



GUIDE

# Highline Program

Navy League of the United States  
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Highline Transition Assistance Program will help our sea service personnel and their families adjust to civilian life after they have served their country.

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# **HIGHLINE**

## **Purpose**

To help sea service personnel and their families transition smoothly into civilian life by providing current, up-to-date information on employment and other community-specific information.

## **The Partnership**

The Navy and the Navy League of the United States have entered into a partnership formally signed by the Assistant Chief for Naval Personnel and the Navy League National President at a ceremony in Annapolis, Maryland in November 1996 to provide coordinated assistance to sea service personnel as they transition into civilian life. This assistance will be available for all personnel leaving the service regardless of rank, rate, or time in service.

## **The History**

Operation **HIGHLINE** was established in 1958 when the Navy League recognized the need for assisting the large number of Naval officers who would be leaving the service. Severe budget cuts following World War II and the Korean War, placed a large number of senior officers in excess to Navy needs and the Navy League stepped in to assist these officers. The main emphasis at that time was helping to prepare resumes, employment applications, and finding job opportunities.

In the mid 1960's, the program was again brought to the forefront of the Navy League concerns because of the large number of enlisted and officers leaving the services during and following the Vietnam conflict. The program was broadened to place emphasis on all personnel leaving the services as well as increased concern for the whole family unit.

Although some Navy League councils have continued a transition assistance program today, most councils have not. Now with current "right sizing" of the 1990's, made **HIGHLINE** will once again become a viable and useful program to help sea service personnel and their families. Because Sea Service members continue to need help when choosing to leave the military, an ongoing **HIGHLINE** program is an important way for the Navy League to assist.

## **Transition Assistance Program - Highline**

The Navy League **HIGHLINE** Program has been specifically re-designed to be fully compatible with the Department of Defense (DoD) Transition Assistance Program (TAP) in helping the active duty military service men and women who are leaving military service seek and obtain suitable employment. The objective is to make the transition for the service members and their families into civilian life in their chosen community, as smooth and pleasant an experience as possible.

Military service members retiring from active duty and those returning home after only a limited time on active duty are included in this program. The Department of Defense has established a Transition Assistance Program at all major service commands. TAP is a DoD program specifically designed to assist military service men and women to prepare themselves for leaving military service. This program is conducted in a classroom environment and is a formal teaching tool designed to help military people learn how to seek employment in the civilian community. It provides in-depth instructions in:

1. Writing a resume
2. Developing interview techniques
3. Identifying the various employment agencies and civilian companies that will assist them in finding civilian jobs in the geographic area in which they have decided to settle.

TAP was put in place in 1990 to assist the large number of Navy, Marine Corps, Army, and Air Force officer and enlisted personnel forced to leave the military services prematurely due to budget cut backs.

**HIGHLINE** is the NLUS program established at the local council level to complement TAP by assisting military personnel in preparing themselves to conduct an effective job search in the local civilian communities. This "job hunt" effort, like "recruiting," is an area in which Navy Leaguers can actively participate. Navy League members in a local community are far more knowledgeable and better equipped than DoD military staff to help voluntarily and involuntarily terminated service personnel to be successful in finding suitable employment in the local civilian market. Additionally, service personnel with families will need more assistance transitioning into the local communities in which they have decided to settle.

## **The HIGHLINE Program**

Councils located near one of the 106 Navy and Naval Reserve transition centers around the globe can work directly with the local transition center as volunteers and assist service members who are moving to the local community from other discharge centers. Many Navy League councils will not be able to work with a local transition center but will be the "out post" for assisting the centers with the mission of assimilating sea service personnel back into civilian life. Therefore:

1. Establish a local **HIGHLINE** Program to assist service personnel moving to your community.
2. Councils located near a Family Services Center should consider "adopting" the center and volunteering to assist with local transition seminars.
  - a. Assist with transitioning seminars
    - 1) Inform the participants about the national **HIGHLINE** program and what type of help they may be able to receive from a council near their new destination.
    - 2) Offer direct assistance for personnel who will be staying in the local community.
  - b. Volunteer to assist the center with other needs.

### **Establishing a Council HIGHLINE Program**

1. Establish a committee
  - a. Select a Chairperson to help plan, organize, and manage the program.
  - b. Select the chairperson or another person on the committee to be the **HIGHLINE** point of contact (POC). This person's name will be available at all transition centers to be given to the sea service personnel moving to your community. The sea service personnel must initiate the first contact with the council **HIGHLINE** POC. (A copy of the brochure which will be given to the sea service member with the Navy League contact's name and telephone number is shown in Attachment 1.)

- c. When the chairman completes his/her tenure as chairperson, he/she should be appointed as the committee advisor to ensure continuity of the program. If the chairperson cannot fill this advisory role, select another member who has served on the committee.
2. Develop a program which fits your council's structure
    - a. Complete a "**Location Data Sheet**" and have it available to give or mail to sea service personnel who will be moving to your area. This sheet should contain local information such as: (Sample form included)
      - Local Community/Housing Costs
      - Local Employment
      - Local Schools
      - Local Medical Facilities
    - b. **Make a list of different professions (i.e. medical, construction, computer, etc.) and find a member of your council who will be the contact person for this area of expertise.** This person may or may not be an active member of the committee. If the sea service member is still seeking employment, his/her resume will be given to the appropriate council members. The Navy League member will make recommendations of companies the sea service member should submit the resume to for consideration. This Navy League member can also continue to serve as a mentor for employment. The amount of involvement will be determined by each council's program guidelines and the needs of the service member. (The transition centers will have already assisted the service member with a resume and interviewing tips.)
    - c. **Hold "after work mixers" to create networking opportunities.** The local Chamber of Commerce, Rotary, and other civic organization can provide assistance in this networking effort. Invite local business people to attend these informal mixers with council members and sea service members. This can also be a great opportunity for other council members seeking different types or levels of employment.
    - d. **Be a friend to the sea service personnel and follow-up on their progress.** Just having someone to talk about a job search and settling into a new community can help alleviate a lot of stress and concerns.
  - e. **Welcome the former sea service members to your council.** Consider providing a free one-year membership for the returning sea service members. This first year of contact may establish a long-term member who understands the needs of the sea services and who wants to be part of helping others find success after leaving the service.

## Navy Leaguer Location Data Sheet

The **Location Data Sheet** should be completed immediately and available to mail upon the first request from a sea service member. If you do not establish a working **HIGHLINE** Committee, **you should at the very minimum have this form filled out and maintained by your council president.** Upon request, your council president can provide this **Location Data Sheet** to sea service personnel moving to your community. If you have other available brochures and information about your area, this information could also be helpful. This general information can usually be obtained from your local Chamber of Commerce.

As you enter data about your geographic area, think about readability. Use an active voice, Tell readers what you want them to know-**simply and clearly.** Use white space when you can, keep comments short and pertinent to the transferee coming to your area. This is **not** to be a listing of telephone contact numbers-it should be a written picture of your area.

### **Write for the reader's point of view.**

**Ask yourself if it makes sense and is it what you would want to know.**

In a high cost major metropolitan area, use judgment and discretion about the amount of information provided. Provide a good sampling of resources around the area. In each category use comments to highlight unique information about the geographic location.

### **Use upper and lower case throughout the database.**

### **Alphabetize when making a list.**

If there is no information in a category which pertains to your area, do not leave the category blank. Tell readers why there is no information.

If the **Location Data Sheet** can be entered into a computer, the spaces can be adjusted to fit your local information. If necessary, the sheet can be longer than two pages. However, if you do not have access to a computer, type the information neatly and make copies to have available upon request.

**Be sure to include a Navy League enrollment form with this information.** Include the fold out enrollment form which details the history and benefits of the Navy League. The transitioning personnel will know that the Navy League is an organization that can assist them during their move but many will not know anything else about the Navy League.

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***Our goal is to assist the transitioning sea service personnel who have completed their service to our nation. We then hope that they will want to be a part of the local Navy League council after their move and offer their experience to help enrich local programs.***

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## **INFORMATION CATEGORIES**

**Navy League Council Contact** - Provide name, telephone, and mailing address of your council's **HIGHLINE** contact. List the council president if there is no formal committee or **HIGHLINE** chairperson.

**Adult Continuing Education** - Provide point of contact, telephone numbers, and hours. Give programs available for adult continuing education. Explain any specific industry training available (i.e., vocational, technical, and literacy programs, citizenship).

**Climate** - Please provide average temperature range in degrees Fahrenheit for all four seasons by quarter (Summer: June--August-Low 80 & High 110, humid summers, rough thunder storms throughout summer months)

**Colleges and Universities** - List point of contact, telephone numbers, and hours. Give tuition and the basic residency rates without tuition assistance. Specify highest level degree that can be achieved at the institution. Detail any unusual requirements and specifics to the institution.

**Drivers License** - include comments on how to obtain a license with specific state/country requirements. Include cost and method of payment (i.e., no checks, credit cards accepted).

**Employment Opportunities** - Give a descriptive narrative of the employment opportunities in the area, include negative and positive aspects. If you use a table, suggested categories are Good Prospects, Fair Prospects, Poor Prospects, etc. Try to include meaningful statistical information such as a quarterly unemployment updates. Suggest networking opportunities in the community, including chambers of commerce, joining community civic organizations or clubs (list a few such as the Navy League, etc.). If the area is widely known for a particular employer (i.e. Detroit, Michigan- General Motors Headquarters), list the companies.

**Hotels/Temporary Lodging** - Provide three to five in alphabetical order.

**Housing** - Average cost for a two or three bedroom apartment, condo/townhouse, single family home.

**Local Transportation** - List types of transportation available for travel (taxi, local bus, subway system).

**Location** - Give location in relation to the nearest large city/cities. For example, Lorain, Ohio is near Columbus. (Example: Approximately 60 miles or an hour's drive from Columbus, Ohio)

**Other Information** - List anything about your area which may be of interest or help to a new family.

**Population**- Number can be obtained from the local Chamber of Commerce.

**Private Schools** - List point of contact, telephone numbers, and hours of operation.

**Public Schools** - List enrollment requirements (age/birthday, shot records, birth certificates, etc), average SAT score levels, graduation requirements, local point of contact, telephone numbers, and hours of operation. If test scores are used, explain what they mean.

**Recreational Facilities** - List a few within a 20 mile radius.

**Religious Activities** - List general activities within immediate area (Catholic, Protestant, etc.).

**Shopping** - Focus mainly on major department stores, malls, and general grocery store chains.

**Special Education** - Explain state and public school special education services and assistance overview. List agency(ies) that handle public school special education information, point of contact, location, telephone number. List several private or non-profit agencies that specialize in special needs services, and hours of operation.

**Utility Connections** - Location, hours of operation, telephone number, point of contact, and average security deposits.

# Navy League of the United States

2300 Wilson Blvd, Arlington, VA 22152 - 800/356-5760

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## HIGHLINE --- Location Data Sheet

Navy League Council:

Navy League Council Contact (name & telephone number):

Adult Continuing Education:

Climate:

Colleges/Universities:

Drivers License:

Employment Opportunities:

Hotels/Temporary Lodging:

Housing:

Local Transportation:

Location:

Other Information:

Population:

Private Schools:

Public Schools:

Recreational Facilities:

Religious Activities:

Shopping:

Special Education:

Utility Connections:

If you have questions please contact Navy League Contact listed on the front of this form or call the NL headquarters @ 800/356-5760.