



WARRIOR TRANSITION BATTALION

Fort Gordon, Ga.



SOLDIER TRANSITION PLANNER



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Warrior in Transition Duties and Responsibilities

Mission: I am a Warrior in Transition. My job is to heal as I transition back to duty or become a productive, responsible citizen in society. This is not a status but a mission. I will succeed in this mission because I am a Warrior.

Concept: This workbook is designed to assist you in your successful transition to your next unit or out of the Army. You will be required to complete this workbook while assigned to the WTU, and you will create a comprehensive plan which will set you up for success. This workbook will help guide you through the numerous resources on FORT GORDON to develop your plan. Understand that as a Warrior in Transition it is your responsibility to complete your plan, and no one else's. You will have various tasks associated with the completion of this workbook. To verify completion of these tasks, you will receive a stamp or signature from your counselors/instructors.

End state: You will have a completed plan for a successful transition to your next unit or to civilian life. This will include plans for residence, finances, career or education, and helpful contacts at your destination.

IMPORTANT NOTE: Family members are entitled to ALL services included in this handbook. Involved families will facilitate a successful transition. It is important to develop these plans with your spouse to ensure you have a coordinated strategy to deal with finances, career planning, education, and child care. Do not pass up the opportunity to allow your spouse to take advantage of all the services provided. Your successful transition may even depend upon your spouse's career.

Notes

Date Arrived at Fort Gordon WTB _____

List your preliminary goals from your goal setting class at HHC:

Notes:

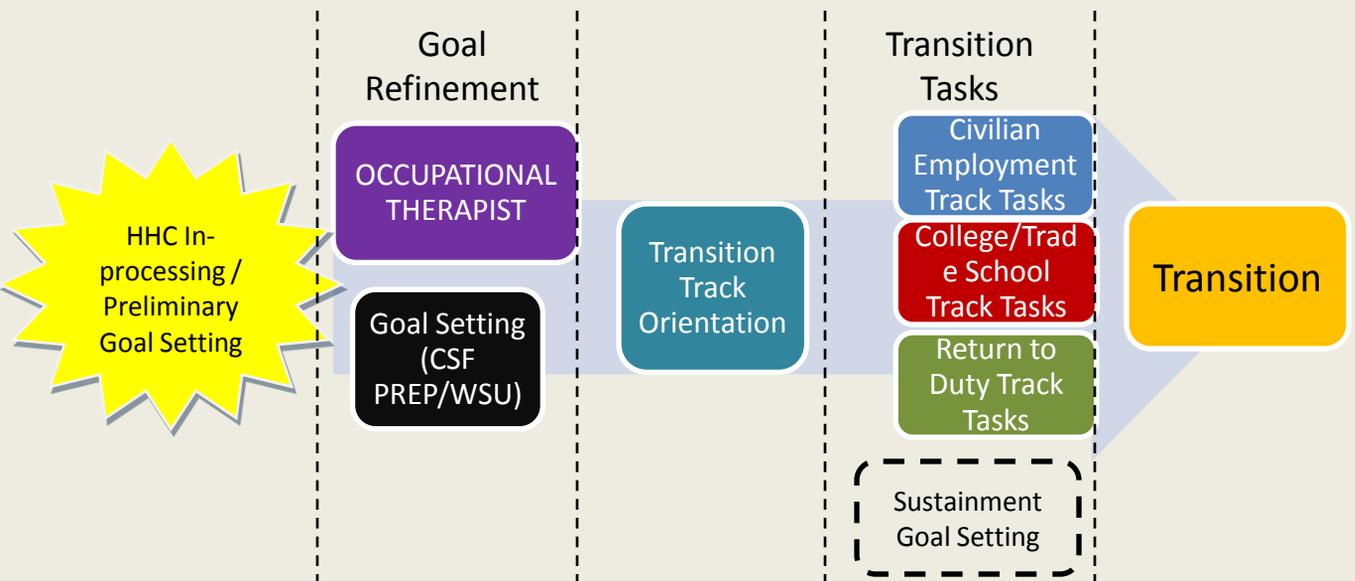
How To Use This Book

There are vast resources on Fort Gordon to help Soldiers and families transition from the military. So many, in fact, that the process becomes very confusing. This book is designed to simplify that process and give you a step-by-step guide to navigate those resources. Each task is designed to help bring you closer to a successful transition. That means that when you leave the unit, you should have landed a new career, be accepted to school, or be fully prepared to return to duty at your next Army assignment.

When you arrive at the WTB, you will completed a preliminary goal-setting class and a brief familiarization with OCCUPATIONAL THERAPIST. You will then proceed with the tasks listed in this book. You will begin by conducting deliberate, one on one counseling with the OT staff to validate your preliminary goals. You will also attend Warrior Skills University for a more in-depth Goal Setting and education process.

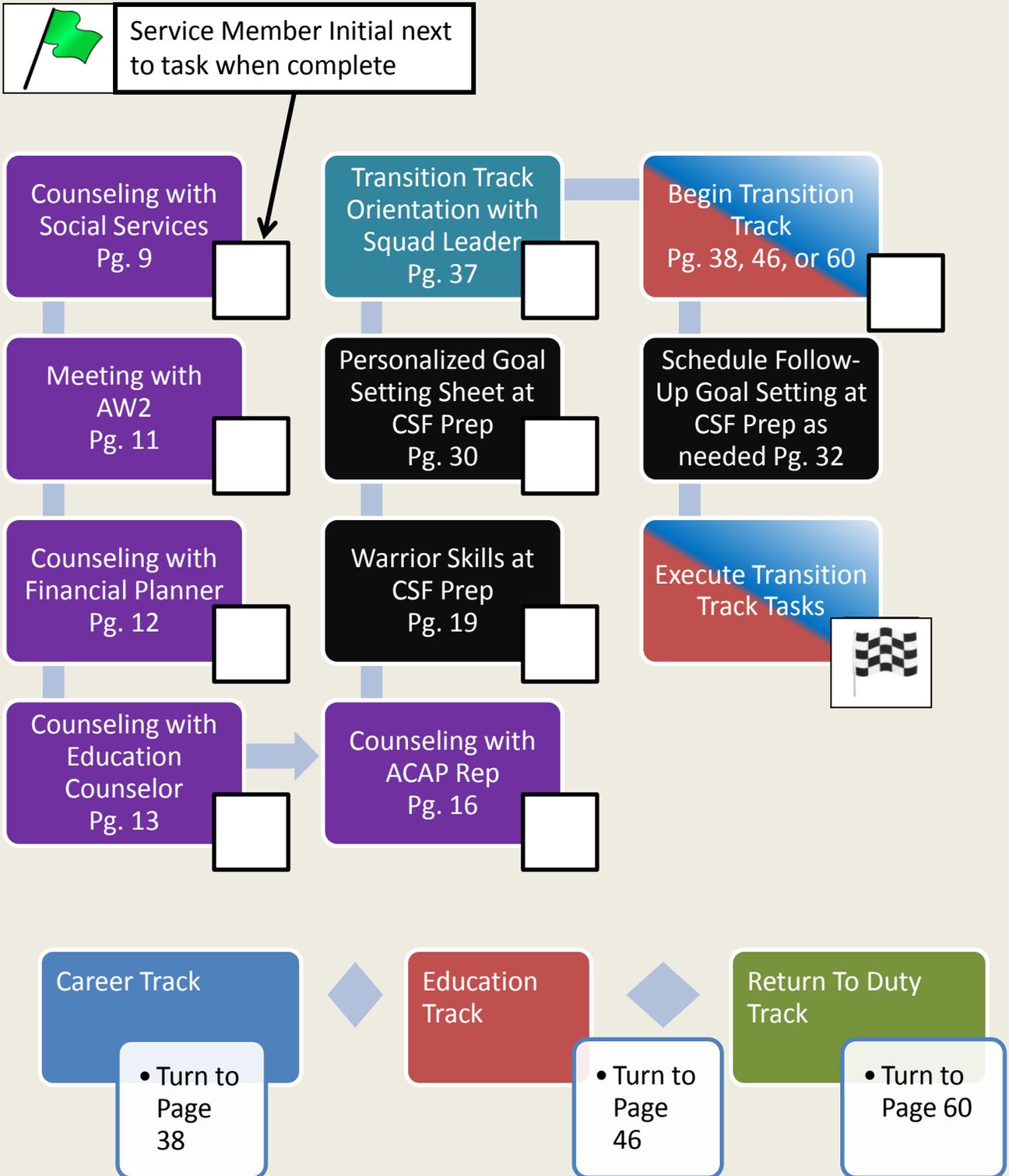
Your counseling and goal refinement will provide you the knowledge to make an informed decision on which transition path is best suited to your situation. The Soldier Transition Planner will guide you through one of three distinct “transition tracks” - to obtain civilian employment; to be accepted into college or vocational school; or to return to duty with marketable skills as a Soldier.

Figure 1 demonstrates your transition process.



How To Get Started On Your Transition Track

Start



Section 1

Goal Refinement

A.

Deliberate One on
One Counseling
with SFAC staff

Complete all pages in this section in the first 60 days

Counselor Name: _____

Location: _____

PHONE : _____

Email: _____

Issues:

Recommendations:

Social Services Assistance Tracking Sheet

During your visit with Social Services Assistance, you will be provided with the following.

Item	Date	Social Services Initial
Symptom Checklist Complete (provided by SSA)		
Children Enrolled in CYS? (YES/NO/NOT APPLICABLE)		
Children Enrolled in EFMP? (YES/NO/NOT APPLICABLE)		
Relationship Quiz Complete (provided by SSA)		
Marriage Assessment Complete (or N/A)		

Counselor Name: _____

Location: _____

PHONE : _____

Email: _____

All Soldiers will conduct an interview with an AW2 advocate. Information will be provided concerning AW2 qualifications. AW2 advocates may use this may use this page to record issues from the discussion.

Issues:

Recommendations:

Financial Planning Counselor

Counselor Name: _____

Location: _____

PHONE : _____

Email: _____

Issues:

Recommendations:

Education Guidance Counselor

Counselor Name: _____

Location: _____

PHONE : _____

Email: _____

Issues:

Recommendations:

Reference of Key Counseling Services Provided by the SFAC Education Counselor

Services	Description	Recommendations
Tuition Assistance	Tuition Assistance (TA) for college classes is now processed online via the Go Army Ed Portal. Soldiers must register as a prospective student and receive their Go Army Ed login credentials. They must then attend an information briefing, and meet with the SFAC Education Counselor in order to request TA for classroom or online college classes.	
Functional Academic Skills Training (FAST)	FAST is designed to help Soldiers improve their basic mathematics, reading and language skills and is the crucial first step in preparing to raise their GT score. Depending on individual need, Soldiers enroll in the FAST program for 80-160 hours of instruction.	
Testing	<p>The civilian examination programs include guidance on and proctoring of credit-bearing college exams (CLEP/DSST/ECEP), distance education exams, diagnostic and placement exams (TABE and ASSET), interest inventories (KUDERSII, MBTI), admissions exams (SAT/ACT/LSAT/GMAT/GRE), equivalency exams (GED), and Certification exams (ASE, PRAXIS/NTE and many others).</p> <p>A wide range of Army Personnel Tests (APT), civilian examination services, and other information is available. Common APT exams are Defense Language (DLPT/DLAB) and other Army exams used to determine aptitude and eligibility for Army career programs. Contact your SFAC Army Education Counselor. Most exams are regularly scheduled and available on post at no charge to Soldiers.</p>	

Reference of Key Counseling Services Provided by the SFAC Education Counselor

Services	Description	Recommendations
Leader Skills Programs	Leader Skills Enhancement is an on-duty program which strengthens the leadership, management, communications, supervision, and computer literacy skills of NCO's. Each of the 15 computer skills and 22 management skills courses run from 16-20 hours and are worth 1SH of college credit each.	
College Programs	Information about traditional and nontraditional Voc/Tech, Associate, Baccalaureate and Graduate programs of study is available. The following institutions have an academic representative on-post: Central Texas College, Tarleton State University of Central Texas, St. Mary's University, Excelsior College, the University of Mary Hardin Baylor and the University of Maryland University College.	
Financial Aid	Numerous grants and scholarships are available to the members of our military community; information on eligibility and assistance with filling out Federal Financial Aid and other scholarship applications is provided.	
Veterans Education Benefits	Information and assistance with the Post 9/11 GI Bill, Montgomery GI Bill, Veteran's Educational Assistance Program (VEAP), conversion of the Vietnam Era GI Benefits, and other GI Bill Education Programs, as well as the Loan Repayment Program is available.	
Counseling	Individual and group counseling is available to assist Wounded Warriors and adult Family Members, in identifying educational needs and career goals for personal and professional self-development.	

Army Career and Alumni Program (ACAP)

Counselor Name: _____

Location: _____

PHONE : _____

Email: _____

Issues:

Recommendations:

Section 1

Goal Refinement

B.

Refined Goal
Setting at Warrior
Skill University
with CSF Prep

Complete all pages in this section in the first 60 days

Warrior Skills University Tracking Sheet

WSU Phase/Class Title	Date	CSF PREP Staff Initial	Homework Completed: (Completed by the following phase. Bring the sheets with you.)
Phase I: Mental Skills Foundations; Goal Setting			Plan of Action/Timeline
Phase II: Building Confidence; Psychology of Injury and Healing; Jeopardy			Final Goal Sheet
Phase III: Attention Control; Memory; Mind shaper Game			
Phase IV: Energy Management; Integrating Imagery; EN-Wave Biofeedback			

Sustainment Goal Setting Complete	Date	CSF PREP Staff Initial
Sustainment Goal Setting 1		
Sustainment Goal Setting 2		
Sustainment Goal Setting 3		
Sustainment Goal Setting 4		
Sustainment Goal Setting 5		

The CSF PREP Goal Setting Process

Planning Phase

1. Define Your Outcome Goal
2. Know Where You Are Right Now
3. Decide What You Need to Develop
4. Make a Plan for Steady Improvement

Action Phase

5. Set and Pursue Short-Term Goals
6. Commit Yourself Completely
7. Continually Monitor Your Progress

Step 1: Define Your Outcome Goal

Answering These Questions Will Help You:

What achievement would be worth my very best effort?

What would I attempt if I knew it was impossible to fail?

What would I go for if I knew this was my very last chance?

Outcome Goal is: _____

Step 2: Know Where You Are Right Now

In Relation to My Outcome Goal...

Biggest Challenges _____

My Strengths _____

Areas to Improve _____

Step 3: Decide What You Need to Develop (Priorities)

In order to achieve my outcome goal, these are the large areas of my life (big rocks) that I need to focus on and adjust accordingly – these are my priorities:

Priority A:

Priority B:

Priority C:

Priority D:

Step 4: Make a PLAN for Steady Improvement

In order to achieve my priorities, I need action statements (behaviors) and belief statements (thoughts/emotions/motivation). Action statements reflect my behaviors and need to work toward my priority within 30, 60, and 90 days. Belief statements reflect my thought process, emotions, and motivation.

S.M.A.R.T.

When creating action and belief statements, I need to follow certain criteria:

Specific

Measurable

Action oriented

Realistic

Time based

PRIORITIES, ACTIONS & BELIEF STATEMENTS

Priority A.

Action (30 days):

Belief Statement:

Action (60 days):

Belief Statement:

Action (90 days):

Belief Statement:

Priority B.

Action (30 days):

Belief Statement:

Action (60 days):

Belief Statement:

Action (90 days):

Belief Statement:

Priority C.

Action (30 days):

Belief Statement:

Action (60 days):

Belief Statement:

Action (90 days):

Belief Statement:

Priority D.

Action (30 days):

Belief Statement:

Action (60 days):

Belief Statement:

Action (90 days):

Belief Statement:

Step 5: Set and Pursue Short-Term Goals

Daily To-Do-List

Date:

#	Activity	Complete Y N

Step 6: Commit Yourself Completely

What strategies can you use to ensure that you are committed to following your goal setting process?

Strategy 1: _____

Strategy 2: _____

Strategy 3: _____

Strategy 4: _____

Step 7: Monitor Your Progress

Make sure to monitor your goal sheet daily or weekly to adjust for changes!

My Personalized Goal Setting Sheet

My Outcome Goal

Priority A:

Actions & Affirmations:

Priority B:

Actions & Affirmations:

Strategies for Staying Committed to My Goals

Strategy #1 _____

Strategy #2 _____

My Personalized Goal Setting Sheet

(Page 2)

Priority C:

Actions & Affirmations:

Priority D:

Actions & Affirmations:

Strategies for Staying Committed to My Goals

Strategy #3 _____

Strategy #4 _____

My Personalized Goal Setting Sheet #2

My Outcome Goal

Priority A:

Actions & Affirmations:

Priority B:

Actions & Affirmations:

Strategies for Staying Committed to My Goals

Strategy #1 _____

Strategy #2 _____

My Personalized Goal Setting Sheet #2

(Page 2)

Priority C:

Actions & Affirmations:

Priority D:

Actions & Affirmations:

Strategies for Staying Committed to My Goals

Strategy #3 _____

Strategy #4 _____

My Personalized Goal Setting Sheet #3

My Outcome Goal

Priority A:

Actions & Affirmations:

Priority B:

Actions & Affirmations:

Strategies for Staying Committed to My Goals

Strategy #1 _____

Strategy #2 _____

My Personalized Goal Setting Sheet #3

(Page 2)

Priority C:

Actions & Affirmations:

Priority D:

Actions & Affirmations:

Strategies for Staying Committed to My Goals

Strategy #3 _____

Strategy #4 _____

Section 2:

My Transition Tasks

A.



Transition Track
Orientation

B.



Task Lists
and
Transition
Worksheets

Instructions

- Review Transition Task List
- Review Timeline
- Review Points of Contact
- Discuss Questions and Expectations
- Record details in weekly counseling

Transition Goal:

Issues:

Recommendations:

Build your transition plan:

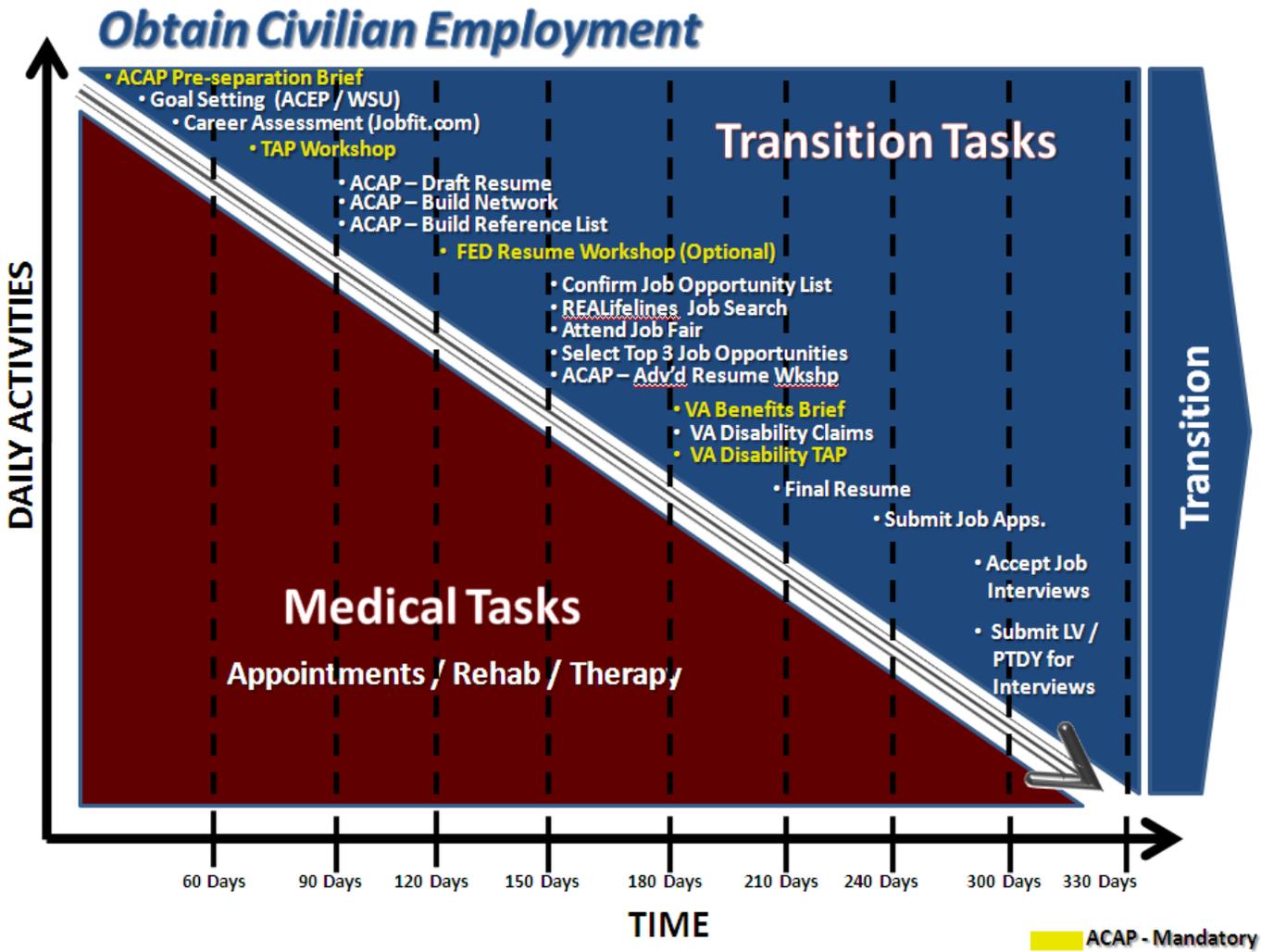
My Transition Track: _____

My EEI Program: _____

How does my EEI Program support my track? _____

Adaptive Sport: _____

Transition Task Timeline



Notes:

Civilian Employment Track Task List

Soldiers on the Civilian Employment Track will complete the following tasks. Your ACAP representative will guide you in completing these tasks and sign your workbook when the task is complete. Every Soldier will attend the required ACAP briefings.

Task	Date Completed (deadline)	Counselor Signature
1. ACAP Preparation Briefing	0+60	
2. Set job search objective. You can use goals you determined in Section I of this handbook.	0+60	
3. If you have difficulty setting your job search objective, complete the Career Assessment on www.jobfit.com .	0+60	
4. Transition Assistance Program Workshop	0+90	
5. ACAP Counselor Appointment to draft and build Resume	0+120	
6. Build a network. Complete the Build a Network worksheet to find helpful contacts for job search.	0+120	
7. Build your reference list. Complete the Reference List worksheet to find helpful contacts to write recommendations to employers.	0+120	
8. Federal Resume Workshop (Optional)	0+150	

Civilian Employment Track Task List (cont.)

Task	Date Completed	Counselor Signature
9. Complete your federal resume. This can be done at the Federal Resume Workshop. Even if you are not transitioning to a federal job now, this is a good product to have available should you ever consider a federal career in the future.	0+180	
10. Build a list of job opportunities using the Available Job List worksheet.	0+180	
11. Visit the REAL LIFE lines desk at the SFAC as part of your job search.	0 +180	
12. Attend a job fair on post to meet potential employers. ACAP will provide information on this.	0+180	
13. Select your top 3 choices from Available Jobs and determine the required skills and certifications for those jobs. Use the Job Requirements Worksheet.	0+180	
14. Advanced Resume Workshop (Optional based on COC and Counselor Recommendation)	0+180	
15. Complete Draft Resume	0+180	
16. Transition Orientation/VA Benefits Briefing	0+210	
17. VA Disability Claims Assistance	0+210	
18. VA Disability Transition Assistance Program	0+210	
19. Complete Final Resume	0+240	

Civilian Employment Track Task List (cont.)

Task	Date Completed	Counselor Signature
20. Provide 1 copy of your completed resume to the chain of command.	0+240	
21. Request Job applications, fill them out, and send them back to your potential employers.	0+300	
22. Set up a formal interview with your potential employer.	0+330	
23. Schedule your 20 day permissive TDY to conduct interviews, plan living arrangements, and otherwise finalize your transition.	0+330	
24. Be prepared to speak to a group of fellow Soldiers about the successes and challenges you experienced in your job search.	0+330	

Notes:

Build a Network

Instructions: Build a list of 10 contacts who you believe would be the most helpful in your job search. Your network includes people from all parts of your life, ranging from personal services to neighbors to colleagues and family. Many of your most effective leads will come through your network.

Name	Work Site	Type of Work	Contact info

Reference List

Instructions: Build a list of 10 contacts who would best be suited to provide potential employers with references and recommendations. This reference list should not include family members, and they must be able to talk about your skills.

Name	Title	Company Name	Contact info

Available Job List

1. Job Title: _____
Location: _____
Contact info: _____

2. Job Title: _____
Location: _____
Contact info: _____

3. Job Title: _____
Location: _____
Contact info: _____

4. Job Title: _____
Location: _____
Contact info: _____

5. Job Title: _____
Location: _____
Contact info: _____

6. Job Title: _____
Location: _____
Contact info: _____

7. Job Title: _____
Location: _____
Contact info: _____

8. Job Title: _____
Location: _____
Contact info: _____

Job Requirements

Determine the requirements for your top job choices
(certifications, experience, skills, etc.)

Top 3 Job Choices: _____

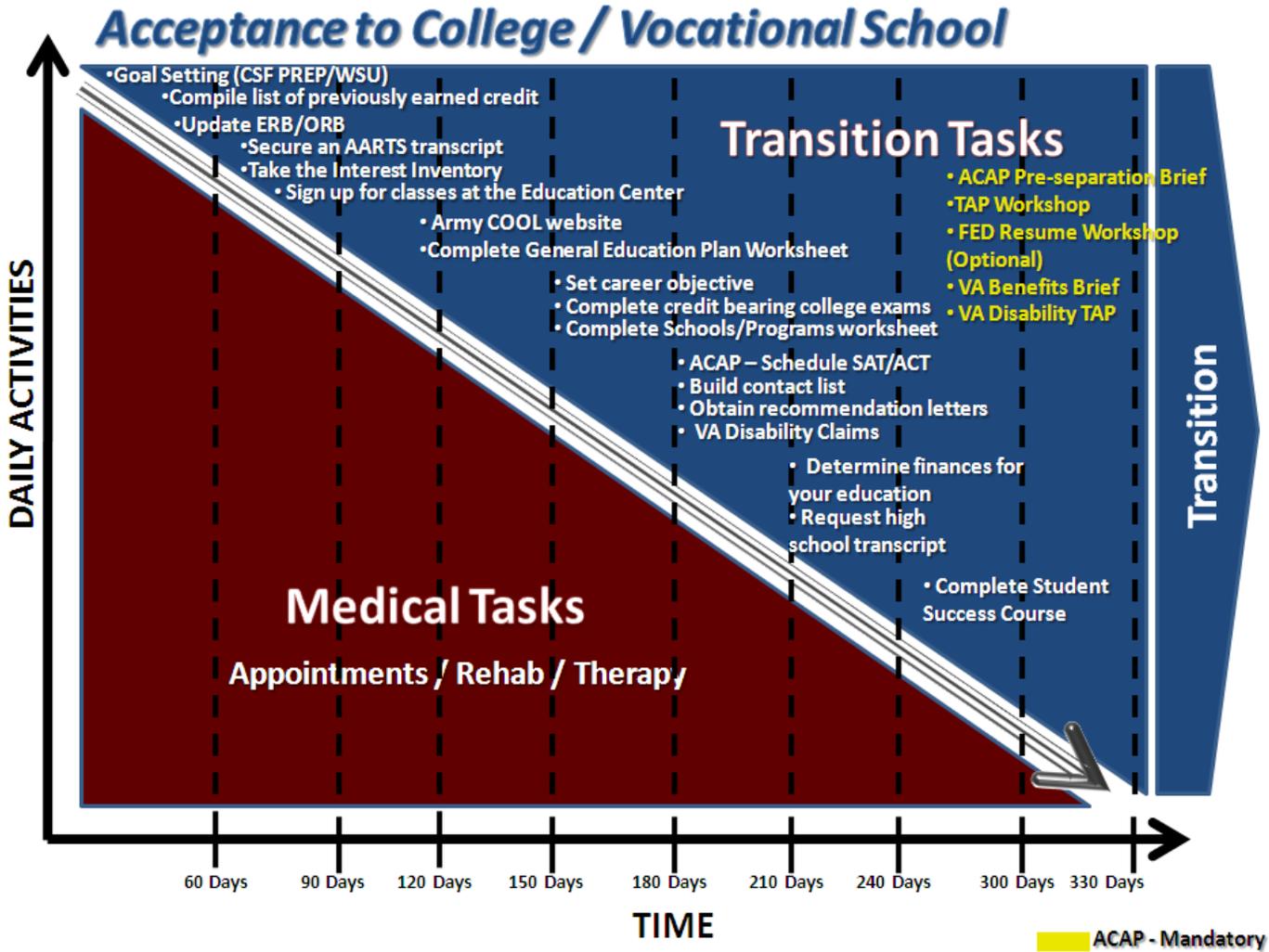
Requirements for Job 1

Requirements for Job 2

Requirements for Job 3

- | | | |
|----------|----------|----------|
| 1. _____ | 1. _____ | 1. _____ |
| 2. _____ | 2. _____ | 2. _____ |
| 3. _____ | 3. _____ | 3. _____ |
| 4. _____ | 4. _____ | 4. _____ |
| 5. _____ | 5. _____ | 5. _____ |

Transition Task Timeline



Notes:

College/Vocational School Track Task List

Soldiers on the Education Track will complete the following tasks.

This list applies to those planning to attend two and four year programs as well as technical/vocational/trade schools. Your Education Counselor will guide you in completing these tasks and sign your workbook when the task is complete. NOTE: The timeline provided is based on a 1 year training plan, however, your individual timeline for these tasks should depend on when you plan on beginning school (Fall Semester, Spring Semester, etc.)

Task	Date Completed	Counselor Signature
1. Compile a list of any previously earned college credits, military training certificates, records of on-the-job training. Ask the Education Counselor for assistance.	0+60	
2. Update your ERB or ORB.	0+60	
3. Secure an AARTS transcript. Go to http://aarts.army.mil or ask the education counselor for assistance.	0+60	
4. If you're unsure what to study, take the Interest Inventory. This will be provided by the Education Counselor.	0+60	
5. If you know what you are interested in studying, you may sign up for classes through the Education Center to obtain transferable credits. This is highly encouraged.		
6. If you are interested in Vocational/Trade schools, go to https://www.cool.army.mil/ to learn about Credentialing Opportunities Online. Build a list of certifications related to your MOS. Annotate your top choices on the Schools/Programs worksheet.	0+120	
7. The General Education Plan Worksheet provided in this book will serve as a reference as you complete the tasks in this list. Start on this as soon as possible.	ASAP	

College/Vocational School Track Task List (cont.)

Task	Date Completed	Counselor Signature
8. Set your career objective for after you complete your education. This can be completed in Sustainment Goal Setting with CSF PREP.	0+150	
9. Complete any credit-bearing college exams in your skill set if applicable to your school and college program. Go you www.dantes.doded.mil or ask the education counselor for assistance. This item is optional. The Army will not pay for retests.	0+150	
10. Use the Schools/Programs Worksheet to build a list of schools that you are interested in attending and a list of programs that you are most interested in.	0+150	
11. Find out if the schools you are interested in require placement tests (SAT/ACT/ACCUMPLACER). Schedule your test if applicable. If you are interested in test preparation tools, you can visit http://www.nelnetsolutions.com/dod/ , or the Education Counselor can provide additional information.	0+180	
12. Build your list of contacts at your school of choice to assist you in your application process. Use the worksheet provided. Refer to the General Education Plan Worksheet for questions to ask each contact.	0+180	
13. Obtain 3 recommendation letters to use for college and scholarship applications.	0+210	
14. Determine how to finance your education plan (9-11 GI, MGI, FAFSA, etc.) The Education Counselor will assist you.	0+210	

Schools/Programs

Schools I Am Interested in Attending

1. _____
2. _____
3. _____
4. _____
5. _____

Programs/Majors I Am Interested in Enrolling

1. _____
2. _____
3. _____

OR

Vocational School Certifications I Would Like to Earn

1. _____
2. _____
3. _____

My Top Choice is _____ program at _____
because _____

Notes:

Contact List 1

Build your list of contacts for the schools you have chosen to apply to.

Admissions Office

Name: _____

Phone Number: _____

Testing Coordinator

Name: _____

Phone Number: _____

Veterans Specialist

Name: _____

Phone Number: _____

Disability Support Services

Name: _____

Phone Number: _____

Scholarship Coordinator

Name: _____

Phone Number: _____

Financial Aid Office

Name: _____

Phone Number: _____

Department of Intended Major

Name: _____

Phone Number: _____

Contact List 2

Build your list of contacts for the schools you have chosen to apply to.

Admissions Office

Name: _____

Phone Number: _____

Testing Coordinator

Name: _____

Phone Number: _____

Veterans Specialist

Name: _____

Phone Number: _____

Disability Support Services

Name: _____

Phone Number: _____

Scholarship Coordinator

Name: _____

Phone Number: _____

Financial Aid Office

Name: _____

Phone Number: _____

Department of Intended Major

Name: _____

Phone Number: _____

Contact List 3

Build your list of contacts for the schools you have chosen to apply to.

Admissions Office

Name: _____

Phone Number: _____

Testing Coordinator

Name: _____

Phone Number: _____

Veterans Specialist

Name: _____

Phone Number: _____

Disability Support Services

Name: _____

Phone Number: _____

Scholarship Coordinator

Name: _____

Phone Number: _____

Financial Aid Office

Name: _____

Phone Number: _____

Department of Intended Major

Name: _____

Phone Number: _____

General Education Plan Worksheet

1. Obtain a calendar for making appts. You may use the daily planner in this CTP workbook or obtain your own.
2. Obtain a 3 ring binder and plastic report covers to organize and store information. This will be your Going to College Love Me Book.
3. Decide on 3-5 schools to apply to. How do you decide? First speak with the Education Counselor. Go to the school's websites and look at the programs. What programs interest you? Or perhaps you are deciding by location- beach, close to home, etc. Maybe you're deciding by price or location for BAH. Visit the schools; ask for a tour and meet the faculty. Determine accreditation status, i.e. regional or national.
 - a. Go to each school's website. Bookmark the websites under your favorites.
 - b. Read the information under Future/Prospective Students.
 - c. Read the Admissions Information/Criteria --- PRINT this information. Place it in your 3 ring binder. Often it is like a booklet. It will contain an application for admission along with a list of items to send and do.
 - d. Use this information to help complete this worksheet.

Name of School: _____

Why are you interested in this school? _____

What programs/degrees interest you at this school? _____

Regional or National Accreditation? _____

Admissions Office Mailing address: _____

Admissions Office Phone Number: _____

What admission test is required? ACT/SAT/ACCUPLACER etc. _____

Have you taken the test before? Yes/No

If Yes, your scores may still be accepted if it was in a particular window of time.

Find out where to mail your transcript. _____

Name of School: _____

Why are you interested in this school? _____

What programs/degrees interest you at this school? _____

Regional or National Accreditation? _____

Admissions Office Mailing address: _____

Admissions Office Phone Number: _____

What admission test is required? ACT/SAT/ACCUPLACER etc. _____

Have you taken the test before? Yes/No

If Yes, your scores may still be accepted if it was in a particular window of time.

Find out where to mail your transcript. _____

General Education Plan Worksheet (cont.)

Name of School: _____

Why are you interested in this school? _____

What programs/degrees interest you at this school? _____

Regional or National Accreditation? _____

Admissions Office Mailing address: _____

Admissions Office Phone Number: _____

What admission test is required? ACT/SAT/ACCUPLACER etc. _____

Have you taken the test before? Yes/No

If Yes, your scores may still be accepted if it was in a particular window of time.

Find out where to mail your transcript. _____

4. During your meeting with the Education Counselor, you will discuss the following things.
- a. Ensure you attend GI Bill Briefings.
 - b. Obtain information on choosing MGIB verses 9/11. Obtain website references.
 - c. Ask counselor: Is ACT/SAT/ACCUMPLACER (whichever admission test you need) free for active duty soldiers? If so, schedule it. It's free.
 - d. When will you take it? _____
 - e. Ask about a study guide.
 - f. How many tests can I take for free? _____
 - g. How often can I take this test? _____
 - h. Can I take both the ACT & SAT for Free? _____
 - i. Inquire about DANTES tests. First, look up DANTES on the internet. If you take a DANTES test and you pass, it's like getting the college credit for the class without taking the class. These may be free while you are on active duty; inquire at the Ed Center.

General Education Plan Worksheet (cont.)

5. Go to <http://www.fafsa.ed.gov/> and request a PIN. FAFSA stands for Free Application for Federal Student Aid. You may need loans; if they are offered you can decline. You may qualify for grants (free). Many college scholarships require you to complete the FAFSA. Scholarships and grants are free money.
 - a. Assemble your most recent tax returns to complete your FAFSA.
 - b. Get tax forms together in your binder and fill out FAFSA online.
 - c. Print out copies of your FAFSA. Store in your binder. Do this every year you are in college.
7. Contact your High School. Request 1 copy of your high school transcript sent to EACH college you apply to. Then request 2 sealed official transcripts sent to yourself; when you receive your 2 copies, open one and make a scanned copy on your computer but leave the other sealed and in your binder in case you need it for anything. If they will not send copies to you, then request an UNOFFICIAL copy sent to you for your personal records.
8. Arts transcript <http://aarts.army.mil> Click the link [AARTS Transcript Request Form](#) and Request 1 copy of your Arts transcript sent to EACH college you apply to. Then click the link [Get An AARTS Web Transcript](#) for your personal records. Make an electronic copy for yourself.
9. Try to obtain 3 recommendation letters while you are still on active duty. Ask Section Sgt, Chief, PLT Sgt, PLT Leader, MSG, CSM, and commander. Tell them you're going to school and you need it to get into school and apply for scholarships. Put these in your binder. Create scanned copies on your pc. Use them for scholarship application.
10. Call Admissions office – I want to begin X month/year and I'm a veteran.
 - a. What is the application deadline?
 - b. When is orientation day?
 - c. When can I register for classes?
 - d. Will I have an admissions counselor assigned to me, if so what is that person's Name & Direct Phone Line? If one is not assigned to me, can I get your name / direct line?

General Education Plan Worksheet (cont.)

11. Ask if there is a Veterans Specialists at the school. This person could be the one person you go to on campus to ensure everything with you Education Benefits are being handles properly. This person may be in the Financial Aid Dept or some other department.
 - a. Obtain name & Direct Phone Line.
 - b. Call them and tell them your plans.
 - c. When can I meet you in person? Ensure you meet him/her in person when you arrive on campus.
 - d. Review all benefits and information this person has to offer.
12. Ask if there is Scholarship Coordinator. Sometimes this is just the Financial Aid Department.
 - a. Obtain name/phone number.
 - b. Explain to this person your plans.
 - c. What are the deadlines for the Fall 2010 Scholarships?
 - i. Many scholarship deadlines are February for August classes.
 - d. Where can I find a list of scholarships? Scholarships are free; they may require an essay. Some may require additional duties on campus. It's worth looking into. Some of them are listed on Financial Aid Websites. Sometimes scholarships are designated by major and some states offer "first generation" (your parents did not go to college) scholarships.
13. Call Financial Aid Office tell them your plans
 - a. Who would be my financial aid advisor? Name/ number
 - b. What is the college's "code" so I can have my FAFSA information sent there?
 - c. What do I need to do?
 - d. Soak up all the information and resources.

General Education Plan Worksheet (cont.)

14. Call the Department of your intended Major.
 - a. Ask to speak to a Faculty Advisor in the program you want to major in. Obtain name/number.
 - b. Tell him/her your story.
 - c. Arrange a meeting/try to meet him/her either at orientation or before you arrive at college.
 - d. Ask for a degree program and program options within this major.
 - e. What classes should I take in the summer? What classes should I take my first semester?
 - f. What classes should I take while still on Active Duty?
 - g. Are there professional organizations associated with this major that I should join?

Timeline for Entering a Fall Semester of College.

END OF JANUARY / EARLY FEB

Complete the applications – admissions and scholarships

Have all the calls made and the phone numbers written down.

Start filling in the calendar.

W2 – Do taxes asap

Complete FAFSA for Fall 2011

FEBRUARY

Admissions packet – done

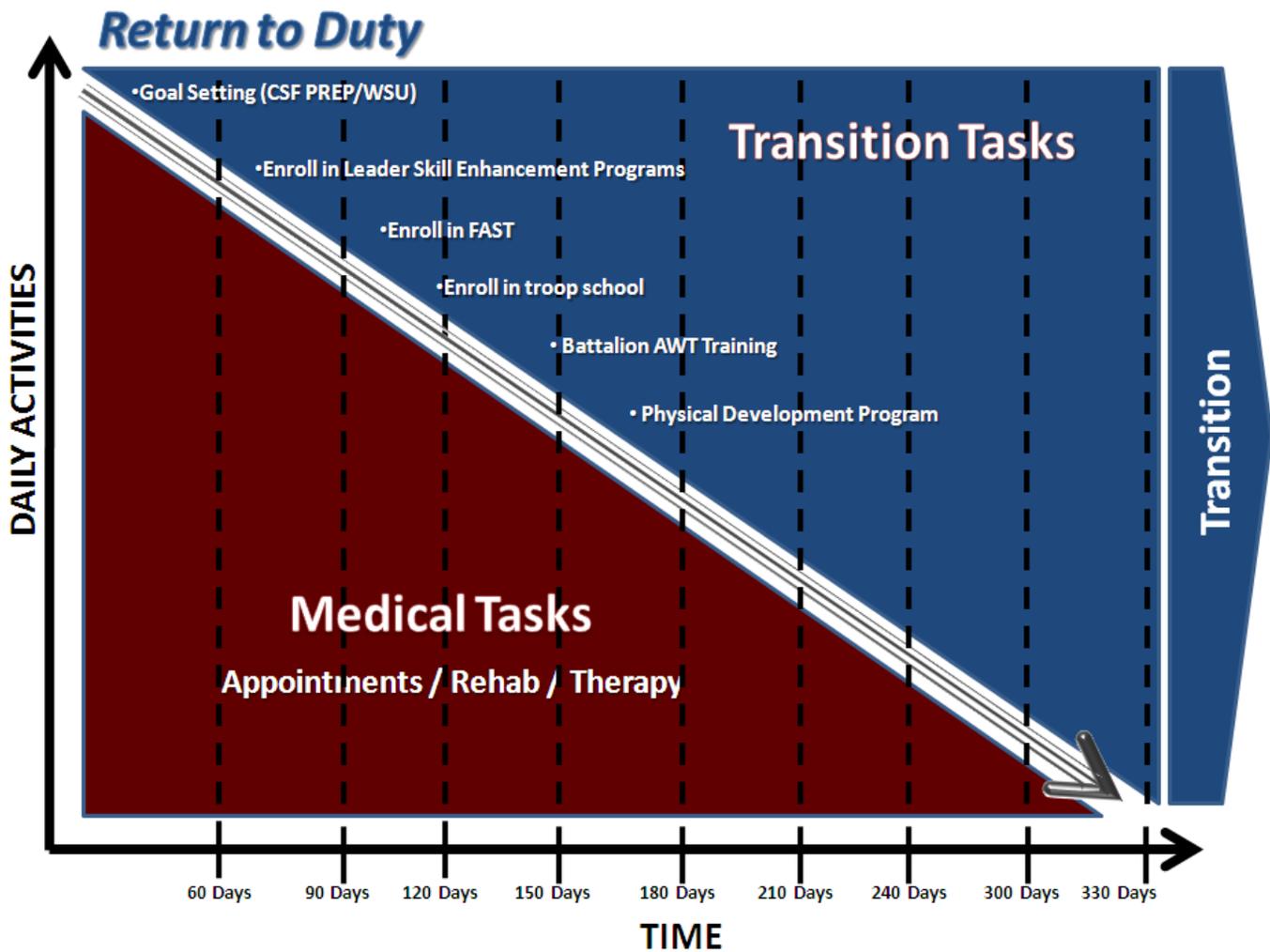
Scholarships – done

Financial aid information – done

Orientation marked on the calendar so you can attend.

NOTE: Some Programs have their own deadlines.

Transition Task Timeline



Notes:

Return to Duty Track Task List

Task	Date Completed	Chain of Command Signature
<p>1. Select a minimum of 4 Leader Skill Enhancement courses in which to enroll. The full list of Leader Skills Enhancement courses can be obtained from the Education Counselor at the SFAC. Depending on eligibility and skill level, you may select from computer skills programs and management skills programs.</p>		
<p>2. If deemed appropriate by the Education Counselor, you will be enrolled in the Functional Academic Skills Training (FAST), which is designed to improve your GT score.</p>		
<p>3. You will enroll in at least one enhancement training course provided on Fort Gordon.</p>		
<p>4. Your EEI program should include work with a unit similar to that which you plan to return to.</p>		
<p>5. You will attend Battalion level AWT training, which is conducted in the Battalion area on a regular basis.</p>		
<p>6. You will ensure that you are well prepared to pass the APFT. If additional physical training is needed, visit the Army Wellness Center to enroll in a CrossFit or other physical development program.</p>		

My Transition Plan

Complete this worksheet as you build and complete your transition plan. This worksheet will be used to support your Transition Memo, which will be required when you transition out of the WTU.

Describe the work you have completed in your transition track:

Describe your goals upon transition from the WTU and work you plan to complete:

Describe your planned living situation upon ETS (if applicable). Where will you live? What type of lodging? Who, if anyone, will live with you? Who are your vital contacts (boss, VA Rep, Battle Buddy)?

Counselors' Supporting Worksheets

- Self Improvement (for Social Services)
- Financial Planning Worksheets

Get Up and Out

This worksheet may be used as a supplement for counseling with your Social Services Assistance representative.

Things to do to relax

Things to do to be Physically Fit

Get Creative

Learn Something New

How to improve Mental Stimulation

What to do to improve Socialization

Get Up and Out (cont.)

- **Get up and out is the key.** Avoid staying in isolation or remaining focused constantly only on one thing. This will keep you out of balance and depressed.
- Get out of the room you've been hiding in (playing video games).
- Getting busy helps you forget your problems
- Energy creates energy
- Getting active makes you feel better
- Getting active makes you look better
- You will feel useful again
- You will feel happy again
- You may even get along with people better
- You may even feel more sexy

Financial Planning Course Tracking Sheet

Financial Planning Courses will be conducted weekly with Ms. Lane. Schedules of class times will be provided to the companies. Worksheets provided in this workbook are to be completed during class.

Financial Planning Class Title	Date	Financial Planning Counselor Initial
Develop a Spending Plan		
Banking and Financial Services		
Consumer Awareness		
Home Buying		
Car Buying Strategies		
Credit Management		
Insurance		

Budget Worksheet (To Be Completed in the Spending Plan Class)

LIVING EXPENSES	MONTHLY BUDGET AMOUNT	MONTHLY ACTUAL AMOUNT	DIFFERENCE
Housing	\$	\$	\$
Lot Rent	\$	\$	\$
Electric	\$	\$	\$
Gas	\$	\$	\$
Water	\$	\$	\$
Phone	\$	\$	\$
Cell Phone	\$	\$	\$
Cable/Satellite TV	\$	\$	\$
Groceries	\$	\$	\$
Snacks/Beverages	\$	\$	\$
Dining Out	\$	\$	\$
Tobacco	\$	\$	\$
WIC (Y/N)	\$	\$	\$
Food Stamps (Y/N)	\$	\$	\$
Car Payment	\$	\$	\$
Car Insurance	\$	\$	\$
Maintenance	\$	\$	\$
Transportation	\$	\$	\$
School/Child Care	\$	\$	\$
Child Support	\$	\$	\$
Hygiene/Diapers	\$	\$	\$
Hair Care	\$	\$	\$

Budget Worksheet

LIVING EXPENSES	MONTHLY BUDGET AMOUNT	MONTHLY ACTUAL AMOUNT	DIFFERENCE
Clothes	\$	\$	\$
Laundry/Dry Clean	\$	\$	\$
Education	\$	\$	\$
Entertainment	\$	\$	\$
Hobbies	\$	\$	\$
Gifts	\$	\$	\$
Vacation	\$	\$	\$
Bank Fees	\$	\$	\$
NSF Charge	\$	\$	\$
ATM Fees	\$	\$	\$
Send to Savings	\$	\$	\$
Medical	\$	\$	\$
ATM Withdrawal	\$	\$	\$
TOTALS	\$	\$	\$
DEBTS/BILLS	\$	\$	\$

Budget Worksheet

LIVING EXPENSES	MONTHLY BUDGET AMOUNT	MONTHLY ACTUAL AMOUNT	DIFFERENCE
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL DEBTS/BILLS	\$	\$	\$
Remaining Allot:	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL ALLOT:	\$	\$	\$
Total Net Income	\$	\$	\$
Current Check Bal	\$	\$	\$
Total Expenses	\$	\$	\$
Cash Flow	\$	\$	\$
Average Monthly Savings			\$
Annual Savings			\$

Banking and Financial Services

	Word Clue	Scrambled Answer	Unscrambled Answer
1.	Checks written but not yet appearing on the bank statement.	TIUAONSGTDN	
2.	Deposits made but not yet appearing on the bank statement are deposits in _____.	NRTSATI	
3.	A common deduction on the bank statement is the bank _____ charge.	SCIEEVR	
4.	A customer's check that was returned NSF is sometimes referred to as a check that _____.	UDECBNO	
5.	NSF is the acronym for not _____ funds.	TSIIFFCNUE	
6.	A check that has been paid and therefore appears on the bank statement is said to have _____ the bank.	EERCADL	
7.	Items on the bank statement that are not yet on the company's books will need to be _____ on the books.	DEERDORC	
8.	A customer's check that was returned NSF will likely be debited to _____ Receivable.	COTANSCU	
9.	The dollar amount of checks written but not yet clearing the bank is referred to as _____.	TOAFL	
10.	The adjusted balance per bank statement should agree with the adjusted balance per _____.	SKOBO	

Steps to Reconcile a Bank Statement

Write the date on the _____ form.

Your Checking Account

Write the _____ from your checkbook and the _____ of the next unused check stub on the reconciliation form.

List any _____ on the reconciliation form.

_____ the bank charges from your checkbook balance to get your
_____.

The Bank

Enter the _____ shown on the bank statement.

Compare _____ listed on the _____ to _____ listed on your _____. Put a _____ beside the amount on the bank statement and on the check stub. List the deposits that do _____ have a checkmark on the reconciliation form. These are called _____ deposits. This means that you have entered them in your checkbook, but the bank has not yet added them to your account. _____ the total of the outstanding deposits to the bank statement balance.

Arrange the _____ checks in numerical order. Compare the canceled checks with those listed on the statement and with the stubs. (If you do not receive your canceled checks back from the bank, use the photocopy of the checks or the list of paid checks that they send to you.) Put a _____ beside the amount on the bank statement and on the check stub. On the reconciliation form, list the check number and amount of all stubs _____ check marks. These are called _____ checks. You have written them, but the bank has not yet seen them and the bank has not yet paid them.

_____ the total of the outstanding checks. You now have the
_____.

_____ the *adjusted bank balance* with the *adjusted checkbook balance*. The two amounts should _____ and the reconciliation form is filed for future reference and audits. If the two adjusted balances are not the same, the _____ must be found and corrected before any more work is done.

Section 3: References

My Medication Record (optional)

Medication

1. _____
2. _____
3. _____
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10. _____

For What Condition?

1. _____
2. _____
3. _____
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Dosage

1. _____
2. _____
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When & How to Take

1. _____
2. _____
3. _____
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10. _____

Disability Benefits

If the PEB finds you unfit based on one or more of your conditions, they will provide you with a combined disability ratings percentage. There are five possible outcomes based on your combined rating of “unfitting” conditions.

- **Return to Duty:** Conditions are not severe enough to make you unfit for duty.
- **Separate with severance pay:** The combined disability of all your unfitting conditions is between 0 and 20 percent. DFAS and WWPMT will help you calculate the amount of severance pay authorized.
- **Separate without benefits:** For injuries “not in the line of duty,” resulting of misconduct or willful negligence.
- **Permanent Disability Retirement List (PDRL):** If all your unfitting conditions result in a combined disability rating of 30 percent or higher, and your condition is considered stable (meaning it is unexpected to change). Provides you with disability retirement pay, access to TRICARE for you and your dependents, access to commissary and exchange shopping, and all other benefits of regular military retirement. If you have more than 20 years in service, and your combined disability rating is 0-20 percent, you will be allowed to retire with all the regular retirement benefits.
- **Temporary Disability Retirement List (TDRL):** If the PEB finds you unfit for duty with a 30 percent or higher combined disability rating, but your condition is not considered stable (it may worsen or improve). The benefits of the TDRL are the same as those you would have receive had you been retired under PDRL. Every 12-18 months, you will be re-evaluated to see if your condition has stabilized and if you can re-enter the service. You can only stay on TDRL for five years. If, during those five years, the service determines that your condition is stable, and you are fit for duty, your service will offer you the chance to return to duty. If your condition stabilizes but you are not able to return to duty, you will be permanently retired.

VA Benefits

VA offers a host of programs that you may be eligible for, depending on your situation. To determine eligibility, you will need to file claims with VA. The VA representative or a VSO advisor will help you with this process.

VA Rep: **Ms Nelson , Ms Welton, Ms Robinson**

Phone : 706-787-3577 / 8735 / 0441

FAMILY SUPPORT SPECIALIST

Family Support Specialist (FSS) is knowledgeable of community and social service agencies and resources as they relate to the program effectiveness. The FSS maintains day-to-day awareness regarding public, military, and/or administrative issues impacting the Families of WTB military personnel and conducts on-going needs assessments of commanders, Soldiers and Family Members. The FSS will provide assistance information, referral and follow-up on all areas of Family programs.

Ms. Robin Storey

Office Phone: 787-8233 Cell : 703-582-0432

Social Security Benefits

The Social Security Administration (SSA) may be able to provide you disability benefits if your medical conditions will cause a severe impact on your ability to work. SSA benefits are different from the Department of Veterans Affairs and require a separate application.

- SSA pays disability benefits through two programs:
 - Social Security Disability Insurance Program (SSDI)
 - Supplemental Security Income (SSI)
- You may apply for disability benefits at any time while you are still on Active Duty or after discharge.

Servicemembers' Group Life Insurance Traumatic Injury Protection (TSGLI)

If you elect to receive SGLI, you automatically receive TSGLI coverage. This benefit is a tax-free, one-time, lump sum payment per traumatic event and its purpose is not to serve as an ongoing income replacement. TSGLI payments range from \$25,000 to \$100,000 depending on the injury.

You may view the complete schedule of losses at www.insurance.va.gov

Fort Gordon TSGLI Advocate: Maria J. Lane
Bldg. 328
706-787-8256

COAD/COAR

Soldiers who are severely wounded in action and later found unfit for duty by a Physical Evaluation Board and Medical Evaluation Board may still apply for Continuation on Active Duty (COAD)/ Continuation on Active Reserve (COAR) regardless of the extent of their injuries. To be eligible for COAD/COAR, a Soldier must meet at least one of the following requirements:

- Has served 15-20 years of service for COAD or 15-20 qualifying years of service for non-regular retirement for COAR
- Is qualified in a critical skill or shortage Military Occupational Specialty (MOS)
- Has a disability as a result of combat or terrorism

See the AW2 advocate for more information.

2011 Planning Calendar

JANUARY

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FEBRUARY

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2012 Planning Calendar

JANUARY

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Phone Roster

Complete this phone roster to use for your personal reference.

Position Title	Title	Last Name	Office Phone	Email
Squad Leader				
Platoon Sergeant				
First Sergeant				
Company Commander				
Staff Duty 19750				
Nurse Case Manager				
PCM				
PEBLO				
Social Worker				
FRSA				
SFAC Front Desk				
SFAC Financial Advisor				
SFAC Social Service				
SFAC CYS				
SFAC Guidance Counselor				
SFAC ACAP				
AW2 Representative				
TSGLI/CRSC Rep				
Veterans Affairs				
American Red Cross				

