

# TRANSITION ASSISTANCE PROGRAM (TAP)

## TIER 1

### TAP MANDATES

Service members have access to an array of workshops, assessments, and services to prepare them for their transition from active duty to civilian life.

The current mandatory components include:

- ▣ Individualized Initial Counseling
- ▣ Pre-Separation Counseling
- ▣ VA Benefits and Service Briefing
- ▣ DoD Day
- ▣ DOL Employment Fundamentals of Career Transition (EFCT)
- ▣ Capstone

### 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 with resource information. Must be accomplished NLT 365 days from the date of retirement / separation.

### PRE-SEPARATION COUNSELING

During pre-separation counseling, service members are informed of entitlements / benefits they may be eligible for 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 the date of retirement / separation.

### TAP WORKSHOPS

- DoD Day - (Managing Your Transition, Military Occupational Code Crosswalk & Financial Planning for Transition)
- DOL Employment - Fundamentals of Career Transition (EFCT)
- VA Benefits and Services - Essential benefits information for every service member.

### CAPSTONE

- Verification of Career Readiness Standards
  - ITP
  - VA.gov registration
  - Continuum of Military Service (If applicable)
  - CRS for Two-Day Track (If applicable)
- Commander and M&FRC verification / signature required

# CAREER READINESS STANDARDS

Career Readiness Standards (CRS) are the Department of Defense's tangible measurements of a service member's preparedness for a civilian career. CRSs capitalize upon skills and experience and are aligned to employment, technical and / or education competency areas.

Additional two-day tracks:

- ▣ **Managing Your (MY) Education**
  - ▣ **Career & Credential Exploration (C2E)**
  - ▣ **DOL Employment Track**
  - ▣ **Entrepreneurship (Boots to Business)**
- Service members are encouraged to participate in at least one of the above two-day tracks*

## MY EDUCATION TRACK

Service members pursuing a college education will receive guidance to prepare for the college application process.

The Education track addresses such topics as identifying educational goals, education funding, researching and comparing institutions. 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.

## C2E TRACK

The Career & Credential Exploration 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. They will learn how to use certification finder web tools to identify licensed occupations and a military occupational code translator.

## DOL EMPLOYMENT TRACK

The Employment Track assists members seeking employment with resume writing, interviewing skills, networking, labor market and federal employment information.

## ENTREPRENEURSHIP (BOOTS TO BUSINESS) 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 eight-week online course, service members 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 virtual delivery of the Transition Curriculum, Transition Online Learning (TOL), that can be accessed at <https://www.tapevents.mil/courses>

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.