



Military & Family



Readiness Center

Last updated June 2025

Initial Counseling (IC) (0900-1000):

Please wait to be called to a breakout room for your Initial Counseling appt

Pre-Separation (PreSep) Counseling (1000-1230):

Conducted as a group after all ICs are done

ADMINISTRATIVE NOTES

Laptops: Don't leave CUI

Shelter-in-Place: In this room

Evacuation: Accountability / Follow Instructions

Breaks / Restrooms

Introductions

When?

Where?

First Name

Looking
forward to...?

Worried
about...?

TAP No-show Policy

**No-show Policy
TAP**

**1st No Show =
Things happen...
we get it.**

**2nd No Show =
Deleted from all
future non-mandated
TAP courses**

**3rd No Show =
Leadership contacted**



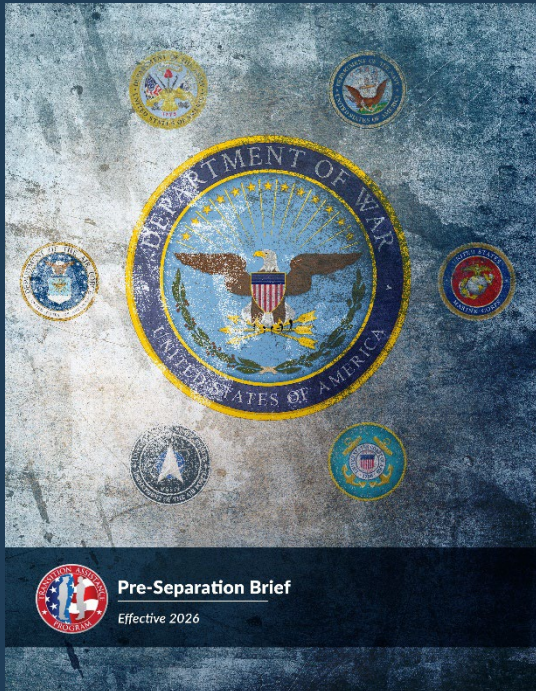
MATERIAL OVERVIEW

WWW.MACDILLFSS.COM/TAP

- ITP
- Notes Reference Sheet/ Agency Contacts
- Online Instructions (Self-paced CBT)
- Capstone Letter (Final step)
- HOPE FL Flyer
- SHPE Trifold
- TAP Trifold
- 6FSS.FSH.TAP@US.AF.MIL (TAP Org Box)

PRE-SEPARATION BRIEF PARTICIPANT GUIDE

1. Use the QR code on the right or the URL below to go to:
[https://www.tapevents.mil/Assets/ResourceContent/TAP/Pre Separation Counseling Resource Guide.pdf](https://www.tapevents.mil/Assets/ResourceContent/TAP/Pre%20Separation%20Counseling%20Resource%20Guide.pdf)
2. Select the *Pre-Separation Brief Participant Guide*.
3. Download and save the Participant Guide on your computer or email it to yourself if using a government computer.



NOTE: The corresponding page of the Participant Guide (PG) will appear in the left, bottom corner of each slide in this brief.



Pre-Separation Brief

DISCLAIMER

The information provided herein does not constitute a formal endorsement of any company, its products, or services by the U.S. Department of War (DoW). Specifically, the appearance or use of external hyperlinks does not constitute endorsement by the DoW of the linked websites, or the information, products, or services contained therein. The DoW does not exercise any editorial control over the information you may find at these locations. While this information provides informational resource material to assist military personnel and their families in identifying or exploring resources and options, the resources provided are not exhaustive.

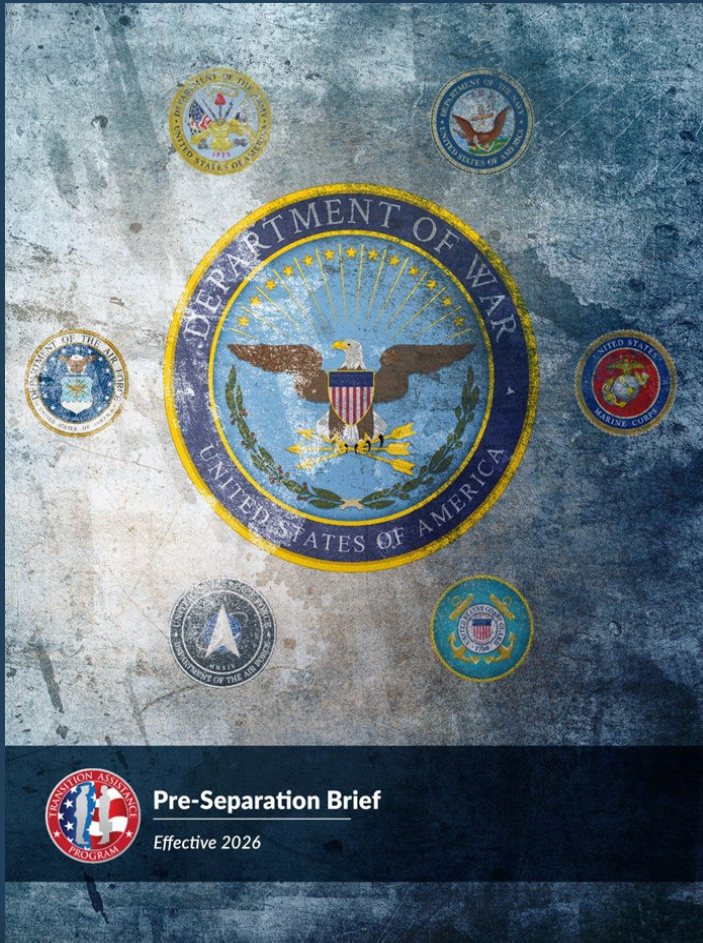
All websites and URLs in this guide were active at the date of publication. However, web content is subject to change without notice. Users of this guide are advised to confirm information is current.

**THE JOURNEY OF A
THOUSAND MILES
BEGINS WITH ONE
STEP.**

- Lao Tzu



PRE-SEPARATION BRIEF



- Attend NLT 365 days before leaving active duty or as soon as possible*
- Provides an overview of TAP requirements and resources.
- Introduces time-sensitive benefits.
- Provides information on transition topics not covered during TAP courses.

*Guard/Reserve and unanticipated separations

8 STEPS TO TRANSITION



STEP 1: Build Your Transition Team and Resources

STEP 2: Plan for Your Transition

STEP 3: Manage Your VA Benefits

STEP 4: Plan for Healthcare, Mental Healthcare and Health Insurance

STEP 5: Conduct Career Exploration and Plan for Employment

STEP 6: Plan for Further Education

STEP 7: Consider Starting a Business

STEP 8: Explore Additional Information and Benefits

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YOUR TRANSITION TEAM

Installation Resources

- TAP/Transition/RC Staff and Counselors
- Service TAP/Transition Office
- VA Benefits Advisor
- Chaplains, Health Professionals, Education Office

Off-Installation Resources

- Military OneSource - DoW
- National Resource Directory - NRD
- Military and Veteran Service Organizations

MACDILL VA BENEFITS ADVISORS

Local VA TAP Lead

- **Sharonda Richardson: 813-828-8600**
s.richardson.ctr@vatap.calibresys.com
- Located in Bldg 38 (MFRC Annex)

PERSONAL SUPPORT SOURCES

- Family Members
- Military Colleagues
- Veterans
- Mentors
- Social Network



Post-Transition Access

Use your CAC to create accounts for access after leaving active duty.



<https://myaccess.dmdc.osd.mil/>

- DFAS
- MHS GENESIS Patient Portal



[Login.gov](https://login.gov)

- VA.gov
- Social Security Benefits
- Small Business Loans
- USAJOBS



<https://myaccess.dmdc.osd.mil/>

- MilConnect
- IDCO



[Id.me](https://id.me)

- VA.gov

BUILD YOUR TRANSITION TEAM AND RESOURCES CHECKLIST



Create a contact list of people to support you during transition.



Identify your TAP/Transition counselor and obtain contact information.



Explore installation and off-installation resources.



Create DS Logon, myAuth, Login.gov and/or ID.me accounts to maintain access to DoW and VA websites.

STEP 1: Build Your Transition Team and Resources



STEP 2:

Plan for Your Transition

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TRANSITION ASSISTANCE PROGRAM (TAP)

A congressionally mandated program that provides information, tools, and training to ensure Service members and their spouses are prepared for the next step in civilian life.

- Title 10 U.S.C., Sections 1142, 1143, 1144
- NDAA FY 19 John S. McCain, Section 552—Improvements to TAP
- NDAA FY20, Sections 570c, 570f
- DoDI 1332.35—TAP for Military Personnel



INTERAGENCY PARTNERSHIP



Transition and Reintegration Programs are the result of an interagency partnership between the:

Department of War (Military Departments), Department of Labor, Department of Education, Department of Veterans Affairs, Department of Homeland Security, in conjunction with the Small Business Administration and the Office of Personnel Management.



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

- Make an appt with your local TAP Counselor to begin the TAP process
- Retiring: Schedule and attend Individualized Initial Counseling and Pre-Separation Brief
- Identify a [mentor](#)
- Create a [LinkedIn](#) account and start to build your network
- Review your Joint Service Transcript (JST), [Verify](#), [Ex](#), [\(V\)](#), [do](#)
- Use [care](#)
- Update your spending plan; review your emergency savings fund

18-12 MONTHS

- Separating: Schedule and attend Individualized Initial Counseling and Pre-Separation Brief
- Explore [SkillBridge](#) opportunities or credentialing opportunities through [COOL](#)
- Schedule TAP courses through your TAP Counselor/Office
- Create a [master resume](#)
- Consider taking [CLEP](#)

12-6 MONTHS

- Begin and refine your job search
- Use your master resume to begin drafting targeted resume
- Contact your [local transportation office](#) to arrange for household goods (HHG) if necessary
- Review and update your will and other legal documents
- Retiring: meet with your

6-4 MONTHS

- Start your SHPE and SHA, visit [Health.mil](#) online for information
- Schedule final dental checkups
- Consider whether to take [terminal leave or sell back your leave balance](#)
- Determine if you are eligible for separation pay or early retirement
- Submit a BDD claim using an [accredited VSO](#)

3 MONTHS

- Review your DD 2648 and DD 214
- Research your health insurance options
- Retiring: Register for [TRICARE](#)
- Download or request your [medical records](#)
- [Complete VA Healthcare registration](#)
- Set up a one-on-one session with a VA Benefits Advisor

90 DAYS OR LESS

- Begin applying and interviewing for positions
- Submit fully developed VA Disability claim through an [accredited VSO](#)
- Retiring: Make a [Survivor Benefit Plan election](#)
- Retiring: Review and complete DD 2656 with a retirement services office or counselor
- Review [Military Or](#) for resources available first-year post-tran
- Retiring: Sign up for and vision insuranc
- Schedule Capstone TAP Counselor and Commander/design

SEPARATION

- 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 available post-
- [eSource](#) employment needs P courses and [source Directory](#) for general, state, and local

https://TAPevents.mil/Assets/ResourceContent/TAP/MYT_Timeline.pdf



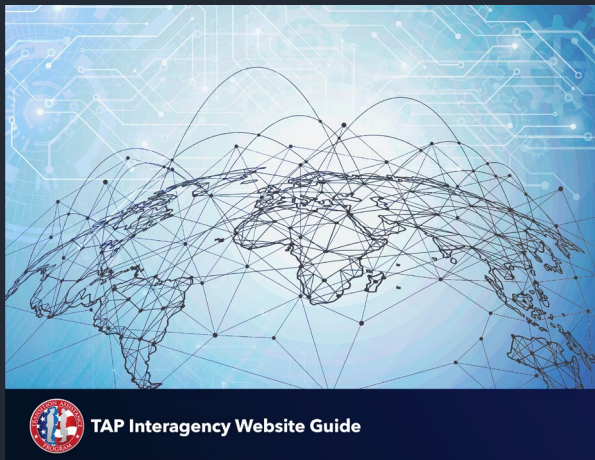
Updated: June 2025

TAP INTERAGENCY WEBSITE GUIDE

1. Use the QR code on the right or the URL below to go to:

[https://www.TAPevents.mil/Assets/ResourceContent/TAP/TAP Interagency Website Guide.pdf](https://www.TAPevents.mil/Assets/ResourceContent/TAP/TAP%20Interagency%20Website%20Guide.pdf)

2. Download and save the Website Guide on your computer or email it to yourself if using a government computer





TRANSITION ONLINE LEARNING (TOL)

TAEvents.mil/courses

- **Managing Your (MY) Transition**
- **MOC Crosswalk**
- **Financial Planning for Transition**
- **VA Benefits and Services**
- **Employment Fundamentals for Career Transition**
- **DOL Employment Track: Employment Workshop (DOLEW)**
- **DOL Vocational Track: Career and Credential Exploration (C2E)**
- **DOW Education Track: Managing Your (MY) Education (MYE)**
- **SBA Entrepreneurship Track: Boots to Business (B2B)**

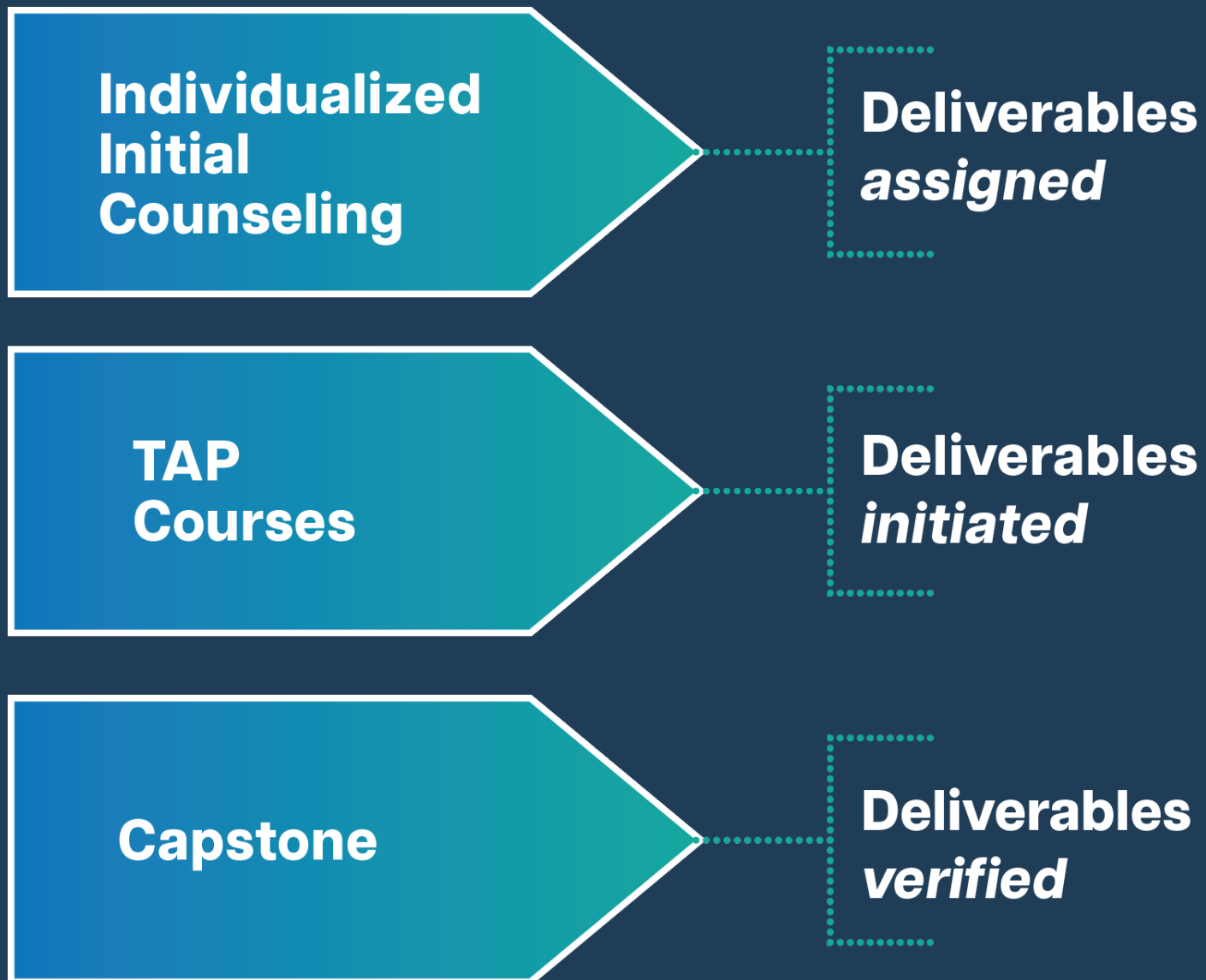
MILITARY LIFE CYCLE (MLC) COURSES

- Apprenticeship
- Community Integration Resources
- Disability Compensation
- Employment Rights and Self Advocacy
- Mental Health for Families
- Military Leaders Guide to TAP
- Other Than Honorable (OTH)
- Reserve Components Dual Payments
- Set Yourself Apart Using STAR
- Social and Emotional Health Resources
- Transitioning to Federal Employment
- Translating Military to Civilian Terms
- VA Benefits 101
- VA Education Benefits
- VA Education Benefits for Spouses and Dependent Children
- VA Home Loan Guaranty Program
- VA Life Insurance Benefits
- Vet Centers
- Women's Health Transition Training

CAREER READINESS STANDARDS



Ensure you are ready for transition.





● GETTING STARTED



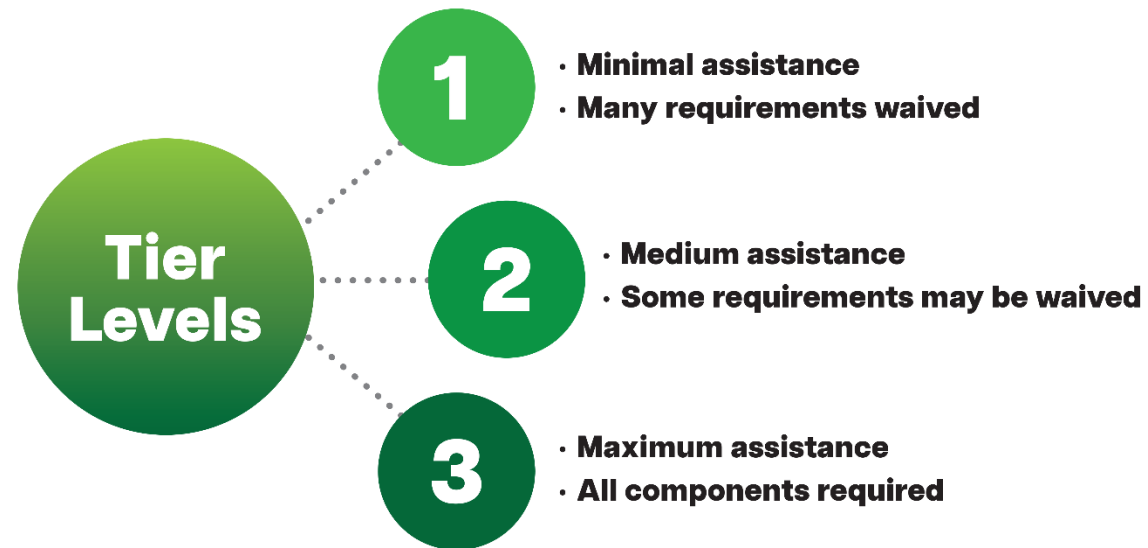
INDIVIDUALIZED INITIAL COUNSELING



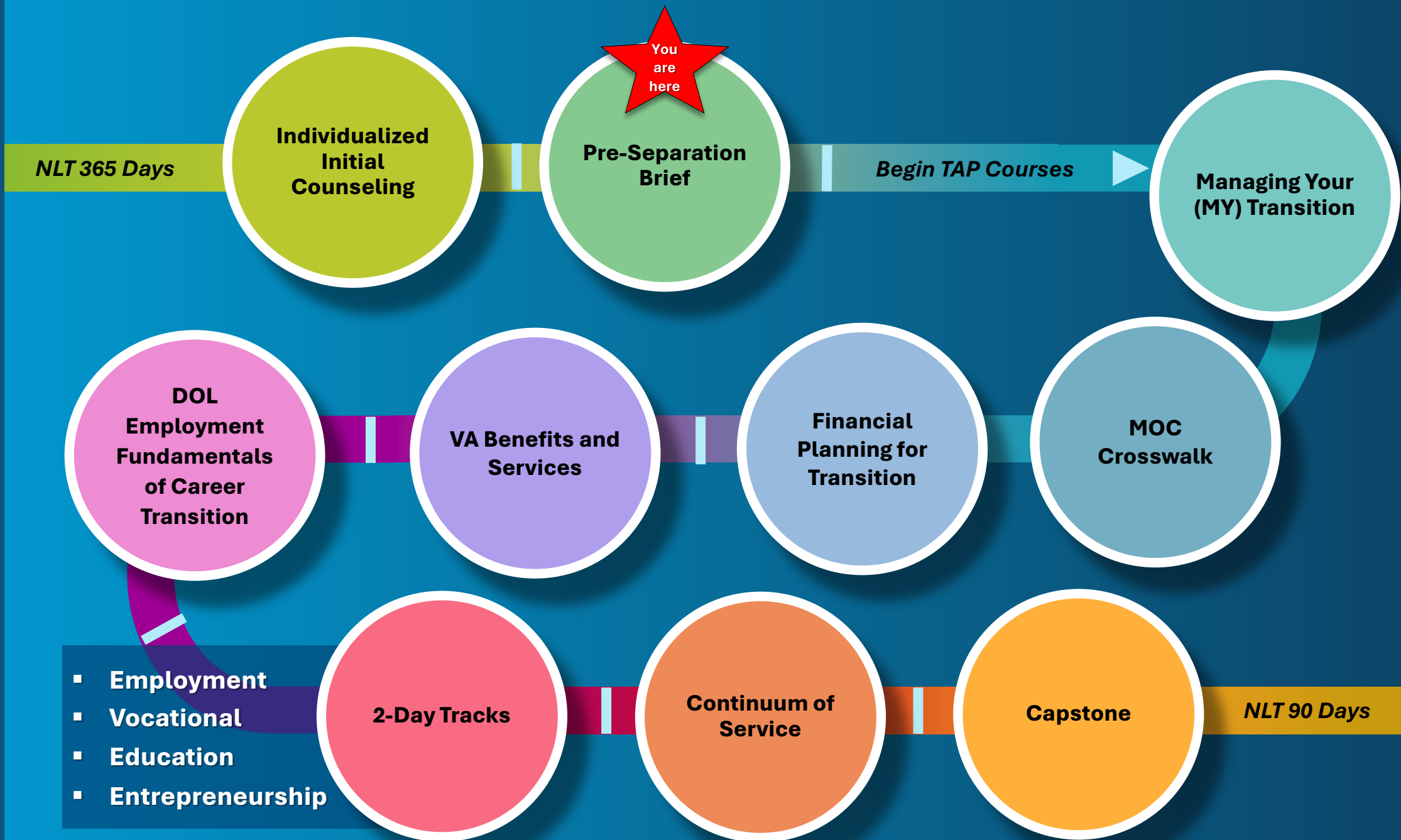
CRS

- Complete a personal self-assessment
- Initiate an Individualized Transition Plan (ITP)

TIER-LEVEL ASSIGNMENT



TAP OVERVIEW





TAP CORE COURSES:

DoW/DHS Transition Day

▶ **MANAGING YOUR (MY) TRANSITION**

▶ **MOC CROSSWALK**

CRS

Complete a Gap Analysis or provide verification of employment

▶ **FINANCIAL PLANNING FOR TRANSITION**

CRS

Prepare a criterion-based, post-separation financial spending plan



TAP CORE COURSES: VA Benefits and Services

CRS

Register on VA.gov*

***Must create a Login.gov or ID.me account to register on VA.gov**

TAP CORE COURSES:

DOL ONE-DAY WORKSHOP

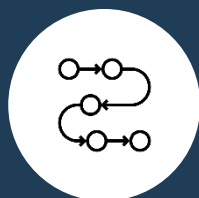
Employment Fundamentals for Career Transition (EFCT)



Introduces the essential tools and resources to evaluate career options.



Provides key information for civilian employment.



Explains the fundamentals of the employment process.

DOL EMPLOYMENT TRACK: Employment Workshop (DOLEW)



EMPLOYMENT

- Identifying Skills
- Job Searching
- Networking
- Resume Building
- Federal Hiring
- Social Media
- Branding
- Applications
- Interviews
- Job Offers

CRS

Complete a draft resume

DOL VOCATIONAL TRACK:

Career and Credentialing Exploration (C2E)



VOCATIONAL

- Career Exploration
- Career Planning
- Career Assessments
- Labor Market Research
- Experience Opportunities
- Credentials
- Educational Goals
- Career Action Plan

CRS

Complete a comparison of technical training institutions

DoW EDUCATION TRACK:

Managing Your (MY) Education



EDUCATION

- Education Terms
- Reasons for Earning a Degree
- Choosing a Field of Study
- Degree Options
- Choosing an Institution
- Gaining Admission
- Credit for Prior Learning
- Funding Options

CRS

Complete a comparison of higher education institutions

SBA ENTREPRENEURSHIP TRACK: Boots to Business (B2B)



ENTREPRENEURSHIP

- Fundamentals
- Opportunities
- Market Research
- SmallBiz Economics
- Legal
- Financing

Non-TAP WORKSHOPS

Employment Classes (Monthly / 1-3 hrs) (828-0145)

- Private Industry Resume Writing, Interviewing Skills, Federal Employment Workshop

LinkedIn (Monthly / 6 hrs) (On TAP Registration Form)

- Join “MacDill AFB Transition Program” group
- Profile photos for free

Career Fairs (Quarterly) (Registration not required)

- On-Base at Breakaway Event Center (BEC)

Hiring Events (Ad-hoc)

- Targeted industries (Federal, Contracting, etc.)

EFMP Transition Class (Quarterly) (6FSS.FSH.EFMP@us.af.mil)

- Details on next slide

STAP Dates 2026

26-30 January

20-24 April

27-31 July

26-30 October



Eligibility Requirements:

Must be below ranks

E-7

E-8

E-9

O-4

O-5

O-6+

W-4

W-5

SENIOR TAP



Senior TAP (STAP) classes are available this year at MacDill!

This specialized version of TAP is tailored for senior service members who are transitioning after a long career, offering more in-depth guidance on leadership transition, retirement planning, and adapting to civilian leadership roles.

Senior Tap Agenda:

Day 1: DOL Day (same as regular TAP)

Day 2: VA Benefits & Services (same as regular TAP)

Day 3: Senior Employment Fundamentals Course

Day 4-5: Senior Department of Labor Employment Workshop

It is possible to take any of our TAP Courses. If you are taking Senior TAP in 2026, you **MUST** register for the whole week (Days 1-5). If you cannot attend the whole week, please register for a non-Senior TAP Workshop to give those who want it the opportunity to take Senior TAP. Thank you for your understanding.

REGISTRATION FORM

Suggested Timeline: 9-10 months prior to ETS

Align classes to your needs (Self-Assessment)

Mandated TAP classes in 3 Day Curriculum

Turn in at end of PreSep, drop-off, or email to us

Can't do in-person? See Online Instruction

CAPSTONE and WARM HANDOVER



CAPSTONE

- Culminating event in which TAP staff and commander/ designee verify completion of transition requirements.
- If additional assistance is needed, a warm handover to the appropriate interagency partner or local resources is completed.

WARM HANDOVER

- For further assistance with:
 - Housing instability
 - Employment
 - Peer support/community reintegration



CONTINUUM OF MILITARY SERVICE OPPORTUNITY *(Mandatory for Separatees)*

CRS

Air Force

- USAF: (jason.madigan.1@us.af.mil)
- ANG: (miles.sauer.2@us.af.mil)

Other Branches

- USA: (eric.v.roth.mil@army.mil)
- USMC: (813-955-2747)
- USN: (amber.d.taylor20.mil@us.navy.mil)

• Recorded on ITP

- Provide date you spoke to a recruiter in Section B of your ITP

CRS

MACDILL CAPSTONE

NLT 90 days / NET 365 days

Email CRS docs to 6fss.fsh.tap@us.af.mil

Sign eForm (Section 5) for Capstone

Provide Commander / Designee Email

DD2648 finalized when Commander signs

DD FORM 2648

Service Member Pre-Separation/Transition Counseling and Career Readiness Standards Form for Service Members Separating, Retiring, Released from Active Duty (REFRAD)

DD FORM 2648 tracks completion of all TAP requirements.



PLAN FOR YOUR TRANSITION CHECKLIST



Confirm your Tier Level assignment.



Identify required TAP courses and CRS.



Sign the DD Form 2648 to acknowledge completion of Individualized Initial Counseling (IC) and the Pre-Separation Brief.

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PETITIONING THE VA DUE TO LESS THAN HONORABLE DISCHARGE

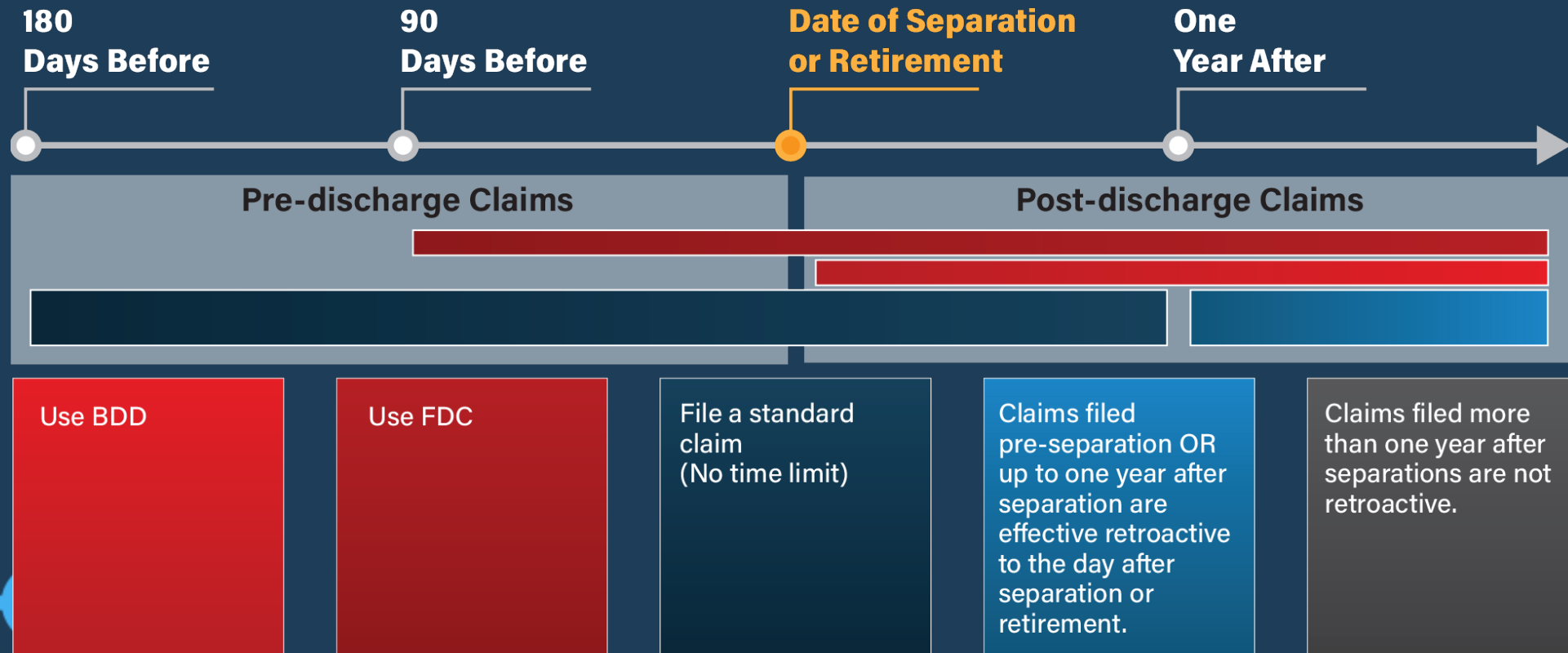
Eligibility for some VA benefits may be based on the type of discharge you receive.

If your character of discharge does not allow for full utilization of VA Benefits, you can apply to the VA for a discharge upgrade or corrections.



VA DISABILITY CLAIMS

- Benefits Delivery at Discharge (BDD): 180 to 90 days before separation
- Fully Developed Claims (FDC): 89 days before separation – any time after separation
- Standard Claims: Any time after separation



VA DISABILITY BENEFITS: Benefits Delivery at Discharge

Benefits Delivery at Discharge

WHAT: Benefits Delivery at Discharge (BDD) provides VA disability compensation (pay) from day of discharge.

WHEN: SUBMIT the completed BDD claim within 180–90 days before discharge.

HOW: Meet with a VA Benefits Advisor to determine if this option is right for you.

VA EDUCATION & TRAINING BENEFITS

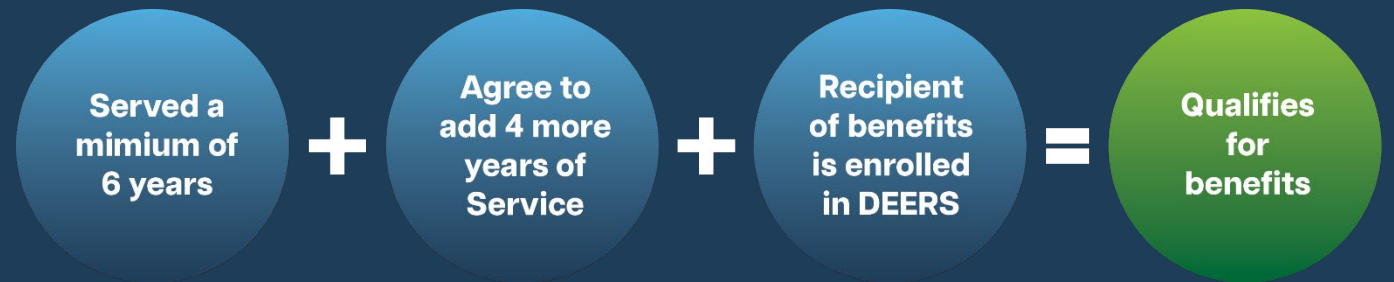
- Personalized Career Planning and Guidance (PCPG)
- Veteran Readiness and Employment (VR&E)
- Montgomery GI Bill Active Duty (MGIB-AD)
- Montgomery GI Bill Selected Reserve (MGIB-SR)
(Chapter 1606)
- Post-9/11 GI Bill (Chapter 33)



TRANSFER OF BENEFITS

Failure to complete the obligated Service before separating may require any benefits used to be repaid.

Criteria for active-duty Service member to transfer Post-9/11 GI Bill benefits



VA WHOLE HEALTH

Topics covered during the VA Benefits and Services course:

- VA Health Care
- VA Women's Health Services
- VA Mental Health Care
- VA Dental Care

- Pre-enroll for VA Healthcare during VA Benefits and Services course.
- Complete enrollment after receiving your DD-214.
- Mental health services available without enrollment.

VA LIAISON & POST-9/11 MILITARY2VA CASE MANAGEMENT PROGRAM

Ensures continuity of mental health services throughout transition by connecting veterans with the VA, community resources, and case management when needed.



VA SOLID START



- Follow up phone calls from VA at 90, 180, 365 days after separation.
- Reminder emails with links to resources.
- Update contact information at VA.gov prior to separation/retirement.

VA LIFE INSURANCE

- Veterans Group Life Insurance (VGLI)
- Traumatic Injury Protection (TSGLI)
- SGLI Disability Extension (SGLI-DE)
- Veterans' Affairs Life Insurance (VALife)
- Mortgage Life Insurance (VMLI)



STATE VA OFFICES

Assists with state benefits related to:

- Education
- Employment
- Finance
- Health Care
- Housing
- Legal Assistance
- Recreation
- Taxes

Each state manages its own VA Office; therefore, each state's level of assistance will vary.



<https://www.va.gov/statedva.htm>

VA VET CENTERS



Community centers offering:

- Individual, group, marriage, and family counseling
- Community engagement
- Referral services

VA HOME LOAN

Assists eligible Service members, veterans, and certain surviving spouses with home ownership.



HOMELESSNESS



Call: For Free Help



National Call Center
for Homeless Veterans
877-424-3838
va.gov/homeless



Chat: www.va.gov/homeless/nationalcallcenter.asp



Visit: Local VA Medical Center



OFFICE OF HOUSING AND URBAN DEVELOPMENT VETERANS AFFAIRS SUPPORTIVE HOUSING (HUD-VASH)



MANAGE YOUR VA BENEFITS CHECKLIST



Connect with your installation VA Benefits Advisor.



If you transferred your GI Bill benefits, confirm your Service obligation has been met in full or will be met prior to your separation/retirement.



Visit VA.gov and gather information on topics of interest, e.g., VA Disability, Benefits Delivery at Discharge, VA Mental/Health Care, VA Life Insurance, VA Home Loans, etc.



Complete your pre-enrollment in VA Healthcare during the VA Benefits and Services course.

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REQUIRED HEALTH ASSESSMENTS

MHS GENESIS Patient Portal contains a Service Separation tab which provides the steps necessary to start the process.

SEPARATION HISTORY AND PHYSICAL EXAMINATION (SHPE)

- Either SHPE (DoW conducted) or SHA (VA conducted) is required prior to separation or release from active duty.

OR

SEPARATION HEALTH ASSESSMENT (SHA)

- Either SHA (VA conducted) or SHPE (DoW conducted) is required prior to separation or release from active duty.
- SHA is required for VA disability claims.

AND

MENTAL HEALTH ASSESSMENT (MHA)

- MHA is required prior to SHPE or SHA and will be included as part of the appointment.



Confirm your Service Treatment Record (STR) or Military Medical Record includes all medical aid received on AND off installation.

DoW inTRANSITION PROGRAM

inTransition
CONNECTING • COACHING • EMPOWERING

Free, confidential coaching and assistance for Service members who require mental health services.



Available to ALL Service members regardless of length of Service or discharge status

No expiration date to enroll

Automatically enrolled if seen by a behavioral health provider within 1 year of separation from active duty*

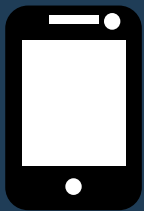
VETERANS & MILITARY CRISIS LINE



Save this information in your phone to assist friends and family



Text: 838255



Dial: 988; Press 1



Chat: www.VeteransCrisisLine.net/get-help/chat

VETERANS & MILITARY CRISIS LINE

Calling from Overseas?

NORTHCOM:

Dial 988 then Press 1

PACOM:

Call +1 844-702-5493 (off base)
or DSN 988 (on base)

EUCOM:

Call +1 844-702-5495 (off base)
or DSN 988 (on base)

CENTCOM:

Call +1 855-422-7719 (off base)
or DSN 988 (on base)

AFRICOM:

Call +1 888-482-6054 (off base)
or DSN 988 (on base)

SOUTHCOM:

Call +1 866-989-9599 (off base)
or DSN 988 (on base)



Chat: www.VeteransCrisisLine.net/get-help/chat

SEXUAL ASSAULT PREVENTION AND RESPONSE OFFICE (SAPRO)

- Contact your unit or installation SARC or SAPR VA if you've been a victim of sexual assault and need assistance.
- Text your Zip code or installation/base name to 55-247 (in the U.S.) or 202-470-5546 (outside the U.S.).



Live 1-on-1 Help Confidential Worldwide 24/7

Help is just a *Click,*
Call or Text away!



For confidential victim assistance visit www.SafeHelpline.org

TRICARE HEALTH CARE PLAN



- Schedule an appointment with TRICARE representative.
- Retirees who fail to enroll in TRICARE Prime or TRICARE Select and pay the premium will lose all TRICARE coverage.
- TRICARE Plans:
 - TRICARE Prime or Select
 - TRICARE for Life
 - TRICARE Reserve Select
 - TRICARE Retired Reserve



<https://tricare.mil/Plans/PlanFinder>

TEMPORARY HEALTHCARE COVERAGE



- Continued Health Care Benefits Program (CHCBP)
- Transitional Assistance Management Program (TAMP)

HEALTH INSURANCE MARKETPLACE



- At date of separation, health insurance with TRICARE ends, with few exceptions.
- Health Insurance Marketplace is where anyone can find health insurance.
- More information will be provided during the Financial Planning for Transition course.

PLAN FOR HEALTHCARE, MENTAL HEALTHCARE, AND HEALTH INSURANCE CHECKLIST

- Schedule the Separation History and Physical Examination (SHPE) prior to transition or the Separation Health Assessment (SHA) if applying for VA disability compensation.
- Review your Service Treatment Record available through the MHS Genesis Patient Portal.
- Explore healthcare insurance options to use after leaving the military.

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STEP 5:

Conduct Career Exploration and Plan for Employment

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DOL VETERANS' EMPLOYMENT AND TRAINING SERVICE (VETS)



- **CareerOneStop website:**
 - **Employment**
 - **Training**
 - **Financial Help**
- **American Job Centers (AJC)**

CREDENTIALING OPPORTUNITIES ON-LINE (COOL)

- Locate information on civilian credentials.
- Identify certifications and licenses relevant to MOC.
- Learn how to fill gaps between military training and civilian credentialing.
- Identify resources to gain civilian credentials.



MILGEARS

Provides custom results and documentation to help you plan and achieve your goals by highlighting career possibilities and helping you visualize how to reach those goals.



EXPLORE



ASSESS



CONNECT

<https://milgears.osd.mil>



DoW SkillBridge

BENEFITS:

- Train and learn with an industry partner
- Continue military pay and benefits

REQUIREMENTS:

- Meet Service requirements
- Be within 180 days of separation
- Obtain unit commander approval

Find a SkillBridge Opportunity



Skillbridge.osd.mil/locations.htm





GAINING EXPERIENCE

- Apprenticeships/OJT
- United Services Military Apprenticeship Program (USMAP)
- GI Bill Apprenticeships
- Volunteering
 - AmeriCorps
 - Peace Corps

FEDERAL EMPLOYMENT RESOURCES

- DOL Employment Track: Employment Workshop
- Office of Personnel Management (OPM)
- USA Jobs
- Feds Hire Vets
- Federal Employment Events

Transitioning to
Federal
Employment

TAPEvents.mil/courses





POST-MILITARY EMPLOYMENT RESTRICTIONS

**180-Day Restriction on DoW
Employment of Military Retirees**

**Post-Military Service Federal
Employment Restriction Counseling**

FOREIGN GOVERNMENT EMPLOYMENT (FGE)

Circumstances requiring FGE approval are not always apparent; all transitioning service members must consult a legal/ethics official when considering employment that may be considered FGE

All transitioning DAF service members must acknowledge:

- Joint approval from SecAF and SecState is required prior to accepting employment with a foreign government or entity
- DoD may withhold pay, allowances, or benefits and may revoke my security clearance
- Receipt of FGE briefing

For additional information visit:

<https://www.retirees.af.mil/Foreign-Government-Employment/>



The Air Force's Personnel Center



Foreign Government Employment (FGE) Briefing

DoW MENTORING

Mentors can assist with...

- ✓ Increasing Self-Awareness
- ✓ Encouraging Growth Beyond Expectations
- ✓ Providing Constructive Feedback
- ✓ Improving Technical Competence
- ✓ Expanding Professional Networks

TRANSITION EMPLOYMENT ASSISTANCE FOR MILITARY SPOUSES AND CAREGIVERS (TEAMS)

- Your Next Move
- Career Credentials
- Entrepreneurship
- Marketing Me
- Resume Essentials
- Federal Hiring
- Flexible Job Options
- Interview Skills
- LinkedIn Profiles/Job Search
- Salary Negotiations

CONDUCT CAREER EXPLORATION AND PLAN FOR EMPLOYMENT CHECKLIST

- Register for the DOL Vocational Track: Career and Credentialing Exploration course to explore civilian careers and credentials.
- Register for the DOL Employment Track: Employment Workshop.
- Explore DoW SkillBridge opportunities.
- Check with your local installation for a federal hiring course.

STEP 1: Build Your Transition Team and Resources

STEP 2: Plan for Your Transition

STEP 3: Manage Your VA Benefits

STEP 4: Plan for Healthcare, Mental Healthcare and Health Insurance

STEP 5: Conduct Career Exploration and Plan for Employment



STEP 6:

Plan for Further Education

STEP 7: Consider Starting a Business

STEP 8: Explore Additional Information and Benefits

EDUCATION ASSISTANCE RESOURCES

- Education Service Specialists/Officers
- DANTES Kuder Journey Career Planning
- College Credit-by-Examination
- Veteran Education Benefits
- Federal Student Aid

MILITARY TRANSCRIPTS

Request transcripts to be evaluated for possible transfer of credits

Joint Services Transcript (JST)

<https://jst.doded.mil/jst/>

Community College of the Air Force (CCAF)

<https://www.airuniversity.af.edu/Registrar/Transcript-Requests/>



STATE AND FEDERAL EDUCATION PROGRAMS

- State Education Benefits—vary by state
- Department of Education—Federal Programs
 - Federal Student Aid—grants, loans, and work-study programs
 - Veterans Upward Bound

Complete the FAFSA annually by October 1st

PLAN FOR FURTHER EDUCATION CHECKLIST



Register to attend the in-person DoW Education Track: Managing Your (MY) Education course if planning to go to college.



Apply for Federal Student Aid by completing the FAFSA.



Explore receiving college credit for prior knowledge through CLEP, DSST, and transfer credits.



Access your JST or CCAF transcript and review for accuracy.

STEP 1: Build Your Transition Team and Resources

STEP 2: Plan for Your Transition

STEP 3: Manage Your VA Benefits

STEP 4: Plan for Healthcare, Mental Healthcare, and Health Insurance

STEP 5: Conduct Career Exploration and Plan for Employment

STEP 6: Plan for Further Education



STEP 7:

Consider Starting a Business

STEP 8: Explore Additional Information and Benefits



VETERANS FEDERAL PROCUREMENT OPPORTUNITIES & ASSISTANCE

Veteran entrepreneurship is supported by SBA, VA, and DoW through the following legislation and programs:

- **SBA—Small Business Development Act 1999** created goals for veteran contracts.
- **APEX Accelerators** supports businesses pursuing government contracts.
- **VA Small and Veteran Business Program** provides support to small and veteran businesses.

CONSIDER STARTING A BUSINESS CHECKLIST



Register for the Entrepreneurship Track: Boots to Business course.



Explore programs offered by SBA, VA, and DoW that provide resources and support to veterans establishing new businesses.

STEP 1: Build Your Transition Team and Resources

STEP 2: Plan for Your Transition

STEP 3: Manage Your VA Benefits

STEP 4: Plan for Healthcare, Mental Healthcare and Health Insurance

STEP 5: Conduct Career Exploration and Plan for Employment

STEP 6: Plan for Further Education

STEP 7: Consider Starting a Business

STEP 8:

Explore Additional Information and Benefits

DD Form 214

Certificate of Release or Discharge from Active Duty



Your DD 214 is the **key** to
unlocking all future benefits.

BEFORE TRANSITION:

- Review the dates and locations of Service on your DD 214.
- Have mistakes corrected.

CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID

CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY

This Report Contains Information Subject to the Privacy Act of 1974, As Amended.

1. NAME (Last, First, Middle)		2. DEPARTMENT, COMPONENT AND BRANCH		3. SOCIAL SECURITY NUMBER	
4a. GRADE, RATE OR RANK	b. PAY GRADE	5. DATE OF BIRTH (YYYYMMDD)	6. RESERVE OBLIGATION TERMINATION DATE (YYYYMMDD)		
7a. PLACE OF ENTRY INTO ACTIVE DUTY		b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known)			
8a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND		b. STATION WHERE SEPARATED			
9. COMMAND TO WHICH TRANSFERRED			10. SGLI COVERAGE AMOUNT: \$ <input type="checkbox"/> NONE		
11. PRIMARY SPECIALTY (List number, title and years and months in specialty. List additional specialty numbers and titles involving periods of one or more years.) A		12. RECORD OF SERVICE			
		a. DATE ENTERED AD THIS PERIOD			
		b. SEPARATION DATE THIS PERIOD			
		c. NET ACTIVE SERVICE THIS PERIOD			
		d. TOTAL PRIOR ACTIVE SERVICE			
		e. TOTAL PRIOR INACTIVE SERVICE			
13. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) M		f. FOREIGN SERVICE			
		g. SEA SERVICE			
		h. INITIAL ENTRY TRAINING			
		i. EFFECTIVE DATE OF PAY GRADE			
		14. MILITARY EDUCATION (Course title, number of weeks, and month and year completed)			
15a. COMMISSIONED THROUGH SERVICE ACADEMY				YES	NO
b. COMMISSIONED THROUGH ROTC SCHOLARSHIP (10 USC Sec. 2107i)				YES	NO
c. ENLISTED UNDER LOAN REPAYMENT PROGRAM (10 USC Chap. 109) (If Yes, list date of commitment)				YES	NO
16. DAYS ACCRUED LEAVE PAID	17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION			YES	NO
18. REMARKS					

DD FORM 214, AUG 2009 PREVIOUS EDITION IS OBSOLETE. MEMBER - 4



Safeguard your DD 214!

EXTREMISM

REPORTING METHODS

- For an emergency, call 911
- FBI-Tips Electronic Tip Form: <https://tips.fbi.gov/>
- Local FBI offices: <https://www.fbi.gov/contact-us/field-offices>

VETERAN CITIZENSHIP

- Former Air Force and Space Force members should:
 - Encourage young citizens to consider a period of military service
 - Honorably represent the Armed Forces in their communities
 - Educate their fellow citizens on military core values while respecting their fellow citizen's right to have and express contrary opinions
 - Be aware that certain predatory financial (including investment and lending), insurance and estate planning institutions may market products and services of questionable value to former military personnel and may try to falsely lead Veterans to believe that they are obtaining special discounts or rates as a result of their military service
- Former Air Force and Space Force members may:
 - Wear their uniform at Memorial Day, Veteran's Day, and other patriotic celebratory events

VETERAN CITIZENSHIP

- Former Air Force and Space Force members should not:
 - Exaggerate their military accomplishments (particularly records of combat service or acts of valor) or wear unearned medals/insignia
 - Disparage their Veteran status by being a member of; actively participating in; or advocating for or on behalf of supremacist, criminal, extremist, or hate groups/organizations, their causes, or their ideals
 - Supremacist or extremist groups/organizations are those that advance, encourage, or advocate:
 - illegal discrimination based on race, creed, color, sex, sexual orientation, religion, ethnicity, or national origin;
 - advocate the illegal use of force, violence, or criminal activity; or
 - otherwise engage in efforts to deprive individuals of their civil rights



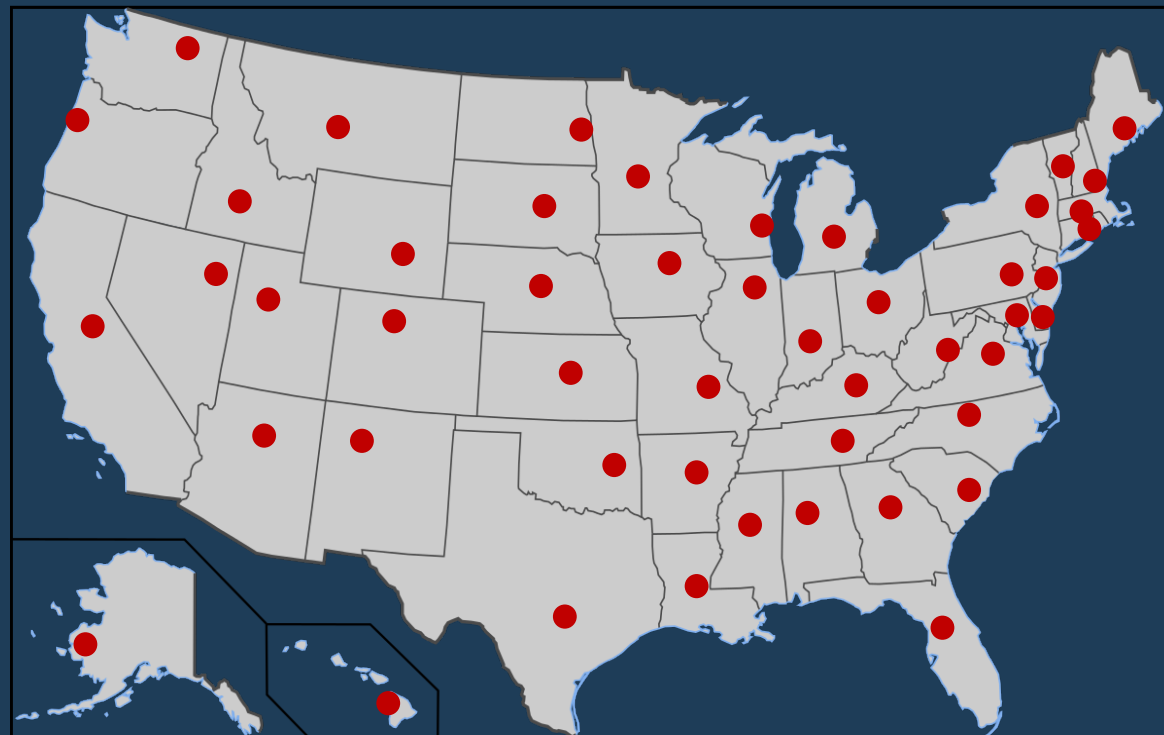
IMMIGRATION STATUS

Request information on immigration status
and expedited naturalization:

- DD 2648 eForm—Opt in
- DD 2648 printed form—Write an “opt in” election in Section XI – REMARKS, item 48

OPT-IN FOR STATE INFORMATION

- 1 Opt-in with your civilian email on the DD 2648
- 2 Indicate the state or states where you may live after transition
- 3 State representatives will contact you with information on employment, housing, education, etc.



USDA Food and Nutrition Service

Supplemental Food Programs



- Some military personnel and their families receive food assistance through USDA's Food and Nutrition Service (FNS) programs.
- FNS programs ensure access to nutritious food during challenging times, including after leaving the military.
- Key programs include SNAP (Supplemental Nutrition Assistance Program) and WIC (Special Supplemental Nutrition Program for Women, Infants, and Children).





TRAVEL AND TRANSPORTATION ALLOWANCES

SEPARATING

FROM: Last Duty Station

TO: Home of Record or Place Entered Active Duty (PLEAD)

Storage and shipment of goods for up to 6 months

RETIRING

FROM: Last Duty Station

TO: Home of Selection (in U.S.), Home of Record or Place Entered Active Duty (PLEAD)

Storage and shipment of goods for up to a year

PERMISSIVE TEMPORARY DUTY & EXCESS LEAVE

For job search and house hunting

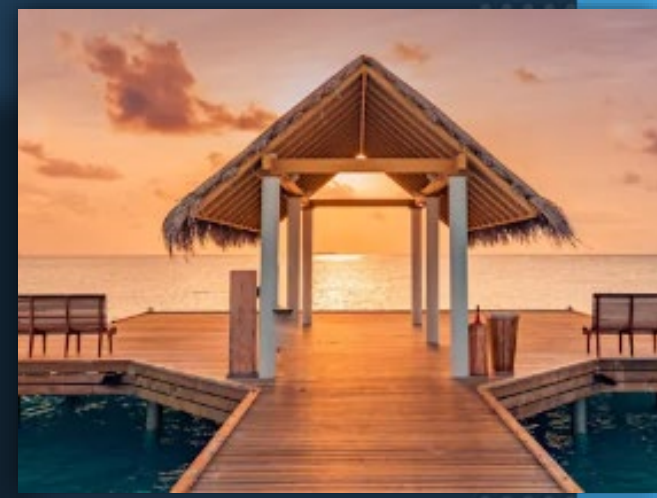
Eligible individuals include:

- Involuntarily separated under honorable conditions
- Retiring from Active Duty
- Voluntarily separating through a military department force reduction or force shaping program
- Discharged for medical reasons, under certain conditions



COMMISSARY, EXCHANGE, AND MWR BENEFITS

Honorably discharged Veterans may be eligible



EXPLORE ADDITIONAL INFORMATION AND BENEFITS CHECKLIST



Review your DD 214 and submit corrections if necessary.



Research state veteran benefits.



Identify and explore topics and benefits that apply to you.



READY FOR A NEW MISSION?



AFJROTC instructors are mentoring the next generation of America's leaders, igniting innovative thinking and inspiring cadets to lead lives of significance. Consider joining our team as an **#AFJROTC** instructor.



Associate degree or higher



*DAF retirees and veterans or currently serving AFR/ANG



800+ locations world-wide & competitive compensation



DoD SkillBridge available

<https://www.afaccessionscenter.af.mil/Holm-Center/AFJROTC/>

*Length of service and duration since retirement/separation rules apply

WRAP-UP

Remember to use WWW.MACDILLFSS.COM/TAP

Prioritize your Notes Reference Sheet

Use your PreSep Resource Guide

Start Building your plan / Refer to ITP

ICE Survey – Let us know how we did

Collect Registration Forms



milConnect

Serving those who serve our country.

You are signed in as a sponsor: Tina Madsen 1

Sign Out

- Home
- My Profile
- Correspondence/Documentation
- Benefits
- FAQ

Search

milConnect's

- eCorrespondence
- Proof of Coverage
- Defense Personnel Records Information (DPRIS)
- ACA - Corrected IRS Form
- DoD Transition Assistance Program (DoDTAP)

ge will be decommissioned in April 2020. After that, please contact your local personnel office to apply.



I want to...

- | | | |
|--------------------------------|---------------------------------|--------------------------------|
| Update personal contact info | Manage Health Benefits | Update family members in DEERS |
| Transfer my education benefits | Update work contact info (GAL) | Update my name in DEERS |
| View my health care coverage | Obtain proof of health coverage | Retrieve my correspondence |

Don't see what you are looking for? Browse the menus, search or check our [FAQ](#).

More Goals

DoD Transition Assistance Program for Service Members and Veterans (DoDTAP) ?

The DoDTAP dashboard helps you manage your transition documents. Initialize Pre-Separation Counseling to start your transition eForm. Find answers about your Session Attendance, Transition Documents, and VMET in the milConnect FAQ. Please contact your TAP counselor with questions about your transition documents, or what you need to do to complete your transition process.

- My Dashboard
- Transition Documents
- VMET

News

News Item

2021-02-18
 DoDTAP was updated late on 2/18/2021 to add the following features: create a new section for Initial Counseling, update the Core Curriculum and DoD Transition Day course, add the DOL One-Day course, add the Caregiver selection question, add the ability to implement Space Force upon direction.

Transition Documents Reported For Me

*As of November 5, 2016 -DD forms 2648, 2648-1, and 2958 have been replaced by the eForm, which can be initiated with the button below, or edited with the buttons, in coordination with your Transition Assistance Counselor.

**The Current Phase is related only to the eForm entries

Initialize Pre-Separation Counseling



Click Initialize Pre-Separation Counseling

*Document	Status / **Phase	Completed Date ↑	Last Updated Date	Last Updated By
-----------	------------------	------------------	-------------------	-----------------

Transition Assistance eForm (DD2648) -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed in 1332.35

Close

Phase: Pre-Separation Counseling Created: 1/13/2026 Last Updated: 1/13/2026

Internet Explorer is no longer supported. If you use IE the website will not render correctly, you will not be able to scroll, etc. Please use Google Chrome, MS Edge, Mozilla Firefox or another modern web browser.

Section 1 #'s 1-7

Pre-Separation Reporting Method

- Real-time Electronic Signature
- Disconnected Operation

1 Service Member Personal Information

1. Name

2. DOD ID Number

3. Grade

4. Date Of Birth (YYYY-MM-DD)

5. Service

6. Personnel Category Code

7. Component

8. In Training/PME Status

Yes No

8a. For the basis of this Transition, did the Service member serve on Title 10 for 180+ days?

Yes No

Section 1 #'s 8-19

9. Sex ⁱ

10. Years Of Service ⁱ

11. Highest Level of Education ⁱ

12. Security Clearance ⁱ

Yes No

13. Marital Status ⁱ

14. Dependents ⁱ

15. Unit ID Code ⁱ

16. Unit Name ⁱ

As of October 2020, the Unit Name is derived from DEERS (which is based on your Service's approved transmissions from your UIC and personnel files) and the annual TAP submission from each Service based on UICs. You can change the Unit ID Code or the Unit Name within this eForm, based on the combined approved lists. Please contact your Service's TAP Lead to request a new Unit Name be added to your Service's approved list. UICs without updated Unit Names may appear as "Not Available" until they are updated.

17. Anticipated Date of Separation

18. Reason for Separation

19. Type of Separation

Section 1 #'s 20-24

20. Post-Separation (Civilian) Email

[Redacted]

21. Post-Separation (Civilian) Phone Number

[Redacted]

22. Active Military Email

[Redacted]

23. Was the Service member assigned to a Warrior Transition Unit (WTU) prior to separation?

Yes No

24. Does the Service member elect to receive additional information regarding their immigration status and expedited citizenship application?

Yes No N/A

Section 2 #'s 1-4

2 Initial Counseling **3**

Service members shall receive individualized initial counseling pursuant to Title 10 U.S.C., Section 1142 and DoD policies.

1. Did the Service member take the Self-Assessment?

Yes No

Required

2. Tier Level

▼

Required

3. Service member MUST elect to attend a 2-Day Track. (Note: Tier 3 Service member cannot be waived)

3a. Primary 2-Day Additional Track

▼

3b. Secondary 2-Day Additional Tracks

▼

4. What are the Service member's post-transition goals?

▼

Section 2 #'s 5-7

5. Does the Service member think they will have a family member/caregiver/legal guardian/designee be present during pre-separation counseling?

Yes No N/A

6. Initial Counseling Completion Date ?



Required

6a. Was Initial Counseling Provided Less Than 365 Days from Anticipated Transition from Active Duty date?

7. Initial Counseling Military Installation ?



Career Readiness Standards (CRS)

Service members shall be counseled on all items prescribed in Title 10, United States Code (U.S.C.), Chapter 58, Sections 1142(b) (1-17), Sections 1143, 1143a, 1144, 1145, 1146, and 1147, and shall be counseled on alternative benefits and programs that apply to them.

[Download eForm Script](#)

Per DoDI 1332.35, CRS documentation dates should be relevant (within 12 months prior to the Service member's transition from Active Duty).

1. Registered on VA.Gov

Pre-Sep Counseling: Yes No Completed Date

2. Prepared a criterion-based, post-separation financial plan (budget)

Pre-Sep Counseling: Yes No N/A Completed Date

3. Completed Self-Assessment/Individual Transition Plan (ITP)

Pre-Sep Counseling: Yes No Completed Date

4. Completed a Continuum of Military Service Opportunity Counseling (Required Active Component Only)

Pre-Sep Counseling: Yes No N/A Completed Date

5. Verify a completed Gap Analysis

Pre-Sep Counseling: Yes No N/A Completed Date

6. Completed a resume in support of the Individual Transition Plan (ITP)

Pre-Sep Counseling: Yes No N/A Completed Date

7. Provided verification of employment in support of the Individual Transition Plan (ITP)

Pre-Sep Counseling: Yes No N/A Completed Date

8. Completed a comparison of higher education or technical training institution options

Pre-Sep Counseling: Yes No N/A Completed Date

Section 3 – TAP Counselor

Section 3 #'s 9-10

Pre-Separation Counseling

Complete 9,10

9. Date Started Pre-Separation Counseling



Required

10. Pre-Separation Counseling Military Installation 

Required

Complete 1-4

Service Member Consent for Information Sharing and/or Post-Separation Contact

1. Does the Service member consent to allow this form to be sent to Federal agencies for additional Transition assistance post-separation?

Yes No

Required

2. Does the Service member consent to allow this form to be sent to Federal and other agencies who look for critical language skills and/or regional expertise that could be vital during times of need, crisis, and/or national emergencies? i

Yes No

Required

3. Does Service member elect to participate in the long term post-transition tracking study? i

Yes No

Required

4. Does the Service member allow this form to be sent to State/Territory Agencies for additional assistance post separation?

Yes No

Required

Remarks

By	Role	Message	Date	Actions
No remarks have been added.				Add Remark

Pre-Separation Counseling Signatures

SAVE and Sign

Service Member's Pre-Separation Counseling Signature

Signature Obtained Through Disconnected Operations Notify Service Member by Email to Sign

Counselor's Pre-Separation Counseling Signature

Electronic Signature Counselor Obtained Signature Through Disconnected Operations

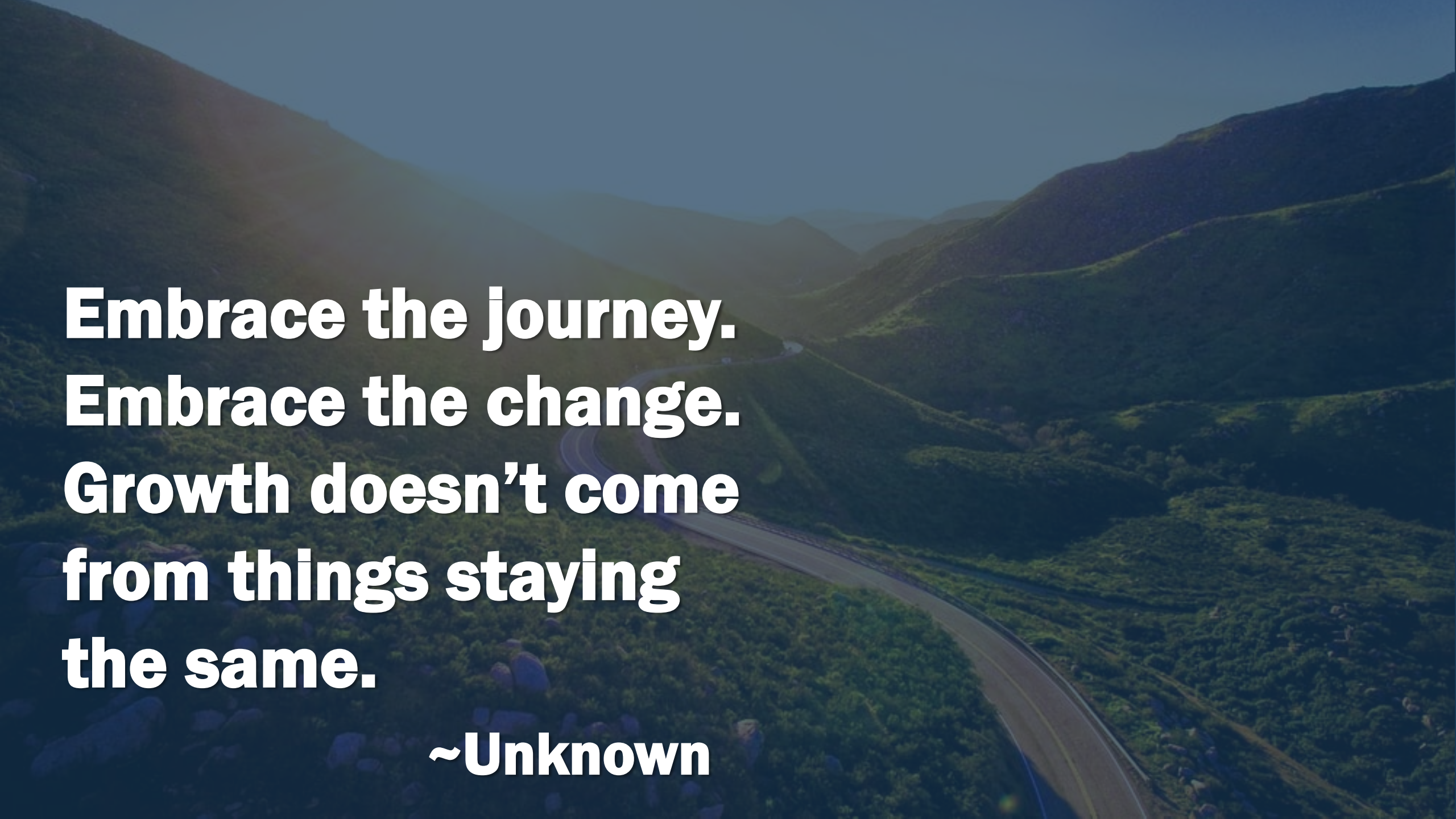
Date Signed



Click Here to Sign and Lock

Add Remark:

JA foreign/government employment briefed/video viewed - I am aware joint SecAF & SecState approval is required before accepting foreign government employment or DoD may withhold pay, allowances, or benefits and may revoke my security clearance.

A scenic view of a winding road through a valley with rolling hills and mountains in the background. The road curves through a lush green valley, with hills and mountains visible in the distance under a clear sky.

**Embrace the journey.
Embrace the change.
Growth doesn't come
from things staying
the same.**

~Unknown