



## Transition Assistance Program (TAP)

### Step-by-Step Process

<p><b><u>Step 1</u></b>  <b>When:</b> 18-12 months prior to ETS, 24-12 months prior to retirement  <b>How long:</b> 15 mins.</p>	<p><b><u>Register with TAP and schedule Initial Counseling.</u></b>  <b>What:</b> Using your CAC, create an account at <a href="https://armytap.appsplatformportals.us">https://armytap.appsplatformportals.us</a>. Once you have created your account, contact the TAP Center to schedule your initial counseling. Call DSN 599-4451, CIV 09641-70-599-4451 or stop by at Tank Road A, Bldg. 161, Rose Barracks. Hours of operation are Mon-Fri, 0800-1630.</p>
<p><b><u>Step 2</u></b>  <b>When:</b> 18-12 months prior to ETS, 24-12 months prior to retirement  <b>How long:</b> 1.5 hours</p>	<p><b><u>Complete Initial Counseling.</u></b>  <b>What:</b> Per Army Directive 2019-26, all Soldiers must complete this step no later than 365 days before their ETS or retirement date. During this appointment, you will assess your overall preparedness to successfully transition from active duty, identify initial transition goals, be assigned to a Career Readiness Standards (CRS) Tier, review SFL-TAP requirements and services, initiate your DD2648 eForm and schedule required briefings and classes.</p>
<p><b><u>Step 3</u></b>  <b>When:</b> 18-12 months prior to ETS, 24-12 months prior to retirement  <b>How long:</b> 2 hours</p>	<p><b><u>Attend a Pre-Separation Brief.</u></b>  <b>What:</b> This brief provides an overview of transition and veteran benefits and services available through the Army, Dept. of Defense, Dept. of Labor, Veteran Affairs, the Small Business Administration, and other organizations.</p>
<p><b><u>Step 4</u></b>  <b>When:</b> 15-4 months prior to separation  <b>How long:</b> 24-40 hours</p>	<p><b><u>Complete CRS classes according to Tier requirements.</u></b>  <b>What:</b></p> <ul style="list-style-type: none"> <li>• Army Day: MY Transition (1 hour, NLT 10 months prior)</li> <li>• Army Day: MOS Crosswalk (2 hours, NLT 10 months prior)</li> <li>• Army Day: Financial Planning for Transition (4 hours, NLT 10 months prior)</li> <li>• Department of Labor Fundamentals of Employment Workshop (1 day, NLT 9 months prior)</li> <li>• VA Benefits &amp; Services (8 hours, NLT 6 months prior)</li> <li>• Continuum of Military Service (30 min, NLT 6 months prior)</li> <li>• Career Track—Employment, Education, Vocational, Entrepreneur (2 days, NLT 5 months prior)</li> </ul>
<p><b><u>Step 5</u></b>  <b>When:</b> 12-4 months prior to separation  <b>How long:</b> 2-20 hours</p>	<p><b><u>Access additional services according to your transition goals.</u></b>  <b>What:</b> Optional classes include Federal Resume Writing, Advanced Resume writing, Interview Techniques &amp; Salary Negotiations, Dress for Success, Skills Development, and non-required career track classes. Additional services include resume reviews, practice interviews and assistance with accessing Career Skills Programs or other training opportunities.</p>
<p><b><u>Step 6</u></b>  <b>When:</b> NLT 90 days prior to separation  <b>How long:</b> 1 hour</p>	<p><b><u>Complete your Capstone.</u></b>  <b>What:</b> Contact the TAP Center to schedule your Capstone, the final TAP requirement. During the Capstone, you and your counselor will review and annotate completion of your CRS requirements on your DD2648, and your counselor will send the DD2648 to your commander for signature. Bring any pending items and your commander's email to the Capstone.</p>