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 & Cre	edential Exploration Track	
	□ DoD Education Track □ SBA Entrepreneu	ırship 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 718fss.kadena.tapteam@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* To schedule, contact your local In-Service Recruiter. Provide confirmation of completion at Capstone. *Does not apply to retirees, Guard/Reserve Component, or medical/legal discharges.			

More information and blank copies of documents can be found at https://kadenafss.com/military-family-readiness/. TAP mandates established by the National Defense Authorization Act.