

Contract NGB Vacancy announcement Position: Transition Assistance Advisor (TAA) for the State of Delaware: Deadline 10 OCT 2017

TITLE: SKYLINE ULTD INC. has a National Guard Bureau CONTRACT POSITION VACANCY for a **TRANSITION ASSISTANCE ADVISOR (TAA) FOR THE STATE OF DELAWARE**

RESUME DEADLINE IS CLOSE OF BUSINESS: **TUESDAY, 10 OCT 2017, 1700 Hours (ET)**

1. Attached is job description for the National Guard Bureau (NGB) TAA Position which highlights qualifications needed for this position

2. Applicants you need to complete two documents for 2 different offices to expedite the hiring process.

a. **First Document is a Resume; Your Detailed Resume must be submitted ONLY** by email to: John D. Labash (john.labash@skyline-ultd.com) or fax: **571-577-9905**

b. **Second document:a Skyline application:** Please go to: <http://www.skyline-ultd.com/job-announcements.html>

3. **Ideal Position Preference: Please add this to your resume if applicable**

a. Army/Air National Guard Veteran or Traditional Guard Member. **You must address the following for “special consideration”:**

(1.) Please address in your resume if you have combat related experience (e.g. Iraq, Afghanistan, Vietnam)

(2.) Please address in your resume if you have any Service connected disability with DoD or VA

b. Reservist/ Active Duty Veteran (Same considerations mentioned in 3a above: **You must address the following for special consideration:**

(1.) Please address in your resume if you have combat related experience (e.g. Iraq, Afghanistan, Vietnam) or other overseas deployments

(2) Please address in your resume if you have any Service connected disability with DoD or VA

c. Spouse of Army/Air National Guard Member

4. **Associate Degree or higher education preferred**

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5. Salary starting range: LOW \$60K
6. Travel requirements intra/interstate : **Personal credit card required**
7. Computer Skills: Microsoft Office(Professional)
8. Place of employment: Delaware National Guard, First Regiment Road, Wilmington, DE
9. **Employment Start Date: ASAP**
10. Contact person: John Labash 703-373-1924

TAA JOB DESCRIPTION 2016

5.3 State TAA Services

5.3.1 The Contractor shall provide a minimum of one full-time equivalent (FTE) TAA at each of the 50 states, 3 territories (Guam, Puerto Rico, and the U.S. Virgin Islands) and the District of Columbia. These TAAs shall provide information, coordination, and assistance to transitioning service members in the following areas:

5.3.1.1 The Contractor shall perform outreach services to provide information and assistance to Guard members and their families in understanding and obtaining benefits and services through Veterans Affairs and the military health system.

Topics include:

- Effects of a career change
- Employment assistance relocation assistance (homelessness)
- Education/training physical health and mental health well-being
- Health and life insurance
- Finances 20 disabled veteran benefits
- Service member's civil relief act
- Legal assistance.

5.3.1.2 The Contractor shall coordinate with appropriate Veterans Affairs, TRICARE, Veteran Service Organizations, and other resources to provide required information and assistance.

5.3.1.3 The Contractor shall participate in the mobilization and demobilization process to brief/advise Guard members and their families on transition and information resources.

5.3.1.4 The Contractor shall research and resolve issues associated with transition when Guard member and/or their family members encounter problems.

5.3.1.5 The Contractor shall facilitate medical care and benefits applications to ensure optimal transition from the military treatment facilities to the member's local community. This includes coordinating with federal, state, local, and community support organizations. Assistance shall be provided to all active and former National Guard members.

5.3.1.6 The Contractor shall coordinate with Veterans Affairs centers to assist law enforcement, court systems, state mental health authorities and fire departments with awareness concerning service members and veterans that may need crisis intervention

5.3.1.7 The Contractor shall provide Joint Forces Headquarters (JFHQ) personnel with the operation of reintegration programs for Guard members returning from deployment to assist reintegration personnel with obtaining Veterans Affairs support for reintegration

activities. Transition Assistance Advisors shall not to be used to manage the day to day operation of reintegration programs.

5.3.1.8 The Contractor shall provide information to JFHQ and coordinate with Family Support Specialists, Employer Support Groups, regarding entitlements available through Department of Veterans Affairs and other Veterans entitlement and benefit programs.

5.3.1.9 The Contractor shall provide basic or preliminary education and training to State JFHQ staff as to the entitlements available through the Veteran Affairs, TRICARE and Veterans Service Organizations on a quarterly basis. Works with local, state, and Veterans Integrated Service Network (VISN) Veterans Affairs personnel to meet education and training requirements.

5.3.1.10 As part of its MSR, the Contractor shall provide monthly reports to the State Joint Forces Headquarters J-1 that identify barriers encountered by Guard members and their families regarding receipt of entitlements and the actions taken to determine trends and areas that require further attention.

5.3.1.11 The Contractor shall analyze, interpret and clarify changes in the various Veterans Affairs entitlements and provide updates to Joint Forces Headquarters Staff and Guard members and their families.

5.3.1.12 The Contractor shall participate on councils/teams representing organizations and agencies involved in obtaining, and resolving entitlements and benefits issues for National Guard member or their families.

5.3.2 The Contractor shall create and execute a detailed individualized Transition Plan for service members.

The individual transition plan shall include, but not be limited to the following:

- The service member's (and spouse as desired) post-military service employment, education, training, and/or other objectives.
- Transition Services required to meet objectives
- Transition benefits for which the service member is eligible.
- Which installation or community agency shall deliver the services or benefits, their location, point of contact, and telephone numbers when the services shall be delivered.
- Other available counseling or services indicated
- Effects of a career change (for example, change in personal identity, stress, and impact on other family members).

5.3.3 The Contractor shall provide employment assistance to transitioning National Guard members.

5.3.3.1 The Contractor shall provide instruction on the importance and use of DD Form 2586, "Verification of Military Experience and Training. Ideally, Service members shall receive this form at least 120 days before their separation date.

5.3.3.2 The Contractor shall encourage transitioning service members to Use DD Form 2586 to assist them in converting their military skills into civilian related terminology employers will understand.

5.3.3.3 The Contractor shall make service members aware of the availability of Department of Labor Transition Assistance Program Workshops and Service or installation-sponsored transition assistance programs and seminars.

5.3.3.4 Reserved.

5.3.3.5 The Contractor shall encourage separating service members to consider public and community service as an employment option and advise service members registration for public and community service is mandatory for early retirement under Pub. L. No. 102-484, Section 4403 (reference (d)).

5.3.3.6 The Contractor shall advise service members of the availability of job announcements and other transition-related services announced on the Transition Bulletin Board (TBB), and the importance of periodically reviewing the TBB.

5.3.3.7 The Contractor shall provide eligible separating service members with information about special placement programs. Special placement programs include teacher and teacher aide certification. Information to be provided should include, as a minimum, basic eligibility requirements for these programs, points of contact for obtaining further guidance, and application procedures

5.3.3.8 The Contractor shall advise separating service members of the availability of information regarding federal employment opportunities, and shall provide information to interested service members.

5.3.3.9 The Contractor shall advise involuntarily separating service members concerning one-time hiring preference for non-appropriated fund jobs.

5.3.3.10 The Contractor shall encourage separating service members to attend as many job fairs as possible including state employment agency services and America's Job Bank.

5.3.4 The Contractor shall provide information on Relocation Assistance (Homelessness) Services.

5.3.5 The Contractor shall provide education and training assistance to transitioning service members.

5.3.6 The Contractor shall provide information on healthcare and life insurance services available to transitioning service members.

5.3.7 The Contractor shall provide financial management services information to transitioning service members.

5.3.8 The Contractor shall provide information on Separation Pay to transitioning service members.

5.3.9 The Contractor shall provide counseling on National Guard and Reserve Opportunities to transitioning service members.

5.3.10 The Contractor shall provide information on disabled veteran's benefits services, including but not limited to the Disabled Transition Assistance Program and VA disability benefits. 22 5.3.11 The Contractor shall provide information and training on the use of Revenue-Generating Morale, Welfare, and Recreation Facilities;

5.3.12 The Contractor shall counsel transitioning service members on State and Territory of Residence Veteran's Assistance Programs.

5.3.13 The Contractor shall refer service members and their families, as appropriate, to the applicable agency for additional in-depth counseling on the subjects outlined in this PWS, or provide the in depth counseling themselves.