

Transition Assistance Program (TAP) Resources Packet

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

COVID: If the M&FRC is closed to in-person services, please use the below organizational email boxes to facilitate TAP communication. If we are open, you can call us at 813-828-0145 or use the email.

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

The MacDill AFB Transition Assistance Program 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 resources and information in to a single point of reference – this document.

Simply follow each “step” to access the appropriate information and tools.

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. You may download this PDF and still use the links.

Initial Phase (Required to begin TAP) Self-Assessment Worksheet *Mandatory for Everyone*

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.

Completion of the Self-Assessment worksheet should occur before 365 days prior to release from active duty. Ideally, Retirees should complete this 24-18 months before retiring and Separates should completed it 15-13 months prior to separating. All TAP steps are good for 4 years from the date they were completed.

DIRECTIONS

Contact the M&FRC (813-828-0145) for the instructions or utilize the links below

[Individual Counseling \(IC\)
Instructions](#)

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

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

Someone from the M&FRC will review your SA and assign you to a Tier. A Tier must be obtained before you can be scheduled for Individual Counseling / Pre-Separation Counseling (Step 2). See below for information about each specific Tier.

Tier 1	Will receive Pre-Separation counseling as a 1on1 appointment
Tier 2	The M&FRC will assign you to an available class
Tier 3	Will receive Pre-Separation counseling as a 1on1 appointment

Steps 1-2

Individual Counseling (IC) / Pre-Separation Counseling

Mandatory for Everyone

This is a mandatory step for everyone leaving the military; including Guard/Reservists on AD orders of 180 days or more. If you will be going thru a MEB (Medical Evaluation Board), you should begin TAP as soon as you are placed in MEB status – do not wait until the results of your MEB. If you are up for reenlistment, but not yet approved, you need to begin TAP. Completing TAP is not a commitment to leaving the military. It should be done in preparation of leaving (known or not).

IC and PreSep counseling occur as a 1on1 for Tiers 1 & 3 and in a group setting for Tier 2. Group counseling is done every Monday and Wednesday, from 1200-1600, at the M&FRC (Bldg 18). The M&FRC will notify you of the date you have been registered. If in-person classes are affected by COVID, we will shift the class to Zoom. You cannot attend PreSep until you have completed Step 1 and have been assigned a Tier.

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

[PreSep Instructions](#)

[2022 TAP Registration Form](#)

[PreSep Slides](#)

[LMS Online Course Instructions](#)

[PreSep Notes Reference Sheet](#)

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

[Pre-Sep Participant Resource Guide](#)

[Managing your Transition Timeline](#)

[Overview of TAP Components / Steps](#)

[TAP Benefits and Services Matrix](#)

Steps 3-5 (DOD, VA, DOL)

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 class can only be done AFTER completing PreSep / IC (Step 1-2).

If in-person availability is limited or does not meet your timeline, the [LMS Online Course Instructions](#) can be used to complete the classes. This method should only be used after attending completing PreSep and after discussing with a TAP counselor.

3-DAY Course: Mandates and Exemptions are outlined below

Day 1 (DOD)	Mandatory for everyone. Curriculum includes Managing Your Transition, MOC Crosswalk, and Financial Planning.
Day 2 (VA)	Mandatory for everyone. 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. • Guard / Reserve: Please speak with a TAP Counselor

Utilize the links below for supporting material used during all 3 days

[3-DAY Workshop Survey](#)

[Participant Assessment Flyer](#)

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

Day 1 (DOD)

[Managing Your Transition Participant Guide](#)

[Financial Planning Spreadsheet](#)

[MOC Crosswalk Participant Guide](#)

[Financial Planning – Additional Resources](#)

[MOC Crosswalk Gap Analysis – Part A](#)

[Values and Skills Assessment Worksheet](#)

[Financial Planning Participant Guide](#)

[Interest Profiler Website](#)

[TriCare Briefing Website](#)

Day 2 (VA)

[VA Benefits Briefing Participant Guide](#)

[eBenefits 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

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 Slides	
Career & Credential Exploration 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>	
	CCET Participant Guide	CCET Track Flyer (2022)
Entrepreneur 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)	Introductory Video
	B2B Agenda	B2B Overview
	B2B Module 1 (Intro to Business Ownership)	B2B Module 2 (Basics of Opportunity)
	B2B Module 3 (Market Research)	B2B Module 4 (Economics of Small Business)
	B2B Module 5 (Legal Entities)	B2B Module 6 (Financing)
	B2B Module 7 (Intro to 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.

Entrepreneurship Track Flyer (2022)	DODSkillBridge Training Flyer (2022)
Education Track Flyer (2022)	DODSkillBridge Changes (Oct 2021)
Career & Credential Exploration Track Flyer (2022)	Corporate Fellowship Program
LinkedIn Training Flyer (2022)	HR of Tampa Flyer

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 Translation	Power Pay Deb Deduction website
Career Process Guide	