

GERMAN ARMED FORCES VOCATIONAL ADVANCEMENT SERVICE

Der Berufsförderungsdienst der Bundeswehr



BUNDESWEHR

i AN OVERVIEW OF FURTHER BROCHURES

BFD

BERUFS FÖRDERUNGS DIENST

BF 01 – „Altes Recht“ (Old Legislation)

Vocational advancement of temporary-career volunteers and career officers in the flying branch to whom a special retirement age limit applies (BO 41) and whose start of duty pre-dates 26 July 2012

BF 02 – „Neues Recht“ (New Legislation)

Vocational advancement of temporary-career volunteers and career officers in the flying branch to whom a special retirement age limit applies (BO 41) and whose start of duty post-dates 25 July 2012

BF 03 – „SaZ < 4 und FWDL“

Vocational advancement of temporary-career volunteers with a term of enlistment of less than four years and military service volunteers

BF 04 – „Eingliederungs- und Zulassungsschein“ (Certificate of Integration and Certificate of Admission)

Integration into the public service with the aid of a certificate of integration or a certificate of admission

BF 05 – Informationen für Arbeitgeber (Information for Employers)

Information on networking and cooperation

Bundeswehrfachschulen – Wege zum Erfolg (Bundeswehr Schools of General Vocational Education – Ways to Success)

Flyer Binnenarbeitsmarkt der Bundeswehr (Bundeswehr Internal Job Market) (BiAMBw)

INFORMATION BROCHURES OF THE VOCATIONAL
ADVANCEMENT SERVICE:
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THE VOCATIONAL ADVANCEMENT SERVICE

The Vocational Advancement Service (Berufsförderungsdienst) was established in 1960 after the Military Pensions Act (Soldatenversorgungsgesetz) was amended to entitle soldiers to vocational advancement. Today, the Vocational Advancement Service offers modern and customer-oriented services to ensure that soldiers have a smooth, flexible, and individual transition to new employment after they complete their military service.

With around 264,000 military and civilian personnel, the Bundeswehr is currently one of Germany's largest employers. Of the approximately 183,000 soldiers, the vast majority have chosen to serve for a limited time period and will embark on a civilian career once their term of enlistment is over. The armed forces have a large number of positions to fill every year and so the Bundeswehr has to be able to offer potential applicants an attractive compensation and benefits package. Incentives include not only a purposeful challenge in an environment where high performers are appreciated and rewarded but also opportunities to acquire professional qualifications.

The Vocational Advancement Service offers a wide range of services to help personnel transition to civilian employment. There are some 800 people working in several regional organisational units with more than 80 advisory teams. Together, they provide advice and support to soldiers when it comes to careers, qualifications, financial security, and the transition to civilian employment. Wherever possible, the advisory teams are located close to military units and often within the barracks themselves.

The Vocational Advancement Service is primarily aimed at temporary-career volunteers, who enlist for terms of 4 to 25 years. It also provides support to a much smaller number of military service volunteers, flying officers with a special retirement age of 41 years and, in a few individual cases, career service members.

The Vocational Advancement Service begins to provide support soon after a soldier has been recruited and continues to do so throughout and, if necessary, beyond their term of service, potentially up to seven years after their retirement from the military. In this way, it serves as a point of contact for many years on issues of career choice and advancement.

The goal of the Vocational Advancement Service is to optimally prepare soldiers for their transition to civilian employment after military service and to help them plan and develop their civilian careers. To achieve this goal, it helps prepare a personalised vocational advancement plan that maps out career goals and the steps needed to accomplish them.

The Vocational Advancement Service offers a comprehensive portfolio of information, personalised advisory services, and qualification measures which has steadily grown in recent years and is continuously adapted and enhanced to meet labour market demands.

The Vocational Advancement Service is also involved in military vocational training that is recognised in the civilian market and in the vocational rehabilitation of wounded, injured and sick soldiers.

Advising service members

For the Vocational Advancement Service to be successful, it must provide service members with comprehensive and timely advice about career choice, opportunities for educational and vocational qualification, and the transition to the civilian labour market.

Advice and guidance begin with a meeting to discuss a soldier's career goals and to assess ways and possibilities of reaching these goals in the civilian job market. In this first session, the focus is on personal ambitions, the chances and ways of achieving career goals, and the steps to be taken to ensure success.

Later sessions will be used to specify and update professional ambitions and prospects and to determine the necessary qualifications as well as the educational and transitional measures needed to achieve them. Regular exchange between soldiers and the Vocational Advancement Service about new developments and any changes to career ambitions and goals ensure a successful transition to civilian working life. Long-term personalised support and flexible adaptation to changing private or professional factors are key features of what the Vocational Advancement Service does.

Support for educational and transitional measures during active service

It is important for service members to maintain and build on the educational and vocational skills and knowledge they acquired before joining the Bundeswehr. That is why the Vocational Advancement Service offers them an opportunity to take part in educational measures during their term of service in order to update and improve their skills and knowledge and to adapt them to current developments and requirements.

The foundations for pursuing a new career path can also be laid.

Recognition of completed examinations

Thanks to the educational opportunities offered by the Vocational Advancement Service, many soldiers can take examinations recognised in the civilian market even before their military service ends. For service members who, as part of their military assignments, have acquired the necessary skills and knowledge to justify admission to final examinations for recognised occupations, the Vocational Advancement Service can issue certificates in accordance with the Vocational Training Act (Berufsbildungsgesetz) or the Trade and Crafts Code (Handwerksordnung).

Educational and vocational training

As the end of military service approaches, so does the transition to the civilian job market – a change that service members should now focus on preparing for. The length of time for which they will receive support depends on their term of enlistment. For all current service members, vocational advancement assistance begins immediately after they leave military service.

Entitlement to educational and vocational training measures also depends on the education and training received during military service. This entitlement is reduced if a service member has gained qualifications as part of their military specialist training, for example

- if they have passed a final examination for a recognised occupation,
- if they have undergone master craftsman training or
- if they have studied at a university during their term of military service.

OVERVIEW OF ENTITLEMENTS

Type and duration of military service	Duration of entitlement	Cost ceiling	Duration of monthly transitional payments	One-off transitional payment is x times the last month's pay
TCV 4 < 5	12 months	€ 5,000	12 months	4 times
TCV 5 < 6	18 months	€ 7,000	18 months	4.5 times
TCV 6 < 7	24 months	€ 9,000	24 months	5 times
TCV 7 < 8	30 months	€ 11,000	30 months	5.5 times
TCV 8 < 9	36 months	€ 13,000	36 months	6 times
TCV 9 < 10	42 months	€ 15,000	42 months	6.5 times
TCV 10 < 11	48 months	€ 17,000	48 months	7 times
TCV 11 < 12	54 months	€ 19,000	54 months	7.5 times
TCV 12+	60 months	€ 21,000	60 months	8 to 12 times ²
Officers with university degrees, ³ < 12	12 months	€ 5,000	12 months	depending on service period ²
Officers with university degrees, ³ 12+	24 months	€ 9,000	24 months	depending on service period ²
Officers with prior university degrees, ⁴ 4+	7 to 36 months depending on service period	depending on service period	7 to 36 months depending on service period	depending on service period ²
BO 41 ⁵ without university degrees	36 months	€ 13,000	retirement pay	retirement pay
BO 41 ⁵ with university degrees	24 months	€ 9,000	retirement pay	retirement pay

Support periods and amounts may decrease or be inapplicable due to statutory regulations or as a result of special service status periods pursuant to the Act on the Continued Employment of Personnel Injured on Operations (Einsatzweiterverwendungsgesetz).

¹ TCV: temporary-career volunteers

² TCV who have served for 12 years receive the 8-fold amount, while those who have served for 20 or more years receive the 12-fold amount, with 0.5-fold increases per year in between

³ TCV in officer careers who have acquired a university degree funded by the German government

⁴ Officers who already had a required university degree upon recruitment but also NCOs of the military music service

⁵ BO 41: flying officers with a special retirement age of 41 years (fighter jet crews)



In addition to refreshing the knowledge they acquired at school, service leavers have the opportunity to acquire a higher school-leaving certificate, learn a vocation, retrain in another occupation, and advance or specialise in the vocation they have already learnt.

1. School education at Bundeswehr Schools of General Vocational education

School education is generally provided at one of

the ten Bundeswehr Schools of General Vocational Education. These schools provide effective adult education in homogenous groups organised by age, status and personal history. In this way, the schools can offer soldiers ideal conditions for acquiring the school-leaving certificates (intermediate school-leaving certificate or entry qualification for technical colleges) that will give them access to higher vocational qualifications. Some Bundeswehr Schools of General Vocational Education also offer vocational training courses (e.g. pre-school teacher training).



2. Vocational training

Vocational training is provided at public and private education and training establishments. Together with the Vocational Advancement Service, service members decide what vocational training measures they wish to attend and what provider is most suitable. The goal of vocational advancement is always to enable service leavers to find gainful employment after their retirement from the military.

Transition to civilian working life – the Job-Service

During and after their period of service, soldiers achieve recognised qualifications in civilian vocations with the help of the Vocational Advancement Service. The professional skills and expertise they acquire are in great demand on the job market. Through its Job-Service, the Vocational Advancement Service also helps service leavers find suitable jobs and helps companies find suitable applicants. The Job-Service acts as a professional point of contact for companies in all matters relating to job placement and the integration of service leavers.

Cooperation between Bundeswehr and the private sector

Through intensive networking efforts, the Vocational Advancement Service continually expands its contacts

in the private sector, the public service, and trade and employer associations so that it can effectively support soldiers in their transition to civilian working life. All over Germany, the Vocational Advancement Service has numerous cooperation agreements with chambers of commerce and industry, private and public institutions, and companies.

It cooperates with the Federal Employment Agency to facilitate the transition of temporary-career volunteers leaving the armed forces. The goal is to create synergies by combining the placement and advisory skills of the Vocational Advancement Service and the Federal Employment Agency.

Cooperation differs from region to region but is always aimed at the optimal and long-term integration of former soldiers into the labour market.

Bundeswehr internal job market

The Bundeswehr internal job market was created in 2014 to support service members in changing from military to civilian status while remaining with the Bundeswehr and thus to improve the internal personnel situation. Well-trained and qualified temporary-career volunteers, for example, are offered attractive civilian positions in the Bundeswehr after their retirement from military service.

The specialists of the Vocational Advancement Service inform and advise soldiers about civilian career opportunities available in the Bundeswehr.

 Transition to public service

Temporary-career volunteers with a term of enlistment of at least twelve years can receive a certificate of integration or admission. With this certificate, they can apply for certain public service jobs that are reserved for service leavers. The certificates allow service leavers to find employment in the public service at federal, state and municipal levels. Applicants must meet certain legal requirements and successfully complete an aptitude assessment procedure.

 Job and educational fairs

Experience has shown that personal contact with potential employers is often the key to finding a job. That is why the Vocational Advancement Service organises job and educational fairs throughout Germany. In addition to general fairs, there are also events dedicated to special vocational sectors and to officers, non-commissioned officers, or junior enlisted personnel. Representatives of chambers, associations and educational institutions are also invited in order to bring together the educational and labour markets under one roof.

 Additional assistance

- **Internships:** As a career orientation measure, temporary-career volunteers may be released from duty to take part in an internship lasting up to one month. Such internships give soldiers an opportunity to get to know the everyday reality of a civilian workplace and to establish initial contacts with employers.
- **Reimbursement of costs:** On request, the Vocational Advancement Service can reimburse the costs of travelling to job interviews, of relocating to be closer to a new workplace, and of converting military authorisations into civilian licenses (e.g. pilot's licences).
- **Payment of a familiarisation allowance:** The Vocational Advancement Service can pay a familiarisation allowance to new employers to subsidise the onboarding period of service leavers in a new job. Employers can thus receive financial compensation for the time they invest in helping service leavers to overcome remaining deficits and reach their full professional potential.

 Results

Against the backdrop of an ever-changing labour market, the success of the Vocational Advancement Service must be documented with reliable figures and the already high quality of advisory and placement services must be optimised.

Vocational advancement is successful when service leavers successfully gain a foothold in civilian working life.

Surveys conducted in 2022 showed that well over 90 percent of service leavers were successfully integrated into the civilian labour market. Of these, almost all found a new job within the first six months.

For successful qualification and integration into the civilian labour market, however, soldiers must make early use of the assistance of the Vocational Advancement Service and show initiative and determination in pursuing their professional goals.

Integration according to job sectors in 2022:

- office sector and assistance 12,06 %
- protection, safety, security and surveillance 7,54 %
- business management, organisation and audition 5,88 %
- delegates and administration 4,98 %
- accounting and data processing 4,36 %
- technical sector 3,80 %
- engineering 3,18 %
- health care 3,16 %
- law and administration 2,87 %
- ground transportation 2,58 %

 Military training recognised in the civilian market

As part of their military specialist training, sergeants in certain assignments acquire vocational qualifications that are recognised in the civilian market. The purpose of these qualifications is to improve the mission performance and effectiveness of soldiers in their duties. But vocational training recognised in the civilian market also helps to make service in the armed forces more attractive. In combination with vocational advancement measures, such training helps service leavers to successfully transition to civilian working life.

The Vocational Advancement Service constantly monitors and studies the education and labour market to identify innovations, changes, and particularly attractive jobs and to integrate these findings into training that is recognised in the civilian market.

After successfully analysing the market and finding suitable educational institutions, the Vocational Advancement Service concludes any necessary contracts and supports training measures in close cooperation with the military agencies responsible for course participants.

 Vocational rehabilitation

Sometimes soldiers are affected by injury or illness during their period of service. If they are unable to pursue their former civilian careers as a result of this, they receive special support from the Vocational Advancement Service until they leave the military, regardless of their status.



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The Vocational Advancement Service prepares the necessary adaptation, retraining and integration measures while such soldiers are still members of the Bundeswehr, and it ensures that measures can begin promptly when the healing process allows it.

The Vocational Advancement Service and the responsible statutory rehabilitation provider coordinate rehabilitation measures for the time after retirement from the Bundeswehr.

Costs of vocational advancement

In 2022, the Vocational Advancement Service spent some € 92 million on vocational advancement measures for service members. This sum reflects the importance of vocational advancement for the German government and the great responsibility of the Vocational Advancement Service.

Additional information: Financial benefits

Temporary-career volunteers who have reached the end of their period of service can receive a one-off transitional payment as well as transitional allowances for a certain number of months (see the table on page 6).

This one-off transitional payment is paid at the end of the term of duty to soldiers who have served for more than six months and is based on the pay received in the final month of service. It is 1.5 times this amount if

the period of service was less than 18 months and up to 12 times this amount if the period of service was 20 years or more. A certificate of integration or admission decreases the amount of transitional payment that is subject to taxation.

In addition, temporary-career volunteers who have served for at least four years also receive monthly transitional allowances at the end of their period of service. The monthly allowance is 75% of the pay received in their last month of service. The length of time for which the allowance is paid depends on their term of service and ranges from 12 months after four years of service to 60 months after 12 years of service or more. This length of time is reduced for officers who have acquired a university degree funded by the German government or who were hired with a university degree as stipulated in the career regulations as well as for NCOs of the Military Music Service. In accordance with Section 53 of the Military Pensions Act, income from an assignment in the public service may reduce the amount of transitional allowance that service leavers are entitled to.

If a recipient of a transitional allowance takes part in a supported full-time educational measure, their allowance will be increased from 75% to 100% of their final pay for the duration of that measure.

Instead of a transitional allowance, service leavers who hold a certificate of integration receive financial compensation amounting to the difference between their former pay and their new pay for a period of ten years.



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