

ATTACHMENT E - REPORT TEMPLATE

EDUCATIONAL AND VOCATIONAL COUNSELING

Educational and Vocational Career Counseling: The Contractor shall secure the referral information and authorization from the VA for educational and vocational counseling services. Within seven calendar days after securing the referral for educational and vocational counseling services, the Contractor shall complete the individual counseling session with the Servicemember or Veteran. A complete report shall be submitted by the Contractor to the VA within seven calendar days of the Ed/Voc counseling session. Career counseling services include: A one-time counseling session to review academic, medical, financial, or other barriers interfering with progress in educational program; coordination of necessary referrals.

The Contractor shall deliver a report of contact within seven days after the completed Educational and Vocational counseling service. If the deliverable date cannot be met, the Contractor shall contact the VA Counselor prior to that deadline to request an extension. If additional counseling sessions are needed, the Contractor shall staff the needs with the VA as expeditiously as possible to ensure prompt service provision.

Narrative Format (shall include, but is not limited to)

Contractor company name/address/phone

Referral Source

Client:

VA File (Last 4):

Address:

Case Number:

Dates Seen:

Separation Date:

Enlistment Date:

Counselor:

Eligibility Data

This section's content includes eligibility information related to the Servicemember, Veteran, or Beneficiary – e.g., Chapter 30 Montgomery GI Bill; Chapter 32 Veterans Educational Assistance Program; Chapter 33 Post 9/11 GI Bill; National Guard or Reserve – Chapters 1606 or 1607; Chapter 18 Spina Bifida; Chapter 35 Dependents' Educational Assistance Program.

- Date Veterans Administration Form 28-8832 was received, type of Education program, and referral source
- Education program to which the Servicemember, Veteran or Beneficiary is entitled to

- Information provided to the Servicemember, Veteran or Beneficiary to explain use of the Education program

Veteran's/Dependent's History

This section's content includes background information related to the Servicemember, Veteran, or Beneficiary, such as developmental years, family, school (to include performance, educational support, and grade level completed, etc.), employment, skill development, etc.

- Place of birth – home of residence (if relocating)
- School – name/location/dates – curriculum, math/science – preparation for college or technical school, best/worst subjects, etc.
- Married/single/children/other dependents
- Employment – civilian – job title, employer (if recalled), dates, work tasks, performance
- Military training and occupation – DD Form 2295 – Verification of Military Experience and Training, AARTS, CCAF and/or any other record of military training and work experience that may transfer to civilian skills
- Branch of service and rank, length of service, separation date
- Where Servicemember or Veteran attended Transition Assistance Program/Disabled Transition Assistance Program briefing
- Experience with: Supervision, travel (i.e., military service overseas), adjustment to work assignments and performance
- College attendance – name/location, type of school, curriculum, GPA, degree awarded
- Finance – support needs, separation bonus or other separation benefits, ability to fund school

Narrative – Capture the individual's subjective description of background information, accomplishments, transferable skills, readiness to proceed toward educational and/or employment pursuits.

Disability Conditions

This section's content includes any history of injury/illness that may have occurred as the result of the individual's military service. If the counselee is a Servicemember, ascertain whether Service Treatment Records, Military Evaluation Board, Physical Evaluation Board, or any other medical records are available. If the counselee is a Veteran, ascertain whether a VA Rating Decision has been issued for a claim for service-connected disability. If the counselee is a Beneficiary, ascertain whether s/he experiences a disability condition that may influence educational/career choices.

Narrative – Capture the individual's subjective description of disability issues and obtain specific location information of service medical records or VA claims location.

Obtain location of school records (for beneficiaries) if s/he was diagnosed with learning issues while in primary or secondary school. Identify potential need for learning supports.

Assessment of Interests, Aptitudes, and Abilities

This section will identify the assessment instruments used, state the results and provide impressions of the client's basic interests, aptitudes and abilities. Assessment results will be used during the educational/vocational planning process, so the need for remediation or basic skills and the possibility of a learning disability should also be discussed, if identified.

Testing Instrument Used – list each instrument separately

- Enclose a copy of all administered tests
- Explain the purpose of each test
- Explain the results of each test as they relate to the Veteran's stated interests, aptitudes and functional limitations
- Explain the vocational significance of each test result, to include any recommendations for remediation or basic skills.

Vocational Exploration

This section's content includes identification of transferable work skills and a comparison of those skills with current labor market information. NOTE: Obtain the Servicemember's or Veteran's home/relocation plans and select appropriate labor market. Identify primary and secondary employment choices and assess the individual's current competitiveness for employment. Identify appropriate training programs at schools or On-Job-Training or apprenticeship settings where the individual can build his/her competitive skills. Identify Veteran employment and training support resources in the local or relocation community.

- List the assessment instruments and labor market resources used in the selection of schools and/or employment objectives:
- "The Occupational Outlook Handbook" (OOH),
- "The Dictionary of Occupational Titles" – or O*NET
- Employer websites
- Professional organization websites
- School websites

Synthesis of Educational/Vocational Counseling

This section's content should include a summary of the individual's background, vocational preparation, transferable skills, employment choice, school/training choice, educational program, support system, and support needs. A description of job goals and steps to accomplish the goals must also be detailed. A narrative explanation of test/assessment results that support the educational/employment choices should be

included, along with recommendations for additional resources (i.e., Financial Aid, Department of Labor Veterans Employment and Training Service, State Vocational Rehabilitation, etc.).

Vocational Needs and Suggested Services

- Educational program – i.e., classroom (2-year, 4-year), OJT, apprenticeship, etc.
- Financial resources needed – location of school Financial Aid Office, Free Application for Federal Student Aid, other financial aid resources
- Name/location and point of contact for the Department of Veterans Affairs for more information about the individual's VA education benefits
- Name/location and point of contact for career services (campus, Department of Labor Veterans Employment and Training Service)
- Name/location and point of contact for State Vocational Rehabilitation services, if applicable
- Identify potential resources for future employment -
- Request evaluation of potential transfer credit (use DD Form 2295, AARTS, CCAF transcripts)
- Identify and/or make referral to local Department of Veterans Affairs for service-connected disability claim, if applicable
- Incorporate fullest use of www.vetsuccess.gov for training, employment, community, and rehabilitation resources

Follow-up actions, if applicable:

- Questions that require Vocational Rehabilitation & Employment Division employee response
- Questions that require Department of Veterans Affairs response
- Referrals to other agencies
- Name, address, telephone, e-mail, and web address for follow-up questions/discussion

Signature and credentials of Contract Counselor providing services