

# Frequently Asked Questions

## What are the eligibility requirements for Career Recon (CR)?

- You must be a Post-9/11 Veteran or Post-9/11 veteran spouse, released by your commander, on terminal leave, or fully exited the military by February 1<sup>st</sup>, 2023
- Motivated to invest time and energy in in a full-time, two-week, intensive transition program
- Able to provide own transportation to and from OSDTN's Nashville location

If you are a guardsman or reservist, contact [recon@osdtm.org](mailto:recon@osdtm.org) for information regarding Career Recon.

## What if I am planning to move outside of Middle Tennessee?

While the skills learned in the cohort are universal, the networking is focused on Middle Tennessee. The program is intended for those planning to make Middle Tennessee home.

## Where will we meet?

The classes will take place at Operation Stand Down Tennessee's Nashville Veteran Service Center located at 1125 12<sup>th</sup> Ave S, Nashville, TN 37203. There is plenty of free parking. The meetings with employers and other networking events may take place throughout the greater Nashville area.

## Will meals be provided?

Yes, lunch will be provided. We will make every effort to accommodate dietary restrictions but will allow participants to bring their own lunch, if necessary.

## Is there an age limit of any type for applicants?

No, there is no age limit.

However, this program is for current, or recent, transitioning service members. *If you have been transitioned for more than a year, this program is NOT a fit for you.* Please contact [careers@osdtm.org](mailto:careers@osdtm.org), for career assistance.

## What documents do I need to submit with my application?

- A DD-214 (if you do not have a copy of your DD-214, email [recon@osdtm.org](mailto:recon@osdtm.org) for assistance)
- Commander's letter of approval, if still active duty
- 1 professional references
- A current resume
- If a spouse, copy of your veteran spouse's DD-214 and a marriage certificate
- A bio of no more than 250 words

## **Who may I talk to about the program before I decide if I want to apply?**

Email the program manager at [recon@osdtn.org](mailto:recon@osdtn.org) with your contact information and we will reach out to schedule a time to discuss the program.

## **What military documents are acceptable to confirm my/my spouses military service?**

A DD-214 or valid personal service record, i.e. Officer Record Brief, Enlistment Record Brief, or Personal Data Record, may be accepted as proof of service. A DD2 14 is preferred.

## **I am a military spouse; how do I show proof of my spouse's service?**

We will require you to provide a marriage certificate and the DD-214 of your veteran spouse. If your veteran spouse has not received a DD-214 but will be on terminal leave by February 1<sup>st</sup>, 2023, please provide documentation detailing the separation date. Please include this information in your application.

If your spouse will not be on terminal leave or has not exited the military before the program starts, you will not be considered for this program at this time.

## **Is there a cost to participate in the program?**

No, there are no program costs for participants.

## **What happens after I apply?**

All applicants will receive an email upon submission of your application. All applicants will be notified of selection, wait-list or non-selection by Jan 23, 2023. If selected, you will have 7 days to accept and sign your commitment contract.

## **What happens if I am an alternate or not selected for the program?**

Alternate: You will be notified that you are an alternate. If you are not picked up from the alternate list, you can re-apply for other cohorts.

Not Selected: You will get notification. You can re-apply for future cohorts.

## **Can I follow up via phone call or email regarding my application?**

You will receive an email confirmation upon submission of your application and the required documents. We will not be accepting phone calls or emails regarding the status of your application.

## **I am having trouble uploading my documents. Who can I contact to help resolve this issue?**

You can contact the program manager at [recon@osdtn.org](mailto:recon@osdtn.org)

### **I do not have a digital copy of my DD-214. How can I get you that document?**

Please scan your paper copy to a PDF and attach it to the application. If you do not have any copies of your DD-214, email us at [recon@osdtn.org](mailto:recon@osdtn.org) and we will assist you in getting a copy.

### **I am concerned about the security of the application process. How are you protecting my information?**

The application platform protects your information with a 256-bit encryption.

### **Who is going to see my information and my application?**

Your application will be reviewed by the selection panel made up of OSDTN, Nashville Chamber of Commerce, and Education Professionals.

### **Can I start my application and pick up where I left off later?**

No. Our form does not have a login feature therefore you cannot save the form and come back to it later. We highly encourage you to write your answers in a Word document to reduce any grammatical errors and then you can paste your answers into the application. If you do not finish the online application in one sitting, you will have to start over.

### **What should I do if I have completed my application, but the website will not allow me to submit the completed application?**

You can email the program manager at [recon@osdtn.org](mailto:recon@osdtn.org) and they will assist you. We strongly encourage you to complete your answers to the application questions in a Word document and save a copy for your records.

### **When can I expect to hear about the status of my application?**

Efforts will be made to notify all candidates of their status by Jan 23, 2023

## **Benefits**

### **Is there a certificate for course completion?**

Yes, each participant will receive a Business Acumen Certificate (\$2,500 value) from Belmont's Jack C. Massey College of Business at the successful completion of the program.

### **Do you provide job placement services?**

No, the Career Recon Program does not provide direct job placement services. The program does introduce you to businesses and business professionals in the area and opportunities to network for employment.

## **Are there services provided at the end of the Career Recon Program?**

Yes, OSDTN provides follow-up services following the program to help you in your career transition.

## **Schedule**

### **What is the weekly schedule and time commitment?**

- The Career Recon Program runs from 2/6/2023 to 2/17/2023
- Classes will typically last eight hours M-F of each week.
- Your course work could require outside time investments to complete assignments or readings.
- There will be one or two evening events during the cohort.

### **Can I take on additional work during the cohort?**

We would ask you to not take on additional employment during the program.

### **How large is the cohort?**

Cohorts will vary in size, but the average will be 12 – 15 participants.

## **Education Component**

### **What are the educational requirements to join the program?**

We do not have educational requirements to join the program.

### **What does the course load look like?**

Belmont University's Jack C. Massey College of Business is providing non-credit, adult learning-style business acumen courses for our fellows (to learn more about Jack C. Massey College of Business: <http://www.belmont.edu/business/index.html>). The program is a practical way for Fellows to broaden their business skills and expand their knowledge in functional business areas. There is not a course load, but there could be some outside reading requirements.

### **What happens if I miss a day?**

We understand that emergencies happen. However, if you miss more than one day of the program you will be dropped from the cohort. Re-application at a later time will not be allowed.