



TAP MANDATES



You **DO NOT** need an approved DOS/DOR to start the process. If there is a **POSSIBILITY OF SEPARATION OR RETIREMENT within 18-24 months**, you can start the process. IAW Title 10 US Code Section 1142, 1144, and DoDI 1332.35, the following requirements are mandated by law FOR ALL SM WHO HAVE COMPLETED A 180+ DAYS OF CONTINUOUS ACTIVE DUTY on Title 10 Orders.
www.dodtap.mil

STEP 1 - INITIAL COUNSELING

- Email 42FSS.FSH.TransitionProgram@us.af.mil for required documents and class scheduling; MUST complete a DoD self-assessment, Individual Transition Plan (ITP), TAP Assessment Tool and SOU to be placed in the appropriate TIER; TIER determines the required Career Readiness Standards (CRSs) deliverables due during your Capstone.

STEP 2 - PRE-SEPARATION COUNSELING

- Can be completed individually or classroom workshop 0900-1200 at the A&FRC; SM are informed of entitlements/benefits they may be eligible for to assist them with their transition to civilian life. **Classroom brief includes Representatives from the Vet Center, a VSO, Military OneSource and Military Service Officer for BBD Claims**

--1st & 4th Wednesdays

STEP 3 – TAP 3-DAY WORKSHOP CORE CURRICULUM

- **DoD Day:** My Transition, MOC, and Financial Planning for Transition Modules (**No Exemptions**)
- **VA Benefits and Services Brief** (**Exempt if attended within past 3 years**)
- **Department of Labor, 1-day (DoL)-Employment Fundamentals** (**Exemptions Apply**)
- ****Additional 2-Day Workshops Available (Education, Employment, Vocational, and Entrepreneur)**

FINAL STEP – CAPSTONE

- Member must complete and present required Career Readiness Standards (CRSs) based on TIER placement. CRSs verified by TAP Counselor and Commander/Designee.
- Verification completed on eform DD2648 signed by their commander/designee needed for Final-Out.

**CALL THE MILITARY & FAMILY READINESS CENTER FOR MORE
INFO: 334-953-2353 or EMAIL: 42FSS.FSH.TransitionProgram@us.af.mil**