U.S. Department of Labor

Assistant Secretary for
Veterans' Employment and Training
Washington, D.C. 20210

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VETERANS' PROGRAM LETTER NO. 07-08

TO: ALL REGIONAL ADMINISTRATORS AND DIRECTORS FOR VETERANS' EMPLOYMENT AND TRAINING
ALL STATE WORKFORCE AGENCY ADMINISTRATORS
ALL REGIONAL ADMINISTRATORS, EMPLOYMENT AND TRAINING ADMINISTRATION (INFO)

FROM: CHARLES S. CICCOLELLA

SUBJECT: VETS' Transition Assistance Program (TAP) Employment Workshop Standard Presentation

I. **Purpose:** To provide guidance to States and Veterans' Employment and Training Service's (VETS) field staff on the change to a standard TAP Employment Workshop presentation to be implemented on October 1, 2008.

II. **Background:** Public Law 101-510, as amended, requires the Department of Defense, in collaboration with the Departments of Labor, Homeland Security and Veterans Affairs, to provide the Transition Assistance Program (TAP) for members of the Armed Forces and their spouses. These transition services may be provided up to 12 months prior to separation or within 24 months of retirement. The Department of Labor is responsible for conducting a two and a half day Employment Workshop that provides employment information, assistance and training to assist departing service members in making informed decisions for reintegrating into civilian careers.

III. **Standard TAP Employment Workshop PowerPoint Presentation and TAP Facilitator Guide**

A. **Standard TAP Employment Workshop PowerPoint Presentation:** VETS has developed a standard PowerPoint presentation for use in delivering the DOL VETS TAP Employment Workshop. The content of the standard presentation is the same as the content of the Inverness Technologies presentation, and is not radically different from the general presentation provided by NVTI. More graphics were added and overall the standard presentation has a slightly different look to differentiate it from previous PowerPoint presentations. However, to reiterate, **the content of the 2 ½ day TAP Employment Workshop has not changed.**

This presentation is the DOL VETS approved and authorized 2 ½ day TAP Employment Workshop PowerPoint presentation.

B. **Facilitator Guide to the Standard TAP Employment Workshop PowerPoint Presentation:** To assist TAP Facilitators in delivering the standard TAP Employment Workshop PowerPoint presentation, NVTI has developed a facilitator guide to accompany the presentation. This replaces the previous versions of the TAP Facilitator Guide.

IV. Implementation of the Standard TAP Employment Workshop PowerPoint:

A. **Implementation time-table:** All DOL VETS TAP facilitators – DVOP, LVER, and contractors will use the standard TAP Employment Workshop PowerPoint presentation beginning on October 1, 2008.

B. **TAP Facilitator materials:** The standard TAP Employment Workshop PowerPoint presentation and the new TAP Facilitator Guide are available for download from the NVTI TAP Facilitator web site.

C. **TAP Employment Workshop DVD:** NVTI has filmed a full TAP Employment Workshop presentation with the standard PowerPoint, and will produce a DVD of the workshop. The DVD is intended as a training tool for the TAP facilitators that allows them to view how the presentation should be delivered. The DVD will be distributed by mail to TAP facilitators beginning August 4, 2008.

D. **Leadership Webinars:** VETS will conduct webinars for the Regional Administrators for Veterans' Employment and Training (RAVET) or their representatives, the Directors for Veterans' Employment and Training (DVET), the military services TAP Program Managers and TAP site managers. The webinars' purpose will be to familiarize the leaders with the standard presentation and address associated issues. VETS will host the webinars from August 11 to August 22, 2008. Specific schedules and details will go out under separate correspondence.

C. **Facilitator Webinars:** VETS will conduct webinars throughout the month of September 2008 for all individuals who facilitate TAP Employment Workshops. The webinars will take the facilitators through the standard PowerPoint presentation and the TAP Facilitator Guide and address any questions or issues they may have in delivering the presentation. Specific schedules and details will go out under separate correspondence.

V. Action Required:

A. States should review this VPL to ensure that all staff assigned as facilitators for TAP Employment workshops are advised of the contents of this directive.

B. Regional Administrators for Veterans' Employment and Training (RAVET) and Directors for Veterans' Employment and Training (DVET) closely coordinate with the military TAP managers within their states to ensure DOL VETS TAP facilitators provide high quality TAP Employment Workshop presentations in keeping with the guidance issued in this Veterans' Program Letter.

C. Directors for Veterans' Employment and Training (DVET) are available for consultation and to provide technical assistance on questions related to the guidance issued in this Veterans' Program Letter.

VI. **Inquiries:** Questions may be addressed to the DVET and RAVET. The VETS TAP Program Lead, Mr. Tim Winter may also be contacted at (202) 693-4705.

VII. **Expiration Date:** This Veterans' Program Letter is valid until rescinded or superseded.