



Transition Assistance Program (Four Step Process)

STEP ONE: Individualized Initial Counseling w/ Self Assessment

Get Pre-Registered (Online at www.sfl-tap.army.mil) and Scheduled for Individualized Initial Counseling (In Center or By Phone) - Meet Counselor for Individualized Initial Counseling - Sign-up for Pre-Separation Counseling – Learn about TAP requirements for your transition process – briefly discuss Individual Transition Plan.

STEP TWO: PRESEPARATION COUNSELING

Complete Preseparation Counseling in a group workshop – Meet with a Career Counselor in briefing - Sign-up for mandatory Transition workshops.

STEP THREE: MANDATORY TRANSITION WORKSHOPS

MY ARMY DAY:

MANAGING YOUR TRANSITION

Value of a Mentor – Special Issues/Concerns – Military Family Concerns

MOC Crosswalk – Gap Analysis (documents transferability of military skills to civilian workforce) - Document requirements and eligibility for licensure, certification, and apprenticeship - Assessment Tool

FINANCIAL PLANNING FOR TRANSITION

Tools to Build an Integrated Spending Plan - Health Care Planning – Estate Planning – Credit Rating – Home Ownership

EMPLOYMENT FUNDAMENTALS OF CAREER TRANSITION WORKSHOP (1 DAY DOL)

Resume Writing – Job Search Plan

SKILLS DEVELOPMENT – Understand the Importance of Skills and Skill Sets pertinent to Goals

INTERVIEW TECHNIQUES & SALARY NEGOTIATIONS - Interview preparation for civilian workforce

CONTINUUM OF MILITARY SERVICE OPPORTUNITY COUNSELING – Required for AC only

VA BENEFITS AND SERVICES

VA BENEFITS AND SERVICES – VA Education Benefits - E-benefits Enrollment – MyHealthVA Enrollment – Filing a Disability Claim

DRESS FOR SUCCESS – Determine appropriate apparel for civilian workforce

MANDATORY TRACK WORKSHOPS: DEPENDING ON CAREER PATHWAY CHOSEN DURING IIC

Employment Workshop (DAY 2 & 3 DOL)

Job Search techniques and more

Managing Your Education

Receive information for funding - provide facts about accreditation and admission requirements for higher education institutions

Career and Credential Exploration

Identify skills -Increase awareness of training and credentialing programs - Develop an action plan to achieve career goals

Entrepreneurship Workshop (Boots to Business)

Develop a Small Business Plan or help finishing a Small Business Plan

STEP FOUR: CAPSTONE APPOINTMENT (Completion of the eForm): ***Must be completed 90-days window to your separation date.***

Please bring your deliverables to this appointment and your commander's name and e-mail address

Points of Contact

Transition Assistance Program (TAP)

Leadership & Contact Information

Mrs. Glorimar Kulinski
Contractor Installation Manager (CIM)
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Career Skill Program

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