

Transition Assistance Program (TAP) Resources Kit

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

COVID: If the M&FRC is closed to in-person services, please utilize the below organizational email boxes to facilitate communication. If we are open, we may still have limited in-person services. While open, you can call the front desk number (813-828-0145) to find out more.

- For TAP-Related questions, please utilize 6FSS.FSH.TAP@US.AF.MIL
- For all other programs, you can email FSC.FRONTDESK@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.

NOTE: If you need to fill out a linked PDF, please download it first. Do Not try to fill it out within the browser. Links may be blocked if accessing from within a military network. If that happens, please use a commercial network. You may download this PDF and still use the links.

Initial Phase (First Step 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 at least 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. You cannot attend PreSep until you have completed Step 1 and have been assigned a Tier.

Note: Availability of in-person classes has been impacted by COVID. Access to these classes will be discussed during PreSep.

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

PreSep Instructions	PreSep Notes Summary Page
PreSep Slides	Pre-Sep Statement of Benefits
Overview of TAP Components / Steps	Individual Transition Plan (ITP)
2021 TAP Registration Form	Managing your Transition Timeline
LMS Online Modules Instructions	

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 below classes/Tracks happens after completing Steps 1-2 (PreSep/IC). A digital version of the registration form is available under Step 2 above.

Note: Availability of in-person classes has been impacted by COVID. Class sizes are at 50% capacity and some agencies may not be providing in-person classes yet.

Exemptions for the 3-DAY workshop 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>Exemptions 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 the 3-Day workshop

[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

There are four different tracks; each is two days long and intended to provide targeted training -- based on your projected post-military path. **Exemptions:** Please review the requirements below (based on your Tier)

Tier 1	All Tracks are <i>Optional</i> . You may attend all, some, or none
Tier 2	All Tracks are <i>Optional</i> . 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 [2021 TAP Registration Form](#). **Note: you cannot register until completing PreSep**

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 Slides
	Education Track Flyer (2021)	
Vocational Track (Career & Credential Exploration) (DOL)	<i>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>	
	Vocational Track Participant Guide	Vocational Track Flyer (2021)
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>	
	Entrepreneurship Track Flyer (2021)	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

Mandatory for Everyone

Capstone is used to verify you have completed all the required workshops (known as VOW Compliance) and all outcome-based actions (known as Career Readiness Standards or CRS). Capstone is validation step of TAP. Your eForm (DD2648) is used to account your compliance with the mandates of TAP. Your Personnel function will require a completed DD2648 during your out-processing.

During your Capstone appointment, you will provide the M&FRC proof of your completed CRSs. The M&FRC will also confirm you are compliant with the mandatory workshops. If you are not compliant, your Capstone cannot continue.

Process: Capstone appointments should be made approximately 90-120 days prior to leaving the military or prior to beginning terminal leave/out-processing. Capstone appointments are scheduled through emails. Simply email the TAP Org Box at 6FSS.FSH.TAP@US.AF.MIL and let us know you are ready for Capstone.

For a detailed list of what Capstone is, what to do in preparation of your appointment, and what CRSs apply to you (based on your Tier), please click on this [Capstone Letter](#) link.

Utilize the links below for easy access to each CRS. Please note your Tier and what is required for your Tier -- not all CRSs are required for everyone.

Individual Transition Plan (ITP)	All Tiers: 5 page PDF you will use as a guide to help develop and capture your transition plan. <i>It is YOUR plan – there is no wrong answer unless you have no plan!!</i>
eBenefits website	All Tiers: Register using your CAC and have a working DS Login
MOC Crosswalk Gap Analysis – Part A	Tiers 2&3: Instructed during Day 1 (DOD). A MOC Crosswalk Participant Guide is available to assist.
Financial Planning Spreadsheet	Tier 2&3: Introduced during Day 1 (DOD). You may utilize our spreadsheet or use any document of your own choosing.
Draft Resume Template	If you attend 2-DAY Employment Track (regardless of Tier): Resume writing is introduced on the Day 3 (DOL) and instructed during the 2-Day Employment Track
Continuum of Service (Separatees Only)	Contact a Reserve Recruiter to receive guidance and information about joining the Reserves. No document is needed for this CRS.

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 (2021)	LinkedIn Flyer (2021)
Education Track Flyer (2021)	Corporate Fellowship Program
Vocational Track Flyer (2021)	HR of Tampa Flyer

The below links provide information on key resources and tools

Career Process Guide	Resume Samples
Veterans Employment Resources website	Resume Tips
Veteran Priority of Services	Cover Letter Samples
Department of Labor Gold Card flyer	Power Pay Deb Deduction website
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	