

# Force Reduction Resource Guidebook



*Provided by the Buckley Integrated Delivery System (IDS) Agencies*

## Transition Assistance

***The following programs are provided by the Airman & Family Readiness Center:***

**The first step for all transitioning members is the Pre-Separation Counseling Workshop at the Airman & Family Readiness Center. The counseling is mandatory and a pre-requisite for the classes listed below. Call 847-6681 to schedule.**

**Transition GPS (formerly called TAP Workshop) (0730-1630)** Bldg 606 Auditorium

*Mandatory 5 Day Workshop for All separating personnel*

5-9 May 14

2-6 Jun 14

7-11 Jul 14

4-8 Aug 14

8-12 Sep 14

6-10 Oct 14

3-7 Nov 14

1-5 Dec 14

**SENIOR TAP Workshop (0730-1630)** Bldg 606 Auditorium

*For E8 & E9s and O5s and above – can be taken in place of TAP GPS*

28 Apr - 2 May 14

28 Jul - 1 Aug 14

20-24 Oct 14

**TRANSITION CAPSTONE (1000-1100)** Bldg 606 Auditorium

*Mandatory for ALL Separatees/Retirees - no Exception*

28 Mar 14

25 Apr 14

30 May 14

27 Jun 14

25 Jul 14

29 Aug 14

26 Sep 14

31 Oct 14

21 Nov 14

19 Dec 14

**Entrepreneurship Track (Boots-2-Business) (0800-1630)** Bldg 606 Auditorium

*For transitioning members interested in starting their own business – presented by Small Business Administration*

23-24 Apr 14

13-14 Aug 14

17-18 Dec 14

**Career Technical Training Track (CTTT) (0800-1630)** Bldg 606 Auditorium

*For transitioning members seeking to transfer technical skills certifications to civilian equivalent certifications or for those seeking information on how to start a technical career (i.e. welder, plumber, mechanic, etc.)*

20-21 May 14

27-28 Aug 14

13-14 Nov 14

**Higher Education Track (HE) (0800-1630)** Bldg 606 Auditorium

*For transitioning members wanting information related to obtaining a degree after separation*

28-29 May 14  
18-19 Jun 14  
23-24 Jul 14  
13-14 Aug 14

**The following classes are also offered to transitioning members and their spouses and do not have any prerequisites such as Pre-Separation Counseling, for attendance:**

**Professional Social Media Networking**

**19 August 2014, 0900-1100, 606 Auditorium**

**18 November 2014, 0900-1100, 606 Auditorium**

This workshop is designed as an initial course to help you job search & connect with potential employers via social media. Will include hands-on instruction for using LinkedIn, Twitter, Facebook, & Google+ to get your career search started.

**Navigating USAJobs**

**16 June 2014, 0900-1100, 606 Auditorium**

**16 September 2014, 0900-1100, 606 Auditorium**

**9 December 2014, 0900-1100, 606 Auditorium**

Getting a job with the government, particularly the federal government, is no easy task, especially these days. All federal applications are submitted through USAJobs.gov, and if you don't know the right tips, tricks, keywords, etc., it can be hard for your application to make it through the system.

**Surfing for Employment**

**12 August 2014, 0900-1100, 606 Auditorium**

The Internet expands your job search from a single dimension to a multi-dimensional being. It stretches your connections across local, state, and even national borders and gives you access to sites, resources, and possibilities you may not have considered. It isn't necessarily easy, but it is an enhancement you cannot afford to skip.

**Presenting...YOU! Resume Writing Workshop**

**24 June 2014, 0900-1100, 606 Auditorium**

**23 September 2014, 0900-1100, 606 Auditorium**

**16 December 2014, 0900-1100, 606 Auditorium**

This workshop is for you if you want to create an effective resume or improve the one you already have. Transform your resume into a powerful tool that will get you interviews. This workshop will lead you through a self-assessment series so you will have extensive knowledge about the product you are marketing YOU!

**10 Steps to a Federal Job**

**15 July 2014, 0900-1100, 606 Auditorium**

**30 September 2014, 0900-1100, 606 Auditorium**

Creating a federal resume that brings your qualifications to life and shows that you are a perfect fit for the job can be a challenge, as the federal resume can either open doors or eliminate you from the running. Let's go through the 10 Steps to ensure we demonstrate how your skills, experience, training and education match the employer's needs.

**Spouse Education & Career Opportunities**

**22 July 2014, 0900-1100, 606 Auditorium**

Do you want a career that you can carry with you the next time you PCS? Whether you are just starting your education, trying to advance in your career, or looking for that next great career opportunity, the Spouse Education and Career Opportunities Program can help you search for information on portable careers, get you started on your education, finalize that perfect resume, or assist you with your career planning. Come to this workshop to learn how to utilize these tools and resources in your job search.

### **Job Interview Workshop**

**26 August 2014, 0900-1100, 606 Auditorium**

**28 October 2014, 0900-1100, 606 Auditorium**

Need Help With Job Interviewing? If you get the jitters when you go on a job interview, you need this online workshop. With the following practical and strategic tips, you'll sail through even the toughest interview!

## **Mental Health Services**

### **Transition Focused Stress Management class**

Provided by the Mental Health Clinic. For Dates/Times please contact the Clinic at 720-847-6451.

### **Military and Family Life Counselor (MFLC)**

Experienced, licensed mental health professionals, Masters or Ph.D. level, provide non-medical counseling services, coaching, education and trainings to military service members, couples, families and groups. Military Family Life Counselors are available to help with a variety of life issues; marital and relationship difficulties, job and work stresses, challenges of parenting, grief and loss, anxiety, anger management and the unique stresses of the military lifestyle, including frequent deployments, family separations and reintegration, always with a focus on increasing resiliency. Services are flexible; appointments can be on or off the installation, usually within 1 business day, after hours and weekend appointments are available. All contacts are anonymous and confidential, except for duty to warn circumstances. No written or electronic records are kept and no evaluations are made. The Military Family Life Counselor has a confidential cell phone, 720-357-3891.

### **Mental Health Clinic**

The Mental Health Clinic offers services for Active Duty members only. They provide solution-focused intervention for managing life stressors including (but not limited to) anxiety, depression, bereavement, and trauma. Readiness services such as pre-deployment, resiliency, redeployment briefings and mandatory deployment psychological testing is also provided. Psychological testing is also conducted for special duty assignments such as MTI/MTL and SERE. Traumatic Stress Response (TSR), services are also provided for acute intervention and psychological first aid to those affected by a traumatic event. Phone: 720-847-6451

### **Military One Source**

Non-medical counseling is available through both Military OneSource and through Military and Family Life Counselor Programs. They offer many different types of counseling including; Face to Face Counseling, Online Counseling, Telephonic Counseling, Financial Counseling, International Calling Counseling, Health and Wellness Coaching. For more information on What military one source has to offer please Call their number 800-342-9647 or visit their website at <http://www.militaryonesource.mil>.

### **Chapel Counseling Services**

All discussions with a Chaplain are absolutely confidential (UCMJ privileged communication) and cover a wide variety of issues including individual counseling, relationship and family concerns, work issues, stress and anger management, suicidal ideations, spiritual concerns, and ethical issues.

## **Employment Resources**

<http://acp-usa.org> – American Corporate Program – Veterans Mentoring

[www.americasheroesatwork.gov](http://www.americasheroesatwork.gov) – Americas Heroes at Work

[www.coloradoworkforce.com](http://www.coloradoworkforce.com) – Colorado Department of Labor and Employment

<http://agency.governmentjobs.com/colorado/default.cfm> – Colorado State Government Job Announcements

[www.enableamerica.org](http://www.enableamerica.org) – Enable America

<http://www.fedshirevets.gov/AgencyDirectory/index.aspx> - Feds Hire Vets

[www.JOFDAV.com](http://www.JOFDAV.com) – For Disabled American Veterans – Free service to post resumes and see job listings

[www.helmetstohardhats.org](http://www.helmetstohardhats.org) – Helmets to Hardhats

<http://H2H.jobs> – Hero 2 Hired

[www.hireamericasheroes.org](http://www.hireamericasheroes.org) – Hire America Heroes

[www.hireAhero.com](http://www.hireAhero.com) – Hire a Hero

[www.militaryconnection.com](http://www.militaryconnection.com) – Military Connection

[www.MOAA.org](http://www.MOAA.org) – Military Officers Association of America

[www.msepjobs.com](http://www.msepjobs.com) – Military Spouse Employment Partnership

<https://www.recruitmilitary.com/> - Recruit Military

[www.return2work.org](http://www.return2work.org) – Return 2 Work

[www.veteransgreenjobs.org](http://www.veteransgreenjobs.org) – Veterans Green Jobs

[www.vetjobs.com](http://www.vetjobs.com) - Vet Jobs

[www.usajobs.gov](http://www.usajobs.gov) – USA Jobs

## **Financial Assistance**

<http://www.legion.org/financialassistance> - American Legion Temporary Financial Assistance (TFA) – this also falls under education, they do have scholarships

[www.AMF100.org](http://www.AMF100.org) – American Military Family

[www.armedforcesfoundation.org](http://www.armedforcesfoundation.org) - Armed Forces Foundation

[www.thehomefrontcares.org](http://www.thehomefrontcares.org) – Home Front Cares

[www.naavets.org](http://www.naavets.org) – National Association of American Veterans

[www.nvf.org/contact/rfs/index.php](http://www.nvf.org/contact/rfs/index.php) - National Veterans Foundation

[www.operationhomefront.net](http://www.operationhomefront.net) - Operation Home Front

[www.saluteheroes.org](http://www.saluteheroes.org) – Salute Heroes for Wounded Warriors

[www.usacares.org](http://www.usacares.org) - USA Cares

## **Service Specific Financial Assistance**

[www.cgmahq.org](http://www.cgmahq.org) – Coast Guard Mutual Assistance (Active, Reserve, Retired, and Survivors)

[www.afas.org](http://www.afas.org) – Air Force Aid Society (AFAS), they also have a loan called the Falcon loan which is \$500 or less for emergency needs. (Active, Reserve, Retired and Survivors)

[www.aerhq.org](http://www.aerhq.org) – Army Emergency Relief – (Active, Reserve, Retired and Survivors)

[www.nmcrs.org](http://www.nmcrs.org) – Navy-Marine Corps Relief Society Financial Assistance (Active, Reserve, Retired and Survivors)