



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
909 NW HAMILTON ROAD, SUITE 112
FORT SILL, OKLAHOMA 73503-9004

REPLY TO
ATTENTION OF:

MEMORANDUM OF UNDERSTANDING
BETWEEN
UNITED STATES ARMY GARRISON (USAG), FORT SILL, OK
DEPARTMENT OF VETERANS AFFAIRS (DVA)
U.S. DEPARTMENT OF LABOR (DOL)
OKLAHOMA EMPLOYMENT SECURITY COMMISSION (OESC)
and
VETERANS EMPLOYMENT AND TRAINING SERVICE (VETS)

SUBJECT: Transition Assistance Program (TAP) and Disabled Transition Assistance Program (DTAP) at Fort Sill

1. References:

- a. DoD 4000.19-I, Interservice and Intragovernmental Support, 9 August 1995.
- b. Section 502 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 1991, P.L. 101-510, codified in sections 1141-1143 and 1144-1150 of Title 10, United States Code.
- c. Section 543 of the NDAA for FY 1995, P.L. 103-337, amended section 1144 of Title 10, United States Code.
- d. Section 302 of the "Veterans Education and Benefits Act of 2001," P.L. 107-103, amended section 1142 of Title 10, United States Code.

2. Purpose. This Memorandum of Understanding (MOU) sets forth the conditions, stipulations and responsibilities for continuing the Transition Assistance Program (TAP) at Fort Sill, Oklahoma. It recommits Department of Labor (DOL), Department of Defense (DoD), and Department of Veterans Affairs (DVA) to provide TAP Workshops, DVA Benefits Briefings and The Disabled Transition Assistance Program (DTAP) for members of the Armed Forces and their spouses who are within 12 months of separation, or within 24 months of retirement. It supersedes and replaces all previous TAP MOUs.

3. Background. The DOL conducts a minimum two and a half (2 ½) day TAP Employment Workshop at Fort Sill that provides employment information, training opportunities, and vocational guidance to allow separating service members to make informed career choices. The DoD and DVA in partnership with DOL, provide a comprehensive mix of veterans' benefits and program information for the service members' use in determining their future career direction. Further, the workshops provide service members an array of job placement assistance and employment training services to carry out those choices and begin their transition into civilian life.

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a. DVA conducts a half-day (4 hours) DVA Benefits Briefing for separating and retiring service members. In addition to the DVA Benefits Briefings, DVA also conducts the DTAP. DTAP provides information about disability benefits and vocational rehabilitation to: (1) individuals being separated due to a service-connected disability; (2) those who will be medically discharged; and (3) those who suspect they have a service-connected disability.

b. DTAP will be two (2) hours in length, and will provide extensive information regarding DVA's Vocational Rehabilitation and Employment Service (VR&E) benefits. All separating and retiring service members who qualify for DTAP should attend the DVA Benefits Briefing prior to attending DTAP.

c. Definitions. For the purpose of clarification, the following definitions are provided:

(1) Facilitator – A person trained at the National Veterans' Training Institute (NVTI) or other entity approved by the National Office of VETS whose primary duty is presenting instruction and providing administrative support of the TAP workshop. The Facilitator will be assigned by name by the OESC Veterans Coordinator.

(2) Coordinator – The Fort Sill Army Career and Alumni Program (ACAP) Transition Services Manager (TSM) has the overall responsibility for employment assistance services at the installation to include scheduling and logistics.

(3) Point of Contact (POC) – POC and Coordinator are the same person.

d. Objectives. The successful transition of veterans into civilian life is a mutual responsibility and concern of the DOL, DoD and DVA. To this end, these Departments are committed to maintaining a program to furnish counseling, assistance in identifying and obtaining employment and training opportunities, information about veterans' benefits programs, and other related information and services, to separating service members and their spouses.

4. Scope. The TAP Employment Workshop shall be available to active duty service members and their spouses within 12 months of separation or 24 months of retirement. On a space-available basis, DoD will authorize separated service members to attend workshops up to 180 days after their date of separation. If more than 180 days have elapsed since their date of separation, and separatees wish to seek employment assistance and counseling, they will be referred to the local One-Stop Career Center system where they can access an array of services, including those provided by a Disabled Veterans' Outreach Program Specialist (DVOP) or Local Veterans' Employment Representative (LVER).

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5. Responsibilities. Under this MOU, DOL is responsible for workshop delivery. The DoD is responsible for service member participation, to include supporting and marketing the program to military commanders and providing logistical support. The DVA 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 and/or administrative reasons.

a. Fort Sill will provide:

(1) A coordinator for overall implementation of the employment assistance program who acts as the installation commander's representative (the ACAP TSM).

(2) Suitable classroom facilities on a regularly scheduled basis for DOL TAP Workshops, VA Briefings, and DTAP. Such facilities MUST include appropriate utilities (adequate lighting, air conditioning, heat, ventilation, etc.), male and female restrooms, furniture (tables, chairs, lectern, etc.), handicapped access and sufficient parking. Audiovisual equipment (projection screen, overhead projector, microphone, etc.), access to telephones and janitorial services must also be provided.

(3) Notification and registration of participants for workshops. Work with DOL and DVA coordinators and military installations regardless of service affiliation within a 100 mile radius to promote course delivery and ensure seating is provided in accordance with priority considerations.

(4) Ongoing publicity through, but not limited to newsletters, installation newspaper articles, flyers, and posters.

(5) Encouragement and promotion of maximum participation with the support of installation and unit commanders.

(6) Follow-up with appropriate supervisory personnel to help ensure scheduled personnel are available for TAP Workshops, required post-Government employment ethics briefing, DVA Benefits Briefings, and DTAP. Installation TAP staffs are responsible for classroom discipline and facility logistics.

(7) A secondary source of qualified facilitators to conduct the TAP Employment Workshop in an emergency when no other qualified DOL facilitators are available.

(8) A POC that will notify the local DOL and DVA coordinators of TAP Workshop, DVA Benefits Briefing and DTAP cancellations at least 5 working days prior to the start date of a TAP Employment Workshop, DVA Benefits Briefing or DTAP.

(9) Assistance to DOL and DVA in monitoring TAP Workshop delivery, DVA Benefits Briefings and DTAP.

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b. The Oklahoma Employment Security Administration will provide:

- (1) A POC to coordinate with the POCs from the other parties involved.
- (2) Information concerning State Department of Labor Programs and services.
- (3) The primary source of qualified and trained facilitators.
- (4) Management of guest speakers supplementing the assigned facilitators.

c. Veterans Employment and Training Service will provide:

- (1) The State Director of Veterans Employment Training Services as the POC.
- (2) All training materials required for the workshop (instructors manuals and slides/overhead, participant workbooks, etc.)
- (3) Training for facilitators.
- (4) Guidance on the role of all Veterans Service Organizations.
- (5) Monitoring of TAP Employment Workshop delivery to maintain a high quality program.
- (6) Annual TAP Employment Workshop monitoring visits to ensure the quality of Workshops. Review participants' class critiques and monitor the effectiveness of the TAP Employment Workshop facilitators.
- (7) As a minimum TAP Employment Workshops that include information concerning employment and training assistance, including: labor market information; civilian work place requirements and employment opportunities; instruction in resume preparation, cover letters, and job applications; job analysis techniques, job search techniques, job interview techniques, and salary negotiation.
- (8) Briefings about the standards and expectations of participants at the beginning of the workshop.
- (9) Supervision of facilitators provided by the State Employment Service and Department of Labor personnel.
- (10) Materials and equipment as needed to accomplish the draft resume.
- (11) Information on Federal, State, and local program that may be of assistance to members after separation from the armed forces, especially those services provided through the local One-Stop system, including services provided by Local Veteran

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Employment Representatives and Disabled Veteran Outreach Program Specialists and programs offered by military and veteran's service organizations.

(12) Information advising members that the DoD is required by Title 10, U.S.C. Section 1143 (a) to provide proper certification or verification of job skills and experience acquired while on active duty that may have application to licensing and certification for employment in the civilian sector. This document is called VMET, Verification of Military Experience and Training.

(13) Information and other assistance on acquiring loans and grant from the Small Business Administration and other Federal, State, and local agencies.

d. Department of Veterans Affairs will provide:

(1) A POC to coordinate with the POCs from the other parties involved.

(2) Coordination with Vocational Rehabilitation and Education Service in implementing Disabled Transition Assistance Program (DTAP).

(3) Information on veterans' benefits and claims assistance. The DVA Benefits Briefings will be a half-day (4 hours) in length.

(4) In addition to DVA Benefits Briefings, provide a separate DTAP Briefing to those individuals who: (a) are being separated or retiring due to a service-connected disability; (b) are being medically discharged; or (c) suspect they have a service-connected disability. The Standardized DTAP will be 2 hours in length and in addition to the half-day (4 hours) DVA Benefits Briefings. All separating and retiring service members who qualify for DTAP should attend the DVA Benefits Briefing prior to attending DTAP.

(5) Monitor DVA Benefits Briefings and DTAP presenters to maintain a high quality program. Monitoring should include participants' evaluations. Their feedback will be used to improve the program at the local level and to elevate issues of broad scope to the national level.

6. All parties involved jointly agree to:

a. Work together to achieve TAP goals and to resolve conflicts at the lowest level possible.

b. Establish frequency of workshops in accordance with available resources and number of military separations.

c. Avoid duplication of programs.

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d. Coordinate the support services available in the local community (other public agencies, military and veterans service organization, private sector.)

e. Identify additional resources required to effectively implement and maintain a fully operational TAP, and take necessary action to obtain those resources.

f. Promote optimal workshop sizes of no less than 24 participants.

g. Ensure the following descending order of priority with respect to workshop attendance:

(1) Service members and their spouses who are closest to their date of separation from active duty (especially those within 90 days or less of separation).

(2) Personnel returning from overseas. Service members assigned to remote or isolated sites. All other active duty personnel and spouses eligible for TAP participation. Former service members, up to 180 days after their date of separation.

(3) Separating service members and their spouses to attend Employment Workshops 12 months prior to separation and retirees and their spouses to attend Employment Workshops 24 months prior to retirement.

h. Coordinate with the appropriate representatives of the DOL, DoD, and DVA on new internal directives that may affect the conduct of the TAP Workshops.

i. Coordinate support services required through other public agencies, military and veterans' service organizations, and the private sector.

j. Identify and obtain potential guest speakers for workshops. However, all guest speakers must first be cleared by the military installation.

k. Coordinate any pilot programs, studies, surveys, special initiatives, with DOL, DoD and DVA headquarters level Points of Contact (POCs).

l. Review and assess quarterly the overall quality of the program and the effectiveness of local delivery at participating sites, and modify the workshop components as required.

m. Support development of local MOUs among local installation transition offices and regional and state DOL and DVA offices. The local MOUs must conform to the overall intent and legal references contained in the National MOU.

7. Agreement Process.

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a. This document survives the departure or position change of any of the signatories. Request for modification will be by written notice through the Transition Services Manager at least 30 days prior to the effective date of each modification. Notice of intent to cancel/terminate this agreement will be by written notice to the other parties through the Transition Services Manager at least 90 days in advance of the proposed date of termination. In the event this MOU is no longer statutorily required, it will be of no force or effect unless continued by mutual consent of the parties involved.

b. This agreement will be reviewed every three years by each party to evaluate the effectiveness and need for modification. It may be amended upon mutual consent of all parties.

c. No provision of this agreement shall be interpreted to require the payment or obligation of funds in violation of the Anti-Deficiency Act, 31 USC 1341.

8. Points of Contact (POCs).

a. Garrison POC is Ms. Winona Morris, Garrison Support Agreements Manager (SAM), Manpower and Agreements Division, Resource Management Office (RMO), 909 NW Hamilton Road, Suite 112, Fort Sill, OK 73503-9004, (580) 442-3560 [Bldg 467], fax ext. 7978, email: winona.morris@conus.army.mil.

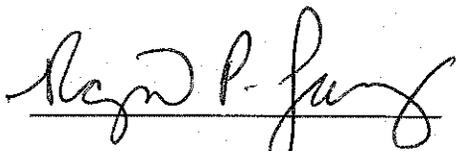
b. USDOL POC is Mr. Kenneth Allen, Acting Director, US DOL, VETS, P. O. Box 52003, Oklahoma City, OK 73152-2003. Phone is (405) 557-7189, or email is allen.kenneth@dol.gov.

c. OESC POC is Mr. Herb Bailey, Director of Veterans Services, Oklahoma Employment Security Commission (OESC), P. O. Box 52003, Oklahoma City, OK 73152-2003. Phone is (405) 557-7193.

d. Local VA POC is Mr. James C. Elliott, III, Supervisory Military Services Coordinator, VA Regional Office, Muskogee, OK. Phone is (580) 442-2482 or email is james.elliott1@va.gov.

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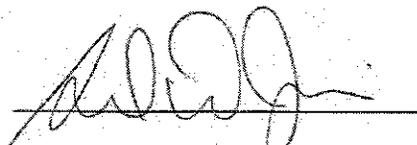
9. **Effective Date.** Date of the last signature.



RAYMOND P. LACEY
COL, FA
Garrison Commander

6-25-2009

(Date)



SAMUEL D. JARVIS
VA Regional Office Director
Muskogee VA Regional Office
Department of Veterans Affairs

4-10-2009

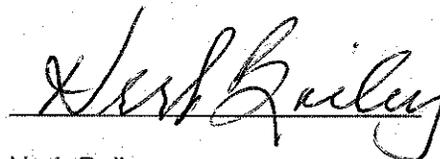
(Date)



KENNETH ALLEN
Acting Director
Veterans' Employment and
Training Service
United States Department of Labor

5/11/09

(Date)



Herb Bailey
Veterans Services

5-14-09

(Date)