



November 29, 2007

VETERANS' PROGRAM LETTER NO. 01-08

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

FROM:


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SUBJECT: Transition Assistance Program (TAP) and Disabled Transition Assistance
Program (DTAP) Memorandum of Understanding (MOU) Guidance

- I. **Purpose:** To provide guidance to implement the Transition Assistance Program (TAP) and Disabled Transition Assistance Program (DTAP) in accordance with the current MOU.
- II. **Rescissions:** None
- III. **References:** Title 10, United States Code (U.S.C.), Section 1144(a), Section 502 of the National Defense Authorization Act (NDAA) FY 1991, Public Law (P.L.) 101-510, Section 302 of the "Veterans Education and Benefits Act" of 2001, P.L. 107-103.

Background: Section 502 mandated that the Departments of Labor (DOL), Defense (DoD) and Veterans Affairs (VA) enter into a detailed agreement regarding the provision of Transition Assistance Employment services for separating service members and their spouses. The agencies agreed the best method of presenting this information was in the form of workshops. Section 302 of the Veterans Education and Benefits Act of 2001 changed the timeline in which separating service members are to commence the transition process. The current MOU dated September 19, 2006 replaces the MOU dated December 28, 1994, and updates the general guidelines and responsibilities for DOL, DoD, VA and includes the Department of Homeland Security (DHS).

The Deputy Under Secretary of Defense for Military Community and Family Policy published a Memorandum on February 13, 2007, providing guidance and

timelines to the respective Services' Deputy Assistant Secretaries for full implementation of the current MOU. In addition, the Under Secretary of Defense for Personnel and Readiness published a Memorandum on August 24, 2007, requesting the respective Services' Assistant Secretaries provide their plans on achieving the Secretary of Defense's pledge to increase TAP participation to 85 percent of separating service members and demobilizing National Guard and Reserve Forces.

MOU Highlights: Under this Memorandum of Understanding, DOL is responsible for TAP Employment Workshop delivery. The DoD and DHS are responsible for ensuring service member participation, to include supporting and marketing the program to military commanders and providing logistical support. The VA is responsible for providing veterans' benefits information, claims assistance, and information that is unique to veterans being separated due to service-connected disabilities or other medical reasons.

This MOU stipulates that DOL TAP Employment Workshops will be two and a half days in length. The curriculum for two and a half days focuses on job-search preparation and assistance.

As directed in this MOU, the VA conducts a half-day (4 hours) VA Benefits Briefing, and also provides the DTAP, which is 2 hours in length. Both the VA Benefits Briefing and DTAP are separate from and not included in the two and a half day DOL TAP Employment Workshop.

IV. Actions Required:

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

B. Directors for Veterans Employment and Training Service (DVET) or designated representative should facilitate and sign Memoranda of Understanding with installations providing TAP Employment Workshops. These signed MOUs will be forwarded to the Regional Administrator for Veterans' Employment and Training (RAVET).

C. DVETs should personally visit with, and assist military TAP managers to adjust schedules to meet the two and a half day standard time allotted for delivery of a TAP Employment Workshop as well as the implementation of the enhanced TAP employment workshop circulation. Full implementation of this MOU shall be completed as soon as possible but not later than December 31, 2007.

D. DVETs should coordinate with military TAP managers and State Workforce Agencies in planning to meet the demands resulting from the Secretary of Defense's commitment to increased TAP Employment Workshop participation outlined in the August 24, 2007 memorandum.

V. **Inquiries:** States should refer questions to the appropriate DVET. DVETs or other VETS staff with questions should contact their RAVET. RAVETs may contact the TAP Program Lead at the National Office at (202) 693-4705

VI. **Expiration Date:** Until superseded or rescinded.

VII. **Attachments:**

- I. Transition Assistance and Disabled Transition Assistance Programs Memorandum of Understanding dated September 19, 2006.
- II. Deputy Under Secretary of Defense (Military Community and Family Policy) Memorandum dated February 13, 2007.
- III. Under Secretary of Defense for Personnel and Readiness Memorandum dated August 24, 2007.