TAP ENROLLMENT



1. Complete the Self-Assessment at: **Self-Assessment Link**

2. Call the Virtual Center: DSN: (323) 706-9077
1-800-325-4715
(24-hour operation on weekdays only)

"I am calling from Torii Station in Okinawa, Japan. I have completed my Self-Assessment, and would like to complete Initial Counseling and schedule a Pre-Separation Briefing"

** Before you end the call: Ensure you have a Pre-Separation Brief scheduled

3. After attending the Pre-Separation Brief, email christopher.l.womack2.civ@army.mil to schedule an appointment to discuss your transition plans and create your TAP Schedule.

The Enrollment Process is not complete until you have an in-person TAP Workshop Schedule.

DO NOT complete TAP curriculum through the Virtual Center or TAP Events unless you have written authorization from both your Unit Commander and the Transition Service Manager (TSM).

** Please note the Virtual Center's link, Step I, has been reported as being intermittent.

If the link does not work, contact the Virtual Center at DSN: (323) 706-9077 and they will provide an alternate course of action, usually by conducting the assessment by phone.