

Transition Assistance Program (TAP) Resources Packet

Military & Family Readiness Center (M&FRC) – MacDill AFB, FL

**For all TAP-Related communication, please use
6FSS.FSH.TAP@US.AF.MIL**

The MacDill AFB Transition Assistance Program (TAP) has a longstanding tradition of being one of the finest in the Department of Defense (DOD). In an effort to continue refining our services, we have consolidated all of our TAP resources and information in to this single document.

Please note TAP has a specific sequence of access. You must first complete the Self-Assessment (below), before accessing Steps 1-2. You must attend Steps 1-2 before accessing to the other steps.

Filling in a Form: Please download it first. ***Do Not*** try to fill it in while in your browser. Links may be blocked if accessing from within a military network. If that happens, try switching to Edge or use a commercial network.

(START HERE) Self-Assessment Worksheet

Mandatory to begin TAP

NDA policy requires all service members begin TAP NLT 365 days prior to your anticipated separation or retirement date. You do not need approved orders; nor does starting TAP commit you to leaving the military.

Completing the [Self-Assessment Worksheet](#) will provide the M&FRC with insight in to your preparedness for transitioning out of the military and will be used to assign you to a Tier. A completed worksheet must be received by the M&FRC before you are able to begin any other TAP services.

DIRECTIONS

Download the SA and SOU and return the completed forms to our TAP Org Box (above)

[Self-Assessment \(SA\) Worksheet](#)

[Statement of Understanding \(SOU\)](#)

Someone from the M&FRC will review your SA and assign you to a Tier. Once we assign your Tier, we will schedule you for Steps 1-2 -- Initial Counseling (IC) and PreSeparation (PreSep) counseling.

Attending IC/PreSep must happen before accessing the remaining TAP steps

Tier 1	Will receive IC/PreSep in a group setting with other Tier 1s
Tier 2	Will receive IC/PreSep in a group setting with other Tier 1s
Tier 3	Will receive IC/PreSep as a 1on1 appointment

Steps 1-2

Initial Counseling (IC) / Pre-Separation (PreSep) Counseling

Mandatory for Everyone

This is a mandatory step for everyone leaving the military

- **Guard/Reservists:** Coming off AD orders (T10) of 180 days or more
- **MEB:** Start TAP as soon as being placed in MEB status
- **Reenlistment:** If you are within 365 days of existing DOS, you must start TAP. If you do reenlist, you do not have to finish TAP
- **Retiring:** Can begin up to 2 years from anticipated date, but NLT 365 days
- **Separating:** NLT 365 days before DOS
- **Wounded, Ill, Injured:** Work through your Recovery Care Coordinator (RCC) to get scheduled for TAP

You cannot access this step until you have completed the Self-Assessment step above.

Use the links below to access key Pre-Sep related documents/tools:

[PreSep Slides](#)

[2023 TAP Registration Form](#)

[PreSep Notes Reference Sheet](#)

[LMS Online Course Instructions](#)

[PreSep Participant Resource Guide](#)

[Individual Transition Plan \(ITP\)](#)

[Overview of TAP Components / Steps](#)

[Managing your Transition Timeline](#)

[2022 TAP Registration Form](#)

[TAP Benefits and Services Matrix](#)

Steps 3-5

3 Day TAP Curriculum Workshop

Some Exemptions

This is a cooperative effort between the Department of Defense (DOD), the Department of Veterans Affairs (VA), and the Department of Labor (DOL). Registering for the 3-Day Curriculum takes place during IC/PreSep.

3-DAY Course: Mandates and Exemptions are outlined below

Day 1 (DOD)	Mandatory for everyone (all Tiers): Curriculum includes Managing Your (MY) Transition, MOC Crosswalk, and Financial Planning. A TRICARE representative will provide an overview at the end of the day
Day 2 (VA)	Mandatory for everyone (all Tiers): Curriculum covers VA Benefits and Services
Day 3 (DOL)	<p>Some Exemptions. Curriculum covers the fundamentals of employment. For more in-depth employment services (i.e., Resume Writing, Salary Negotiating, etc.), you should also register for the 2-Day Employment Track (see Step 6 below).</p> <p>Exemption Categories:</p> <ul style="list-style-type: none"> • Retiring with 20+ years • Separating and can prove full-time post-military employment. Proof required. • Separating and can prove acceptance in to full-time college. Proof required.

[2022 TAP Registration Form](#)

[2023 TAP Registration Form](#)

Day 1 (DOD)

Managing Your Transition Participant Guide	Financial Planning Spreadsheet (CRS)
MOC Crosswalk Participant Guide	Financial Planning – Additional Resources
MOC Crosswalk Gap Analysis (CRS)	Values and Skills Assessment Worksheet
Financial Planning Participant Guide	Interest Profiler Assessment Website
TriCare Briefing – Retirees	TriCare Briefing – Separatees

Day 2 (VA)

VA Benefits Briefing Participant Guide	eBenefits (VA.GOV) website
DOD Wounded, Ill, & Injured Compensation & Benefits Book	Federal Benefits for Veterans, Dependents, and Survivors Book
VA Remote 1on1 Sessions	VA Compensation website
Benefits Delivery at Discharge (BDD) website	

Day 3 (DOL)

[Employment Fundamentals of a Career Transition Participant Guide](#)

Step 6

2-Day Tracks

Some Exemptions

Exemptions are based on your Tier. Please review them below. There are four different Tracks; each is two days long and intended to provide targeted training -- based on your projected post-military path.

Tier 1	All Tracks are Optional . You may attend all, some, or none
Tier 2	All Tracks are Optional . You may attend all, some, or none
Tier 3	MUST attend at least ONE Track. You may attend more

Below is an outline of each Track and links to key resources for each. To register, please use the registration form from Step 1. **Note: you must complete PreSep before registering**

[2022 TAP Registration Form](#)

[2023 TAP Registration Form](#)

Employment Track (DOL)	<i>A comprehensive view covering best practices in career employment, including learning interview skills, building effective resumes, and using emerging technology to network and search for employment.</i>	
	Employment Track Participant Guide	Resume Template
Education Track (DOE)	<i>Designed for anyone pursuing an undergraduate or graduate degree. Includes information on choosing a field of study, selecting an institution, gaining admission, and funding your education.</i>	
	Education Track Participant Guide	
	Education Track Flyer (2022)	Education Track Flyer (2023)
Career & Credential Exploration (C2E) Track (DOL)	<i>CCET offers a unique opportunity for participants to complete a personalized career development assessment of occupational interests and abilities. Participants will also be guided through a variety of career considerations, including labor market projections, education, apprenticeships, certifications, and licensure requirements.</i>	
	C2E Participant Guide	
	C2E Track Flyer (2022)	C2E Track Flyer (2023)
Entrepreneur (Boots 2 Business) Track (SBA)	<i>Known as Boots 2 Business (B2B), this Track is designed for those seeking to start their own business, open a franchise, or become a Federal Contractor</i>	
	B2B Flyer (2022)	B2B Flyer (2023)
	Introductory Video	B2B Overview
	B2B Module 1 (Business Ownership)	B2B Module 2 (Basics of Opportunity)
	B2B Module 3 (Market Research)	B2B Module 4 (Economics)
	B2B Module 5 (Legal Entities)	B2B Module 6 (Financing)
	B2B Module 7 (Business Planning)	B2B Module 8 (SBA Resources)
	Federal Contracting Info	Federal Contracting Slides
	Franchising Slides	Small Business Info

Step 7

Capstone (and CRS documents)

Mandatory for Everyone

Capstone is not a class – it is validation step of TAP. During Capstone, we will confirm you have completed all required classes and completion of your Career Readiness Standards (CRS). If you are not compliant, you are not ready for Capstone. Your eForm (DD2648) will be used to account for compliance and is a required form during your out-processing with your Personnel function.

When: Approximately 90-150 days prior to leaving the military; or prior to beginning terminal leave/out-processing; or prior to starting a transition program like Skillbridge. Capstone cannot be done more than 1 year away from your last day in the military.

How: Email the required info to our TAP Org Box at 6FSS.FSH.TAP@US.AF.MIL. No appointment needed.

What to provide in your email:

- 1) **Classes:** If you completed courses using [LMS](#), email the certificates for each module. If you attended an in-person class with us, we will see that.
- 2) **CRS:** Attach all required CRS documents in your email. See below for CRS specifics
- 3) **eForm:** Sign for Capstone in Section 5 of your Eform
- 4) **Email:** Provide us the email of your Commander or a designee.

For a more detailed review of Capstone, please click on this [Capstone Letter link](#).

*CRS requirements are based on your **TIER**.
You can download a CRS doc by clicking on the link*

Individual Transition Plan (ITP)	Required for All Tiers
eBenefits registration	Required for All Tiers Proof is accomplished by providing a screen snapshot of you logged in to eBenefits.
MOC Crosswalk Gap Analysis – Part A	Tiers 2 & 3 Introduced during Day 1 (DOD) A MOC Crosswalk Participant Guide is available to assist.
Financial Planning Spreadsheet	Tiers 2 & 3 Introduced during Day 1 (DOD). You may utilize our spreadsheet or use any document of your own choosing.
Resume	Required if you attended the 2-DAY Employment Track (regardless of Tier)
Continuum of Service (Separatees Only)	All Separatees (regardless of Tier) Contact a Reserve Recruiter to receive guidance and information about joining the Reserves. Recorded in ITP.

Additional TAP Resources / Tools

M&FRC Flyers and other Marketing Information

Reference 6th Force Support Squadron website (www.macdillfss.com) for workshop flyers and various other information. Below are few additional flyers for quick reference.

HR of Tampa Flyer	DODSkillBridge Training Flyer (2022)
Corporate Fellowship Program	DODSkillBridge Training Flyer (2023)
TEAMS (Transition Employment Assistance for Spouses)	DODSkillBridge Changes (Oct 2021)

The below links provide information on key resources and tools

Veterans Employment Resources website	Resume Tips
Veteran Priority of Services	Cover Letter Samples
Department of Labor Gold Card flyer	Resume Samples
State Job Banks website	Troops to Teachers website
ONet Online Occupational Research website	VA for Vets website
My Next Move for Veterans website	Bureau of Labor Statistics website
Employ Florida website	Retirement Calculator website
Career One Stop website	Military Retirement Money Tips website
Military to Civilian Thesaurus	Power Pay Deb Deduction website
Career Process Guide	