

## **GENERAL ERB TRANSITION ASSISTANCE QUESTIONS**

### **1. Where can I find information about ERB transition benefits?**

#### **Resources:**

- A web-based, user-friendly [Transition Assistance Handbook](#) with consolidated ERB transition services and benefits is available on the [NPC website ERB page](#).
- [NAVADMIN 332/11](#) contains policy guidance on all authorized transition benefits.
- The Navy Personnel Command Customer Service Center has trained agents with access to resources to help answer ERB transition-specific questions and to provide referral to subject matter experts, if necessary. Call 1-866-827-5672 for general information.
- [Fleet and Family Support Centers](#) are equipped to provide face-to-face assistance to separating Sailors, contact.

### **2. Will negative performance affect any of my benefits?**

Performance issues will be handled case-by-case with PERS-8 adjudication. Commanding Officers will be advised to inform Sailors of the consequences of negative performance, which may make them ineligible for certain benefits.

### **3. Can ERB funds be used to pay TAD cost for Sailors to attend REBOOT in San Diego?**

No additional funding has been authorized for external (non-Navy sponsored) transition programs.

### **4. If TAP classes are near capacity, who has priority to attend, ERB or other retiring/separating Sailors?**

CNIC does not anticipate TAP classes will exceed capacity.

### **5. Will Sailors be allowed to amass and sell back additional unused leave upon separation?**

- All Service Members are authorized to sell back leave at Reenlistment, Separation or Retirement not to exceed a career total of 60 days.
- An enlisted member of the Armed Forces who would lose accumulated leave in excess of the 120 days may elect to be paid for such leave up to 30 days. This election can only be taken once during a career. This leave payment does apply against the 60 days of leave paid during a career. This one-time payment exception applies to members who:
  - Serve on active duty for a continuous period of at least 120 days in an area in which the member is entitled to hostile fire pay/imminent danger pay.

Are assigned to a deployable ship or mobile unit or to other duty designated by the Secretary as qualifying on or after August 29, 2005

**6. Can I spend time looking for a job at my ultimate home?**

Yes. All separating Sailors are authorized leave and permissive TDY (PTDY) for relocation and job-hunting, pending command approval. This will be covered in your Transition Assistance Workshop.

**7. Will I have to pay to move myself or will the Navy give me a Permanent Change of Station?**

Separating Sailors are authorized one funded move and will also receive relocation assistance, which includes information and moving assistance.

**8. What is the difference between the Transition Assistance Program (TAP) and the Transition Assistance Management Program (TAMP)?**

TAP is a US Department of Labor workshop held at Fleet and Family Support Centers. TAMP goes beyond TAP and provides Sailors with one-on-one counseling, as little or as much as they need. See OPNAV 1900.2B for more information.

**9. What is an Individual Transition Plan (ITP) and ITP Checklist?**

The ITP is responsibility of individual service member and contains the details and documentation for your transition to civilian life. Your TAP Class and transition counseling sessions will provide more details on the ITP and the initial Form 2648 used to create your own Individual Transition Plan. Completion of the ITP checklist is the responsibility of the Command to ensure Sailors document key milestones before departure from USN.

**10. What's the first step after I'm notified that I will be separated?**

See your Command Career Counselor (CCC) to be immediately scheduled for a Transition Assistance Program class (mandatory for ERB Sailors) at the Fleet and Family Support Center. Classes will fill quickly in fleet concentration areas. Also, if interested in affiliating with the Navy Reserve as a drilling reservist, see your career counselor to review qualifications and submit applications via Fleet Ride/Perform to Serve (PTS). You must apply specifically for a Reserve Billet in PTS. Phase I ERB Sailors should get applications into PTS starting in November 2011 and do so every month leading up to separation to ensure best chances for a Reserve billet. ERB Phase II Sailors apply in PTS immediately after notification of ERB results.

**11. Can I choose to separate from the Navy before the 1 September 2012 deadline? What is the process?**

Yes. Sailors may request release from Active Duty prior to the 1 Sep mandatory separation date by submitting a 1306/7 to the enlisted community manager (ECM) via Pers 8. Contact your Command Career Counselor. It must be endorsed by your Commanding Officer who will consider operational demands, backfill, overall manning, and your personal situation.

### **12. What is the Form 2648?**

This is a mandatory Pre-Separation Counseling Checklist (2648-1). Schedule the CMC and career counselor to sit down with you and run through the list. The 2648 ensures the member gets the step-by-step counseling needed for a smooth transition to civilian life. The form may appear challenging at first glance; however it's essential to planning for assimilation back into civilian life. Refer to NAVADMIN 300/11 for more information.

### **13. Do ERB-separated Sailors have to attend the Transition Assistance Program offered via the Fleet and Family Support Centers?**

Yes. The Transition Assistance Program (TAP) is mandatory for all ERB-separated Sailors. Sailors should talk to their Command Career Counselor to schedule a class as early after notification as possible. Remember that in some areas, classes will fill quickly, so schedule your TAP class as early as possible.

## **SPECIFIC QUESTIONS BANK:**

### **60 DAY TRANSITION PERIOD**

#### **1. What is the 60 day transition period requirement?**

For Sailors selected for separation by the ERB, the Vice Chief of Naval Operations has approved that Commanders may authorize up to a 60 day transition period prior to separation within the authorities provided by policy and regulations. Those assigned overseas will be required to be INCONUS for at least 60 days prior to separation (unless Sailor desires less time due to personal situation).

Sailors may use the 60 day transition period for full utilization of separation benefits and services. The transition period may include any combination of normal working hours, liberty, TDY (Temporary Duty), Permissive Temporary Duty (PTDY), separation leave, etc. under current Navy policies. The transition period may be taken “in chunks” vice all in one timeframe. Commanding Officers will approve each Sailor’s transition plan.

- [NAVADMIN 332/11](#) contains policy guidance on all authorized transition benefits.

#### **2. Do I have to separate at my current command?**

No, provided justification is presented and no additional cost to the government is incurred, sailors may be authorized to transfer to a separation activity other than one listed in MILPERSMAN 1910-812 provided the gaining activity has separation capability and has no objections to receiving personnel for transition separation.

The transferring command shall ensure the separation physical is complete and forward a copy of the administrative separation package and all supporting documentation to the processing command. The transferring command should provide the gaining command the member’s scheduled date/time of arrival.

#### **3. Do I still get my house/job hunting Permissive Temporary Duty (PTDY)?**

Yes, Sailors being separated under ERB may be authorized transition Permissive Temporary Duty for combined job and house hunting up to a total of 10 days. PTDY is to be used for job search/house hunting travel and is not to be used as a form of non-chargeable leave. Sailors with an OCONUS Home of Record may be authorized an additional 10 days PTDY provided round trip travel is involved. PTDY may be taken in increments or consecutively, however, weekends and holidays are counted in computing the PTDY period. PTDY may be taken in conjunction with regular leave, TDY travel (before or after travel to the TDY location), or with terminal leave immediately upon completion of separation processing.

#### **4. Do I have to attend Transition Assistance Program (TAP)?**

For ERB separating Sailors, attendance at a Transition Assistance Program class is mandatory.

**5. I'm currently stationed OCONUS on a ship. Will I get this 60 day period in the United States?**

Commanding officers are authorized to transfer sailors via the ship's homeport enroute to the separation activity. Sailors should have their separation physical completed prior to transfer. If the separation physical cannot be completed due to operational commitments or local resources, the gaining command shall be advised. Commanding officers may authorize an intermediate stop on orders, Temporary Duty for Further Transfer (TEMDFU FFT) for a period not to exceed 10 days at the homeport for awaiting transportation to the separation activity. Activities transferring personnel for separation processing shall comply with instructions IAW MILPERSMAN 1910-812, Place of Separation. The separation activity shall be that which is nearest to the port of debarkation INCONUS.

**7. Do I have to separate at my current command's homeport?**

No, provided justification is presented and no additional cost to the government is incurred, sailors may be authorized to transfer to a separation activity other than one listed in MILPERSMAN 1910-812 provided the gaining activity has separation capability and has no objections to receiving personnel for transition separation.

The transferring command shall ensure the separation physical is complete and forward a copy of the administrative separation package and all supporting documentation to the processing command. The transferring command should provide the gaining command the member's scheduled date/time of arrival.

**8. I'm not stationed on a ship and am currently on a deployment. Do I get this 60 day period?**

You should be afforded time after deployment and before 1 Sep 2010. Sailors with a Permanent Duty Station (PDS) INCONUS and who are deployed OCONUS with an operational unit other than a ship (e.g., squadron, NMCB) may be authorized travel and transportation allowances to the INCONUS separation activity nearest their PDS. Sailors should have their separation physical completed prior to transfer. Activities transferring personnel for separation processing shall comply with instructions IAW MILPERSMAN 1910-812, Place of Separation.

## **EDUCATION**

### **1. Will NAVY COOL still fund my certifications?**

Yes NAVY COOL will waive the one year requirement for certifications. Contact the NAVY COOL website at <https://www.cool.navy.mil/> and click on the ERB button for more information.

### **3. Can I use my Navy experience to earn a civilian certification?**

Possibly. While not all Navy jobs have direct civilian certification counterparts, Navy Credentialing Opportunities Online (Navy COOL) helps Sailors:

- Find civilian credentials related to their enlisted [rating](#) or [collateral duty/out of rate assignment](#).
- Understand what it takes to obtain the credentials.
- See if there are available programs that will help pay credentialing fees.
- Navy COOL time-in-service waivers will be granted for Sailors with less than one year remaining on Active Duty in order for them to have time to apply for commercial certification and/or licensing exams.

## **FAMILY MEMBER TRANSITION INFO**

### **1. How are we supporting the Sailors and family needs during the ERB process once selected for separation?**

Normal support mechanisms will apply through NPC, FFSC, and chain-of-command. FFSC has trained counselors to support family transition. Also, your command Chaplain is good resource, visit <http://www.chaplaincare.navy.mil/>

### **2. Will childcare be available while I get all my affairs in order?**

- CNIC Child and Youth Programs (CYP) offer a wide variety of childcare services to meet emergent needs (short-term/hourly/long-term). Contact your local FFSC for more information on your area.

### **3. When will I have to move out of base housing?**

Individuals involuntarily separated are authorized continued use of military family housing for up to 180 days after separation on a space available basis, subject to Status of Forces Agreements overseas.

### **4. Where can I get a list of all the programs available?**

Use the NPC ERB website at <http://www.public.navy.mil/bupers-npc/boards/ERB/Pages/default2.aspx> for a list of FAQs and programs available. Also, you can go to <http://www.turbotap.org/register.tpp> for more info on the transition assistance program. Both web sites have a wealth of information. Ensure you are in constant communication with your Chain of Command and especially your Career Counselor.

### **5. Where can my spouse go for assistance in coping with this news?**

Visit the Fleet and Family Support Center. There are specific programs in place to assist spouses along with the ERB-affected Sailor. The Ombudsmen for your command also has some information on counseling, job assistance, benefits and other programs to help. In addition to the Transition Assistance Program, a more in depth program with individualized help is available, called Transition Assistance Management Program. FFSC has information on all available programs.

**6. Will I be provided extended commissary/exchange privileges?**

Yes. All Sailors who are involuntarily separated will receive a special ID card that will authorize them extended commissary and exchange access for a period of two years. Please refer to BUPERSINST 1750.10C.

An Office of the Under Secretary of Defense Memo, dated 11 August 2009, ([click here to see the memo](#)), outlines the entitlement to continue use of commissaries and exchanges during the two-year period beginning on the date of a member's involuntary separation.

**7. Will my family keep their medical coverage?**

Information on medical benefits and transition will be provided in TAP as well as posted on the NPC ERB web site under "ERB Transition Kit" information on all their separation benefits, transition services, veteran entitlements, and links to employment assistance.



## **GOVERNMENT CIVILIAN HIRING**

### **1. As a separating member due to ERB will my resume have a higher priority compared to regular veterans applying for the same job?**

No. There is no special hiring authority for Sailors who are separated by the ERB. As a result, Sailors separated by the ERB have to compete with veterans and others within the established hiring processes. That being said, honorably separated Sailors possess the skills and experiences to successfully compete for many of the positions at participating commands. In many of these processes being a veteran provides a significant advantage. For information contact the Civilian Human resources <http://www.public.navy.mil/donhr/Pages/Default.aspx>.

### **2. I have not been separated yet. Can I start applying and inputting resumes into USAJOBS or do I have to wait until I am officially out of the Navy?**

Yes! You can start using the USAJOBS site at any time. Be advised that you are required to upload documents to prove your veteran status. You will not have a DD-214 until you are separated. You can have your command/PSD generate a statement of service that you can upload into USAJOBS in the interim.

### **3. I want to know more about Federal jobs in a particular geographical area. Who should I contact?**

USAJOBS has functionality that allows job searchers to look for jobs in certain geographic areas.

### **4. I've heard that résumés for Federal jobs are different from résumés for private sector jobs. Who can tell me more about this?**

You are absolutely correct. There is a big difference in resume format and length. Your best resource is the Employment Information Center (EIC) 1-800-378-4559. Another resource is TurboTap. TurboTap provides online and telephonic training on federal and civilian resumes. <http://www.turbotap.org/register.tpp>.

### **5. I am having problems filling out my resume. Is there someone I can call to help? (both active duty member or separated member)**

Yes! The human resource professionals at the Employment Information Center (EIC) 1-800-378-4559 will assist you with USAJOBS questions and the Federal Resume format. It is highly recommended that you sit down and capture your entire work history (both military and civilian) to include job titles, job responsibilities, software and hardware that you have worked with etc. The content of your resume can only be defined by you. However, personnel are available to review your resume and provide suggestions for improvement. Additionally, there are several

resume resources available for separating Sailors. TurboTap <http://www.turbotap.org/register.tpp> provides online and telephonic resume writing sessions for federal and civilian resume formats. Fleet and Family Support Centers also have resume writing resources available.

**6. I'm not sure I want a Federal job. Who can help me explore other possibilities?**

Private companies are launching efforts to hire veterans, contact your local Fleet and Family Support Center (FFSC) to see information on local job fairs.

**7. Is there a limit to the number of times I can use my veteran's preference when applying for Federal jobs?**

No

**8. I served on active duty in the armed forces. Am I able to claim veteran's preference when applying for Federal jobs?**

You may determine your veteran's preference eligibility by going to the Department of Labor's Veterans Preference Advisor site at <http://www.dol.gov/elaws/vets/vetpref/mservice.htm>.

**9. I am a Veteran and interested in Federal employment. Where can I find a listing of available Federal jobs?**

USAJOBS is the place to look. The website is available at the following link: [USAJOBS - The Federal Government's Official Jobs Site](#) . You will need to browse the website for job opportunities that are of interest to you. It is recommended that you use the mil2fed website, available at the following link: [Mil2FedJobs.com](http://Mil2FedJobs.com) to find out what types of federal jobs you are immediately eligible for based on your military rating.

**10. Who do I contact if I have a question about a posted job opportunity announcement?**

The point of contact for any given job is on the "how to apply tab" in USAJOBS. The "Shipmates to Workmates" program has Veteran's Employment Counselors at field activities that can speak to the general types of jobs that are available at partnering Navy commands. The Shipmates to Workmates website is: <http://jobs.navair.navy.mil/sm2wm/>

**11. I've read everything on the Shipmates to Workmates website and I'm overwhelmed. Who can help me?**

Call the number on the web site and they will assist you. The Shipmates to Workmates program includes advocates that you can contact via e-mail ([NSSC\\_SM2WM@navy.mil](mailto:NSSC_SM2WM@navy.mil)) or phone Com: (202) 781-0444/1312; DSN 326-0444/1312 (workdays 0800-1700 EST).

**12. What are my chances of getting a Federal Service job?**

That answer to that question is dependent on many variables. Those variables include but are not limited to: your background (experience, education, qualifications, and credentials), location, the availability of jobs that you are qualified for, your persistence, resume content, etc. We can state that about 40% of the DON work force is veterans and that Sailors have valuable experiences that make them attractive to prospective employers.

**13. I want to work overseas. How do I get one of those jobs?**

The Federal Government has technical, administrative, and supervisory employment opportunities overseas. These positions are usually in the competitive Federal service, and as vacancies occur, positions are filled in most cases by transferring career Federal employees from the United States. Only when Federal employees are not available for transfer overseas, and qualified United States citizens cannot be recruited locally, are these vacancies filled through USAJOBS

**14. I have Navy awards/medals for superior performance. Will these give me extra points toward a job?**

No.

**15. My supervisor will write me a letter of recommendation. What should I do with that?**

Depends on the requirements for the job. The resume package for most jobs on USAJOBS do not require a letter of recommendation, but many private corporations require multiple letters of recommendations.

**16. Can I apply for jobs with other Federal agencies?**

Yes. Visit [www.USAJOBS.gov](http://www.USAJOBS.gov) and search for Federal jobs available in your area that match your skill set. Application procedures are also available on the website.

**17. What is the process to apply for a job through USAJOBS?**

STEP 1: Set Up Your USAJOBS account

<http://www.usajobs.gov/>

STEP 2: Get Your Military Education and Training Transcripts and Upload

\*Get your SMART transcripts, DD214, SF15 (Application for 10-pt veteran preference). If not yet separated, get a Statement of Service from your local PSD that describes your "Character of Service" (DD214 required upon separation)

STEP 3: Set Up Your Application Manager account in order to complete assessment questionnaires, track application packages, upload documents, access copies of previously submitted application packages, and to obtain detailed application status and notifications for announcements.

STEP 4: Search for job opportunities

\*Before searching for federal jobs, find out how your military occupation codes relate to federal civilian jobs at:

<http://www.public.navy.mil/DONHR/EMPLOYMENT/VETS/Documents/Tip%20Sheet%20-%20Military%20to%20Federal%20Jobs%20Crosswalk.pdf>

STEP 5: Review announcements and set up notifications. (Tip Sheet:

<http://www.public.navy.mil/DONHR/EMPLOYMENT/VETS/Documents/Tip%20Sheet%20-%20Set%20Your%20USAJOBS%20Status%20Notifications.pdf>)

## **HEALTH CARE BENEFITS**

### **1. How long will my family and I have Medical Coverage?**

Information on medical benefits and transition will be provided in TAP as well as posted on the NPC ERB web site under “ERB Transition Kit” information on all their separation benefits, transition services, veteran entitlements, and links to employment assistance.

### **2. What about Health Insurance? Can I continue with TRICARE?**

Yes. Transition Assistance Management Program (TAMP) offers transitional TRICARE coverage (same as active duty) to involuntarily separating Active Duty members and their eligible family members for 180 days. However, Active Duty sponsors and family members enrolled in TRICARE PRIME must re-enroll for their benefits to continue in the program following separation.

### **3. Can I get Health Insurance past 180 days?**

Yes. Once the transitional health care ends, involuntarily separated Sailors may purchase health care coverage, known as the Continued Health Care Benefit Program (CHCBP). This premium-based health care program is similar to, but outside of, TRICARE and provides medical coverage to a select group of former military beneficiaries. This health care can be purchased for up to 18 months. To achieve the lowest costs, Veterans need to carefully research health care options.

### **4. How long after my 180 days of TRICARE coverage expires do I have to purchase coverage under the Continued Health Care Benefit Program (CHCBP)?**

Once the initial transitional health care ends after the 180-day period, you and your family are no longer eligible to use military treatment facilities or TRICARE. However, you may purchase the health care coverage - CHCBP. You will have 60 days after your initial transitional health care ends to enroll in CHCBP. To achieve the lowest costs, Veterans need to carefully research health care options.

## **OPERATIONAL WAIVERS AND INDIVIDUAL AUGMENTEE SPECIFIC QUESTIONS**

### **Individual Augmentee:**

#### **1. Will Sailors with orders to or who are currently serving on Individual Augmentee (IA), GSA or Overseas Contingency Support Assignments (OSA) be separated according to the normal timeline?**

No. Sailors serving on IA, GSA, or OSA who are not selected for retention will be allowed to complete their IA/GSA/OSA and separate following a maximum period of six months after return from their IA/GSA/OSA tour to allow completion of mandatory post-deployment health reassessment (PDHRA).

#### **2. I'm on an IA what will happen to me?**

Sailors on Individual Augmentation (IA) orders (GSA, OSA and IAMM) will be notified by their Navy parent commands. Contact information for deployed IA Sailors is available via their Command Individual Augmentation Coordinator (CIAC). Parent Commands are responsible for the completion of the Page 13 as well as the IA/GSA/OSA extension letter, per para 12 of NAVADMIN 129/11. This extension letter will ensure our deployed IA Sailors have ample time for proper transition

### **Operational WAIVERS:**

#### **1. What constitutes an Operational Waiver?**

These waivers are requested by the Sailor's command to satisfy operational requirements, not for the convenience of service members or to extend the period to allow for separation leave/temporary duty period.

#### **2. How long is an Operational Waiver good for?**

An Operational Waiver is may be approved for up to 90 days past the day of separation (1 September 2012) with operational waivers not extending past 30 NOV 2012.

#### **3. Who can request an Operational Waiver?**

The service member's Commanding Officer, with the acknowledgement of the service member, submits the Operational Waiver request to Commander, Navy Personnel Command (PERS-833).

#### **4. Does an Operational Waiver require an endorsement other than the Sailor's Commanding Officer?**

The first Flag Officer in the Sailor's Chain of Command must endorse the Operational Waiver request submitted by the Sailor's command.

**5. What is the last day an Operational Waiver request can be submitted by my command?**

The last day for commands to submit Operational Waiver requests for Sailors assigned to their command who were not selected for retention on the Enlisted Retention Board is 13 January 2012.

**6. Who is the final approval authority for Operational Waivers?**

Commander, Navy Personnel Command is the final approval authority for Operational Waivers.

**7. My ship is deployed- can I be operationally waived?**

Possibly. Commands may submit operational waivers for Sailors not selected for retention. These waivers must be submitted to Navy Personnel Command no later than 13 January 2012.

**8. What is the process for submitting an operational waiver for a Sailor not selected for retention?**

13 January 2012 is the last day for commands to submit operational waiver requests for Sailors assigned to their command not selected on for retention on active duty by the ERB. All requests shall be submitted to Navy Personnel Command (PERS-833) via email to [enlisted-postboard@navy.mil](mailto:enlisted-postboard@navy.mil). All requests must receive an endorsement from the first Flag officer in the chain of command.

**9. Can a command submit an operational waiver request so that the Sailor has more time for transition?**

No. Waivers should be requested to satisfy operational requirements only, not for the convenience of service members or to allow for separation leave or a temporary duty period.

**10. In what format should an operational waiver request be? Are additional documents required?**

An example of an operational waiver request can be found on the [NPC website ERB page](#). It can also be downloaded [here](#).

**11. If a Command's operational waiver request is approved, how much longer can the Sailor stay aboard?**

Sailors who receive an approved operational waiver must be separated from the Navy no later than 30 November 2012. All other Sailors not selected for retention must separate no later than 1 September 2012.

## **PAY**

### **1. Am I eligible for Involuntary Separation Pay?**

Sailors selected for separation by the ERB are eligible for Involuntary Separation Pay (ISP) provided they meet the requirements set forth in OPNAVINST 1900.4 and MILPERSMAN 1910-050. Sailors who have been notified of their selection for separation may request to separate earlier than the prescribed separation date without forfeiting their eligibility to receive ISP. Sailors who choose to do so are advised that ISP entitlements based on length of service may be reduced due to the earlier separation. Involuntary Separation Pay (ISP) is offered and generally based on the following formula: Monthly base pay X 12 X Years of Service X 10 percent.

### **2. Am I eligible for Unemployment and how can I apply for Unemployment?**

The Unemployment Compensation for Ex-servicemembers (UCX) program provides benefits for eligible ex-military personnel. The program is administered by the States as agents of the Federal government. The law of the State (under which the claim is filed) determines benefit amounts, number of weeks benefits can be paid and other eligibility conditions such as:

- If you were on active duty with a branch of the U.S. military, you may be entitled to benefits based on that service.
- You must have been separated under honorable conditions.

### **3. How can a Sailor file an unemployment claim?**

You should contact your [State Workforce Agency](#) as soon as possible after discharge. It may be helpful to have a copy of your service and discharge documents (DD-214 or similar form) when you open your claim. In many states, you may now file your claim by telephone and/or internet.



## **RESERVE AND CONTINUED SERVICE OPPORTUNITIES**

### **1. Can Sailors continue their Naval Service?**

Possibly. Eligible Sailors separating from Active Duty can apply for a Selected Reserve quote via FleetRIDE/Perform to Serve. This performance-based system selects the best Sailors for continued service based on current and future SELRES manning. The Career Transition Office (CTO) is available to assist you if you desire to transition into the Reserves. Your Command Career Counselor can get you in touch with the CTO.

### **2. Can I re-enter the active duty Navy later? What is the process for re-entry?**

Should you want to re-enter active duty sometime later, visit your local recruiter to apply. To re-enter, Sailors follow the same process as when they joined the Navy for the first time. To find your local recruiter, visit <http://www.navy.com/navy/locator.html>. Once there, enter your zip code and the recruiter's address and phone number closest to you will appear. Separation codes and other factors unique to your history in the Navy will be considered.

### **3. Can ERB-separated Sailors continue their Naval Service?**

Possibly. Eligible Sailors separating from Active Duty can apply for a Selected Reserve quote via FleetRIDE/Perform to Serve. This performance-based system selects the best Sailors for continued service based on current and future SELRES manning and on the ratings needed in the Navy Reserve. The Career Transition Office (CTO) is available to assist you if you desire to transition into the Reserves. Your Command Career Counselor can get you in touch with the CTO. Remember, your ASVAB scores are key in this process. ASVABs must be in a range that qualifies you for the rating you are seeking in the Navy Reserve. Talk to your Command Career Counselor about qualifications.

### **4. How do I secure a quota to enter the Navy Reserve?**

Obtaining a Navy Reserve billet is not automatic. It must be requested via Fleet RIDE/Perform to Serve. See your career counselor to get your request into Fleet Ride-Perform to Serve as soon as possible after finding out that you're affected by ERB. The selected reserve (SELRES) enlisted community has several ratings that are overmanned so securing an in-rate quota will be highly competitive. Many Sailors may need to change rates in order to secure a SELRES quota. The SELRES category means you will be drilling monthly. You must be qualified by ASVAB scores and other factors in order to convert into a rating needed in the Navy Reserve. If ASVAB scores need improvement - prepare for the test and retake it at your earliest convenience. Applying early for a Reserve billet in PTS is highly advised because Reserve billets are consumed as the fiscal year goes by and the billets are claimed. For Phase I ERB, November is earliest month you can apply. ERB Phase II Sailors apply in PTS immediately after notification

of ERB results. Visit the Navy Reserve website (<http://www.navyreserve.com/benefits.html>) for information on Navy Reserve benefits and entitlements. This is not for everyone. Decisions should be weighed by considering your proximity to a drilling site, future employment plans, college demands and other factors unique to you and your family.

#### **5. When can I start applying for Reserve Billets in Fleet RIDE/Perform to Serve?**

Sailors not selected for retention by ERB Phase I can apply in PTS beginning in November 2011. Phase II Sailors can apply immediately after board results are available. Fleet RIDE/Perform to Serve application windows close at the end of each month. It's important to apply at the earliest possible date. Reserve quotas in Fleet RIDE/PTS quotas are granted in a competitive process. See your Navy Counselor for assistance in applying.

#### **6. Can I apply for entry into other Services?**

You will have to contact the other services for more information on programs available. Contact your local recruiters for more information.

#### **7. How can I get in touch with the Career Transition Office?**

Have a comment or a question? Need to report a problem? The CTO welcomes and values your input.

Email: [cto.enlisted@navy.mil](mailto:cto.enlisted@navy.mil) or contact the NPC Customer Service: 1-866-U-ASK-NPC (827-5672)

CTO Enlisted: 1-901-874-4108

CTO Fax: 1-901-874-2186 DSN Prefix is 882

For more information, please visit the [CTO webpage](#) and read the FAQ page

## **OTHER BENEFITS**

### **1. What resources does the Fleet and Family Support Center (FFSC) offer?**

- Transition Assistance Program (TAP) workshop to acquire job seeking skills (resume writing, interviewing, etc.), and Veteran Affairs briefings to educate on VA benefits.
- Transition Assistance Management Program (TAMP)- which covers pre-separation counseling, verification of experience of training, resume assistance, employer networking, and job fairs.
- Financial Counseling

### **2. Will I be provided extended commissary/exchange privileges?**

Yes. All Sailors who are involuntarily separated will receive an ID card, authorizing them extended commissary and exchange access for a period of two years. An Office of the Under Secretary of Defense Memo, dated 11 August 2009, ([click here to see the memo](#)), outlines the entitlement to continue use of commissaries and exchanges during the two-year period beginning on the date of a member's involuntary separation.

### **3. What paperwork do I need to complete for VA Benefits?**

This info will also be covered during TAP workshop. Visit <http://www.vba.va.gov/VBA/> is for additional information.

### **4. Do I receive Veteran's Benefits even though I'm being separated before my enlistment is up?**

Yes. Veteran's benefits are available to honorably discharged veterans with 36 months of active service. Visit the Veteran's Affairs website ([www.va.gov](http://www.va.gov)) for more information on veterans' benefits and services.

## **OUTPLACEMENT SERVICES:**

### **5. I heard a contract outplacement company will be providing 'personalized coaching', when can I get connected with this?**

The service will not be in place until January, more info will be provided in the future, stay tuned to the ERB web site.