



## Department of the Air Force Transition Assistance Program

### Tier 2

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
  - a. DoD Day
  - b. VA Benefits and Services Briefing
  - c. DOL Employment Fundamentals of Career Transition (EFCT)
4. Capstone

#### ☐ Step 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 separation.

#### ☐ Step 2: Pre-Separation Counseling

Through completion of the DD Form 2648 checklist, 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 separation.

#### ☐ Step 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)

#### ☐ Step 4: Capstone

This last step ensures all standards have been met. This must be accomplished between 365-90 days prior to date of separation.

- ☐ Verification of Career Readiness Standards
  - ☐ Individual Transition Plan (ITP)
  - ☐ VA.gov registration (using non-CAC method)
  - ☐ Continuum of Military Service, if applicable
  - ☐ Post-separation financial plan
  - ☐ Gap Analysis or verification of employment
  - ☐ CRS for each chosen Two-Day Track (see next page for details)
- ☐ Commander and M&FRC verification/signature required on DD Form 2648

#### 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.

##### ☐ DOL Employment Track

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

☐ **CRS: Complete targeted resume or provide verification of employment**

##### ☐ C2E 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. They will learn how to use certification finder web tools to identify licensed occupations and a military occupational code translator.

☐ **CRS: Complete a comparison of technical training institution options**

SCAN ME



##### ☐ My Education Track

Service members pursuing college education will receive guidance to prepare for the college application process. The Education Track addresses such topics as identifying educational goals, education funding, and 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.

☐ **CRS: Complete a comparison of higher education institution options**

SCAN ME



##### ☐ 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 six-week online course, service members and veterans will be connected with a small business owner to mentor and guide them through their business start-up.

☐ **CRS: None**

#### 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:

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