

## TAP REQUIREMENTS: TIER II

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	<b>TAP Workshop Day 1</b> Managing Your Transition, MOC Crosswalk, and Financial Planning for Transition	
	<b>TAP Workshop Day 2</b> VA Services and Benefits	
	<b>TAP Workshop Day 3</b> 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).	
	<b>Recommended to attend at least one of the following 2-Day Tracks.</b> Indicate choice below:  <input type="checkbox"/> DoL Employment Track <input type="checkbox"/> DoL Career & Credential Exploration Track  <input type="checkbox"/> DoD Education Track <input type="checkbox"/> SBA Entrepreneurship Track	
Step 4	<b>Capstone</b> - 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)		
<b>Approved Post-transition Financial Plan</b> Send completed workbook to pfc.osan@magellanfederal.com. Provide digitally signed Summary page.		
<b>Registration</b> <a href="https://www.va.gov/">https://www.va.gov/</a> Provide confirmation of registration (screen shot of welcome page) at Capstone appointment.		
<b>Continuum of Military Service Counseling*</b> Provided by In-Service Recruiter. May be completed during Pre-Separation Counseling *Does not apply to retirees, Guard/Reserve Component, or medical/legal discharges.		
Gap Analysis or Verification of Employment		
Resume or Provide Verification of Employment (For attendees of DoL Employment Track only)		
Comparison of Technical Institutions (For attendees of DoL Career & Credential Exploration Track only)		
Comparison of College/Universities (For attendees of DoD Education Track only)		