



**DEPARTMENT OF THE AIR FORCE  
86TH AIRLIFT WING (USAFE)**

18 November 2019

MEMORANDUM FOR ALL EUROPEAN/AFRICOM MILITARY PERSONNEL

FROM: 86 FSS/FSH  
Airman & Family Readiness Center (A&FRC)  
Ramstein AB, Germany

SUBJECT: Ramstein AB Transition Assistance Program (TAP) Policy Letter

1. The purpose of this memorandum is to clarify the policy for attending the TAP workshop at Ramstein AB.
2. The following applies to military personnel within the European and AFRICOM Theatres of Operation as outlined below.

**a. Air Force personnel stationed at remote or isolated locations:**

DoDI 1332.35, *Transition Assistance Program (TAP) for Military Personnel*, 26 Sep 2016, Section 12: Virtual Curriculum, 12.2, Item a, identifies the alternative delivery of Transition assistance curriculum to “ensure transitioning Service member receive transition assistance and meet CRS before separation, retirement, or release from active duty” for “eligible service members whose duty locations are in remote or isolated geographic areas”.

- AF personnel who are in a remote/isolated location must contact Ramstein AB A&FRC prior to initiating JKO to ensure timely completion of all TAP requirements.

**b. Air Force personnel located at a Geographically Separated Unit (GSU):**

- Those with a Ramstein AB Personnel Accounting Symbol (PAS) code, contact Ramstein AB A&FRC transition office.

- All others, contact the transition office at the installation where administratively assigned based on your PAS code.

**c. Air Force personnel located at sister-service installation** must complete TAP requirements at that location or, if their installation doesn't offer TAP services, the nearest installation that does.

**d. Air Force personnel at embassy/consulate locations:**

AFI 36-3003, *Military Leave Program*, 11 May 2016 (Incorporating Air Force Guidance Memorandum dated 6 Jun 2018), Table 4.5, Rule 5, allows for commanders to approve

Permissive TDY (PTDY) to attend the TAP workshop when the member cannot schedule one locally and when the member will separate or retire within 180 days.

- AF personnel meeting these requirements are encouraged to contact their nearest military installation with TAP services to complete TAP requirements. Those who wish to attend the TAP workshop at Ramstein AB must contact the Ramstein A&FRC to complete pre-requisites and must have the approved PTDY paperwork to submit to the A&FRC at the time of class registration along with their official retirement notification showing retirement date.

**\*NOTE\* Because the TAP workshop is offered via JKO and there is specific language for permissive TDY to attend for those eligible, you must contact your Legal office and Finance to determine the legalities of expending unit funds to pay TDY expenses to attend/participate in TAP.**

**e. Retirement eligible Air Force personnel located at Ramstein AB:**

Personnel who have or will complete a minimum 20 years of active service and are retirement eligible may exempt the 1 day Department of Labor Employment Training of the 3 day TAP workshop. Contact A&FRC to get scheduled for the TAP workshop.

**f. Sister-service personnel located at Ramstein AB** are eligible for TAP services through Ramstein. Contact A&FRC to get scheduled for the TAP workshop.

**g. Sister-service personnel not located at Ramstein AB** must contact their nearest military installation offering TAP services to determine their service's policy and requirements to complete TAP components.

3. Please address any questions to me at DSN 480-5100.

11/19/2019

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**X** Owen B. Quarnberg

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Signed by: QUARNBERG.OWEN.B.1157657239  
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Flight Chief, Airman and Family Readiness