

TAP REQUIREMENTS: TIER III

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). Required to attend at least one of the following 2-Day Tracks. 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	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)		
Approved Post-transition Financial Plan Send completed workbook to pfc.osan@magellanfederal.com. Provide digitally signed Summary page.		
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.		
Gap Analysis or Verification of Employment		
Draft 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)		