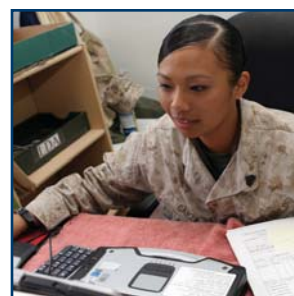


ONE-STOP CAREER CENTER SERVICES

SUPPLEMENT TO TAP

YOUR
KEY
TO **CAREER**
SUCCESS



UNLOCK YOUR CAREER POTENTIAL

AT A LOCAL ONE-STOP CAREER CENTER

INTRODUCTION

This is a One-Stop Career Center Supplement to the Transition Assistance Program curriculum.

The Transition Assistance Program (TAP), authorized by Title 10, U.S. C. Chapter 58, is designed to meet the needs of separating service members and their spouses during their transition into civilian life through job-search assistance and related services. The Supplement describes One-Stop Career Centers, the resources they offer, and how to access them.

One-Stop Career Centers bring together multiple employment and training programs into a single location. A visit to one of the 3,200 One-Stop Career Centers can connect you to numerous employment and training programs such as apprenticeship, vocational rehabilitation and disability services and community colleges.

One-Stop Career Centers provide job seekers and workers with free information, advice, job search assistance, income maintenance and the training they need to get and keep good jobs. Services are available on-site or via the Internet.



There are over 3,200 One-Stop Career centers nationwide

The Key to Career Success campaign is designed to connect veterans with high quality employment and training services available at One-Stop Career Centers in communities nationwide.

With this booklet, you will receive a Key to Career Success card. Present this card at your local One-Stop Career Center to unlock your career potential and receive access to all available services described in this guide.



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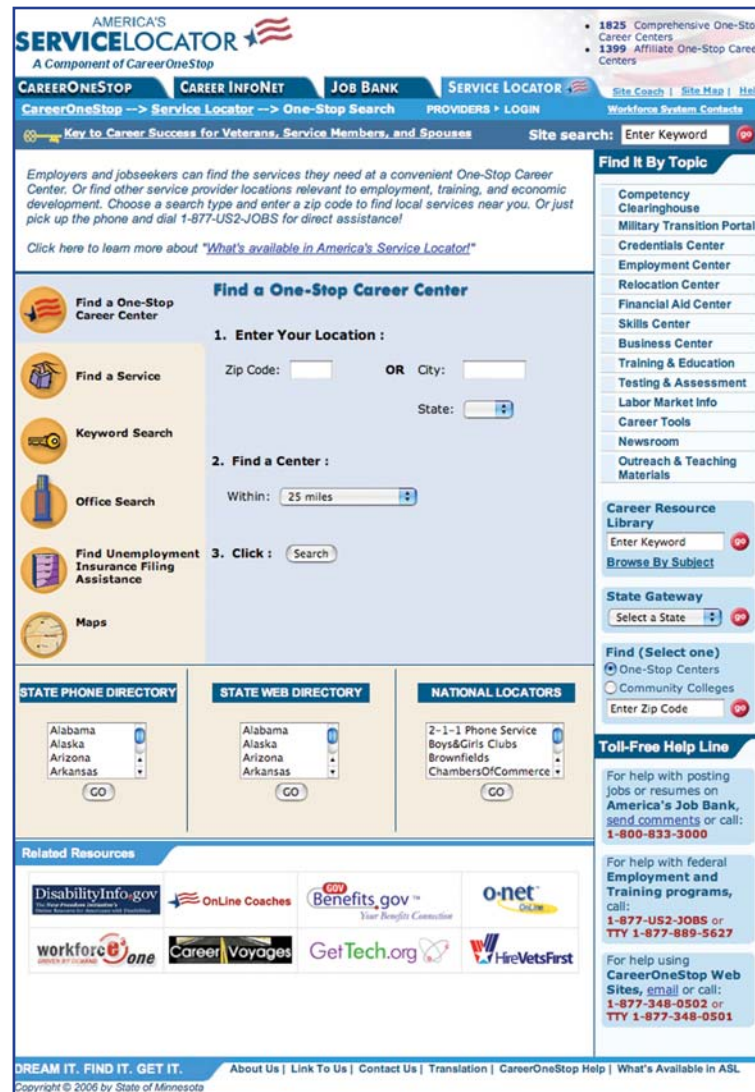
FINDING A ONE-STOP CAREER CENTER NEAR YOU

There are two ways to find a One-Stop Career Center near your current or future location:

1 Online – www.servicelocator.org

Finding Your Nearest One-Stop Career Center Online

To use the Internet to find your local One-Stop Career Center, log on to www.servicelocator.org, click on “Find a One-Stop Career Center” and enter your location.



2 By Phone – 1-877-US2-JOBS TTY: 1-877-889-5627

Finding Your Nearest One-Stop Career Center by Phone

To find your local One-Stop Career Center by phone, call the U.S. Department of Labor's Toll-Free Help Line at 1-877-US2-JOBS.

The Toll-Free Help Line provides up-to-date information about the full range of workforce services for workers and businesses, as well as answers to general employment and training questions and referrals to appropriate state and local agencies.

Callers should identify themselves as a veteran (and/or military spouse, if applicable) to receive additional information and services that may be available specifically designed for them.



AVAILABLE SERVICES

Services available at the One-Stop Career Center:

1 Local Workforce and Labor Market Information

- Wage and Employment Trends
- Occupational Forecasts
- Demographic Data
- Economic Data
- Local Labor Market Analysis

2 Job Search Services

- Assessment
- Resume Writing
- Job Postings & Job Search
- Job Placement
- Interviewing Skills
- Career Counseling
- Financial Aid Information

3 Training Services

- Job Readiness Skills
- On-the-Job Training
- Training for Current Workers
- Skills Upgrading
- Apprenticeship
- Specialized Technical Skills Training

All training services are based on eligibility criteria.

4 Referral to Supportive Services

- Transportation
- Child Care
- Housing
- Emergency Health Care Services

5 One-Stop Career Center Partner Services

One Stop Career Center staff will provide comprehensive and coordinated services to all veterans and military spouses.

Many centers have dedicated veterans' representatives to assist veterans with special needs.

- Local Veterans Employment Representatives (LVERs) are veterans' advocates who coordinate job services and provide outreach to employers.
- Disabled Veterans Outreach Program (DVOP) Specialists identify services, help veterans experiencing barriers to employment, disabled veterans and veterans who are educationally and/or economically challenged.



Several Internet-based resources are available to supplement services provided by over 3,400 One-Stop Career Centers. These resources include the following:

1 Military Transition Portal: Key to Career Success

Web site: www.careeronestop.org/militarytransition

The Key to Career Success portal aids military service members and veterans as they transition to civilian careers by providing quick and easy access to relevant workforce information, education and training resources, and job search assistance. Among its features are a military to civilian occupation translator and links to state resources for veterans.

America's Service Locator

Web site: www.servicelocator.org

Individuals can find their closest One-Stop Career Center simply by entering their zip code on America's Service Locator (ASL). One-Stop Career Centers provide information on finding a job, planning a career, locating training and dealing with job loss. Individuals can also search by the service they need if they know specifically what they are looking for. Visitors can then download a map and driving directions to the nearest location by typing in their address.

America's Career InfoNet

Web site: www.acinet.org

America's Career InfoNet (ACINet) contains a wealth of information to help people make better, more informed career decisions. The site is an ideal resource for job seekers wishing to:

- Learn more about typical wages and employment trends across occupations and industries.
- Check education, knowledge, skills and abilities against requirements for most occupations.
- Search for employer contact information nationwide.
- Call up state profiles with labor market conditions.
- Watch one of more than 450 career videos to get an idea of what a particular job entails.
- Use a variety of career tools to make decisions on employment goals.
- Find more than 4,000 external links to the most extensive set of career resources available on the Internet.

2 Hire Vets First

Web site: www.HireVetsFirst.gov

This site provides information on the Hire Vets First initiative, which helps employers find qualified veterans and helps veterans make the best use of a national network of employment resources. Visitors are directed to America's Service Locator (www.servicelocator.org/nearest_onestop.asp) or to 1-877US2-JOBS (TTY: 1-877-889-5627) to find the closest One-Stop Career Center for services.

3 Career Voyages

Web site: www.careervoyages.gov

This site provides information about building a career in a high-growth, high-demand field. It is specifically aimed at four groups: youth, career changers, adults and career advisors.

The Web site includes specific information about what occupations are growing fastest nationally and within each state; outlines job ladders by high-growth industry; highlights emerging and evolving industries; provides occupational reports on wages, growth rates and licensing requirements; and includes career videos and links to job opportunities.





4 O*NET OnLine

Web site: <http://online.onetcenter.org>

O*NET OnLine provides easy access to career information on more than 950 occupations, including direct links to national and state data on salary and employment outlook for specific occupations. Using the information in O*NET OnLine, individuals can develop skill-based resumes and outline professional development plans.

Users can also access other career-related resources, such as career exploration tools to self-assess one's work-related interests and what one considers important on the job.

The Crosswalk Search on O*NET OnLine also allows users to enter the occupational code or title from other classification systems to find matching O*NET-SOC (Standard Occupation Classification) occupations. For example, users can enter a Military Classification (MOC) code or title to identify related civilian occupations.



5 Credentialing Portal

Web site: www.careeronestop.org/CREDENTIALING/CredentialingHome.asp

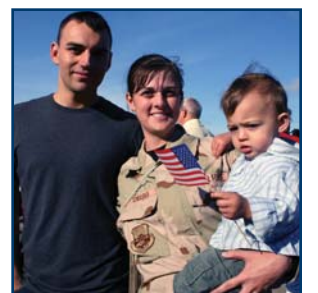
The Credentialing Portal Web page brings together five existing resources into a single site to aid civilian workers, re-entering military personnel and military spouses in occupational qualification requirements obtained through certification, licensing and apprenticeship.

The credentialing portal's five links include: Licensed Occupations from America's Career InfoNet; USDOL Registered Apprenticeships; Army Credentialing Opportunities OnLine; and the United Services Military Apprenticeship Program (USMAP).

6 Relocation Center

Web site: www.careeronestop.org/relocation/relocationcenterhome.asp

Relocation Center offers a link to government and private resources that can help workers, military personnel and others affected by BRAC who need to consider a permanent move or temporary relocation.



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