

TAP Requirements, prior to leaving AD. Four main components of TAP.

Initial Counseling (IC): One-on-one appointment – all AD Service Members (SM) must attend. This is where Service Members transition plan is developed, and where they receive their Tier status. Must be completed NLT 365 days from separation (DOS). Can begin 2 years out. **Good for 4 years from the date completed.** Book your appointment on [TAP Initial/Capstone Booking Appointment](#)

Visit Website: <https://fairchildfun.com/military-family-readiness-center/> for more details

Pre-Separation (PS) Briefing: Group setting – all AD SM must attend. SM are informed of eligible entitlements/benefits to assist them in their transition. Must be completed NLT 365 days from separation (DOS). Can begin 2 years out. **Good for 4 years from the date completed.**

5 – Day Transition Assistance Program (TAP) Workshop: Can begin 2 years out. Use this link to book your class: [Class Scheduler](#)

Day 1 – Air Force Day: Must be completed NLT 365 days from separation (DOS).

DoD Managing Your (MY) Transition – Overview of transitions concerns, finding new purpose & identity, managing transition stress, military vs. civilian culture, value of mentors & available resources. **Good for 4 years from the date completed.**

DoD (MOC) Crosswalk – Assist w/identifying skills obtained in the military, determine a potential career, & understand the gaps in skills, education & experience to obtain employment. **Good for 4 years from the date completed.**

DoD Financial Planning for Transition – Fin. literacy overview and focuses on changes in your finances. **Good for 4 yrs from the date completed.**

NOTE: Retiree's & Separatee's must complete all 3 blocks (MY/MOC/FINANCIAL PLANNING) of instruction.

Day 2: Veterans Affairs (VA): Retiree's & Separatee's must complete the VA briefing. **Good for 4 years from the date completed.**

Day 3: Department of Labor (DOL) – Employment Fundamentals of a Career Transition (EFCT): This course lays the foundation for transition from military to civilian careers by introducing essential tools and resources needed to evaluate career options, gain information for civilian employment and understand the fundamentals of the employment process. **Good for 4 years from the date completed.**

NOTE: Retiree's – 20 years of service – not required – exempt.

Separatee's – Required for all separatee's (to include med boards & legal separations).

If Separatee can show proof of f/t employment, can be exempt.

Day 4 – 5: DOL (DOL EW) Employment Workshop: Learn how to write a professional resume, interview skills, social media and how to successfully navigate the job markets. (Optional for Tiers 1 & 2 & Retiree's). Mandatory for Tier 3. **Good for 4 years from the date taken.**

Capstone: An overview of Service members transition plan and to make sure they have completed all TAP requirements based on their Tier assignment. **Good for 1 year from the date completed. YOU MUST GET A RED STAMP FROM THE M&FRC TO OUTPROCESS.**

- Must have completed your IC/PS/TAP before you can complete your capstone.
- Can begin 12 months out and NLT 90 days prior to anticipated separation, retirement, or release from AD.
- If undergoing a med board or legal separation, begin the process as soon as possible.