

TSCRS Service Member User Guide

**Department of the Army
EMOD, US Army Human Resources Command
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1. Introduction

The Transition Assistance Program (TAP) is an outcome-based statutory program (10 USC, Ch. 58) that bolsters opportunities, services, and training for transitioning Service members in their preparation to meet post-military goals. The mandatory components of TAP are applicable for all Service members who have at least 180 continuous days or more on active duty, including the National Guard and Reserve.

1.1 Purpose

The purpose of this user guide is to provide instructions for Service members using TSCRS (Transitioning Servicemembers and Counselors Reporting System), which is the Department of the Army's portal for transitioning Service members. The portal provides transitioning Service members with access to Army schedules, resources, and tracking to reach their transition goals.

1.2 Scope

This user guide is written for Service members using the Department of the Army's TSCRS application and covers the following areas:

- Log-on
- Registration
- Initial Assessment
- Surveys and Questionnaires
- Individualize Initial Counseling (IIC)
- Preseparation Counseling (PSC)
- Appointment and Class enrollment
- Post Assessment

1.3 Eligibility for TAP Services

All Service members who complete 180 days or more of continuous Active Duty are eligible for TAP services with a few exceptions.

- Retirees will maintain eligibility for life.
- Non-Retirees will remain eligible for 180 days after their separation date.
- Family members of Service members are eligible for transition services.
- Family members of a Non-Retired Veteran receive services up to 180 days after their sponsor's separation date.
- Department of Army Civilians are eligible for transition services if they are subject to Reduction in Force (RIF) or Base Realignment and Closure (BRAC).

2. Transition Portal Log-on

2.1 Access Self-Service Portal via CAC

Service Members can log-on to the Self-Service Portal using a CAC if a CAC reader is available.

2.2 Local Sign In

The screenshot shows the 'TRANSITION PORTAL' header with a 'Sign in' link. Below the header, there are two tabs: 'Local SignIn' and 'External SignIn'. The 'Local SignIn' tab is active and contains the following elements: a 'Sign in' button with a right-pointing arrow, a 'Register' link, a text input field for '* User name', a text input field for '* Password', a 'Remember Me' checkbox, a 'Sign In' button, and a 'Forgot your password?' button. The 'External SignIn' tab is inactive and contains an 'Azure AD' button.

Figure 2.2: Local Sign In

2.3 Terms and Conditions

TRANSITION PORTAL | Sign in

Terms and Conditions

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests-not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

*I accept the conditions stated above.

Continue

Figure 2.3: Terms and Conditions

Service members must select to accept the terms and conditions statement to access the TSCRS system. Refusal to accept the statement will result in denied access.

3. TAP Registration

Service members are eligible to register for TAP services up to 18 months prior to their separation date and are required to register no later than 12 months prior to their separation date. Please follow the instructions in this section of the user guide to register using the **Service Member Transition Portal**.

3.1 Eligibility Statement

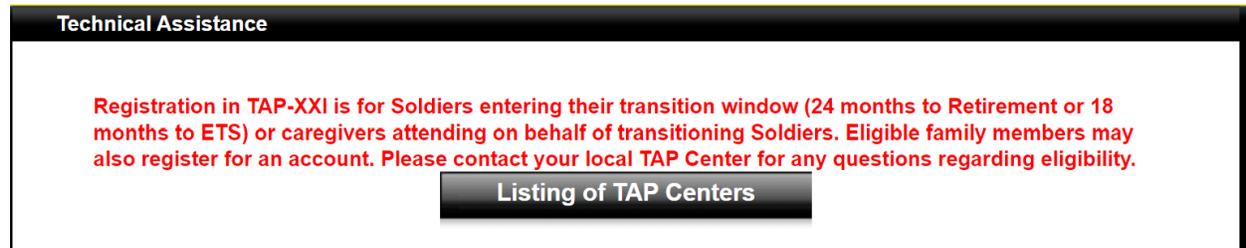


Figure 3.1: Eligibility Statement

Registration in TSCRS is for Service members (and their family members) who meet certain eligibility criteria. Service members who do not meet these criteria will receive the “Eligibility Statement”. To learn more about eligibility, or confirm eligibility with a local TAP Counselor, the Service member should select the “Listing of TAP Centers” button to locate contact information for their local TAP Center.

3.2 Your Information

TRANSITION PORTAL

Home | Registration | Initial Assessment | PSC Request | Schedule | Individualized Initial Counseling |
Post Assessment | Pre-Transition Survey | Post-Transition Survey | Exit Survey | Notifications | PSC Video |
Programs | SIMON AJUA ▾

Home > Profile

Profile

 SIMON AJUA

Profile

Security

Set password

Change Email

Manage External Authentication

You must register for TAP before proceeding. Registration takes approximately 3 minutes.

Disclosing your reason for separating is mandatory. It is optional to disclose additional information, however, your answers will help to inform Transition Counselors and provide input for your Individual Transition Plan (ITP).

Your Information

This registration data has been collected from your military records and cannot be edited. Please contact your local DMDC DEERS center or S-1 to update your record information.

First Name *	Last Name
SIMON	AJUA
Middle Name	Separation Date *
T	8/4/2024
Gender	Grade
Male	E1
Date of Birth *	MOC
6/14/1978	45T
Unit Name	Unit Code
-	W92WAA

Please complete as much registration information as possible.

Departure Date 11/11/2000	Leaving Reason Separating Involuntarily
Daytime Phone 9087654324	Cell Phone * (+237) 30198765965
Personal Email * simon.ajua.ctr@army.mil	Confirm Personal Email simon@test.com
Work Email simon.ajua.ctr@army.mil	Post Transition Location Virginia
Wanted Salary 100,000 plus	Skillbridge/Career Skills Program Candidate <input type="radio"/> No <input checked="" type="radio"/> Yes
Field of Interest Computer Science	Caregiver <input type="radio"/> No <input checked="" type="radio"/> Yes
TAP Center Fort Belvoir	

Update

Figure 3.2: Confirm Information

The data displayed on the first page of registration is collected from the Service member's military records in IPPS-A and cannot be edited. Please contact the local DMDC DEERS center or S-1 to update the Service member's record information.

1. Select "Next" to proceed to the second page of registration.
2. Select a **Departure Date**. Please note that this date refers to when the Service member anticipates clearing their military installation. Departure date may be different than the separation date.
3. Select a **Leaving Reason** from the dropdown.
4. Enter the Service member's **Cell Phone number**.
5. Enter the Service member's **Personal Email**.
6. **Confirm** the Service member's Personal Email.
7. Select the **Post Transition Location**.
8. Select "Yes" or "No" for **Skillbridge/Career Skills Program Candidate**.
9. Select "Yes" or "No" for **Caregiver**.
10. Select the drop down and select **Wanted Salary**.
11. Select the drop down and select **Field of Interest**.
12. Select the magnify glass icon to find the Service member's **TAP Center**.
13. Select "Update."

3.3 Homepage

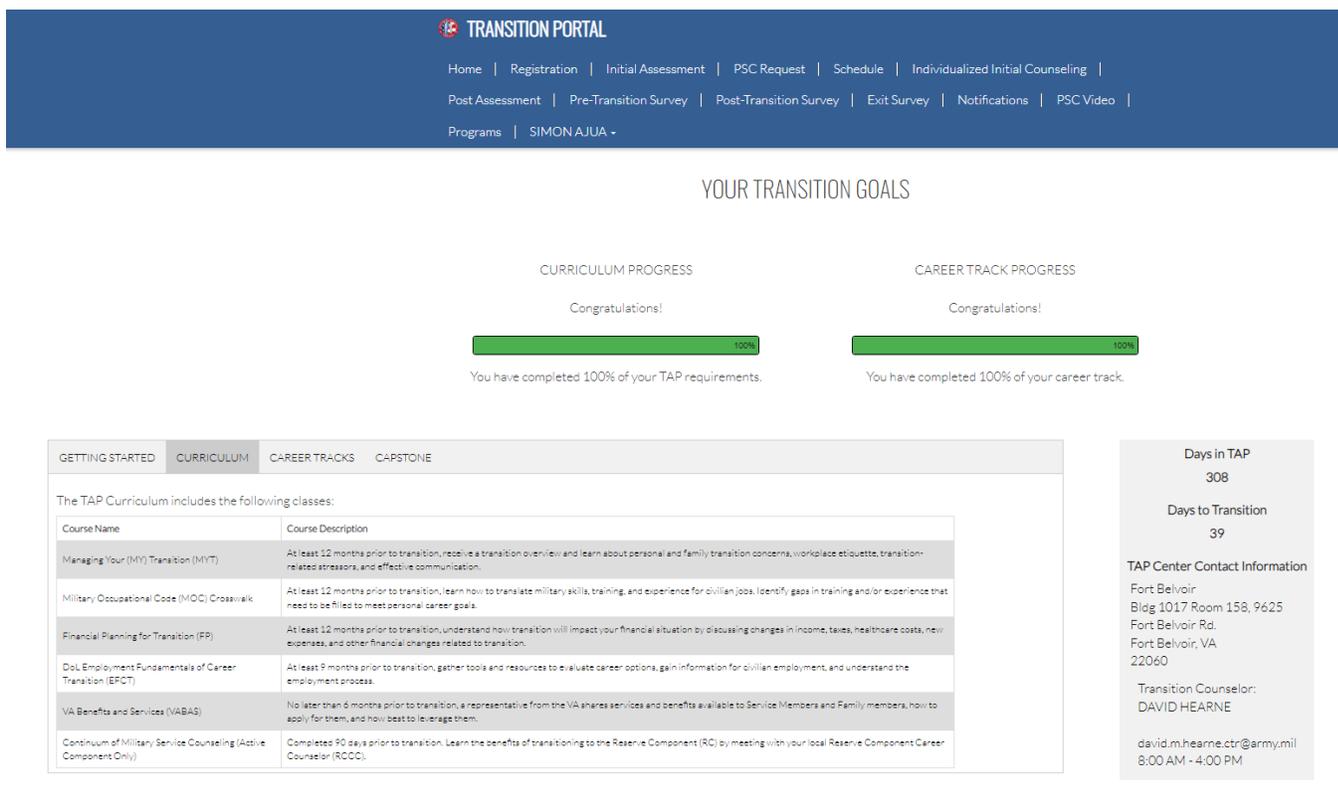


Figure 3.3: Homepage

The **Homepage** provides an overview of the Service member’s progress in program. The following details are also displayed for easy access to important program information.

1. The **Curriculum Progress** bar showcases the Service member’s percentage of core TAP requirements they have completed.
2. The **Career Track Progress** bar showcases the Service member’s percentage of their selected career track that they have completed.
3. The **Contact Information** on the right side of the Homepage includes the Service member’s number of days since registration (**Days in TAP**), number of days until their separation date (**Days to Transition**), the name and address of their chosen TAP Center, and contact details for their assigned TAP Counselor.
4. **Your Transition Goals** is an interactive table listing the steps a Service member must take to complete all their TAP requirements. The Curriculum tab showcases the required courses and the description to the right.

3.4 Pre-Transition Survey

Pre-Transition Survey

QUESTION 1/10 QUESTION 2/10 QUESTION 3/10 QUESTION 4/10 QUESTION 5/10 QUESTION 6/10 QUESTION 7/10
QUESTION 8/10 QUESTION 9/10 QUESTION 10/10

How did you first hear about Army TAP? (Choose all that apply.) *

Chain of Command ×

Other (Please Specify)

Service Member

12345679 × Q

Next

Figure 3.4: Questions 1/10

The **Pre-Transition Survey** is provided following registration. This short survey is used to gather information on what is most important to transitioning Service members. Results are used to determine ways to improve the program for the transitioning Service member's benefit. All fields are required.

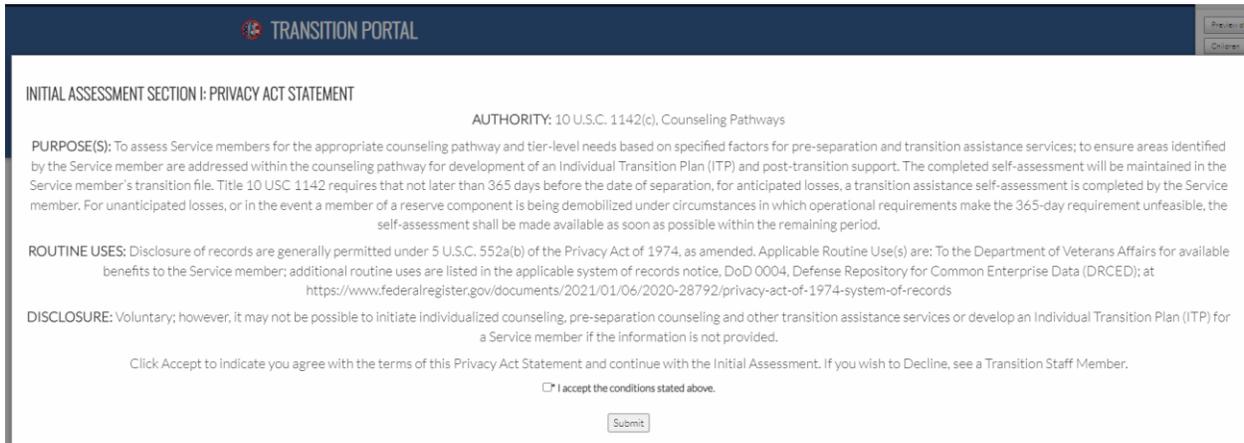
1. How did you first hear about Army TAP?
2. What is your top priority within the first 6 months after transition?
3. Select Not At All Important, Low Important, Neutral, Important, Very Important to the following five questions: Obtaining veterans benefits information, Obtaining Employment information, Obtaining unemployment compensation information, Obtaining Education Information, and Obtaining financial planning information.
4. Select Extremely Unlikely, Unlikely, Neutral, Likely, Extremely Likely to the following five questions: Translating my military experience into language that Civilian employers understand, Skills in interviewing for a job, How to "brand" myself in a way that appeals to potential civilian employers, Job search skills, including networking and Obtaining a civilian job
5. What occupations would you be interested in learning more about?
6. Select Not At All Important, Low Important, Neutral, Important, Very Important to the following five questions: Education information about degree or certification programs, Entrepreneurship assistance/information about starting a small business, Salary/wage information for a civilian job, Civilian employers may not understand the significance of my military training and experience, Planning for my long-term career goals as a civilian

7. Select Strongly Disagree, Disagree, Neither Agree not Disagree, Agree or Strongly Agree to the following five questions: I am familiar with the Career Skills Program/Skillbridge, I am familiar with the Army PAYS program, I have been planning my transition prior to my transition requirements, I am familiar with obtaining VA benefits, I understand specific benefits will incur financial liabilities.
8. Select Strongly Disagree, Disagree, Neither Agree not Disagree, Agree or Strongly Agree to the following three questions: I have sought feedback from family and friends that will help me transition, My commander and/or leadership is supportive of my legal obligation to complete the Army TAP, I plan on continuing military service in the National Guard or Reserve (AGR, TPU, or IMA) after transition.
9. Select Strongly Disagree, Disagree, Neither Agree not Disagree, Agree or Strongly Agree to the following four questions: I was aware of my requirements to start transition prior to 365 days from separation, I am aware my family member can attend transition classes, My command has discussed my transition options, I am aware that social media may assist me with transition research, employment, housing etc.
10. Select Strongly Disagree, Disagree, Neither Agree not Disagree, Agree or Strongly Agree to the following five questions: Are you aware of Military One Source, Are you aware of Veterans Service Organizations (VSO), Are you aware of Local Community Resources available, Are you aware of Veterans S1 program, After completing this survey, it has made me more aware of transition requirements?
11. Select "Submit" when finished.

4. Your Initial Assessment

During the **Initial Assessment** the Service member will answer questions pertaining to their transition. It is important that they answer the questions completely and accurately. Their answers will be used by their Transition Counselor to provide them with information and resources that meet their individual needs.

4.1 Privacy Act Statement



The screenshot shows a web form titled "INITIAL ASSESSMENT SECTION I: PRIVACY ACT STATEMENT" within the "TRANSITION PORTAL". The form includes the following text:

AUTHORITY: 10 U.S.C. 1142(c), Counseling Pathways

PURPOSE(S): To assess Service members for the appropriate counseling pathway and tier-level needs based on specified factors for pre-separation and transition assistance services; to ensure areas identified by the Service member are addressed within the counseling pathway for development of an Individual Transition Plan (ITP) and post-transition support. The completed self-assessment will be maintained in the Service member's transition file. Title 10 USC 1142 requires that not later than 365 days before the date of separation, for anticipated losses, a transition assistance self-assessment is completed by the Service member. For unanticipated losses, or in the event a member of a reserve component is being demobilized under circumstances in which operational requirements make the 365-day requirement unfeasible, the self-assessment shall be made available as soon as possible within the remaining period.

ROUTINE USES: Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. Applicable Routine Use(s) are: To the Department of Veterans Affairs for available benefits to the Service member; additional routine uses are listed in the applicable system of records notice, DoD 0004, Defense Repository for Common Enterprise Data (DRCED); at <https://www.federalregister.gov/documents/2021/01/06/2020-28792/privacy-act-of-1974-system-of-records>

DISCLOSURE: Voluntary; however, it may not be possible to initiate individualized counseling, pre-separation counseling and other transition assistance services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.

Click Accept to indicate you agree with the terms of this Privacy Act Statement and continue with the Initial Assessment. If you wish to Decline, see a Transition Staff Member.

I accept the conditions stated above.

Submit

Figure 4.1: Privacy Act Statement

The **Privacy Act Statement** must be read and agreed to before proceeding through the **Initial Assessment**.

1. Select the checkbox "I accept conditions stated above."
2. Select "Submit."

4.2 Section A

Congratulations! This is YOUR first step towards guaranteeing YOUR successful Transition. The following questions are designed to ensure you receive the resources and guidance needed to achieve YOUR transition goals as you move on from military into the next phase of your Career or even Retirement. Please read each question closely and answer them accurately, YOUR Transition depends on it. Again, Congratulations and Thank You for your Service!

SECTION A	B	C	D	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9
First Name	SIMON											
Last Name	AJUA											
DoDID	1234											
Date of Birth	6/14/1978											
Work Email	simon.ajua.ctr@army.mil											
Installation	-											
Separation Date	8/4/2024											
Personal Email	simon.ajua.ctr@army.mil											
Cell Phone	(+237) 30198765365											
Work Phone	9087654324											
Years of Service	-											
Next												

Figure 4.2: Confirm Information

The Service member must confirm their information before moving forward. The data displayed on this page is collected from the Service member's military record in IPPS-A and cannot be edited.

1. View information
2. Select "Next."

4.3 Section B

Congratulations! This is YOUR first step towards guaranteeing YOUR successful Transition. The following questions are designed to ensure you receive the resources and guidance needed to achieve YOUR transition goals as you move on from military into the next phase of your Career or even Retirement. Please read each question closely and answer them accurately, YOUR Transition depends on it. Again, Congratulations and Thank You for your Service!

The screenshot shows a navigation bar at the top with tabs labeled SECTION A (checked), B (selected), C, D, E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, and E-9. Below the navigation bar is a form with the following fields:

- Age:** Text input field containing "46".
- Gender:** Text input field containing "Male".
- Grade:** Text input field containing "E1".
- Term Of Service *:** Dropdown menu with "Select" and a downward arrow.
- Service Affiliation:** Text input field.
- Reserve Component *:** Dropdown menu with "Select" and a downward arrow.
- Guard Component *:** Dropdown menu with "Select" and a downward arrow.
- Rate/MOC:** Text input field containing "45T".
- Marital Status *:** Dropdown menu with "Select" and a downward arrow.

Figure 4.3: Section B

Most fields are required. The Service member's age, gender, and grade will be prepopulated based a combination of registration and IPPS-A data.

1. Select the Service member's Term of Service.
2. Select "Yes" if the Service member is Reserve Component.
3. Select "Yes" if the Service member is Guard Component.
4. Select the Service member's Marital Status.
5. Select "Yes" or "No" for "Do you have children."
6. Select the Service member's Highest Level of Education.
7. Select "Yes" or "No" for "Do you have a major course of study."
8. Enter the Major Course of Study.
9. Select "Next."

4.4 Section C

Congratulations! This is YOUR first step towards guaranteeing YOUR successful Transition. The following questions are designed to ensure you receive the resources and guidance needed to achieve YOUR transition goals as you move on from military into the next phase of your Career or even Retirement. Please read each question closely and answer them accurately, YOUR Transition depends on it. Again, Congratulations and Thank You for your Service!

The screenshot displays a navigation bar at the top with tabs labeled SECTION A, B, C, D, E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, and E-9. Tab C is selected. Below the navigation bar is a light blue form area containing seven dropdown menus, each with a red asterisk indicating it is required. The dropdown menus are labeled: Projected Characterization of Discharge, Disability, Medical Retirement, Medical Separation, Voluntary Separation, Involuntary Separation, and Administrative Separation. Each dropdown menu currently shows the word 'Select'. At the bottom of the form area are two dark blue buttons labeled 'Previous' and 'Next'.

Figure 4.4: Section C

All fields are required.

1. Select Service member's Projected Characterization of Discharge.
2. Select Service member's Disability.
3. Select Service member's Medical Retirement.
4. Select Service member's Medical Separation.
5. Select Service member's Voluntary Separation.
6. Select Service member's Involuntary Separation.
7. Select Service member's Administrative Separation.
8. Select "Next."

4.5 Section D

Congratulations! This is YOUR first step towards guaranteeing YOUR successful Transition. The following questions are designed to ensure you receive the resources and guidance needed to achieve YOUR transition goals as you move on from military into the next phase of your Career or even Retirement. Please read each question closely and answer them accurately, YOUR Transition depends on it. Again, Congratulations and Thank You for your Service!

The screenshot shows a navigation bar at the top with tabs for SECTION A, B, C, D, E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-8, and E-9. Tab D is selected. Below the navigation bar is a form with three required questions, each with a dropdown menu:

- My post-transition goal (intention) after separation, retirement, or release from active duty is to: *
- Given the following options, how would you describe your post-transition plan? *
- Have you begun to research available employment, education, vocational training, entrepreneurship, and other financial resources to support your transition plan? *

At the bottom of the form are two buttons: "Previous" and "Next".

Figure 4.5: Section D

All fields are required.

1. Select the Service member's post-transition goal (intention) after separation, retirement, or release for active duty.
2. Select the Service member's post-transition plan.
3. Select "Yes" or "No" to Have you begun to research available employment, education, vocational training, entrepreneurship, and other financial resources to support your transition plan.
4. Select "Next."

4.6 Section E1-E9

Congratulations! This is YOUR first step towards guaranteeing YOUR successful Transition. The following questions are designed to ensure you receive the resources and guidance needed to achieve YOUR transition goals as you move on from military into the next phase of your Career or even Retirement. Please read each question closely and answer them accurately, YOUR Transition depends on it. Again, Congratulations and Thank You for your Service!

SECTION A ✓	B ✓	C ✓	D ✓	E-1	E-2	E-3	E-4	E-5	E-6	E-7	E-8	E-9
-------------	-----	-----	-----	------------	-----	-----	-----	-----	-----	-----	-----	-----

Social and Relational: This domain assesses social relationships and the ability to function in one's personal and broader social relationships.

I have a support system (e.g. family, friends, personal counsel/mentor) in place. *

Strongly Disagree

Disagree

Neither Agree nor Disagree

Agree

Strongly Agree

I have people in my life whom I can turn to if help is needed (such as financial resources, help with child care, transportation, employment, etc.) *

Strongly Disagree

Disagree

Neither Agree nor Disagree

Agree

Strongly Agree

I am aware of peer support opportunities that are available after separation or while being released from active duty. *

Strongly Disagree

Disagree

Neither Agree nor Disagree

Agree

Strongly Agree

[Previous](#) [Next](#)

Figure 4.6: Section E-1

1. **Section E1.** All fields are required. Select Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, or Strongly Agree to the 3 questions on the Service member's personal and broader social relationships.
2. **Section E2.** All fields are required. Select Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, or Strongly Agree to the 3 questions on the Service member's feeling of connection, belonging, and participation in the community: feeling a part of something bigger than the individual.
3. **Section E3.**
 - a. Select the Service member's Employment Status.
 - b. Select the Service member's Reserve/Guard Member's if 'returning to civilian employment,' are you returning to a job that allows you to maintain your standard of living?
 - c. Select the Service member's Civilian (non-military) Employment Experience (Reserve/Guard Members indicate current civilian employment experience)

- d. Select Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, or Strongly Agree to the three questions: I plan to work post-transition in a career field aligned with my military occupation specialty, I know how to translate my military training/experience into civilian career requirements, and I have begun to develop or update my resume.
4. **Section E4.** All fields are required.
 - a. Select Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, or Strongly Agree to the three questions: I plan to stay in the same community/locality/address after leaving the military (if not relocating), I have enough information to address all of my housing concerns prior to separating/released for the military, I have identified current housing expenses (to include furnishings, maintenance/repairs, mortgage/rent, taxes/fees, utilities, deposits, home owners insurance, renting vs buying, etc.), I have assessed the impacts of individual/family requirements on relocation options (e.g. quality of local schools, availability of medical care, spouse employment opportunities), I have compared my expected post-separation cost of living to my current living arrangements.
 - b. Select the State the Service member resides in.
 - c. Select "Yes" or "No" to Is this the state you plan to reside in after you transition your Home of Record.
 5. **Section E5.** All fields are required. Select Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, or Strongly Agree to the four questions: I am optimistic and hopeful about my post-military future, I have goals that I am working towards achieving, I have short-term post-transition goals (between now and 1 year after transition for the military), and I have long-term post-transition goals (beyond 1 year after transitioning from the military).
 6. **Section E6.** All fields are required. Select strongly disagree, disagree, Neither Agree nor Disagree, Agree, or Strongly Agree to the six questions: I am saving for retirement (TSP, 401(k), IRA, etc.), I have evaluated my current and projected income, expenses (e.g. child care, commuting, cost of health care insurance) and debt, I have enough money saved to sustain me for 3 to 6 months if I cannot find a job immediately after I separate/deactivate from the military, I have established a financial emergency plan with funds set aside (e.g. cash) in case of emergencies, I have reviewed my credit score in the last 4-6 months, I have examined the change in my taxable income after leaving the military, and I understand the financial benefits available to me through the VA (e.g. VA Home Loan, GI Bill, etc.), I have established a post-transition financial plan,.
 7. **Section E7.** All fields are required. Select strongly disagree, disagree, Neither Agree nor Disagree, Agree, or Strongly Agree to the three questions: I feel calm when thinking about the effects of transitioning from the military will have on me or my family, It does not take me long to recover from a stressful event, I am confident I will adapt and overcome the challenges that will come with my military-to-civilian transition.
 8. **Section E8.**
 - a. All fields are required. Select strongly disagree, disagree, Neither Agree nor Disagree, Agree, or Strongly Agree to the three questions: I have identified individual/family health care resources (e.g. medical care, dental care, location of potential providers, exceptional family member needs, care of elderly parents,

caregivers), I am aware of the post-transition health care benefits available to me through DoD (e.g. TRICARE), and I am aware of my post-transition health care benefits available to me through VA (e.g. VA Health Care).

- b. Select "Yes" or "No" to I understand that my physical health will be evaluated prior to separation (or release from active duty) with the DoD separation History and Physical Examination (SHPE) or with VA's Separation Health Examine (SHA) if applying for VA disability benefits.
9. **Section E9.** All fields are required. Select strongly disagree, disagree, Neither Agree nor Disagree, Agree, or Strongly Agree to the three questions: I am aware of confidential mental health services and resources available prior to separation or release from active duty (e.g. In Transition Program, Military OneSource, Military Treatment Facilities), I am aware of the confidential mental health services and resources available to me after I transition (e.g. Military OneSource, VA Vet Centers), I understand that additional mental health resources will be provided prior to separation following DoD Mental Health Assessment (MHA).
10. Select "Submit" when finished.

5. Your Individualized Initial Counseling (IIC)

Following Registration and the completion of the Initial Assessment, Service members will need to schedule their IIC. This 1hr, one-on-one counseling session is an opportunity to learn about the requirements of the program and gather important information for their transition. The following section describes the process for scheduling the IIC with a TAP Counselor.

5.1 Requesting Your IIC

Figure 5.1: Requesting Your IIC

Service members may choose to contact their TAP Center directly to schedule their IIC. The contact information is provided on the **Homepage** of the **Transition Portal**. [See section 3.3](#) for details about the **Homepage**. Alternatively, Service members may choose to request their IIC using the **IIC Request Form** in the **Transition Portal**. Follow these steps to complete the form.

All fields are required.

Location tab:

1. **Appointment Location.** Service members may request a virtual meeting or an in-person meeting. If a virtual meeting is selected, they will receive join instructions to the email provided at registration.
2. Select the Service member's TAP Center.
3. Select "Next."

Availability tab:

Service members choose a preferred and alternate date and time of day. The Transition Counselor will schedule a one-hour appointment within the requested preferences.

1. Select a Preferred Date.

2. Select a Preferred Time.
3. Select an Alternate Date.
4. Select an Alternate Time.
5. Select “Submit.”

5.2 Your IIC Request Status

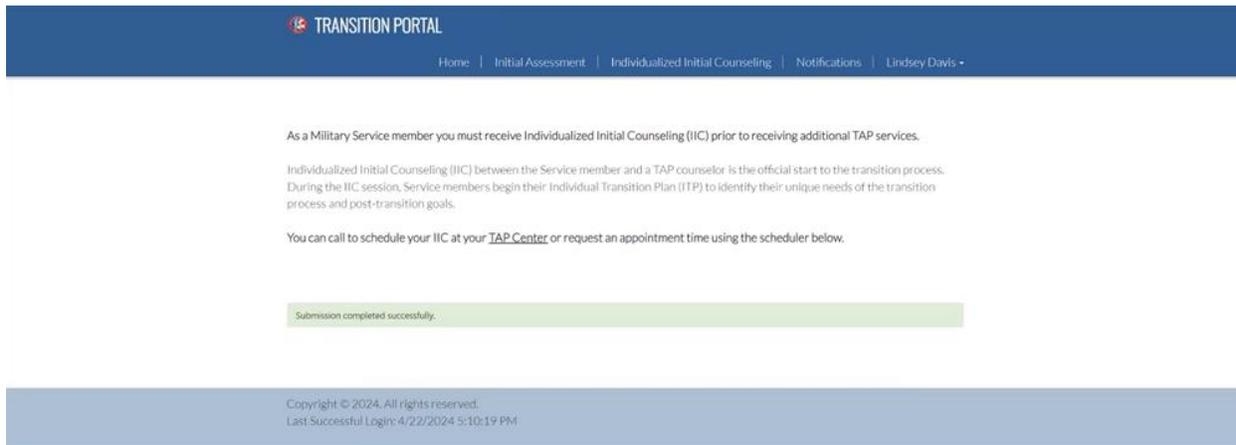


Figure 5.2: Your IIC Request Status

The Service member will receive an email stating they requested the date and time for the IIC. The Service member will receive another email with instructions for either the virtual or in-person session once the Transition Counselor has scheduled them for their one-hour counseling.

6. Your Preseparation Counseling (PSC)

The PSC is a required class that every transitioning Service Member must attend. Pre-separation counseling covers by-law information to include benefits, entitlements, and resources for eligible transitioning Service members. Caregivers and spouses are especially encouraged to attend pre-separation counseling with their Service member. Follow the steps in this section to schedule the PSC.

6.1 Requesting Your PSC

Programs | DAVID HEARNE ▾

As a Military Service member you must receive the Preseparation Counseling (PSC) prior to participating in the DoL Workshop, VA Seminar and many other classes.

Pre-separation counseling, just like IIC, must start no later than 365 days prior to transition. Pre-separation counseling covers by-law information to include benefits, entitlements, and resources for eligible transitioning Service members. Caregivers and spouses are especially encouraged to attend pre-separation counseling with their Service member.

You can enroll for the PSC by contacting your [TAP Center](#) or request enrollment using the scheduler below.

1. LOCATION ✓ 2. AVAILABILITY 3. CONFIRMATION

The PSC should be completed within 10 business days of your IIC. If you do not see an available date listed, please contact your TAP Center for assistance.

Select a date to see available appointments:

- 2024-05-01
- 2024-05-02
- 2024-05-03
- 2024-05-06
- 2024-05-07
- 2024-05-08
- 2024-05-09
- 2024-05-10
- 2024-05-13
- 2024-05-14

Figure 6.1 PSC Request Form

Service members may choose to contact their TAP Center directly to schedule their PSC. The contact information is provided on the **Homepage** of the **Transition Portal**. [See section 3.3](#) for details about the **Homepage**. Alternatively, Service members may choose to request their PSC using the **PSC Request Form** in the **Transition Portal**. Follow these steps to complete the form.

1. **Enrollment Type.** Select between class or appointment. Select the TAP Center. Select “Next.”
2. **Class Availability.** Select from the list of available dates for the selected class. Select “Next.” Review the request and select “Submit.” Select “Print” to download the request confirmation.

6.2 Your PSC Request Status

The Service member will receive an email with the details of the PSC request. The Service member will receive another email with instructions for either the virtual or in-person session once the Transition Counselor has scheduled them for their one-hour counseling. If it has been

more than 72 hours and the request has not been approved, please contact the TAP Center to speak with a Transition Counselor.

6.3 PSC Videos

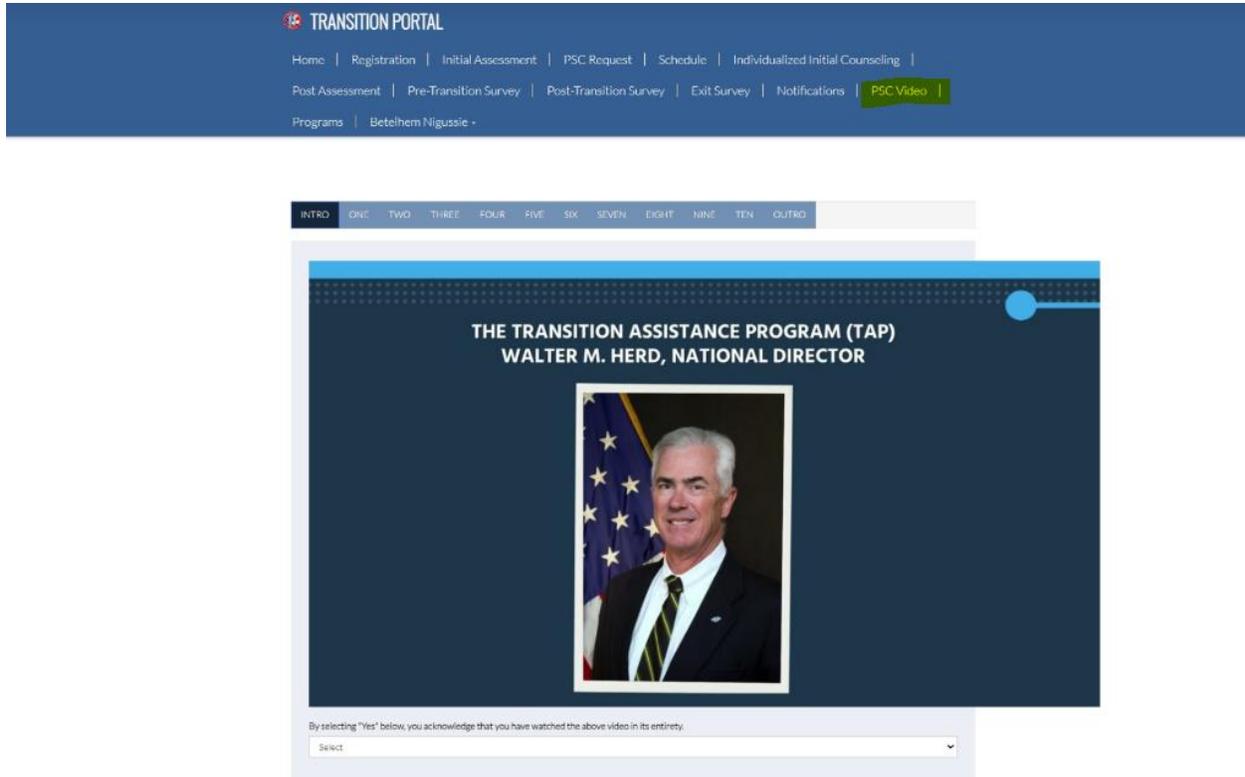


Figure 6.3: Preseparation Videos

All transitioning Service members must participate in the PSC before attending any additional TAP classes. TAP understands that in certain situations it may not be feasible for a Service member to participate in-person. In these unique circumstances, the Transition Counselor may approve the Service member to complete their PSC in the **Transition Portal**. The following instructions are only for Service members who have been approved to participate in the virtual PSC.

1. Once the Service member is approved to participate in the virtual PSC, they will receive a notification to the email they provided at registration. The **PSC Video** tab will display in the top navigation menu. Please note that only approved Service members will see the **PSC Video** option.
2. Watch each video chapter in their entirety. After each chapter, select "Yes" or "No" if the Service member has watched the above video in its entirety.

7. Your Transition Goals

Once a Service member has completed their **registration, initial assessment, and IIC**, they can access their **Schedule**. The **Schedule** page is the Service member's guide on what requirements they need to complete, the calendar of events they have been scheduled to attend, and their official record of completed TAP requirements. In this section, learn how to use the **Schedule** to track TAP requirements. To get started, select the **Schedule** from the top navigation menu of the Transition Portal.

My Transition Goals

To Do List	Upcoming	Pending	Complete
Type	Name		Duration
Deliverable	Post Assessment		N/A
Deliverable	Joint Service Transcript (JST)		N/A
Deliverable	VMET		N/A
Deliverable	Comparison of Technical Schools		N/A
Deliverable	One Stop Enrollment		N/A
Deliverable	Initial Assessment		N/A
Class	Continuum of Military Services		01:00:00

[Print](#)

Request Enrollment

You can schedule appointments and classes by contacting your TAP Center or request enrollment using the scheduler below.

7.1 To Do List

Figure 7.1: To Do List

The **To Do List** is a consolidated list of the curriculum and track requirements the Service member needs to complete. Scheduled classes and appointments will stay on the **To Do List** until the Transition Counselor marks them as "Attended." To request enrollment for a class or appointment, use the **Request Enrollment** form below the **To Do List**. Follow these instructions to complete the request.

3. **Enrollment Type.** Select between class or appointment. Select the TAP Center. Select "Next."

4. **Class Availability.** Select from the list of class names. Use the To Do List to help guide what classes need to be scheduled. Select from the list of available dates for the selected class. Select “Next.” Review the request and select “Submit.” Select “Print” to download the request confirmation.
5. **Appointment Availability.** To schedule a one-on-one session with a counselor during transition, select the “Follow up” appointment type. When all TAP requirements are met, the “Capstone” appointment is the final appointment to be scheduled. Select either a virtual or in-person session, preferred and alternate dates and times, and “Submit.”

7.2 Upcoming

My Transition Goals

To Do List	Upcoming	Pending	Complete
Classes			
Name	Duration	Start Time	Location
VA Benefits and Services (VABAS)	08:00:00	5/30/2024 3:00:00 PM	Fort Belvoir
Career and Credential Exploration (C2E)	16:00:00	5/21/2024 4:00:00 AM	Fort Belvoir
Career and Credential Exploration (C2E)	16:00:00	5/20/2024 4:00:00 AM	Fort Belvoir
Job Fair Preparation	N/A	3/31/2024 5:00:00 AM	Fort Belvoir
Appointments			
Name	Duration	Start Time	Location
Follow-Up	01:00:00	6/26/2024 7:00:00 PM	Fort Belvoir
Individual Initial Counseling (IIC)	01:00:00	6/13/2024 7:00:00 PM	Fort Belvoir
Follow-Up	01:00:00	6/21/2024 10:00:00 PM	Fort Belvoir
Capstone	01:00:00	6/21/2024 5:00:00 AM	Fort Belvoir
Follow-Up	01:00:00	5/15/2024 12:00:00 PM	Fort Belvoir
Capstone	01:00:00	5/8/2024 4:00:00 AM	Fort Belvoir
Follow-Up	01:00:00	5/14/2024 1:00:00 PM	Fort Belvoir
Capstone	01:00:00	5/28/2024 4:00:00 AM	Fort Belvoir

Figure 7.2: Upcoming – Enrollment Type

Once a requested class or appointment is confirmed by a Transition Counselor, it will appear in the **Upcoming** tab. Use the **Upcoming** tab to track the classes and appointments that the Service

member is enrolled for. If a Service member needs to reschedule, they must contact the TAP Center immediately. Any missed classes or appointments will be reported directly to a Service member’s chain of command in the **Commander’s Portal**.

7.3 Pending

My Transition Goals

To Do List	Upcoming	Pending	Complete
Classes			
Name	Duration	Start Time	Location
Hiring Events	N/A	6/17/2024 12:03:00 PM	Fort Belvoir
Financial Planning for Transition (FP)	04:00:00	6/6/2024 4:00:00 AM	Fort Belvoir
VA Benefits and Services (VABAS)	08:00:00	6/1/2024 3:00:00 PM	Fort Belvoir
VA Benefits and Services (VABAS)	08:00:00	7/2/2024 4:00:00 AM	Fort Belvoir
Appointments			
Name	Duration	Start Time	Location
Follow-Up	01:00:00	5/30/2024 1:00:00 PM	Fort Belvoir
Individual Initial Counseling (IIC)	01:00:00	12/24/2023 4:00:00 AM	Fort Belvoir
Follow-Up	01:00:00	5/16/2024 7:00:00 PM	Fort Belvoir
Follow-Up	01:00:00	1/18/2024 8:00:00 AM	Fort Belvoir
Administrative Block		12/24/2023 12:00:00 PM	Fort Belvoir
Capstone	01:00:00	1/3/2024 1:00:00 PM	Fort Belvoir
Follow-Up	01:00:00	4/19/2024 8:00:00 AM	Fort Belvoir

[Print](#)

Figure 7.3: Pending

Once a Service member has requested a class or appointment, the request is recorded in the **Pending** tab. A Transition Counselor must approve all requests before the Service member is officially enrolled for a class or appointment. If a request has not been approved within 72 hours, please contact the TAP Center to notify a Transition Counselor. Once a request is approved, it will be displayed in the **Upcoming** tab.

7.4 Complete

My Transition Goals

To Do List	Upcoming	Pending	Complete	
Classes				
Name	Duration	Start Time	Location	
Hiring Events	N/A	5/8/2024 9:00:00 AM	Fort Belvoir	
VA Benefits and Services (VABAS)	08:00:00	5/3/2024 6:00:00 AM	Fort Belvoir	
Preseparation Counseling (PSC)	01:00:00	6/17/2024 1:05:00 PM	Fort Belvoir	
VA Benefits and Services (VABAS)	08:00:00	7/2/2024 4:00:00 AM	Fort Belvoir	
Appointments				
Name	Duration	Start Time	Location	
Capstone	01:00:00	6/21/2024 5:00:00 AM	Fort Belvoir	
Capstone	01:00:00	4/16/2024 10:00:00 AM	Fort Belvoir	
Capstone	01:00:00	1/4/2024 12:00:00 AM	Fort Belvoir	
Capstone	01:00:00	1/25/2024 12:00:00 AM	Fort Belvoir	
Capstone	01:00:00	4/5/2024 12:00:00 PM	West Point	
Follow-Up	01:00:00	4/12/2024 7:03:00 AM	Fort Belvoir	
Capstone	01:00:00	3/28/2024 7:00:00 AM	Fort Belvoir	
Capstone	01:00:00	1/26/2024 3:00:00 AM	Fort Belvoir	

Figure 7.4: Complete

The **Complete** tab is a consolidated list of all the classes, appointments, and deliverables that a Service member has accomplished during their transition. A Transition Counselor must mark a TAP requirement as attended for it to be displayed in this tab. If a Service member completed a requirement, it has been more than 72 hours, and it is not listed in the **Complete** tab, please contact the TAP Center to notify a Transition Counselor.

8. Your Capstone Requirements

~~Capstone is the validation step of TAP. During Capstone, the Transition Counselor confirms the Service member has completed all required classes and will record compliance on their DD2648.~~

If a Service member has not completed the mandated appointments, classes and deliverables in their To Do List ([See Section 7.1](#)), they are not ready for Capstone. Use the steps in this section to schedule a Capstone appointment after all TAP requirements have been completed.

8.1 Requesting Your Capstone Appointment

Service members may choose to contact their TAP Center directly to schedule their Capstone appointment. The contact information is provided on the **Homepage** of the **Transition Portal**. [See section 3.3](#) for details about the **Homepage**. Alternatively, Service members may choose to request their Capstone using the **Request Enrollment** form in the **Transition Portal**. Follow these steps to complete the form.

1. **Enrollment Type.** Select "Class" as the enrollment type. Select the desired TAP Center. Select "Next."
2. **Appointment Availability.** Select "Capstone" as the appointment type. Select either a virtual or in-person session, preferred and alternate dates and times, and "Submit."
3. **Capstone Confirmation.** Once a request is submitted, the Capstone request will be shown in the Upcoming tab. If it has been over 72 hours and the request has not been confirmed, contact the TAP Center to speak with a Transition Counselor.

8.2 Post Assessment

The **Post Assessment** must be completed prior to participating in the Capstone appointment. If the assessment has not been completed more than 24 hours prior to Capstone, the appointment will be cancelled and rescheduled after the assessment has been completed. A Transition Counselor must validate that all other requirements have been met prior to allowing access to the **Post Assessment**. If a Service member has completed all the requirements on their **To Do List** and cannot access the **Post Assessment** in the **Transition Portal**, please contact the TAP Center to speak with a Transition Counselor. Follow these steps to complete the **Post Assessment**.

1. Select "Post Assessment" from the top navigation menu.
2. Review [Section A](#), complete the required fields in [Section B](#), and answer all the questions in [Sections C-E9](#).
3. Select "Submit" when finished.

8.3 Exit Survey

Exit Survey

The screenshot shows the 'Exit Survey' interface. At the top, there is a progress bar with ten question indicators: QUESTION 1/10, QUESTION 2/10, QUESTION 3/10, QUESTION 4/10, QUESTION 5/10, QUESTION 6/10, QUESTION 7/10, QUESTION 8/10, QUESTION 9/10, and QUESTION 10/10. Below this, the main question is: 'During your transition did any of your TOP priorities change (Choose all that apply) *'. There is a dropdown menu with the placeholder text 'Select or search options'. Below the dropdown is a text input field labeled 'Other (Please Specify)'. At the bottom of the question area is a 'Service Member' field with a search icon. A 'Next' button is located at the bottom left of the form.

The **Exit Survey** is provided following Capstone. This short survey is used to gather information on what is most important to transitioning Service members. Results are used to determine ways to improve the program for veterans.

1. During your transition did any of your TOP priorities change
2. Select Insufficient, Somewhat Sufficient, Neutral, Quite Sufficient, Very Sufficient to the following five questions: Obtaining veterans benefits information, Obtaining Employment information, Obtaining unemployment compensation information, Obtaining Education technical/higher education) information, Obtaining Financial planning information
3. Select Extremely Unlikely, Unlikely, Neutral, Likely, Extremely Likely to the following five questions: That your military experience is translated to a civilian occupation, Your training in interviewing techniques has better prepared you for an interview, To “brand” myself that appeals to employers, Conducting job search and networking, Obtaining civilian employment
4. Select Yes or No to the following four questions: Career Skills Program/Skillbridge, Army PAYS program, VA benefits from VA resources, Unemployment compensation (UCX)
5. During your transition classes did any of your interests change?
6. Select Strongly Disagree, Disagree, Neither Agree not Disagree, Agree or Strongly Agree to the following four questions: My family and friends supported me during my transition, I began my transition prior to 365 days from my separation, My commander

and/or leadership allowed me to complete the Army TAP, I will be continuing military service in the National Guard or Reserve (AGR, TPU, or IMA) after transition.

7. Select Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree or Strongly Agree to the following four questions: Military One Source, Veterans Service Organizations (VSO), Local Community Resources, Veterans S1 program?
8. Have you followed Army TAP on any of the social media platforms? Will you continue to follow Army TAP on social media?
9. Select Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree or Strongly Agree to the following four questions: I used the Army TAP Virtual Center online for some/all TAP requirements, I began the Army TAP process early enough to accomplish all of my transition goals, The Pre-Separation briefing gave me a better understanding of the benefits, entitlements, services, and course material available to me, The Department of Labor Employment Fundamental of Career Transition (one-day) workshop better prepared me for job searches, I used the Army TAP Facebook page for transition help, job postings and/or scheduling information.
10. How would you RATE the personal assistance provided by the Army TAP staff?
11. Select “Submit” when finished.

8.4 Post Transition Survey

Post Transition Survey

Section 1

...

We would like to learn how your transition from military service is going.

Please confirm your personal email below.

1. Confirm Personal Email *

Enter your answer

Section 2

...

Employment Status

The following questions will ask you about your employment status.

The **Post Transition Survey** is used to gather information on how your transition from military service is going. Results are used to determine ways to improve the program for veterans.

1. What is your current civilian employment status; Did you apply for unemployment benefits
2. What most closely resembles the type of work you have secured or are seeking
3. Of all the services you received during your transition, what did you find most helpful?
4. Of all the services you received during your transition, what did you find least helpful?
5. Select Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree or Strongly Agree to the following two questions: The HARD skills (technical skills) and experience that I gained from working in my MOS has given me an advantage over civilian job seekers, The SOFT skills (non-technical skills, leadership, problem solving) and experience that I have gained from working in my MOS has given me an advantage over civilian job seekers.
6. Select Extremely Unlikely, Unlikely, Neutral, Likely, Extremely Likely to the following four questions: Taking a cut in pay to enter the civilian workforce, Interacting with civilians who are not familiar with the military, Translating my military experience into civilian terminology, Planning for my long-term career goals as a civilian
7. How important were the Army TAP services in helping you gain employment?
8. Have you followed Army TAP on any of the social media platforms? Have you continued to follow Army TAP on social media?
9. Select Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree or Strongly Agree to the following five questions: I used the Army TAP Virtual Center online for some/all TAP requirements, I began the Army TAP process early enough to accomplish all of my transition goals, The Pre-Separation briefing gave me a better understanding of the benefits, entitlements, services, and course material available to me, The Department of Labor Employment Fundamental of Career Transition (one-day) workshop better prepared me for job searches, I used the Army TAP Facebook page for transition help, job postings and/or scheduling information.
10. How would you RATE the personal assistance provided by the Army TAP staff?
11. Select "Submit" when finished.

9. Glossary

