# 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**<br>Managing Your Transition, MOC Crosswalk, and Financial Planning for Transition | |
| | **TAP Workshop Day 2**<br>VA Services and Benefits | |
| | **TAP Workshop Day 3**<br>Employment Fundamentals of Career Transition<br><br>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:<br><br>☐DoL Employment Track ☐DoL Career & Credential Exploration Track<br><br>☐DoD Education Track ☐SBA Entrepreneurship Track | |
| **Step 4** | **Capstone**- Schedule after completion of TAP Workshop but NLT 90 days prior to DOS/DOR.<br>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)** | | |
| **Post-transition Financial Plan** | | |
| **VA.gov Registration** https://www.va.gov/<br>Provide confirmation of registration (screen shot of welcome page) at Capstone appointment. | | |
| **Continuum of Military Service Counseling***<br>To schedule, contact your local In-Service Recruiter. Provide confirmation of completion at Capstone.<br>*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)** | | |

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.