans Affairs centers to assist law enforcement, court systems, state mental health authorities and fire departments with awareness concerning Service members and veterans that may need crisis intervention.

1.1.1.4 Assists JFHQ personnel with the operation of reintegration programs for Guard members returning from deployment. Intent is to assist reintegration personnel with obtaining Veterans Affairs support for reintegration activities. It is not the intent that Transition Assistance Advisors be used to manage the day to day operation of reintegration programs.

1.1.1.5 Provides advice to the Joint Forces Headquarters and coordinates with Family Support Specialists, Employer Support Groups, regarding entitlements available through Department of Veterans Affairs and other Veterans entitlement and benefit programs.

1.1.1.6 Provides basic or preliminary education and training to State Joint Forces headquarters staff as to the entitlements available through the Veteran Affairs, TRICARE and Veterans Service Organizations. Works with local, state, and Veterans Integrated Service Network (VISN) Veterans Affairs personnel to meet education and training requirements.

1.1.1.7 Provides monthly reports to the State Joint Forces Headquarters J-1 that identify barriers encountered by Guard members and their families regarding receipt of entitlements and the actions taken to determine trends and areas that require further attention.

1.1.1.8 Analyzes, interprets and clarifies changes in the various Veterans Affairs entitlements and provides updates to Joint Forces Headquarters Staff and Guard members and their families.

1.1.1.9 Coordinates with and assists the State National Guard Military Personnel Offices in indentifying/tracking National Guard members who have been wounded/injured while on Active Duty status.

1.1.1.10 As required, participates on councils/teams representing organizations and agencies involved in obtaining, and resolving entitlements and benefits issues for National Guard member or their families.

1.1.1.11 Adjust workflow within the contract staff to meet high demand needs based on situational demands.

1.1.2 Education, Experience, and Special Qualification Requirements.

1.1.2.1 An associate's degree is desired or equivalent life/work experience in a related field; i.e., veteran's administration, social services, employment services, human resources,).

1.1.2.2 Military experience is desired. A broad knowledge, experience, and skills in the areas of military personnel, and human resources, especially as they relate to balancing civilian life with military service. Additionally, the contract employee must demonstrate a working knowledge of all Transition Assistance Program activities and services.

1.1.2.3 Operational and training program development, management, and implementation experience required. Demonstrated supervisory experience at the state level (at a minimum) and ability to analyze statistical data and brief trend analysis based on compiled data.

1.1.2.4 Experience in making oral presentations to various size groups. Transition Assistance Advisor must be able to perform Program Manager duties in their absence. Good interpersonal communication skills must be demonstrated.

1.1.2.5 Transition Assistance Advisor must be proficient in MS Word, Excel, PowerPoint as well as Apple Pages, Numbers, and Keynote programs. Program manager must have the ability to gather information, make recommendations for program improvement, synthesize information, and provide communication (orally and written).

1.1.3 Must have a current and valid driver's license.

1.1.4 Must have ability to pass any necessary background investigations.

2. Required Services (Tasks)

2.1 Assistance with creating and executing a detailed individual transition plan. The plan shall include, but not be limited to, the following:

2.1.1 The Service member's (and spouse as desired) post-military Service employment, education, training, and/or other objectives.

2.1.2 The transition services the Service member and spouse will need to help them achieve their objectives, and transition benefits for which the member is eligible.

2.1.3 Which installation or community agency will deliver the services or benefits, their location, point of contact, and telephone number.

2.1.4 When the services will be delivered.

2.1.5 Other available counseling or services that the Service member indicates will be needed to assist with his or her transition.

2.1.6 Effects of a career change (for example, change in personal identity, stress, and impact on other family members).

2.2 Employment assistance, to include but not limited to, the following:

- 2.2.1** Importance and use of DD Form 2586, "Verification of Military Experience and Training." Ideally, Service members shall receive this form at least 120 days before their separation date. Transition Assistance Program Counselors shall encourage Service members to use this information to assist them in converting their military training and skills into language civilian employers will understand.
- 2.2.2** Department of Labor Transition Assistance Program Workshop and Service or installation-sponsored transition assistance programs and seminars.
- 2.2.3** Defense Outplacement Referral System. Transition Assistance Program Counselors shall encourage Service members to use this electronic link to employers, as well as ensuring they explain to separating Service members the importance of using all available job-hunting tools.
- 2.2.4** Public and Community Service. Transition Assistance Program Counselors shall encourage separating Service members to consider public and community service as an employment option and advise Service members that registration for public and community service is mandatory for early retirement under Pub. L. No. 102-484, Section 4403 (reference (d)).
- 2.2.5** Transition Bulletin Board (TBB). Transition Assistance Program Counselors shall advise Service members of the availability of job announcements and other transition-related services announced on the TBB, and the Importance of periodically reviewing the TBB.
- 2.2.6** Special placement programs such as teacher and teacher aide certification and placement program. Transition Assistance Program Counselors shall ensure they provide eligible separating Service members with information about special placement programs. Information shall include, as minimum, basic eligibility requirements for these programs, points of contact for obtaining further guidance, and application procedures.
- 2.2.7** Federal employment opportunities. Transition Assistance Program Counselors shall advise separating Service members of the availability of information regarding Federal employment opportunities, and shall provide information to interested Service members.
- 2.2.8** One-time hiring preference for nonappropriated fund jobs. Transition Assistance Program Counselors shall advise involuntarily separating personnel meeting the criteria outlined in Pub. L. No. 101-510, Section 502, as amended (reference (c)), or personnel who are voluntarily separating under Pub. L. No. 102-190, Section 661 (SSB) or Section 662 (VSI), as amended (reference (g)), that they shall receive preference one time for non-appropriated fund jobs.
- 2.2.9** Job Fairs. Job fairs, which bring together civilian employers interested in hiring former military personnel, are sponsored by installations, communities, veteran service organizations, and overseas, by the Department of Defense. Transition Assistance Program Counselors shall encourage separating Service members to attend as many fairs as possible.
- 2.2.10** State employment agency services and America's Job Bank.

2.3 Relocation assistance (Homelessness), including but not limited to:

- 2.3.1** Excess leave or permissive temporary duty (TDY)/permissive temporary assigned duty (TAD). Service members may request excess leave or permissive TDY/TAD, but not both.

- 2.3.2** Travel and transportation allowances. Service members are eligible for shipment and 1-year storage of household goods and home of selection move. Those Service members separating with less than 8 years service or those discharged under adverse conditions are eligible to request shipment of household goods and 6-months storage of household goods and home of record move.
- 2.3.3** Continued use of military family housing for up to 180 days after separation on a space available basis, subject to Status of Forces Agreements overseas. Extensions apply to Service members involuntarily separating from active duty meeting the criteria outlined in Pub. L. No. 101-510, Section 502, as amended (reference (c)), or personnel separated under Pub. L. No. 102-190, Section 661 (SSB), or Section 662 (VSI), as amended (reference (g)), and who were separated during the nine-year period beginning October 1, 1990. Service members remaining in military family housing shall be charged rent equivalent to the Basic Allowance for Quarters and Variable Housing Allowance or Overseas Housing Allowance for that location and their former pay grade.
- 2.3.4** Commissary and exchange privileges. Personnel involuntarily separating from active duty who meet the criteria outlined in Pub. L. No. 101-510, Section 502, as amended (reference (c)), or personnel who are voluntarily separated under Pub. L. No. 102-190, Section 661 (SSB), or Section 662 (VSI), as amended (reference (g)), and who were separated during the 9-year period beginning October 1, 1990, shall be extended commissary and exchange privileges for a period of 2 years after separation, subject to the Status of Forces Agreements overseas.
- 2.3.5** Department of Defense Dependents Schools extensions, subject to Status of Forces Agreements overseas, and providing each child has completed the 11th grade by the Service member's date of separation. Extensions apply to the dependents of Service members involuntarily separating from active duty who meet the criteria outlined in Pub. L. No. 101-510, Section 502, as amended (reference (c)), or personnel who are voluntarily separated under Pub. L. No. 102-190, Section 661 (SSB), or Section 662 (VSI), as amended (reference (g)), and who were separated during the nine-year period beginning October 1, 1990.

2.4 Education and training assistance, to include but not limited to:

- 2.4.1** Pub. L. No. 98-525 (1984), as amended (reference (h)) (commonly referred to as the "Montgomery G.I. Bill"), and Pub. L. No. 94-502 (1976), as amended (reference (i)) (commonly referred to as the "Veterans' Educational Assistance Program").
- 2.4.2** Job training opportunities under Pub. L. No. 97-300 (1982), as amended (commonly referred to as the "Job Training Partnership Act"), reference (j). Members have 180 days after separation to apply, and shall be encouraged to check on their eligibility with their State employment office before they separate from active duty.
- 2.4.3** Service Members Occupational Conversion and Training Program. Service members must not have been discharged under other than honorable conditions after August 1, 1990, and must have served on active duty for more than 90 days or have been released because of a service-connected disability. In addition, Service members must meet one of the following criteria: have a primary or secondary military occupational specialty that is not readily transferable to the civilian workforce, or be unemployed at the time of application for 8 of the 15 weeks immediately prior to application, or be entitled to compensation from the Department of Veterans Affairs for a service-connected disability rated 30 percent or more or would be if not for receipt of military retired pay. Transition Assistance

Program Counselors shall encourage eligible Service members to contact the local Department of Veterans Affairs regional office to apply.

2.4.4 Importance and use of DD Form 295, "Application for the Evaluation of Learning Experiences during Military Service." This form assists postsecondary civilian educational institutions in evaluating and awarding academic credit for military education and training.

2.5 Transitional healthcare and life insurance:

2.5.1 Separating Service members are eligible to purchase continued health insurance for a period of 18 months, including pre-existing conditions coverage. They are eligible for Department of Veterans Affairs (VA) care. Separating Service members shall also be made aware that dental care insurance under the DELTA Dental Plan does not continue after separation. Separating Service members are also eligible to convert their Servicemen's Group Life Insurance to Veteran's Group Life Insurance.

2.5.2 Service members involuntarily separating from active duty meeting the criteria outlined in Pub. L. No. 101-510, Section 502 (reference (c)), or personnel who are voluntarily separating under Pub. L. No. 102-190, Section 661 (SSB), or Section 662 (VSI), as amended (reference (g)), who were separated during the 9-year period beginning October 1, 1990, and who have fewer than 6 years of service and their dependents are eligible for 60 days of transitional healthcare, to include services and benefits normally covered by the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). Service members separating under the previously listed provisions who have 6 or more years of service and their dependents are eligible for 120 days of transitional healthcare, to include services and benefits normally covered by CHAMPUS. Transitional healthcare starts on the Service member's date of separation, is not retroactive, and is provided on the same priority as to dependents of active duty personnel.

2.6 Finances:

2.6.1 Financial management assistance includes, but is not limited to, counseling on financial management, unemployment compensation, VA loans, other Government grants and loans, and recoupment of separation pay for retired pay or disability compensation, and the related tax effects of the pay or recoupment.

2.6.2 Separation Pay. Service members may be eligible for severance pay, separation pay and pay at separation. Severance pay and separation pay eligibility and amounts are determined by the type of separation, i.e., involuntarily separated or voluntarily separated under VSI or SSB. Service members may also be eligible for final pay at separation that consists of earned entitlements and pay for accumulated leave. That amount will be reduced by taxes withheld, outstanding balances on advance pay received, unearned bonus recoupment and other debts. In addition, some transactions may be in process that could result in additional payments to the Service member after separation or create a debt. Service members are responsible for repayment to the Government of all debts owed.

2.7 Counseling for all separating Service members on National Guard and Reserve opportunities. In addition, Service members separating from active duty during the 9-year period beginning October 1, 1990, have priority affiliating with the National Guard or Reserve over other equally qualified applicants for existing or projected vacancies within the unit to which the separating Service member applies. This priority applies to Service members who apply to become a member of a National Guard or Reserve unit within 1 year of their separation.

- 2.8** Disabled veterans benefits, including but not limited to the Disabled Transition Assistance Program and VA disability benefits.
- 2.9** Use of revenue-generating (for example, clubs, bowling centers, golf courses) Morale, Welfare, and Recreation facilities. Service members who, upon separation, will be entitled to a DD Form 2, "Armed Forces of the United States Geneva Convention Identification Card (Reserve)," and/or DD Form 1173-1, "Department of Defense Guard and Reserve Family Member Identification Card," shall be permitted to use Morale, Welfare, and Recreation revenue-generating facilities.
- 2.10** State and territory of residence veteran's assistance programs. Many States and territories offer financial help and programs to veterans unique to that State or territory. Transition Assistance Program Counselors shall encourage separating Service members to seek out and utilize this assistance to further their transition to civilian life.
- 2.11** Transition Assistance Program Counselors shall refer Service members and their families, as appropriate, to the applicable agency for additional in-depth counseling on the subjects outlined in subparagraphs 6.4.1. through 6.4.11., above, or provide the in depth counseling themselves.

3. PLACE OF PERFORMANCE

- 3.1** There are 54 states and territories projected that will require employee at the time of award. The distribution of contractor employees will be coordinated with the contractor after award. All states and territories will be provided with at least one contractor under this contract. Some states may require more than one contractor employee. The addition of contractor employees to a particular state is based on Uniformed Services members and Families support in that state. The number of states requiring a contractor employee may increase or decrease during the life of the contract, depending on mission within the states.

4. TECHNICAL AND SUBJECT MATTER REQUIREMENTS

- 4.1** The contractor shall provide the State Joint Forces Headquarters with a professional experienced in Department of Veterans Affairs programs and policies, specifically Veterans health Administration and Veterans Benefits Administration. The TAA will also be knowledgeable on TRICARE programs and policies, pre and post mobilization entitlements/requirements, medical hold over status, ADMME and TAMP. The support Specialist will be knowledgeable of Army and Air National Guard statuses and entitlements.
- 4.2** The contractor shall provide the State Joint Force Headquarters with a professional familiar with the DOD-WWC&TP Virtual Transition Assistance Program (VTAP), the Army ACAP XXI database, the Air Force AFIRST database and the Guard Family Management System Client Tracking database and required statistical data analysis.