



APR 16 2015

DIRECTOR'S MEMORANDUM: #04-15

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

FROM: KEITH KELLY *Keith Kelly*

SUBJECT: DOL Transition Assistance Program Operations Manual

- I. **Purpose:** To provide Veterans' Employment and Training Service (VETS) staff with guidance for meeting requirements outlined in 10 U.S.C. 1144 to ensure the smooth operation and management of the Transition Assistance Program (TAP).
- II. **Background:** This DOL TAP Operations Manual replaces the contents of Veterans Manual Series (VMS) Volume X and replaces the Overseas TAP Standard Operating Procedures (SOP) dated June 2006.
- III. **References:**
 - a. Chapter 58 of Title 10, United States Code (U.S.C)
 - b. VOW to Hire Heroes Act of 2011, Title II of Public Law 112-56
 - c. Memorandum of Understanding Among the Departments of Defense, Veterans Affairs, Labor, Education, and Homeland Security (U.S. Coast Guard), the U.S. Small Business Administration, and the U.S. Office of Personnel Management, regarding the *Transition Assistance Program for Separating Service Members* (TAP MOU), of January 31, 2014
 - d. Director's Memorandum 01-15, *Memorandum of Understanding Regarding the Transition Assistance Program for Separating Service Members*
 - e. Director's Memorandum 06-14, *Transition Assistance Program (TAP) DOL Employment Workshop (DOLEW) Assessment*
 - f. Veterans' Program Letter (VPL) 07-14, *American Job Center (AJC) Participation in Capstone Activities and Other Outreach to Transitioning Service Members*

IV. Operations Manual Highlights:

- a. Outlines the manual and provides background information on the overall program and the DOLEW.
- b. Establishes local Memorandum of Understanding.
- c. Details the DOLEW scheduling and change request process.
- d. Provides guidance on ordering DOLEW Participant Guides.
- e. Provides guidance on conducting TAP site visits.
- f. Provides guidance on providing technical assistance on the program.
- g. Includes links to the reference documents and forms used in the program.

V. Actions Required:

- a. Regional Administrators (RAs) will ensure all Directors for Veterans' Employment and Training (DVET) receive a copy of the DOL TAP Operations Manual and comply with its content.
- b. RAs are encouraged to disseminate the DOL TAP Operations Manual to all their field staff as they deem appropriate.
- c. DVETs will ensure that only the forms linked in the DOL TAP Operations Manual are used no later than 30 days following the distribution of this Director's Memorandum.

VI. Inquiries: Any questions concerning this memorandum should be directed to Tim Winter at (202) 693-4705 or email at tapadmin@dol.gov.

VII. Expiration Date: This memorandum is valid until superseded or rescinded. It will be reviewed for updates annually.

VIII. Attachments: DOL VETS Transition Assistance Program Operations Manual dated March 2015. (Word document)