



Transition Assistance Program

The Transition Assistance Program (TAP) provides information and training to ensure service members leaving active-duty are prepared for their next step in life whether pursuing additional education, finding employment or starting their own business. TAP is an interagency collaboration between the Department of Defense (DoD) with the Department of Veterans Affairs (VA), Department of Labor (DOL), Small Business Administration (SBA), Department of Education (ED) and the Office of Personnel Management (OPM) to offer transitioning service members and their spouses access to resources and information

KEY ROLES AND RESPONSIBILITIES

Service Members

Consider your post-military goals and aspirations and the income needed to support your lifestyle; start researching how your military experiences could translate to a civilian career

Be proactive: Plan ahead and learn about the services available on your installation to help both you and your family prepare for a successful transition. Some elements of Transition GPS (Goals, Plans, Success) may be available early in your military career and you can always get started with the Virtual Curriculum on Joint Knowledge Online (JKO) <https://jkodirect.jten.mil>

Complete all Career Readiness Standards (CRS) requirements prior to Capstone and separation from active-duty

Commanders

Educate your service members about the importance of responsible career planning, both for their military careers and for their eventual transition back to civilian life

Ensure your service members are provided time and access to resources needed to meet CRS

Verify your service members have met CRS during Capstone using the Individual Transition Plan (ITP); initiate a “warm handover” between your service members and a relevant partnering agency if your service members have not met CRS or need extra assistance

TAP Managers

Familiarize yourself with your Service’s TAP Military Life Cycle (MLC) transition model and engage with service members and commanders to educate them on what services you can provide, when and to whom

Help inform service members and spouses of the purpose and availability of Transition GPS training tracks (for example, explain options to attend courses or access the curriculum through the DOL at www.dol.gov/vets/)

AS PART OF TAP:

- >> The Transition GPS curriculum includes both a core curriculum and individual training tracks focused on Accessing Higher Education, Career Technical Training and Entrepreneurship. Transition GPS is delivered in classroom environments and is also available online to service members, veterans and spouses anytime through JKO
- >> All service members who are separating, retiring or being released from a period of at least 180 days of active-duty must complete three requirements:
 - (1) participate in pre-separation counseling to develop an ITP and identify their career planning needs;
 - (2) attend VA Benefits Briefings I and II, which explain what benefits the service member has earned and how to obtain them;
 - and (3) attend the DOL Employment Workshop, which focuses on the mechanics of obtaining employment in today’s job market and includes resume preparation and interview skills practice
- >> All service members must also meet CRS before leaving active-duty. Commanders verify CRS have been satisfied during “Capstone” events no less than 90 days prior to separation. If, during Capstone, the commander determines that a service member has not met standards or does not have a viable transition plan, they will put the service member in contact with a partner agency during a live “warm handover” for follow-on support
- >> Since 2015, TAP is provided throughout a service member’s time in the military according to their MLC. This proactive approach will help service members plan ahead to bridge their military and civilian careers by providing time and resources to conduct career planning activities during key “touch points” in their military service



For more information about TAP contact your local installation Transition Assistance Office or visit

www.DoDTAP.mil

PREPARE TO
SUCCEED