



TAP Mandates ALL TIERS

1



Initial Counseling

This initial step assesses a service member's goals and needs, assigns a Tier (1–3) based on readiness, and outlines required tasks with resources. **Must be completed no later than 365 days before separation or retirement.**

2



Pre-Separation Counseling

Pre-separation counseling covers benefits and entitlements to support service members and their families during the transition. **Must be completed early, but no later than 365 days before separation or retirement.**

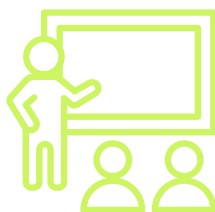
3



Continuum of Military Service

This is **required** for active-duty members separating with less than 20 years of active federal service. It is not required for retirees or medical separations.

4



TAP Core Curriculum

Consists of three days and five modules: DOD Day (MY Transition, MOC Crosswalk & Financial Planning), VA Benefits & Services, and DOL Employment Fundamentals of Career Transition.

5



Capstone

The final step in the TAP process. During this appointment, a TAP counselor will verify that you've met Career Readiness Standards and connect you with any additional resources needed to ensure a successful transition to civilian life.