

Transition Assistance Program (TAP)

The Transition Assistance Program (TAP) is designed to provide retiring, separating, and demobilizing members the information, skills, and knowledge needed for successful transition to civilian life. Through the mandated components of TAP, service members have access to an array of workshops, assessments, and services to prepare them for the transition.

Service members are required to initiate TAP no later than 365 days from the date of separation or retirement. The recommended start time is within 24 months from retirement or within 18 months from separation. You can find a comprehensive timeline for the entire process here:

<https://www.dodtap.mil/resources.html> (Managing Your Transition Timeline).

TAP components include:

Step 1: Initial Counseling

This first step is an individual appointment where members' goals and transition needs are discussed and assessed. Members are assigned to a Tier level (1, 2, or 3) based on individual goals and preparedness for transition. Members learn what must be accomplished and are provided resources and information. This first step must be accomplished NLT 365 days from date of separation/retirement.

Step 2: Pre-Separation Counseling/Briefing

The Pre-separation Counseling appointment or briefing provides information on entitlements and benefits members may be eligible for and reviews the transition process. Pre-separation counseling/briefing should be accomplished early in the transition process but NLT 365 days from separation. May be accomplished in a group setting or individual appointment on a needs basis.

Step 3: Transition Workshop

All members complete at minimum the 3-day Core Curriculum which includes:

- DoD Day (Managing Your Transition, Military Occupational Code Crosswalk, Financial Planning for Transition)
- DoL Employment Fundamentals of Career Transition
- VA Benefits and Services

All members are highly encouraged to attend at least one of the additional two-day tracks; however, members assigned to Tier 3 are required to participate in at least one track. Additional Two-Day Tracks include:

- Managing Your (MY) Education Track
- Career & Credential Exploration (C2E)
- Department of Labor Employment Track
- Entrepreneurship Track (Boots to Business)

View upcoming TAP classes at all locations at <https://www.tapevents.mil/>

[Click here for a description of the Transition Tracks](#)

Step 4: Capstone

The Capstone is an individual appointment where members' Career Readiness Standards (CRS) are reviewed and documented. CRSs 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. Member should refer to the checklist for their designated Tier for a list of the applicable CRSs to provide for review at the Capstone appointment.

Capstone Documents:

TAP Tier 1 Checklist

TAP Tier 2 Checklist

TAP Tier 3 Checklist

ITP (Individual Transition Plan)

Gap Analysis

Financial Worksheet

TAP Virtual Curriculum

The Department of Defense introduced a virtual delivery of the Transition curriculum on Transition Online Learning (TOL). This resource provides service members who are unable to attend TAP training in person 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 the mandatory transition requirements, and certificates of completion must be submitted to TAP staff for credit to be applied.

Access TOL here: <https://www.tapevents.mil/courses>

Online TAP Instructions for Tiers 1 and 2

Online TAP Instructions for Tier 3

Additional TAP Resources

DoDTAP Website <https://www.dodtap.mil/index.html>

Pre-separation Briefing Resource Guide

MOC Crosswalk Participant Guide

Managing Your (MY) Transition Participant Guide

Financial Planning for Transition Participant Guide

Employment Fundamentals Participant Guide

Managing Your (MY) Education Participant Guide

Career & Credential Exploration (C2E) Participant Guide