

ITEMS TO BRING TO TAP WORKSHOP

Items are recommended in order to expedite your hands-on experience

NAME:	UNIT:	SEPARATION DATE:	
ITEMS FOR RESUME:	Source	Remark	Completed
Verification of Military Experience and Training (VMET)	https://www.dmdc.osd.mil/appj/vmet/	Need DS Logon, CAC, or DFAS credentials	
Military Transcripts (SMART/AARTS/CCAF)	https://smart.navy.mil/smart/welcome.do http://aarts.army.mil/ http://www.au.af.mil/au/ccaf/transcripts.asp	Each service requires unique logon	
College or Trade School Transcripts	School or University		
Recent Performance Reports	Individual Performance File or Personnel Office	Used to verify experience, duties, and timelines	
Officer/Enlisted Records Briefs	Individual Performance File or Personnel Office	Used to verify experience, duties, and timelines	
Flash Drive, CD, or Cloud Location with Working Resume		Will build on current draft during class	
Copy of DD Form 2648/2648-1	Individual Files	Only if already transitioned from active military service	
ITEMS FOR FINANCE CLASS:			
Leave and Earnings Statement	https://mypay.dfas.mil/mypay.aspx	Need CAC or DFAS credentials	
Record of Other Income	Individual Files	Annuity, second job, child support, alimony, etc	
Mortgage Statement	Individual Files	If applicable	
Cost of Living Comparison	http://www.bestplaces.net/col/	If planning to move away from immediate area	
Monthly Expenses	Individual Files and Statements	Mortgage, rent, car note, insurance, groceries, gas, child care, utilities, etc	
Bills	Credit Statements	Credit cards, lines of credit, department store cards: Balance with APR	
Recent Credit Report	www.annualcreditreport.com		

(Appropriate civilian attire is recommended for the duration of the workshop.)