

U. S. DEPARTMENT OF LABOR
VETERANS' EMPLOYMENT AND TRAINING SERVICES
EMPLOYMENT NAVIGATOR AND PARTNERSHIP PILOT
DOL VETS ENPP

INSTALLATION TOOL KIT



VETERANS' EMPLOYMENT & TRAINING SERVICE
UNITED STATES DEPARTMENT OF LABOR

EMPLOYMENT NAVIGATOR AND PARTNERSHIP PILOT (ENPP) OVERVIEW

The Department of Labor (DOL) Veterans' Employment and Training Service (VETS) launched the Employment Navigator and Partnership Pilot (ENPP) at select military installations worldwide on April 1, 2021. The ENPP was designed to help transitioning service members (TSMs), and their spouses (S), outside of the traditional Transition Assistance Program (TAP) workshops to improve employment related outcomes.

TSMs/S work one-on-one with Employment Navigators to complete self-assessments, complete skills testing, explore career options, and identify high-demand occupations and necessary credentials. Employment Navigator services are personalized and based on the TSMs/S interests, aptitudes, and values. They also review detailed labor market information and connect with government and non-government partners to identify other needed employment services.

PURPOSE

This toolkit is designed to help you spread the word about your installation's participation in the ENPP pilot and commitment to assisting transitioning service members, and their spouses.

In this toolkit, you will find the following:

- Program Overview
- Department of Labor ENPP Press Release
- Pilot Fast Facts
- Sample Email
- Sample Social Media
- Media & Graphics
- Quick Facts

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EMPLOYMENT NAVIGATOR AND PARTNERSHIP PILOT PRESS RELEASE

U.S. Department of Labor | Veterans' Employment and Training Services | April 1, 2021

US DEPARTMENT OF LABOR LAUNCHES EMPLOYMENT NAVIGATOR AND PARTNERSHIP PILOT FOR TRANSITIONING SERVICE MEMBERS, SPOUSES

WASHINGTON, DC – The U.S. Department of Labor announced today the launch by its [Veterans' Employment and Training Service](#) of a pilot program to enhance its ability to provide transitioning service members and their spouses with the assistance needed to be successful in the civilian workforce.

The Transition Assistance Program Employment Navigator and Partnership Pilot will support interested Transitioning Service Members and their spouses in selecting career pathways and connecting them to partners and resources based on their interest, aptitudes and values for better employment-related outcomes.

The initiative will begin April 1, 2021 at select military installations worldwide. The hosting locations, chosen in collaboration with the Department of Defense, are as follows:

- **Air Force:** Travis Air Force Base, California and Kadena Air Base, Japan.
- **Army:** Fort Benning, Georgia, Fort Drum, New York, Fort Sill, Oklahoma, Fort Shafter and Schofield Barracks, Hawaii and U.S. Army Garrison Bavaria, Germany.
- **Marines:** Camp Pendleton and Marine Corps Air Station Miramar, both in California, Marine Corps Air Station Cherry Point, North Carolina and Marine Corps Base Okinawa, Japan.
- **Navy:** Naval Station Norfolk, Virginia and Command Fleet Activities Yokosuka, Japan.
- **Joint Bases:** Joint Base Pearl Harbor-Hickam, Hawaii and Joint Base Charleston, South Carolina.

Employment Navigators at host installations will provide direct, one-on-one career assistance outside of the formal TAP classroom instruction. Transitioning service members and their spouses will work with Employment Navigators to complete self-assessments, do skills testing, explore career options and identify high-demand occupations and necessary credentials. They will also review detailed labor market information and connect with government and non-government partners to identify other services.

Employment Navigator services are available to any transitioning service member or spouse, receiving TAP services at a host installation. [More information for eligible service members and organizations interested in the pilot is available.](#)

Learn more about [Veterans' Employment and Training Service.](#)

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DOL VETS' ENPP QUICK REFERENCE SHEET

- DOL VETS designed the ENPP to provide Employment Navigators (ENs) who provide TSMs/S with personalized, one-on-one assistance. ENs provide tools and resources, and connect TSMs/S with government and non-government partners to improve their employment related outcomes post-transition.
- All TSMs/S, regardless of branch of service or component at one of the pilot installation locations are eligible to participate in the ENPP. TSMS within two years of retirement or 365 days of separation are eligible for assistance from Employment Navigators.
- Approximately 200,000 service members transition very year. At the pilot locations, DoD estimates approximately 41,000 servicemembers will transition during the first year of the ENPP initiative.
- Employment Navigators help TSMs/S to complete self-assessments, complete skills testing, explore career options, and identify high-demand occupations and necessary credentials, and review the detailed labor market. Employment Navigators then connect TSMs/S with government and non-government partners to identify other needed employment services.
- Employment Navigator services are available virtually and in-person to eligible TSMs/S.
- ENPP services are an optional benefit for most transitioning service members. However, transitioning service members who do not meet career readiness standards for employment at Capstone will receive a mandatory Warm Handover to an Employment Navigator.¹
- Government and non-government partners provide additional services including apprenticeship Opportunities, Digital Matching, Employment Mentorship and Networking, Hiring Events, Placement Services, Referrals to Employment Opportunities, Training Services, and Wrap-Around-Services within communities.
- More information about the ENPP can be found online at dol.gov/employmentnavigator.

¹ as defined in the DoD Instruction process ([DoDI 1332.35](https://www.dodig.mil/reports-and-testimony/publications/133235))



EMAIL CONTENT

Email is an easy and effective way to reach TSMs/S on your installation and share your installations' ENPP resource availability. Below are sample emails, but please shape the messaging to best capture your target audience of TSMs/S at your installation.

SAMPLE SUBJECT:

Employment Navigators available for transition assistance

SAMPLE EMAIL:

A new, free resource is available to transitioning service members, and their spouses, on [Installation Name]. Employment Navigators are individualized employment counselors who will work with you one-on-one, either in-person or virtually, to identify and assist with your post-transition employment needs and connect you to relevant partner resources to further expand your employment resources.

Employment Navigators are located at [Building, Address Info], or you can schedule an appointment online at dol.gov/employmentnavigator.

Employment Navigators are part of the Employment Navigator and Partnership Pilot directed by the U.S. Department of Labor Veterans' Employment and Training Services.

SAMPLE SUBJECT

Opportunity Alert: Employment Navigator service for transitioning service members

SAMPLE EMAIL

Transitioning Service Members:

U.S. Department of Labor Veterans' Employment and Training Services is piloting the Employment Navigator & Partnership Pilot at this installation. Services are available to transitioning service members, and their spouses, starting 365 days before your separation or two years before retirement.

Employment Navigators can provide you direct and personalized, one-on-one career assistance outside of the formal Transition Assistance Program (TAP) classroom instruction. Services can include, self-assessments, skills testing, career exploration, identification of high-demand occupations, identification of necessary credentials, review of detailed labor market information, and connections to government and non-government partners for additional or continued services.

Employment Navigators are counselors, teachers, coaches, and mentors who are invested in creating employment opportunities for you post-transition.

To schedule an appointment with an Employment Navigator, schedule online at dol.gov/employmentnavigator.



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SOCIAL MEDIA

Social Media is an effective, efficient way to reach a large audience and share the availability of Employment Navigator services at your installation. Below are sample social media posts by platform to help you spread the work about hosting the Employment Navigator and Partnership Pilot at your installation.

TWITTER:

- Are you transitioning or retiring from service? Connect with an Employment Navigator virtually or in-person for assistance with your employment needs. Services are personalized and one-on-one. Schedule your appointment: dol.gov/employmentnavigator
- Transitioning soon? The DOL VETS' Employment Navigator and Partnership Pilot is available to assist you with your career needs. Free, personalized, one-on-one services: dol.gov/employmentnavigator
- DOL VETS' Employment Navigators (ENs) are available to help transitioning military and their spouses find a meaningful, lasting career. ENs are available virtually or in-person. Schedule your appointment online: dol.gov/employmentnavigator

FACEBOOK & LINKEDIN:

- A new Employment Navigator and Partnership Pilot for transitioning service members, and spouses, is offered at [Installation] by the U.S. Department of Labor Veterans' Employment and Training Service. Employment Navigators are a free service, and they offer one-on-one career assistance, virtually and in person. Schedule your appointment today: dol.gov/employmentnavigator
- Are you transitioning and wondering what's next? DOL VETS' Employment Navigator and Partnership Pilot was created to provide one-on-one, personalized career resources and services to help you chart your course to a meaningful, lasting career. Employment Navigators are taking appointments virtually and in-person. Schedule online: dol.gov/employmentnavigator
- Resume help? Networking? Mentorship? DOL VETS' Employment Navigator and Partnership Pilot, piloting at [Installation], is designed to help transitioning service members and their spouses connect with partners that can provide needed help to prepare transitioning military for civilian careers. Get connected with an Employment Navigator to receive one-on-one, personalized assistance: dol.gov/employmentnavigator



GRAPHICS AND MARKETING MATERIALS

Below are sample ENPP graphics for use when posting on social media or printing materials for distribution or display on your installation.

ENPP QR CODE



SOCIAL MEDIA IMAGERY

The images below can be found in the toolkit folder, and the images are sized for Facebook and LinkedIn, Twitter, and Instagram.





EMPLOYMENT NAVIGATOR AND PARTNERSHIP PILOT

Helping you chart a course to a meaningful and lasting career.



EMPLOYMENT NAVIGATORS

Employment Navigators are available at your installation to provide transitioning service members, and their spouses (TMSs/S), with one-on-one, personalized services to include:

- Self and Skill Assessment
- Identification of Credentials
- Identification of High-Demand Occupations
- Connect You to Partners and Resources



VIRTUAL



IN PERSON



PARTNERS

Our government and non-government ENPP partners can connect TSMs/S with the following employment support services:

- Apprenticeship Opportunities
- Digital Matching
- Employment Mentorship
- Employment Networking
- Hiring Events
- Placement Services
- Referrals to Employment Opportunities
- Training Services
- Wrap Around Services



Use your smartphone camera to scan the code above to connect online.



To schedule an appointment with an Employment Navigator, go online to dol.gov/employmentnavigator.



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Quick Facts

Employment Navigator and Partnership Pilot



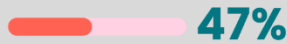
Each year approximately 200,000 service members transition from the military to the civilian workforce.

At the initial pilot installations, DoD estimates approximately 17% or 41,000 service members transition from military to the civilian workforce.

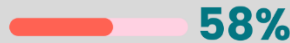


Approximately 48% of the veteran population is in the workforce, nearly 9 million workers, which is less than 6% of the total workforce.

In a 2019 Pew Research study, 47% of post-9/11 veterans said readjusting to civilian life was difficult.



In the same study, 58% of veterans said the military provided them with job skills that were applicable to civilian employment.



Approximately 6 in 10 said their military service helped with their first job post-transition.

18.5
million veterans

In 2020, 18.5 million men and women were veterans, accounting for about 7 percent of the civilian population age 18 and over.

7%
of the population

Of all veterans, 1 in 10 were women.



Veterans often bring the following attributes and characteristics to the workplace: proven leadership, mission focused approach to work, technical skills, strong work ethic, and many other strengths.



Within the military, there are over 1,100 career specialties.

2 Years or 365 days

All TSMs/S, regardless of branch of service or component at one of the pilot installation locations are eligible to participate in the ENPP. TSMs within two years of retirement or 365 days of separation are eligible for assistance from the Employment Navigator and Partnership Pilot.



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