

COMMANDER'S ROLE

After the member has completed a Capstone appointment at the A&FRC their commander will receive an email notification that their eForm is ready for review.

The email will have a link to the commander portal which will allow the commander to review the member's eForm and ensure all requirements have been met.

The commander is required to ensure a warm hand over has been made to an outside agency for all members who are separating involuntarily (for administrative or medical reasons), and for all members who failed to meet one or more of the TAP requirements.

Once the commander review is complete they will electronically sign the members form. The members DD 2648 will now be available for them to print for final out-processing.



TRANSITION ASSISTANCE PROGRAM



AIRMAN & FAMILY READINESS CENTER

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UPDATED APRIL 2022

TRANSITION ASSISTANCE PROGRAM (TAP)



□ **STEP 1:**

INITIAL COUNSELING (IC)

WHEN TO COMPLETE: Attend within 4 years of and NLT 365 days of retirement/separation.

WHAT IT IS: The first step is to assess service member goals/needs and assign a Tier level (I-III) based on individual preparedness for transition. We will explain what the member must complete and resources available.

HOW TO COMPLETE IT: Walk-In Appointments available Monday - Friday during business hours at the Airman and Family Readiness Center.

□ **STEP 2:**

PRE-SEPARATION BRIEF

WHEN TO COMPLETE:

Attend within 4 years of and NLT 365 days of retirement/ separation.

WHAT IT IS:

Two hour brief ensuring separating/retiring service members are informed of entitlements/benefits members may be eligible for to assist them, family members and significant others with the transition to civilian life.

HOW TO COMPLETE IT:

Available most Wednesdays from 9 a.m. - 11 a.m. Must have an IC on record before being scheduled.

□ **STEP 3:** TAP-GPS

WHEN TO COMPLETE: Attend within 4 years of retirement/separation.

WHAT IT IS: Covers core transition curriculum including Managing Your Crosswalk, Financial Planning, VA Benefits and Services, and Department of Labor Employment Day (Employment Fundamentals of Career Transition).

HOW TO COMPLETE IT: Register with A&FRC by calling 882-9060. Must have an IC and Pre-Sep on record to attend.

□ **STEP 4:**

2 DAY TRACK

WHEN TO COMPLETE: Tier 3 service members are required and all others are encouraged to participate in at least one of the following additional two day tracks to prepare them for transition.

WHAT IT IS: Assists members seeking employment with resume writing, interviewing skills, networking, labor market information and federal employment. Upon completion of this track, members will have started a targeted resume.

HOW TO COMPLETE IT: Register with A&FRC by calling 882-9060. Recommend to attend TAP GPS prior to attending.

CAREER EXPLORATION TRACK

WHAT IT IS: Assists with establishing clear goals, evaluating training options, and building an action plan. Participants will complete a personalized career development assessments of occupational interests, aptitude and work values that will provide them with a variety of tailored job recommendations. They will learn how to use certification finder web tools and other internet resources that identify licensed occupations and a military occupational code translator.

HOW TO COMPLETE IT: Register with A&FRC by calling 882-9060.

ENTREPRENEURSHIP TRACK

WHAT IT IS: Transitioning members pursuing self-employment in the private or non-profit sector will learn about the challenges faced by entrepreneurs, the benefits and realities of entrepreneurship, and the steps toward business ownership. Upon completion of the Entrepreneurship track, service members will have developed the initial components of their business plan.

HOW TO COMPLETE: Register with A&FRC by calling 882-9060.

EDUCATION TRACK

WHAT IT IS: Service members pursuing college education will receive guidance to prepare for the college application process. The Education track addresses such topics as identifying educational goals, education funding, and researching and comparing institutions. Upon completion of this track, service members will be prepared to submit an application to an academic institution, meet with a counselor from the institution, and connect with a student veteran's organization on campus. Service members will be able to meet with educational counselors for individualized preparation as desired.

HOW TO COMPLETE IT: To register please contact the Education Center at 850-882-8141



□ **STEP 5:** CAPSTONE

WHEN TO COMPLETE: Complete within 12 months and NLT 90 days prior to discharge.

WHAT IT IS: During your Capstone appointment a transitioning counselor will verify you have completed all required briefings, workshops, and met the mandatory Career Readiness Standards (CRS).

HOW TO COMPLETE IT: Walk in appointments are available Monday - Friday during business hours at the Airman and Family Readiness Center.