

# TRANSITION ASSISTANCE PROGRAM

## *Transition Assistance Program Overview*



## TAP OVERVIEW

Every year, approximately 200,000 men and women leave U.S. military service and return to life as civilians, a process known as the military-to-civilian transition.

The Department of Defense (DoD) Transition Assistance Program (TAP) provides information, tools and training to ensure service members and their spouses are prepared for the next step in civilian life.

The military to civilian transition occurs within a complex and dynamic network of relationships, programs, services, and benefits, which includes transition planning and assistance efforts by individual Service branches, the interagency TAP partnership, and community resources delivered through local government, private industry and nonprofit organizations.



## WHAT IS TRANSITION?

Transition is a period of adjustment, which includes the planning and preparation accomplished during military service, when service members and their families explore and embark on endeavors in the civilian world upon leaving active duty.

# CORE COMPONENTS OF TAP



## TAP INTERAGENCY PARTNERSHIP

In addition to the military departments, TAP is the result of an interagency partnership between the Department of Defense, Department of Labor, Department of Education, Department of Veterans Affairs, Department of Homeland Security, in conjunction with the Small Business Administration and the Office of Personnel Management.



## INDIVIDUALIZED INITIAL COUNSELING

- *Must be completed no later than 365 days prior to separation or retirement*

Individualized Initial Counseling (IC) between the service member and a TAP counselor begins the transition process. During the IC, service members complete their personal self-assessment and Individual Transition Plan (ITP) to identify and discuss their unique post-transition goals.

## PRE-SEPARATION COUNSELING

- *Must be completed no later than 365 days prior to separation or retirement*

Pre-separation counseling covers benefits, entitlements and resources eligible to transitioning service members as they prepare to enter veteran status. Caregivers and spouses are encouraged to attend this pre-separation briefing.

## DOD TRANSITION DAY

The DoD Transition Day is a mandatory eight-hour curriculum that includes the following modules:

- Managing Your Transition
- Military Occupational Codes Crosswalk
- Financial Planning for Transition

## VA BENEFITS AND SERVICES

This brief explores VA benefits earned by the service member, how to apply them and how to leverage earned benefits for the best possible outcome.

## DOL ONE DAY

This one-day brief provides an overview of employment topics and best practices and how to apply them in transition.

## 2-DAY SERVICE MEMBER ELECTED TRACKS

Transitioning service members must select one of the following two-days of instruction:

- DoD Education Track
- DOL Employment Track
- DOL Vocational Track
- SBA Entrepreneurship Track

## CAPSTONE

- *Must be completed no later than 90 days prior to separation or retirement*

Capstone is the culminating event in which commanders, or their designee, verify achievement of career readiness standards and a viable ITP prior to transition.