TAP REQUIREMENTS: TIER I

Attendance Requirements		**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 Day 1** Managing Your Transition, MOC Crosswalk, and Financial Planning for Transition	
	TAP Workshop Day 2 VA Services and Benefits	
	TAP Workshop Day 3 Employment Fundamentals of Career Transition Can be waived if retiring with 20+ years of service or if documentation of fulltime employment or fulltime education/training enrollment is provided (does not include SkillBridge).	
	Recommended to attend at least one of the following 2-Day Tracks. Indicate choice below: ☐DoL Employment Track ☐DoL Career & Credential Exploration Track ☐DoD Education Track ☐SBA Entrepreneurship Track	
Step 4	**Capstone**- Schedule after completion of TAP Workshop but NLT 90 days prior to DOS/DOR. To schedule, email the documents listed below to 51FSS.Osan.TAP@us.af.mil	
Career Readiness Standards (CRS) Delivered at Capstone		**Completion Date**
Individual Transition Plan (ITP)		
VA.gov Registration https://www.va.gov/ Provide confirmation of registration (screen shot of welcome page) at Capstone appointment.		
Continuum of Military Service Counseling* Provided by In-Service Recruiter. May be completed during Pre-Separation Counseling *Does not apply to retirees, Guard/Reserve Component, or medical/legal discharges.		