



Department of Defense Transition Assistance Program

TIER 1

A comprehensive checklist designed to assist with navigating the Transition Assistance Program (TAP)



Transition Assistance Mandates

Through the mandated components of TAP, separating service members have access to an array of workshops, assessments, and services to prepare them for the transition from active duty to civilian life. The current mandatory components include:

1. Individualized Initial Counseling
2. Pre-Separation Counseling
3. Transition Workshop & Optional Two-Day Tracks
 - a. DoD Day
 - b. VA Benefits and Services Briefing
 - c. DOL Employment Fundamentals of Career Transition (EFCT)
 - d. Two-Day Track (attendance may be waived - see next page for details)
4. Capstone

Phase 1: Initial Counseling

This first step assesses a Service member's goals/needs and assigns a Tier level (1-3) based on individual preparedness for transition. The member learns what must be accomplished and is provided resource information.

***Must be accomplished NLT 365 days from anticipated date of separation.**

Phase 2: Pre-Separation Counseling

The second step ensures members are informed of eligible entitlements/benefits to assist them, family members and significant others with the transition to civilian life. Pre-Separation counseling should be accomplished early in the transition process but NLT 365 days from anticipated date of separation.

Phase 3: Transition Workshop - Core Curriculum

Day 1: DoD Day – Managing Your (MY) Transition; Military Occupational Code (MOC) Crosswalk; Financial Planning for Transition

Day 2: VA Benefits and Services – Essential benefit information for every Service member

Day 3: DOL Employment Fundamentals of Career Transition (EFCT)

Two-Day Track(s): See next page for details

Phase 4: Capstone

This last step is initiated by the Service member by submitting all CRS requirements to their TAP Counselor for verification.

***Must be accomplished between 365-90 days prior to anticipated date of separation.**

- Individual Transition Plan (ITP)
- VA.gov registration (using non-CAC method)
- Continuum of Military Service, if applicable
- After Capstone, M&FRC & Commander verification (digital signature) is required on the DD Form 2648 for TAP to be complete.

Career Readiness Standards (CRS)

CRS are the DoD's tangible measurements of a service member's preparedness for a civilian career. CRS capitalize upon skills and experience and are aligned to employment, technical and/or educational competency areas.



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Additional Two-Day Tracks

Service members are encouraged to participate in at least one of the following two-day tracks based on their chosen career path.

DOL Employment Workshop (Employment Track)

The Employment Track, taught by the Department of Labor (DOL), assists members seeking employment with resume writing, interviewing skills, networking, LinkedIn, labor market information, and federal employment.

DOL Career & Credential Exploration Workshop (Vocational Track)

The Career & Credential Exploration (C2E) Track assists with establishing clear goals, evaluating training options, and building an action plan. Participants will complete personalized career development assessments of occupational interest, aptitude, and work values that will provide them with a variety of tailored career recommendations. They will learn how to use certification finder web tools to identify licensed occupations and a military occupational code translator.

Managing Your (MY) Education Workshop (Education Track)

The Education Track addresses such topics as identifying educational goals, education funding, and researching and comparing institutions. Service members pursuing college education will receive guidance to prepare for the college application process. Upon completion of this track, service members will be prepared to submit an application to an academic institution, meet with a counselor from the institution, and connect with the Student Veterans Organization on campus. Service members will be able to meet with education counselors for individualized preparation as desired.

Boots to Business Workshop (Entrepreneurship Track)

Service members pursuing self-employment in the private or non-profit sector will learn about the challenges faced by entrepreneurs, the benefits and realities of entrepreneurship, and the steps toward business ownership. Upon completion of the Entrepreneurship Track, service members will have developed the initial components of their business plan.

After completing an optional six-week on-line course, Service members and veterans will be connected with a small business owner to mentor and guide them through their business start-up.

TAP Virtual Curriculum

The Department of Defense introduced a virtual delivery of the Transition curriculum in <https://www.tapevents.mil/courses> (Transition Online Learning, TOL). This resource provides service members who are unable to attend TAP training in person in a “brick and mortar” classroom with the means to obtain online instruction. Members and their families can participate in virtual curriculum at any time during their military career, however, only certain categories of personnel can use virtual curriculum to fulfill mandatory transition requirements.

For more information, contact the Ramstein AB Military & Family Readiness Center:

Lawn Ave, Building 2120, Room 106

DSN 314-480-5100 COMM 06371-47-5100

ORG BOX: 86fss.fsfr.86fsstap@us.af.mil

RAMSTEIN TAP WEBSITE: <https://86fss.com/mfrc/transition-assistance-program/>