



2025 TAP CURRICULUM

MANAGING YOUR TRANSITION

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Managing Your (MY) Transition

Transition Overview

Preparation for transition occurs at various touchpoints of your military career as part of the Military Life Cycle (MLC) career preparation. These touchpoints include the following:

- First Permanent Duty Station (Active) or first Home Station/Initial Drill Weekend (Reserve)
- Re-enlistment
- Promotion
- Deployment and Redeployment/Mobilization and Demobilization/Deactivation
- Change of Duty Station
- Major Life Events
- Separation, Retirement, or Release from Active Duty

During these touchpoints, you implemented your Individual Development Plan (IDP) that ultimately became your Individual Transition Plan (ITP).

The final touchpoint is addressed by the Transition Assistance Program (TAP). TAP includes multiple steps, beginning with Individualized Initial Counseling (IC) and ending with a Capstone event. Throughout the process, an outcome-based curriculum reinforces what was covered during your MLC and finalizes preparations for transition from the military into the civilian sector.

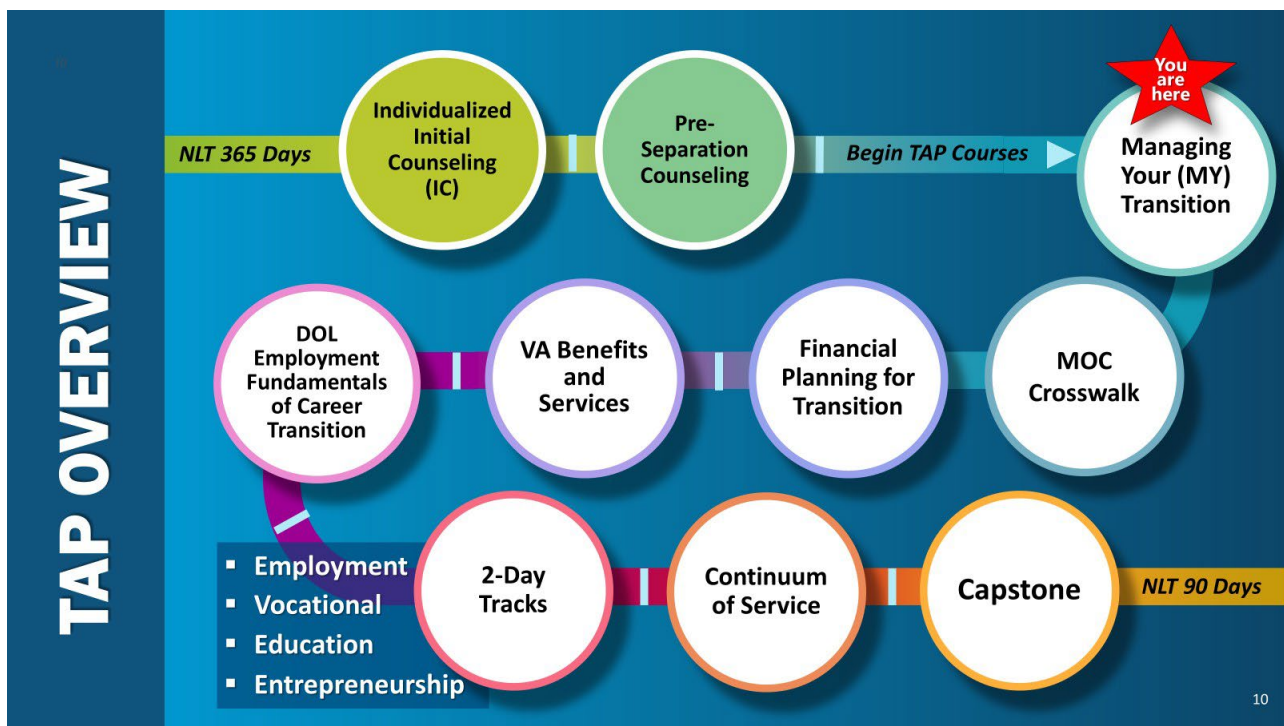
TAP is required and defined by Congress. The law provides the topics to be discussed and the number of days required to complete the program. TAP is a foundational program offered to approximately 200,000 Service members per year at more than 200 sites around the globe. TAP courses are reviewed annually by the Military Services and subject-matter experts. Their input and feedback from TAP participants are used to update the courses. The results of your self-assessment allow your TAP experience to be customized to meet your transition goals.

The goal of TAP is to assist you in meeting the Department of Defense's (DoD) Career Readiness Standards (CRS). CRS are measurable outcomes that indicate your preparedness to meet your transition goals and must be completed before your Capstone meeting. Successfully completing your assigned CRS will help ease your transition into the civilian sector.

Consider the following statistics from the U.S. Census Bureau:

- .5% of the U.S. adult population was serving on active duty in 2021
- 17% of the U.S. population were veterans in 1990
- 7% of the U.S. adult population were veterans in 2021

Given how few U.S. citizens are or have been part of the military, most potential employers in the civilian sector will likely be unfamiliar with military culture. Therefore, it is critical for you to be able to translate your skills and experiences into language that employers will be able to understand. TAP courses and resources are designed to help you accomplish this goal.



The following chart provides descriptions of the TAP courses and their associated CRS. Required CRS are determined by tier assignment and must be completed before attending your Capstone appointment.

COURSES	DESCRIPTION	CRS*
Individualized Initial Counseling (IC) and Self-Assessment	MANDATORY FOR ALL SERVICE MEMBERS —complete NLT 365 days before transition and prior to attending other TAP courses.	Complete a personal self-assessment and initiate the Individual Transition Plan (ITP) provided by your Service. See TAP staff for further information.
Pre-Separation Counseling	MANDATORY FOR ALL SERVICE MEMBERS —complete NLT 365 days before transition and prior to attending other TAP courses.	No CRS.
Managing Your (MY) Transition	MANDATORY FOR ALL SERVICE MEMBERS —introduces topics important for transition and associated resources.	No CRS.
Military Occupational Code (MOC) Crosswalk	MANDATORY FOR ALL SERVICE MEMBERS —assists with identifying and translating skills, training, and education into civilian credentialing appropriate for civilian jobs.	Complete a Gap Analysis.
Financial Planning for Transition	MANDATORY FOR ALL SERVICE MEMBERS —builds on the financial training provided during the MLC and helps Service members understand how transition will impact financial situations.	Prepare a criterion-based, financial spend plan.

COURSES	DESCRIPTION	CRS*
Department of Veterans Affairs (VA) Benefits and Services	MANDATORY FOR ALL SERVICE MEMBERS — provides information about VA benefits, services, and tools and how to find support during transition.	Register on VA.gov by creating an account at https://login.gov/ .
Department of Labor (DOL) Employment Fundamentals of Career Transition (EFCT)	MANDATORY FOR ALL SERVICE MEMBERS (with specific exemptions) —lays the foundation for a successful job search by providing the essential tools and resources to identify a career, create a resume, and transition from military to civilian employment.	No CRS.
Opportunity to Join the Reserve Component	MANDATORY FOR ALL SERVICE MEMBERS — presents the option of continued military service through Reserve opportunities.	Complete a Continuum of Military Service Opportunity counseling (Active Component only).
Capstone	MANDATORY FOR ALL SERVICE MEMBERS — verification NLT 90 days prior to transition by commander or designee that the transitioning Service member has completed all TAP mandates, met all CRS, and has a viable ITP.	No CRS.
DOL Employment Track—Employment Workshop— (DOLEW)	Covers best practices for interviewing, building effective resumes, networking, and using technology in a search for employment.	Complete a draft resume.

COURSES	DESCRIPTION	CRS*
DOL Vocational Track—Career and Credential Exploration (C2E)	Offers an opportunity to complete personalized career development assessments of occupational interest and ability. Participant is guided through a variety of career considerations including labor market projections, education, certifications, apprenticeships, and licensure requirements.	Complete a comparison of technical training institutions.
DoD Education Track—Managing Your (MY) Education	Assists with identifying the education requirements that support personal career goals and provides information and resources to support success in higher education. Topics include vocabulary and culture of higher education, choosing a major, choosing an institution, and funding options.	Complete a comparison of higher education institutions.
Small Business Administration (SBA) Entrepreneurship Track—Boots to Business (B2B)	Provides an introductory understanding of business ownership.	No CRS.

*Required Career Readiness Standards (CRS) are determined by tier assignment and must be completed before attending your Capstone appointment.

Managing Your Transition Timeline (MYTT)

MANAGING YOUR TRANSITION TIMELINE (MYTT)

Transition activities must begin **NLT 365 DAYS** before transition and may begin as early as **24 MONTHS** prior to retirement
Access [Transition Online Learning \(TOL\)](#) for self-paced online courses

24 - 18 MONTHS	18-12 MONTHS	12-6 MONTHS	6-4 MONTHS	3 MONTHS	90 DAYS OR LESS	DAY OF SEPARATION
<ul style="list-style-type: none"> <input type="checkbox"/> Make an appt with your local TAP Counselor to begin the TAP process <input type="checkbox"/> Retiring: Schedule and attend Individualized Pre-Initial Counseling and Pre-Separation Counseling <input type="checkbox"/> Identify a mentor <input type="checkbox"/> Create a LinkedIn account and start to build your network <input type="checkbox"/> Review your Joint Service Transcript (JST), Verification of Military Experience and Training (VMET), CG-4082, and other Service specific documents for accuracy <input type="checkbox"/> Use MilGears to conduct career exploration <input type="checkbox"/> Update your spending plan; review your emergency savings fund 	<ul style="list-style-type: none"> <input type="checkbox"/> Separating: Schedule and attend Individualized Initial Counseling and Pre-Separation Counseling <input type="checkbox"/> Explore SkillBridge opportunities or credentialing opportunities through COOL <input type="checkbox"/> Schedule TAP workshops and tracks through your TAP Counselor/Office <input type="checkbox"/> Create a master resume <input type="checkbox"/> Consider taking CLEP exams 	<ul style="list-style-type: none"> <input type="checkbox"/> Begin and refine your job search <input type="checkbox"/> Use your master resume to begin drafting targeted resume <input type="checkbox"/> Arrange for household goods (HHG) transportation counseling if necessary <input type="checkbox"/> Review and update your will and other legal documents <input type="checkbox"/> Retiring: meet with your Service Retirement Office <input type="checkbox"/> Start attending career fairs <input type="checkbox"/> Obtain copies of medical records and attend appointments to prepare to submit for Benefits Delivery at Discharge (BDD) or Fully Developed VA Disability claim 	<ul style="list-style-type: none"> <input type="checkbox"/> Start your SHPE and SHA, visit TRICARE online for information <input type="checkbox"/> Schedule final dental checkups <input type="checkbox"/> Consider whether to take terminal leave or sell back your leave balance <input type="checkbox"/> Determine if you are eligible for separation pay or early retirement <input type="checkbox"/> Submit a BDD claim using a vetted VSO <input type="checkbox"/> Connect with an American Job Center (AJC) near you <input type="checkbox"/> Register on VA.gov <input type="checkbox"/> Sign up for a free year of LinkedIn Premium <input type="checkbox"/> Make an appointment with a financial counselor 	<ul style="list-style-type: none"> <input type="checkbox"/> Review your DD 2648 and DD 214 <input type="checkbox"/> Research your health insurance options <input type="checkbox"/> Retiring: Register for TRICARE <input type="checkbox"/> Contact your medical treatment facility to get copies of your health and dental records <input type="checkbox"/> Complete VA Healthcare registration <input type="checkbox"/> Set up a one-on-one session with a VA Benefits Advisor <input type="checkbox"/> Obtain a Veterans' Preference letter from VA <input type="checkbox"/> Apply for Personalized Career Planning and Guidance 	<ul style="list-style-type: none"> <input type="checkbox"/> Begin applying and interviewing for positions <input type="checkbox"/> Submit fully developed VA Disability claim through a vetted VSO <input type="checkbox"/> Retiring: Make a Survivor Benefit Plan election <input type="checkbox"/> Retiring: Review and complete DD 2656 with a retirement services office or counselor <input type="checkbox"/> Review Military OneSource for resources available first-year post-transition <input type="checkbox"/> Retiring: Sign up for dental and vision insurance <input type="checkbox"/> Schedule Capstone with a TAP Counselor and Commander/Designee 	<ul style="list-style-type: none"> • Have multiple certified copies of your DD 214 and 2656 • Update VA.gov with personal phone number, email, and address • Apply for VA Dental Insurance • Apply for VA Veteran's Health Identification Card, if using VA healthcare • Apply for Veteran ID card to receive Veteran discounts • Resources available post-transition: <ul style="list-style-type: none"> - Military OneSource - AJC for employment needs - TOL for TAP courses and resources

Updated: June 2024

Ideally, Service members should begin TAP 24 months before retirement or 18 months before separation. Note that it is mandatory for all Service members to begin TAP **no later than 365 days** prior to their separation/retirement date.

Any Service member who begins transition at a time that makes the 365-day requirement unrealistic should begin the process as soon as possible within the remaining period of Service. Examples of this include:

- Members of the Reserve Component being demobilized/deactivated
- Service members with unanticipated separations or retirements
- Service members who enter the Disability Evaluation System

To assist you in planning your transition, an interactive *Managing Your Transition Timeline (MYTT)* is available to download at <https://www.tapevents.mil/resources/documents>.

Managing Your (MY) Transition

This transition course discusses common concerns that may occur during transition and covers some less obvious topics—loss of purpose, identity, and tribe; new stressors that may result during transition and strategies to manage them; differences in the culture of civilian and military life; the value of a mentor and how to obtain one; and resources available during and after transition. These issues may have a significant impact on the transition process and need to be considered when creating your ITP.

Course Objectives

Upon completion of this course, you will be able to:

- Describe the loss of purpose and identity when leaving the military; explore ways to redefine them.
- Identify transition concerns.
- Implement various strategies to mitigate transition stress.
- Compare cultural differences between military and civilian life.
- Recognize the value of a mentor and identify methods to obtain one.
- Identify reliable resources available during and after transition.

Loss of Purpose and Identity



When transitioning, many Service members look forward to leaving behind the structure and rules of the military. However, veterans who have transitioned mention the lack of structure—along with redefining their purpose and identity—as the most difficult adjustment.

When you joined the military, you became part of a group with a defined structure and clear-cut rules and norms. You ate together, lived together, and trained together. Although you may not have liked everyone, you developed a level of trust and understanding that you would defend each other. Under the direction of supervisors and with peers and mentors, you likely shared what may have been challenging experiences and formed a close-knit tribe that helped you engage in the mission and endure lengthy periods of time away from home.

Sebastian Junger, an author, filmmaker, and journalist who was deployed in Afghanistan, popularized viewing the military as a tribe—a concept supported by many psychologists who interact with veterans and Service members.

In his book, *Tribe: On Homecoming and Belonging*, Junger uses the word “tribe” to describe the military community where you share resources and defend each other. He suggests that the loss of this community is at the root of many difficulties experienced by veterans.

In contrast to joining the military, transitioning back into the civilian sector tends to be more complex as it usually happens individually rather than in a group. It is common for veterans to report feeling uncertain and isolated after losing the military structure, a clearly defined purpose, and close social networks. At the same time, you may have difficulty reconnecting with family and friends who have not served in the military and may not fully understand your experiences.

In VA’s Post-Separation Transition Assistance Program Assessment (PSTAP) Revised 2021 Cross-sectional Survey Report, over 51% of veterans reported “missing the camaraderie and teamwork that was part of the military culture” as the most challenging aspect of transition.

One veteran described it this way:

“As I counted down the days to my final day on active duty, the only thing I was focused on was freedom. Then I left. And I found myself floundering with what to do with this newfound freedom. I didn’t realize that I had tied my purpose and my identity to serving in the U.S. military. When I took off my uniform for the last time, I lost not only a piece of my identity, but also that driving purpose of where I was going and why I was doing what I was doing. And it was just me. No higher purpose. No calling greater than myself.”¹

¹ Excerpts from *Leaving a Purpose Bigger Than You: 3 Steps to Help Make the Military Transition* by Amanda Huffman (U.S. Veterans Magazine, Winter 2023)



Finding New Purpose and Identity

When you leave the military, you will need to redefine your purpose and identity and make new connections. Online resources can help you find others who share your interests. However, in-person interactions are best for building connections like the ones you had during military Service. Below are some ways to help you find your new purpose, identity, and connections:

- **Take time for self-reflection and research to find your new purpose.** Explore your interests, abilities, and values by registering for the *DOL Career and Credentialing Exploration (C2E)* course through your TAP office. Be patient—purpose usually evolves over time and will require you to be open to change.
- **Seek meaningful employment with a mission you fully support.** While a paycheck is necessary, finding a job with a purpose you believe in and co-workers who share your passion will lead to greater job satisfaction. If your job does not provide the level of purpose you experienced in the military, explore other options such as those listed below.
- **Join groups that exhibit many of the same characteristics as military Service**—close knit groups that offer community and camaraderie. These could be veteran- and military-related groups, civic organizations, recreational sport leagues, gym/fitness groups, student veteran organizations, or any group devoted to a cause or hobby you want to pursue.
- **Seek opportunities in your community where you can use your skills as a member of a larger group to further a cause important to you.** This could mean volunteering with AmeriCorps (<https://americorps.gov/>), coaching a youth sports team, leading a faith-based group, or supporting a local community service project with your skills.

Keep in mind, you may find your new identity, purpose, and community through one of the above suggestions or a combination of things. It may take time and trying a variety of activities before you find your place; it is important to persist until you find what works for you.

Remember that you are not alone during this transition. In addition to the support of your family and friends, there are persons, agencies, and organizations that are ready to help you. The last section of this guide contains information about these resources and the additional courses available to assist you during your transition out of the military.



ACTIVITY: Who Am I?

Describe who you are without mentioning your military service or using any military terminology.

Transition Concerns

It is normal for you to have concerns about life after the military while going through the transition process. Navigating a lifestyle change can be challenging for anyone. There are two kinds of transitions:

- **Planned**—Includes retirement, separation, or leaving active-duty to return to a civilian career; a transition that was either expected or chosen through a conscious, thoughtful, decision-making process.
- **Unplanned**—Involves medical issues or involuntary separation; could be more stressful since it is not your choice; you may not have time to mentally process or plan for your transition.

Regardless of the type of transition, there are a considerable number of unknowns. To start thinking and planning for transition, begin by considering your transition concerns.



ACTIVITY: What are your transition concerns?

Below is a list of common concerns identified by TAP counselors and transitioning Service members during previous TAP courses:

- Loss of purpose and identity
- Getting/keeping the right job
- Achieving success in college
- Creating a fallback plan
- Going into debt
- Surviving in a new environment
- Finding work-life balance
- Not being "in charge" anymore
- Medically unable to work
- Moving or relocating self/family
- Spending more time with family
- Having enough money
- Paycheck not guaranteed
- No experience as an adult civilian
- Paying more in taxes
- Earning less leave at a civilian job
- Losing the military support system
- Moving children away from friends
- Putting children in new schools
- Cost of a new wardrobe
- Employment for spouse
- Getting VA Benefits
- Obtaining/paying for healthcare
- Finding affordable housing
- Interaction with extended family
- Returning to civilian life
- Changing roles/expectations
- Fitting in outside the military

Were your concerns listed?

How do you feel knowing that others have some of the same concerns as you do?

What changes are you looking forward to after your transition?

Resiliency in Transition

Even with preparation, some aspects of your transition will be stressful. However, in the military, you have been trained to be resilient to help mitigate stress. The coping skills you learned will be critical during this time of change.

Resiliency is defined as the process of adapting well in the face of change, adversity, or significant sources of stress—such as family and relationship problems, health issues, and workplace or financial stressors.

It is the ability to respond appropriately to these stressors and “bounce back” from difficult experiences. Resilience is not a trait that some people have and others do not. It involves behaviors, thoughts, and actions that can be learned and developed by anyone.

As you learned in your previous training, being resilient means:

- Being realistic
- Turning challenges into opportunities
- Learning from adversity
- Preparing for challenging situations

Source: American Psychological Association

The same resiliency skills you used to face challenges and overcome obstacles in your military career will serve you well as you transition out of the military and into the civilian sector. While the military often emphasizes self-reliance, asking for help builds resiliency.

Now consider the following questions:

- What changes do you expect to experience during your transition?
- If you have a family, what changes might they experience?
- Have you considered what new stress might result from all the changes and how you will manage it?

Realistically, many changes will occur during your transition, and the stressors may be different from those you experienced during your military service. Now is the time to apply what you have learned during resiliency training to your transition. This will support you in a successful transition into the civilian sector.

Managing Transition Stress

Stress due to transitioning out of the military can be both positive and negative.

- **Positive Stress**—short-term motivator to increase energy and focus to help you set goals and achieve tasks to prepare for transition.
- **Negative Stress**—cause of psychological distress that manifests in an adverse physical manner.

Signs of negative transition stress include:

- irritability
- changes in appetite
- changes in sleep patterns
- headaches
- depression
- isolation
- less communication
- use of alcohol/drugs
- anxiety
- frustration
- helplessness
- apathy

If you recognize these behaviors and feelings in yourself or those close to you mention that you seem stressed, it is possible to reduce stress levels by applying certain strategies.



Review the following list and identify your preferred methods for relieving stress. Are there any other stress management techniques you have used during your military career that may be helpful during transition?

WAYS TO RELIEVE STRESS	
Eat well, drink water	Skipping meals, excessive alcohol intake, and overuse of energy drinks can interfere with your body's ability to function well and cope with stress.
Get rest	Sleep is important to help your body repair itself. Experts recommend seven to nine hours of sleep per night.
Exercise	Physical activity releases endorphins, clears your head, and releases muscle tension.
Maintain a schedule	Build time for work, play, family time, and spiritual needs.
Set goals and move toward them	Document your goals and the steps necessary to achieve them to help organize your transition and build your confidence.
Break tasks down and delegate	Break large tasks into smaller pieces and share or delegate, if possible.
List and let go	Write out a list of tasks and assign a priority to get a visual perspective and free up your mind.
Ask for help/accept help	Reach out to mentors, friends, other transitioning Service members, and service-related organizations for help.
Acknowledge and accept your feelings	Acknowledge the changes and accept the related feelings.
Embrace change	Build change stamina by being open to minor changes in your daily life in preparation for the more dramatic changes that occur during transition.
Surround yourself with positivity	Being around those who are positive makes you more likely to adopt a positive attitude.
Take breaks	Engage in an activity you enjoy...or just relax.
Listen to music	Listen to slow-paced music to relax or rock out to your favorites.
Breathe/meditate	Concentrate on your breathing to slow your thoughts and help you feel more relaxed.
Laugh	Watch a funny show or stand-up routine. Laughing brings more oxygen into your body and relaxes your muscles.

WAYS TO RELIEVE STRESS	
Communicate	Share information, thoughts, and feelings with co-workers, friends, and family members to reduce misunderstandings and tension.
Have fun	Use free concerts, hiking/biking, game nights, watching movies, camping, talking, and attending community activities with others to decompress.

One strategy not included in the list is to **plan and prepare for your transition**. Military members and their families are taught to have multiple contingency plans. Military training focuses on planning and preparation to control the situation and outcome. During transition, there will be situations that you cannot control. Trying to do so will increase the stress and tension. Having multiple plans in place is an excellent way to reduce transition stress.

Even with careful planning, circumstances can take an unexpected turn. Having the ability to adapt is vitally important. Being open to new experiences, adopting a growth mindset, and embracing the challenge of new beginnings are the keys to remaining resilient. We call this last way to relieve stress: **BEING FLEXIBLE**. Flexibility for you and your family is critical to a successful transition.

Military vs. Civilian Culture

Part of your early military training was learning about the military culture and rules. In the same way, as you move into the civilian workforce, you will need to adapt to a different environment by understanding a new set of rules and expectations. These rules are rarely written or verbally expressed. However, knowing what to expect and finding a civilian culture that is a good fit for you will increase your chances of success in your next endeavor.

The following chart lists some of the differences you might experience when moving from the military into the civilian sector. Differences found specifically in employment will be discussed in DOL *Employment Fundamentals of Career Transition*. Education differences will be covered in DoD *Managing Your (MY) Education*.

MILITARY VS. CIVILIAN CULTURE		
TOPICS	MILITARY	CIVILIAN
Personal Choice	Military Service determines location, job duties, and length of duty assignment.	Individual chooses location and type of work and can usually leave a position at any time.
Attire	Uniforms—clear guidelines on what to wear.	Usually less restrictive with more chance for choice; may have dress code but it may not be enforced evenly; some professions may require a uniform.
Pay	Able to see/know what everyone else makes; pay raises are standardized.	Private-sector jobs rarely publicize salaries; starting salaries and pay raises may vary widely among employees; discussions about salary are discouraged.
Work/Life Balance	Duty hours are not clearly defined; mission needs may require working weekends, evenings, and overtime without prior notice; leave may be denied or canceled to meet mission requirements. Family days often granted during holidays. May be able to exercise as part of the workday.	Work hours may vary between positions, but usually limited to 5 days/week and 8 hours/day; overtime pay or time off for extra hours worked unless a salaried position; more opportunities to balance family and work obligations. Required to take leave for medical appointments/illness.
Housing	Base housing/BAH (for off-base housing) determined by rank; may be required to keep certain standards. Funding for housing is included as part of compensation.	Usually free to choose any housing although some jobs may require you to live close to your work; Homeowner's Association (HOA) rules/fees may apply. Housing costs are NOT usually included as part of civilian employment compensation.
Starting Over	Start a new job with each assignment but keep rank and pay.	May take a lower position and pay cut when changing fields or positions; salary not based on what you were paid in the past.
Service to Country	Citizens respond with "thank you for your service."	Most jobs do not have the thanks of the nation.

MILITARY VS. CIVILIAN CULTURE		
TOPICS	MILITARY	CIVILIAN
We vs. I	Part of a cohesive group where the unit's goals are placed above personal goals; individuals may earn awards, but accomplishments are frequently described using "we" to emphasize the team effort.	May work with a team, but individuals are expected to highlight their personal contributions and use "I" during job interviews and performance reviews.
Peer Interaction	Social circle is formed easily as most Service members have common experiences/ interests; not unusual to socialize with co-workers.	Individual must initiate efforts to find friends with common experiences/interests; some civilians are reluctant to socialize with co-workers.
Mission/Purpose	Overall mission is clearly defined and embraced by all; individually, incentives for serving may vary.	Overarching mission may not be well defined or discussed.
Rank/Respect	Position in the hierarchy is known by wearing rank on uniform; respected, in part, because of rank.	Position in the hierarchy may be unknown or unclear initially; accomplishments, work ethic, and how you treat others earn respect.
Language-Written	Close communications with "Very Respectfully" or "V/R."	Close communications with "Best regards" or "Sincerely;" "Very Respectfully" may be used in some government agencies.
Language-Verbal	Military-specific acronyms and jargon; use of sir/ma'am or superior's rank/name. Profanity and culturally insensitive language may be used among personnel of similar rank.	Industry-specific acronyms; no military jargon; use of sir/ma'am varies depending on geographic location but is used less often or even discouraged; first names used frequently. Avoid using any profanity and culturally insensitive language regarding race, religion, politics, and gender.

Are there any other topics not listed? If so, add them below.

Which changes do you see as being the most significant? Why?

From the list of topics, which ones do you think will be the easiest to adapt to and will cause the least amount of stress? Why?

Understanding cultural differences is important in any setting, but especially when starting a new job or enrolling in a training program or institution of higher education. Your goal as a newly transitioned Service member is to “fit in and stand out.” You fit in by following the unwritten rules and stand out by having the experience, education, credentials, and attitude desired; doing your job well; and getting along with others.

Value of Mentors



Another key component of transition is the willingness to ask for and accept help from others. This can be achieved by obtaining a mentor who can offer advice and support during and after transition.

Most Service members have experienced mentoring during their military service and can name at least one person who has been influential in their personal or professional life. This same type of support through mentorship is even more valuable as you transition. Ideally, you should find a mentor who has navigated the military-to-civilian transition experience and is willing to share what was learned during the process.

Good mentors display the following characteristics:

- Assist in setting goals and priorities and staying on task.
- Serve as a resource and a sounding board.
- Give specific, constructive feedback to improve behavior, but never attack character or personality.
- Remain supportive and encouraging, even in difficult situations.
- Demonstrate success in their lives and are well respected in their organizations and in their communities.

To find a mentor:

- Seek out a trusted counselor, teacher, or influential senior sponsor—preferably someone already employed in your desired field or your new location.
- Utilize your existing military network—consider asking past supervisors or peers who have already transitioned out of the military or are further along in the transition process.
- Use social media (especially LinkedIn) to find industry-specific mentors by connecting with former military members who are working in your career field of interest.
- Explore Military and Veteran Service Organizations (MSO/VSO) as they often have members willing to mentor others. Use the National Resource Directory website at <https://www.nrd.gov> to locate programs and services that support wounded warriors, Service members, veterans, their families, and caregivers.



Once you find a mentor, be open, respectful, flexible, and eager to learn. Most of all, be committed to adapting as you gain information so you can transition successfully.

Resources

When asking for and accepting help, consider the following resources that are available both during and after transition for you and your family members.



- DoD TAP Pre-Separation Counseling Resource Guide (fillable PDF): <https://TAPevents.mil/resources/documents>
- DoD TAP Participant Guides (fillable PDF): <https://www.TAPevents.mil/resources/documents>
- TAP Interagency Website Guide [https://www.TAPevents.mil/Assets/ResourceContent/TAP/TAP Interagency Website Guide.pdf](https://www.TAPevents.mil/Assets/ResourceContent/TAP/TAP_Interagency_Website_Guide.pdf)
- Managing Your (MY) Transition Online Course: <https://TAPevents.mil/courses>

TAP Interagency Partners

- DOL TAP page: <https://www.dol.gov/agencies/vets/programs/tap>
- VA Transition Assistance Program: <https://benefits.va.gov/transition/tap.asp>
- SBA – Boots to Business: <https://www.sba.gov/sba-learning-platform/boots-business>

Family Support Centers

- Navy: Fleet and Family Support Centers: <https://ffr.cnic.navy.mil/Family-Readiness/Fleet-And-Family-Support-Program/Work-and-Family-Life/Transition-Assistance/>
- Air Force: Military and Family Readiness Centers: <https://www.afpc.af.mil/Military-and-Family/Transition-Assistance-Program>
- Army: Transition Assistance Program (TAP): <https://www.armytap.army.mil>
- Army Community Service: <https://www.armymwr.com/programs-and-services/personal-assistance>
- Marine For Life Network: <https://www.usmc-mccs.org/services/career/marine-for-life-network/>
- Marine Corps: Marine Corps Community Services: <https://www.usmc-mccs.org/services/career/transition-readiness/>

- Space Force: Military and Family Readiness Centers: <https://www.afpc.af.mil/Military-and-Family/Transition-Assistance-Program>
- Coast Guard - Office of Work-Life Programs: www.dcms.uscg.mil/Our-Organization/Assistant-Commandant-for-Human-Resources-CG-1/Health-Safety-and-Work-Life-CG-11/Office-of-Work-Life-CG-111/



Military OneSource

- DoD-funded program providing comprehensive information, resources, and assistance 24/7 at no cost to Service members and their families
- Available for transitioning Service members, including Coast Guard, and their immediate family members up to 365 days post separation or retirement
- Military OneSource links:
 - <https://www.MilitaryOneSource.mil/>
 - Download the MyMilitaryOneSource app
 - Call: 1-800-342-9647

inTransition Program

Provides behavior health continuity of care to Service members and veterans as they move between health care systems and/or providers during transition:

- Call: 1-800-424-7877
- <https://health.mil/Military-Health-Topics/Centers-of-Excellence/Psychological-Health-Center-of-Excellence/inTransition>

Veterans Crisis Line

Provides veterans in crisis with qualified VA responders, signs to look for, and directions on how to locate the nearest veteran facility:

- Call: 988, Press 1
- Text: 838255
- Chat: <https://www.veteranscrisisline.net>

Calling from overseas?

- Europe: Call +1 884-702-5495 (off base) or DSN 988 (on base)
- Southwest Asia: Call +1 855-422-7719 (off base) or DSN 988 (on base)
- Pacific: Call +1 844-70205493 (off base) or DSN 988 (on base)

Department of Veterans Affairs (VA)

The VA.gov website offers resources, tools, and contact information for all VA benefits and services: <https://www.va.gov/>

VA Solid Start

Attempts to contact veterans 90, 180, and 365 days post-separation:

- <https://benefits.va.gov/transition/solid-start.asp>
- Call: 1-800-827-0611 (save the number in your phone contacts)

VA Medical Treatment Facilities

Over 1,700 VA medical facilities which provide veteran medical services:
<https://www.myhealth.va.gov/mhv-portal-web/treatment-facilities>

National Resource Directory (NRD)

Information on benefits, compensation, education, training, caregiver support, health, homeless assistance, housing, and other resources: <https://nrd.gov>

American Job Center (AJC)

Department of Labor source for career exploration, training, and jobs. Contains specialized information and resources for military and veterans:
<https://www.careeronestop.org>



TAP Interagency Website Guide Download



ACTIVITY: The TAP Interagency Website Guide is a comprehensive document that contains all websites referenced in TAP courses.

You may have already downloaded the Website Guide during Pre-Separation Counseling. If not, follow the instructions in the flyer on the next page to download the document.

TAP INTERAGENCY WEBSITE GUIDE



The TAP Interagency Website Guide is a comprehensive document that contains all websites referenced in TAP courses.

THE WEBSITE GUIDE IS LOCATED AT:

https://www.tapevents.mil/Assets/ResourceContent/TAP/TAP_Interagency_Website_Guide.pdf

OR

SCAN THE QR CODE BELOW WITH THE CAMERA ON YOUR PERSONAL DEVICE TO ACCESS THE GUIDE



Features of the Website Guide include:

- Single source for websites referenced in TAP courses
- Searchable
- Includes URL and description of each resource
- Updated biannually

TAP Interagency Website Guide categories include the following:

- TAP Resources
- Military Services
- Career Planning
- Disability/Wounded, Ill, & Injured
- Education
- Employment
- Entrepreneurship
- Family & Caregiver Support
- Federal, State, & Local Resource Locators
- Finance – Personal & Family
- Healthcare
- Housing
- Insurance
- Mental Health
- Sexual Assault and Military Sexual Trauma
- Social Media & Networking
- Volunteer Opportunities
- Additional Information and Resources

Transition Assistance Participant Assessment (TAPA)



ACTIVITY: At the end of each course, you are encouraged to complete the online TAPA specific to that course. Because the assessment is completely anonymous, demographic information is not stored and must be reentered for every course.

Follow the instructions below or the instructions on the flyer on the next page to access the TAPA:

- Click <https://www.dodsurveys.mil/tap/>
- Select the box **Managing Your Transition** and complete the assessment by answering all the questions.
- Information is gathered and analyzed quarterly, and participant feedback is used to make improvements/updates.
- TAPA can be completed on your personal mobile device.

Thank you for your feedback—your opinion matters to us!!

YOUR FEEDBACK IS IMPORTANT



The **Transition Assistance Participant Assessment (TAPA)** is a critical evaluation tool used to gain feedback on TAP, facilities, facilitators, curriculum, and materials. Feedback is reviewed quarterly and used to make improvements to TAP. Participant feedback is essential to ensure a quality program.

THE TAPA IS LOCATED AT: [HTTPS://WWW.DODSURVEYS.MIL/TAP](https://www.dodsurveys.mil/tap)

OR

SCAN THE QR CODE BELOW WITH THE CAMERA ON YOUR PERSONAL DEVICE TO BEGIN THE ASSESSMENT



PLEASE NOTE:

- An assessment should be completed at the end of each course.
- Participation in the assessments is anonymous. You will be asked to re-enter your background information for each assessment (such as component and time until separation).

Assessments are available for the following:

CORE CURRICULUM

- Managing Your Transition
- MOC Crosswalk
- Financial Planning for Transition
- VA Benefits and Services
- Employment Fundamentals of Career Transition

2-DAY TRACKS

- Employment: DOL Employment Workshop
- Education: DoD Managing Your Education
- Vocational: DOL Career and Credential Exploration
- Entrepreneurship: SBA Boots to Business

Examples of curriculum updates made based on Service member feedback include:

- Provided a list of website resources for each module.
- Removed unnecessary or obsolete information.
- Added information related to finding purpose, healthcare, and life insurance after transition.
- Added more hands-on activities and enhanced content on American Job Center resources, social media, and resume examples.