



TAP On-line Posting & Distribution of Career Announcements

Requirements Paper

As of 16 November 2023

Please submit all announcement
to: [usarmy.liberty.usag.mbx.dhr-
tap@army.mil](mailto:usarmy.liberty.usag.mbx.dhr-tap@army.mil)

- The target audience for all on-line posting of career announcements are to Transitioning Service members, their Spouses and Veterans.
- The posting of career announcements to the TAP website are FREE of charge to employers that meet the following criteria:

The following MUST BE MET to have your career announcement(s) posted to the TAP website or distributed

- The career announcement **must** be sent as an attachment as a **.pdf file**.
- The career announcement **must** be a **current and open position** with the company submitting the announcement and the company whom the career is with has to be listed on the announcement **with a LOGO at the top** of the page.
- The career announcement **must** state the **title and location** for the particular career **along with a POC in case there are questions**.
- The career announcement **must** have the **link and/ or steps and links** of how to apply for the position in the actual announcement. The link needs to be to the actual career on the company's website or to the company's career site where the career title can be searched from key words and **must have a point of contact person listed with an email address** in the actual announcement so Service members, their Spouse and or Veteran can send their resume' and additional questions to, for the particular opening. The point of contact person listed must be an employee of the company with the announcement.
- **The position MUST have an expiration date (not to exceed 6 months).**
 - Employers are required to notify TAP when the position is filled.
 - **If the position does not have an expiration date I will automatically remove the announcement from our site 30 days from the "request to post" date. NO EXCEPTIONS!**

The following **MUST BE MET** to have your event announcement(s) posted or distributed

- If submitting an event announcement it MUST have a DATE, TIME, LOCATION, POC, and reregistration site (if required to register).

The desired outcomes of this effort are:

1. Provide a single location for career announcements that targets the Transitioning Soldier, their Spouses and Veterans.
2. To create and maintain a more streamlined and manageable approach for connecting the Transitioning Soldier, their Spouses, Veterans, and employers with employment resources and opportunities.

Note: TAP will not post career announcements for any 3rd party recruiting or to a generic website to search for careers.

Disclaimer: The posting of career announcements by TAP in no way constitutes endorsement for the career or company.