

TAP REQUIREMENTS: TIER II		COMPLETION DATE
Step 1	Initial Counseling and Self-Assessment (NLT 365 days prior to DOS/DOR)	
Step 2	Pre-Separation Counseling (NLT 365 days prior to DOS/DOR)	
Step 3	TAP Workshop (3-Day Core Curriculum) Day 1: Managing Your Transition, MOC Crosswalk, and Financial Planning Day 2: VA Services and Benefits Day 3: Employment Fundamentals of Career Transition* *Can be waived if retiring with 20+ years of service, if documentation of fulltime employment is provided, or if documentation of fulltime education/training enrollment is provided (excludes SkillBridge)	
	2-Day Tracks Indicate choice(s) below: <input type="checkbox"/> Employment Track <input type="checkbox"/> Career & Credential Exploration Track <input type="checkbox"/> Entrepreneurship Track <input type="checkbox"/> Managing Your Education Track	
Step 4	Capstone- Schedule appointment after completion of TAP Workshop NLT 90 days prior to DOS/DOR (Up to 1 year prior to DOS/DOR)	
CAREER READINESS STANDARDS (CRS) Delivered at Capstone		COMPLETION DATE
	Individual Transition Plan (ITP)	
	VA Account (eBenefits) Registration Create your VA account at: https://www.va.gov/ Bring proof of registration (screen shot of welcome page) to Capstone appointment	
	Continuum of Military Service Counseling Counseling with in-service recruiter required for all Active Duty members. *Does not apply to retirees, Guard/Reserve, and medical/legal discharge. To schedule appointment contact:	
	Post-transition Financial Plan	
	Gap Analysis or Verification of Employment	
	Draft Resume or Provide Verification of Employment (For Employment Track only)	
	Comparison of Technical Institutions (For Career & Credential Exploration Track only)	
	Comparison of College/Universities (For Managing Your Education Track only)	

TAP mandates established by the NDAA FY19, “John S. McCain National Defense Authorization Act for Fiscal Year 2019.”