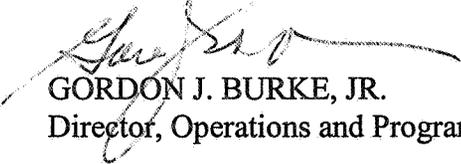




JUN 09 2006

DIRECTOR'S MEMORANDUM: # 15-06

FOR: REGIONAL ADMINISTRATORS AND DIRECTORS FOR
VETERANS' EMPLOYMENT AND TRAINING SERVICE

FROM: 
GORDON J. BURKE, JR.
Director, Operations and Programs

SUBJECT: Overseas Transition Assistance Program Employment Workshops
Standard Operating Procedures Manual

- I. **Purpose:** To provide Veterans' Employment and Training Service (VETS) staff with guidance for meeting requirements outlined in Public Law 101-510 (10 U. S. C. 1144) to ensure the smooth operation and management of Overseas Transition Assistance Program (TAP) Employment Workshops.
- II. **Background:** VETS operates under a Memorandum of Understanding (MOU) with other partner agencies to provide TAP Employment Workshops to separating and retiring military members and their spouses, both stateside and at overseas locations. Specific responsibilities for each partner agency have been outlined in the Overseas TAP Standard Operating Procedures manual.
- III. **VETS Responsibilities:**
 - A. VETS is responsible for the overall administration and facilitation of Overseas TAP Employment Workshops. The agency sets policy, directs, and monitors TAP Employment Workshops to meet the mandates of 10 U.S.C. §1144. It maintains a dialogue with Department of Defense (DOD) officials, prepares overall program budgets, analyzes TAP Employment Workshop participant data to determine trends, and provides training and course materials for the program. VETS has the authority to intervene in all aspects of the TAP Employment Workshop Program when attempts to resolve conflicts at the local level have not succeeded or upon a request from partner agencies.

- B. VETS coordinates with the DOD TAP Service Managers and the designated program support contractor to ensure resources, communications, action plans, and procedures are effectively implemented and a quality TAP Employment Workshop Program is maintained.
- C. VETS collects and reviews all Overseas TAP Employment Workshop participant critique forms to determine if any problems and/or concerns are expressed. Findings are shared with DOD and other partners as applicable.
- D. VETS is the approving authority for personnel nominated to become TAP Employment Workshop facilitators through formal training at the National Veterans Training Institute (NVTI).
- E. VETS processes all TAP Employment Workshop Change Request Forms received from overseas military installations and notifies the requestor when approved.
- F. VETS will ensure timely processing and delivery of TAP Employment Workshop participant manual orders and, where possible, pre-positions enough manuals at each location to support the estimated annual or semi-annual participant numbers. At a minimum, shipments should not be less than a three-month supply for any particular location.

IV. **Inquiries:** Any questions concerning this memorandum should be directed to Gary Norris at (202) 693-4724 or email at Tapadmin@dol.gov

V. **Expiration Date:** When superseded or rescinded.

VI. **Attachment:** TAP Employment Workshop Overseas Standard Operating Procedures (SOP) Manual.