



Military Leaders Guide to TAP

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Military Leaders Guide to TAP

Introduction

Everyone who joins the military eventually returns to the civilian sector. Whether they join an Active Component to serve one term to earn educational benefits, serve a twenty-year career, or join a Reserve Component, everyone who enters the military transitions back to civilian life.

As a military leader, one of your responsibilities is to prepare your Service members for their transition out of the military with the same dedication and diligence you employed while overseeing their preparation to serve.

Preparation for transition occurs throughout a military career. Military Life Cycle (MLC) touchpoints are times when Service members should review their individual development plans (whether they plan to stay in the military or transition) and take advantage of courses or resources to assist with post-transition goals.

MLC touchpoints include the following:

- First Permanent Duty Station (Active) or first Home Station/Initial Drill Weekend (Reserve)
- Re-enlistment
- Promotion
- Deployment and Redeployment/Mobilization and Demobilization/Deactivation
- Change of duty station
- Major life events
- Separation, retirement, or release from active duty



The Transition Assistance Program (TAP) addresses the final MLC touchpoint. The goal of TAP is to assist Service members in attaining their post-transition career readiness goals. Dedicated support from military leaders is a key factor for Service members accomplishing their goals.

Why TAP is Important

There are four main reasons why it's important for military leaders to assist Service members as they leave active duty.

Reason 1: *It's the Law*

TAP is a commander's program legislatively mandated by Congress under Title 10 U.S.C., Chapter 58, Sections 1142 and 1144. The legislation and DoD Instruction 1332.35 require all Service members who have completed at least 180 days or more of continuous active duty to *begin TAP no later than 365 days prior to separation or being released from active duty and as soon as possible within a 24-month period prior to retiring*. Service members experiencing an unanticipated separation must begin TAP as soon as possible and complete the process no later than 90 days prior to separation when possible.

Reserve Component members activated on Title 10 orders serving 180 or more consecutive days should initiate TAP within 30 days of activation, mobilization, or deployment and complete TAP as soon as possible within the remaining period of Service.

**Begin TAP *no later*
than 365 days prior to
separation and retirement.**



Reason 2: Military Readiness—Sustaining the All-Volunteer Force

Transition is important for national security. Veterans who reach their transition goals after leaving the military or coming off Title 10 orders effectively send a positive message about military Service to their communities and the nation. Veterans who had a productive military experience and were well supported during their transition are more likely to speak positively about the military and may influence those considering military Service.

The same logic applies to retaining members of the military. When transitioning Service members are allowed to attend TAP in a timely manner and are fully informed on all aspects of transition, the value and worth of continuing their military Service becomes apparent and aids in retention. Often, learning the cost of civilian health insurance, the tax advantages of military Service, and the challenges of finding meaningful employment as a civilian encourages Service members to reenlist. Military Departments are highly competitive employers of choice.

Reason 3: Economic Prosperity

The all-volunteer force has the potential to provide our nation's employers and colleges with a steady and predictable talent pool. Veterans are positioned to enhance the nation's competitiveness in productivity, expertise, and results. However, lack of transition preparation leads to veteran unemployment, under-employment, and under-education, weakening the national economy.

Timely and comprehensive transition preparation increases veteran employment rates and reduces DoD's Unemployment Compensation for Ex-Service Member (UCX) Compensation costs, freeing up funding for operational requirements.

A Service member's successful transition into the civilian sector is critical for recruiting the next generation of our all-volunteer force.



Reason 4: *Leadership Responsibility*

It is a military leader's responsibility to embrace the strategic value of military Service throughout the Service member/veteran life cycle. It is a sound and sustainable business practice; an ethical, moral, and legal imperative; and quite simply, the right thing to do.

You can support your Service members during their transition by taking the following actions:

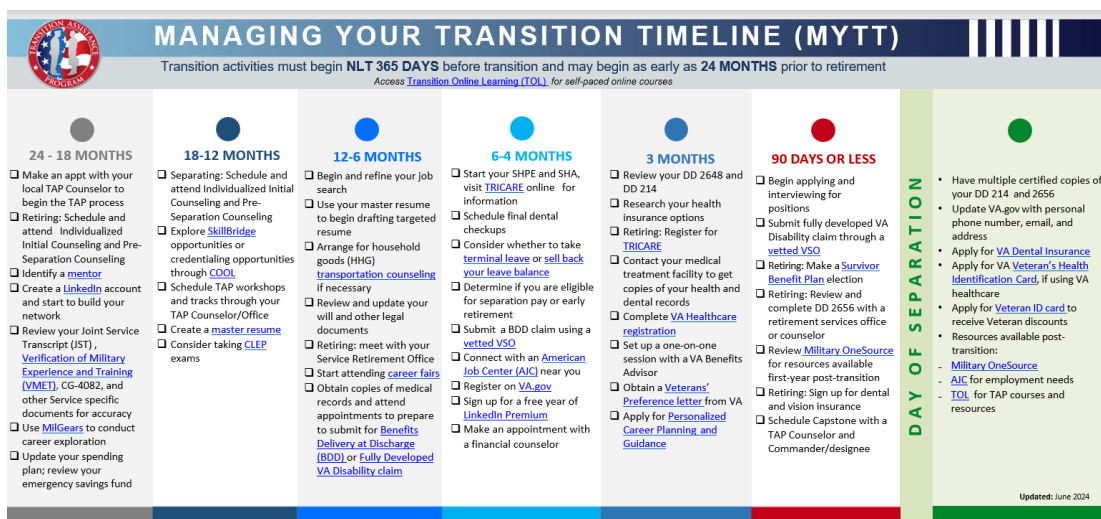
- Learn to speak the language of TAP
- Embrace the idea of "go early, go often"
- Support TAP attendance
- Support SkillBridge participation
- Use Military Life Cycle courses for training opportunities
- Ask questions about their transition plans and listen
- Lead by example
- Provide resources
- Verify that Service members have completed the requirements to transition or have received a Warm Handover to the appropriate agency

Remember, leaders take care of their people until the end.

TAP 101

One of the difficulties in getting Service members to TAP on time is that military leaders are tasked with supporting their members through a process they have not experienced. If they haven't had training on why transition is important, supporting their members may appear to conflict with their mission and retention goals.

Far too often, military leaders rely on the stories told by their predecessors who attended TAP before 2020; those experiences do not reflect today's TAP. Therefore, it is critical for military leaders to fully understand the current TAP format, requirements, and opportunities.



Managing Your Transition Timeline

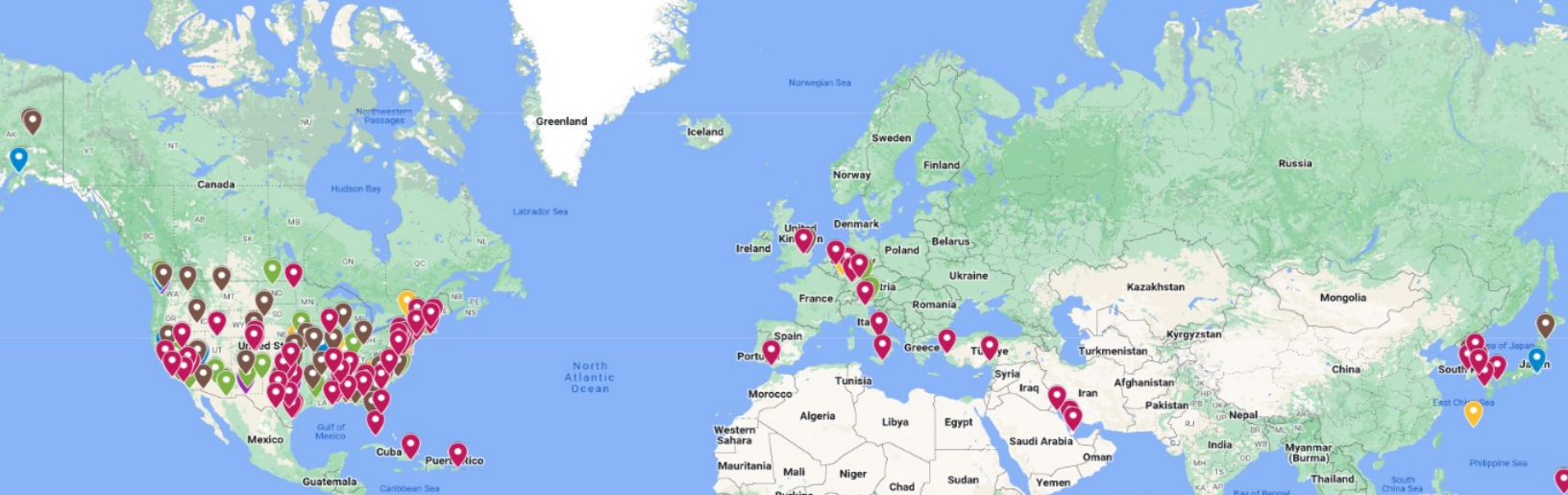
For a more successful transition, Service members should begin the TAP process as soon as possible within a 24-month period before retirement or 18 months before separation but are mandated by law to start no later than 365 days prior to their transition.

Due to this requirement, the DoD TAP office created the Managing Your Transition Timeline (MYTT) to provide Service members with a general understanding of the tasks involved in TAP and when these tasks should be completed.

Leaders can use this document as a guide for when tasks should be completed by their Service members.

The interactive Managing Your Transition Timeline (MYTT) is available to download at:

<https://www.TAPevents.mil/resources/documents>



Each year, TAP provides approximately 200,000 Service members with a common level of support at over 200 locations worldwide.

Transition Overview

Each year, TAP provides approximately 200,000 Service members with a common level of support at over 200 locations worldwide. This is achieved using a standardized, foundational program that allows Service members to tailor their transition plan based on their self-assessment results and post-transition goals. This can only be accomplished by TAP being an individualized program with alternate pathways and multiple levels of assistance.

Each step of the process is guided by trained TAP or career counselors, allowing Service members to choose the information, programs, and resources that fit their specific needs and align with their post-transition goals.

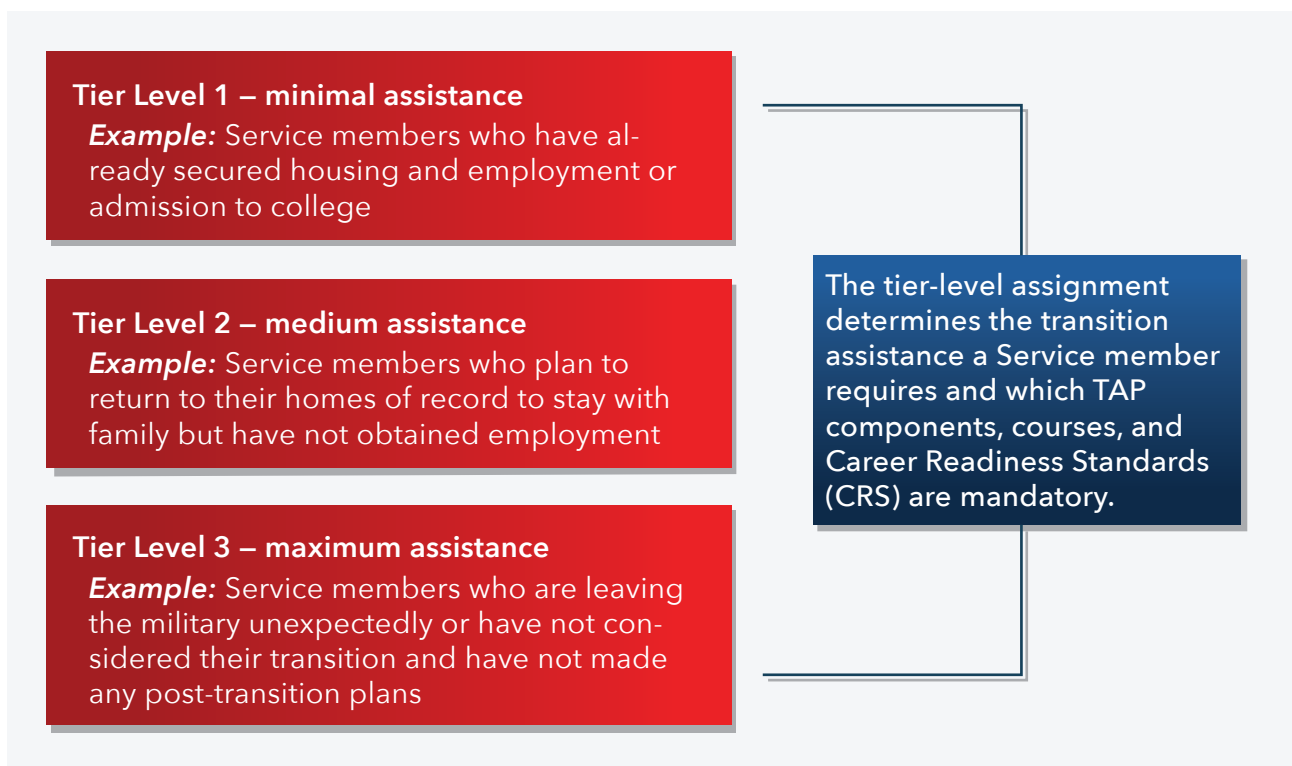


The TAP process starts with two legislative requirements:

1. Individualized Initial Counseling
2. Pre-Separation Counseling

Active-duty Service members are mandated to complete both requirements no later than **365 days prior to transition**. Reserve Component and active-duty Service members with unanticipated separations should begin as soon as possible.

During the face-to-face **Individualized Initial Counseling (IC)** session, a TAP or career counselor discusses the personal self-assessment completed by the Service member and assists the member in developing an **Individual Transition Plan (ITP)**. Based on the results of the self-assessment and IC session, the TAP counselor identifies the level of support the Service member needs. This customized assessment determines the Service member's tier assignment.



The second task, which requires completion 365 days prior to transition, is **Pre-Separation Counseling (PSC)**. This brief provides an overview of programs, benefits, entitlements, services, resources, and assistance available pre- and post-transition. Some topics presented during this brief are time-sensitive, such as DoD SkillBridge and VA Benefits Delivery at Discharge (BDD). Both programs require planning prior to transition to be used successfully.

After completing Pre-Separation Counseling, Service members begin executing their transition plans by completing core courses and the associated Career Readiness Standards (CRS)—measurable outcomes that indicate preparedness to meet transition goals. See APPENDIX A for TAP components and descriptions. Five core courses are mandatory for all transitioning Service members regardless of tier level. They include the following:

Mandatory Core Courses	CRS
Managing Your (MY) Transition (MYT)	No CRS.
Military Occupational Code Crosswalk (MOC)	Complete a Gap Analysis.
Financial Planning for Transition (FP)	Prepare a criterion-based financial spending plan.
Department of Veterans Affairs (VA) Benefits and Services (VABS)	Register on VA.gov.
Department of Labor (DOL) Employment Fundamentals of Career Transition (EFCT)	No CRS.

Along with the core curriculum, TAP includes four, two-day tracks to provide focused information aligned with specific post-transition goals. The four tracks are:

Two-Day Track Courses	CRS
DOL Employment Track: Employment Workshop (DOLEW)	Develop a draft resume.
DOL Vocational Track: Career and Credential Exploration (C2E)	Complete a comparison of technical training institutions.
DoD Education Track: Managing Your (MY) Education (MYE)	Complete a comparison of higher education institutions.
Small Business Administration (SBA) Entrepreneurship Track: Boots to Business (B2B)	No CRS.

All Service members must elect a track based on their individual post-transition goals; however, based on their tier level, attendance may be waived. Below are the guidelines for attendance:

Tier 3	Tier 2	Tier 1
Required to attend a 2-day track and complete the associated CRS.	May be waived from attending the elected track based on the recommendation of the counselor; attendance highly encouraged.	Waived from required track attendance and CRS; attendance highly encouraged.

While all Service members must elect one track during the Individual Counseling, they are strongly encouraged to attend any additional track(s) that may provide valuable information for their transition. This can be especially helpful if a Service member attends a track and learns that it is not the best path for achieving post-transition goals.

Military leaders can support Service members by allowing and encouraging them to attend not only their elected 2-day track but any track that assists them in preparing for transition.

In addition to the core courses and tracks, Active Component members who are separating are required to attend a **Continuum of Military Service Opportunity Counseling**, where they receive information about continuing their military Service through Reserve Component opportunities.



Capstone and Warm Handovers

Capstone occurs no later than 90 days before transition or as soon as possible for Reserve Component members and Service members with unanticipated separations. During Capstone, the commander or a designee determines if the Service member is prepared for transition. This is the final component of TAP and consists of two stages.

Stage One: Conducted by TAP Staff

- **Capstone Review**

The TAP staff performs an in-depth review of the Service member's ITP and CRS using the DD eForm 2648 *Service Member Pre-Separation and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty*. If there are CRS that cannot be met before transition, a Warm Handover is conducted.

- **Conducting a Warm Handover (WHO)**

A WHO to an interagency or local resource is required when a Service member is found to be unprepared for transition during Capstone Review. Indicators may include unmet CRS or not having a viable ITP. Following are the steps required by the TAP staff to execute the WHO:

1. Initiate a Person-to-Person Connection

Coordinate Introduction: Initiate a direct introduction (face-to-face, voice-to-voice, or by email) between the Service member and the appropriate interagency partners or local resources in the community where the Service member plans to relocate. Current TAP WHO federal agencies include VA, DOL, and DoD Military OneSource. TAP counselors can connect Service members with local organizations, i.e., Military or Veteran Service Organizations, by selecting the “Other” WHO type on the DD eForm 2648. This allows the counselor to list the name of the local agency the Service member is connected with for services.

2. Confirm Acknowledgment

Agency Confirmation: Ensure the interagency partner or local resource confirms the introduction and acknowledges the Service member requires post-military assistance.

3. Record the WHO

Documentation: Document the WHO process on the DD eForm 2648, section 4, to include all applicable sections and comments. Ensure the eForm reflects the WHO confirmation and includes details of the interagency partner or local resource and any follow-up actions.

Service members are encouraged to ask for a WHO for additional support or resources.

Stage Two: Commander's Verification—Conducted by the Commander or Designee

• Commander's Verification

Following Capstone, an email with a link to DoD TAP (sometimes referred to as a token) is sent by the TAP staff to the commander or designee to complete the verification process. The commander or designee reviews the Service member's DD eForm 2648 and determines if the Service member has completed a viable ITP and has met the required CRS, and if not, has received a WHO to the appropriate partner or agency.

• Commander's Signature

The final step is for the commander or designee to sign the DD eForm 2648 verifying that the Service member met the required CRS or received a WHO and is cleared to transition.

Transition Responsibilities for Military Leaders

A common remark from military leaders as they navigate the transition process is, “I wish I had known how much time and energy it takes to prepare for leaving the military. Had I known, I would have done a better job of supporting my troops as they separated and retired.”

Below are guidelines on how to support your Service members as they navigate their transition journey:

Learn to Speak TAP

Stay current on TAP policies, programs, and resources. Develop a relationship with your installation TAP office. Speak positively about TAP. Assure Service members that resources are available to support them during transition. Conduct periodic check-ins to assess their progress. Verify they have completed the requirements to transition or have received a Warm Handover to the appropriate agency.

Go Early, Go Often

Support transitioning members by encouraging them to begin the TAP process 18-24 months before transition. Allowing Service members to attend TAP early allows them to explore time-sensitive opportunities and benefits, i.e., SkillBridge and BDD. Comprehending the abundance of information shared during TAP is challenging. If possible, encourage Service members to attend TAP more than once—either in person or online at www.TAPevents.mil/courses.

Support Attendance

Release members from duty to attend TAP courses uninterrupted by night shifts and work requests. Attending TAP courses in person is always the preferred method. Online courses should only be used when in-person courses are unavailable and for reviewing content after attending TAP courses in person.

Support SkillBridge

Learn about the DoD SkillBridge program and your Service-specific SkillBridge policy. Consider your transitioning members for SkillBridge opportunities and process requests in a timely fashion. DoD SkillBridge opportunities and Service-specific SkillBridge policies are available at <https://skillbridge.osd.mil>.

“I wish I had known how much time and energy it takes to prepare for leaving the military. Had I known, I would have done a better job of supporting my troops as they separated and retired.”

Schedule Transition-Related Training During the Military Life Cycle (MLC)

Consider including transition-related training on the unit training schedule to prevent Service members from being overwhelmed with transition-related tasks in their final year of Service. Remember—everyone transitions.

APPENDIX B lists the online MLC courses available on Transition Online Learning (TOL) located at www.TAPevents.mil.

APPENDIX C includes a recommended list of transition-related training topics to consider offering at the various MLC touchpoints.

Ask and Listen

It is common for Service members to appear to be prepared for transition—even when they are not. Engage in formal and informal conversations about transition and ask for specific details.

- Where do you plan to live after you leave the military? Do you have a housing plan? What is it?
- Have you created a budget for your transition? Do you have savings to support yourself until you find employment?
- Do you know where to go for help if you experience anxiety and stress during your transition to civilian life?
- What are your plans for after transition?



If the answer is “going to school”

- What school? Have you applied and been accepted?
- Have you applied for your VA education benefits?
- Have you chosen a major?
- Have you done any research on the type of job you can get with that degree and the salary you can expect to earn?



If the answer is “seeking employment”

- What type of career do you plan to pursue?
- Are you networking to get more information about the industry and make connections with those who work in that area?
- Does the career pay enough for you to meet your financial obligations?
- Do you meet the training and education requirements? If not, what are your plans to become qualified?

Lead by Example

Demonstrate and train those around you to treat transition with the same respect and effort they gave the training that occurs during one's military career. By doing so, you'll both be better prepared when it's time to transition.

Provide Resources

Chances are you won't have all the answers. Begin by reaching out to your installation TAP staff. Additionally, the transition-related resources used most often are listed below.

Topic	Resource
Employment	DOL Veterans Employment and Training Service: https://www.dol.gov/agencies/vets
Finances	Personal Financial Counselors on Military Installations: https://installations.militaryonesource.mil/search?program-service=30/view-by=ALL
Food Insecurity	USDA: https://www.fns.usda.gov/ VA: https://www.nutrition.va.gov/Food_Insecurity.asp
Housing	VA: https://www.va.gov/homeless/
Mental Health	Veteran Crisis Line: https://veteranscrisisline.net DoD InTransition: https://health.mil/Military-Health-Topics/Centers-of-Excellence/Psychological-Health-Center-of-Excellence/inTransition VA Liaison: https://www.va.gov/POST911VETERANS/VA_Liaison_Program.asp
Service Member and Family Support	DoD Military OneSource: https://www.militaryonesource.mil/
VA Benefits	VA: https://www.va.gov
TAP Interagency Website Guide	https://TAPevents.mil/resources/documents
Transition Learning Online	https://TAPevents.mil/courses

Military Leaders Guide to TAP: Course Summary

Thank you for taking the time to learn more about TAP and how you can support your Service members as they move from military Service to the civilian sector. Let's do a quick review of the key concepts. During this course:

- You learned the importance of supporting Service members as they prepare to leave active-duty Service.
- You reviewed the Managing Your Transition Timeline (MYTT) and the Transition Assistance Program (TAP) process and components.
- You were introduced to strategies used by military leaders to support Service members during their transition out of the military.
- You gained familiarity with appropriate resources to address transition-related issues.

If you have not done so already, it is recommended you download the Military Leaders Guide to TAP and keep it available to consult when interacting with transitioning Service members. The last two pages of the guide serve as a quick reference and are easily printed for future use. Additionally, you are encouraged to complete the Military Leaders Guide to TAP online course located at:

www.TAPEvents.mil/courses

Thank you for your Service... and may you have a successful transition when it's your turn!



Abbreviation Glossary

Acronym	Meaning
B2B	SBA Boots to Business
BDD	Benefits Delivery at Discharge
C2E	DOL Career and Credential Exploration
CRS	Career Readiness Standards
DoD	Department of Defense
DOL	Department of Labor
DOLEW	DOL Employment Workshop
EFCT	Employment Fundamentals of Career Transition
FP	Financial Planning for Transition
IC	Individualized Initial Counseling
ITP	Individual Transition Plan
MLC	Military Life Cycle
MOC	Military Occupational Code (MOC) Crosswalk
MYE	DoD Managing Your (MY) Education
MYT	Managing Your (MY) Transition
MYTT	Managing Your (MY) Transition Timeline
NDAA	National Defense Authorization Act
PSC	Pre-Separation Counseling
SBA	Small Business Administration
TAP	Transition Assistance Program
TIWG	Transition Interagency Website Guide
TOL	Transition Online Learning
VA	Veterans Affairs

Appendix A: TAP Components and Descriptions

Component	Description
Individualized Initial Counseling (IC)	MANDATORY FOR ALL SERVICE MEMBERS—complete NLT 365 days before transition OR as soon as possible within the remaining period of Service for Reserve Component members and those experiencing an unanticipated separation; complete prior to attending other TAP courses.
Pre-Separation Counseling (PSC)	MANDATORY FOR ALL SERVICE MEMBERS—complete NLT 365 days before transition OR as soon as possible within the remaining period of Service for Reserve Component members and those experiencing an unanticipated separation; complete prior to attending other TAP courses.
Managing Your (MY) Transition (MYT)	MANDATORY FOR ALL SERVICE MEMBERS—introduces topics important for transition and associated resources.
Military Occupational Code Crosswalk (MOC)	MANDATORY FOR ALL SERVICE MEMBERS—assists with identifying and translating skills, training, and education into civilian credentialing appropriate for civilian jobs.
Financial Planning for Transition (FP)	MANDATORY FOR ALL SERVICE MEMBERS—builds on the financial training provided during the Military Life Cycle (MLC) and helps Service members understand how transition will impact financial situations.
VA Benefits and Services (VABS)	MANDATORY FOR ALL SERVICE MEMBERS—provides information about VA benefits, services, and tools and how to find support during transition.
DOL Employment Fundamentals of Career Transition (EFCT)	MANDATORY FOR ALL SERVICE MEMBERS (with specific exemptions)—lays the foundation for a successful job search by providing the essential tools and resources to identify a career, create a resume, and transition from military to civilian employment.

Continuum of Military Service Opportunity Counseling	MANDATORY FOR ALL ACTIVE COMPONENT SERVICE MEMBERS—presents the option of continued military Service through Reserve opportunities.
Capstone	MANDATORY FOR ALL SERVICE MEMBERS—verification NLT 90 days prior to transition by commander or designee that the transitioning Service member has completed all TAP mandates, met all CRS, and has a viable ITP. If the Service member is found unprepared for transition, a Warm Handover to an interagency partner or local resource is initiated.
DOL Employment Track— Employment Workshop (DOLEW)	Covers best practices for interviewing, building effective resumes, networking, and using technology to search for employment.
DOL Vocational Track— Career and Credential Exploration (C2E)	Offers personalized career development assessments of occupational interest, ability, and work values. Participant is guided through a variety of career considerations including labor market projections, education, certifications, apprenticeships, and licensure requirements.
DoD Education Track— Managing Your (MY) Education (MYE)	Assists with identifying the education requirements that support personal career goals and provides information and resources to support success in higher education. Topics include vocabulary and culture of higher education, choosing a major, choosing an institution, and funding options.
SBA Entrepreneurship Track— Boots to Business (B2B)	Provides an introductory understanding of business ownership.

Appendix B: Military Life Cycle Courses

MLC Course	Description
Apprenticeship	Provides information and resources to understand credentialing and apprenticeship opportunities.
Community Integration Resources	Explores state, local, and federal resources that help Service members connect with their community.
Disability Compensation	An introduction to the VA disability compensation (pay) benefit.
Mental Health for Families	Explains how to locate local services and community organizations to aid Service members and their families.
Other than Honorable (OTH)	An overview of VA benefits and services available for Service members who separated with an OTH character of discharge.
Reserve Components Dual Payments	An overview of drill pay, compensation eligibility, and options for handling dual payments.
Set Yourself Apart Using STAR	Explains how to effectively communicate accomplishments by outlining the Situation, Task, Action, and Result in a concise and impactful manner.
Survivor and Casualty Assistance	An overview of VA and DoD survivor benefits and eligibility and what to do in the event of a loss.
Transitioning to Federal Employment	Provides information, tools, and links that support transition from a military career to a civilian position in the federal government.
VA Benefits 101	Highlights VA benefits and services such as education, home loan guaranty, and VA healthcare.
VA Education Benefits	Provides information about VA education benefits to include Post-9/11 GI Bill benefits that may help Service members pay for or offset the cost of tuition, housing, books, and supplies.

VA Education Benefits for Spouses and Dependent Children	Provides information about education benefits, including Post-9/11 GI Bill benefits that can help families pay for tuition, housing, books, etc. through the VA education benefits.
VA Home Loan Guaranty Program	A general overview of the VA Home Loan Guaranty Program including eligibility, processes, costs, and other available resources.
VA Life Insurance Benefits	Explains the different types of VA life insurance benefits to help determine the best choice based on the needs of the Service member and family.
Vet Centers	Describes how to connect with local Vet Centers and how Service members, veterans, and their family members can use Vet Centers as a free resource.

Appendix C: Transition-Related Training Topics

MLC Touchpoint	Recommended Transition Action
Deployment and Redeployment/ Mobilization and Demobilization/ Deactivation	• Update spending plan. • Explore the need to execute legal documents.
First Permanent Duty Station (Active) or First Home Station/ Initial Drilling Weekend (Reserve)	• Introduce the Individual Development Plan. • Establish an “I Love Me” book or virtual file to collect evaluations, recommendations, and awards. • Begin developing a master resume. • Create a LinkedIn account for networking. • Introduce Transition Online Learning (www.TAPevents.mil/courses). • Present Credentialing Opportunities On-Line (COOL) for credentialing that supports career goals while in the military and after transition. • Complete the 2-day Education Track: Managing Your (MY) Education course before applying to college.
Re-enlistment	Review the Individual Development Plan.
Promotion	Update spending plan.
Change of Duty Station	• Add skills, education, and credentials to the Gap Analysis after each Professional Military Education course. • Document accomplishments on a master resume.
Major Life Events	• Register on VA.gov. • Complete the VA Home Loan Guaranty course.
Separation, Retirement, or Release from Active Duty	All actions listed in this chart.



Military Leaders Guide to TAP

Quick Reference

Why TAP is Important

Reason 1: It's the Law

- TAP is legislatively mandated by Congress under Title 10 U.S.C., Chapter 58, Sections 1142 and 1144 and DoD Instruction 1332.35 - Transition Assistance Program (TAP) for Military Personnel.
- Begin TAP no later than 365 days prior to separation or being released from active duty or as soon as possible for Reserve Component members and Service members with unanticipated separations or retirements.
- TAP must be completed NLT 90 days prior to separation or retirement, if possible.

Reason 2: Military Readiness—Sustaining the All-Volunteer Force

Having Service members transition successfully into the civilian sector is critical for recruiting the next generation of our all-volunteer force.

Reason 3: Economic Prosperity

Timely and comprehensive military transition preparation increases veteran employment rates and reduces DoD's Unemployment Compensation for Ex-Service Member (UCX) Compensation costs, freeing up funding for operational requirements.

Reason 4: Leadership Responsibility

As a leader, ensure Service members attend TAP and have the time to complete all required activities. This is a sound and sustainable business practice, an ethical, moral, and legal imperative, and quite simply, the right thing to do.

Transition Responsibilities for Military Leaders

Leaders take care of their people until the end.

Support your Service members during their transition by taking the following actions:

- Connect with TAP staff and learn the policies and resources for TAP
- Embrace the idea of "go early, go often"
- Support TAP in-person attendance
- Support SkillBridge participation
<https://skillbridge.osd.mil>
- Use Military Life Cycle courses for training opportunities
- Ask questions about transition plans and listen
- Provide resources—Transition Interagency Website Guide (searchable by topic)
<https://TAPevents.mil/resources/documents>

TAP Components and Timeline

Complete NLT 365 Days PRIOR to separation or retirement

- Individualized Initial Counseling (IC)
- Self-Assessment
- Pre-Separation Counseling

CORE COMPONENTS - Complete between 365 and 90 days

- Managing Your (MY) Transition (MYT)
- Military Occupational Code Crosswalk (MOC)
- Financial Planning for Transition (FP)
- VA Benefits and Services (VABS)
- DOL Employment Fundamentals of Career Transition (EFCT)
- Opportunity to Join the Reserve Component—Active Component only

TWO-DAY TRACKS - Complete between 365 and 90 days

- DOL Employment Track: Employment Workshop (DOLEW)
- DOL Vocational Track: Career and Credential Exploration (C2E)
- DoD Education Track: Managing Your (MY) Education (MYE)
- SBA Entrepreneurship Track: Boots to Business (B2B)

CAPSTONE - Complete NLT 90 days prior to separation or retirement

- Commander or designee verifies Service member has completed all TAP mandates, met all CRS, and has a viable ITP or received a Warm Handover.

Two-day tracks provide focused information aligned with specific post-transition goals.

Support Service members by allowing and encouraging them to attend any track that assists them in preparing for transition.

Capstone and Warm Handovers

Commander's Verification— Conducted by the Commander or Designee:

- TAP Staff sends an email with a link to DoD TAP to the commander or designee.
- The commander or designee reviews the DD eForm 2648 to determine if the Service member has completed a viable ITP and has met the required Career Readiness Standard (CRS), and if not, has received a Warm Handover (WHO) to the appropriate partner or agency.
- Commander or designee signs the DD eForm 2648 verifying that the Service member met the required CRS or received a WHO and is cleared to transition. The member's commander or designee is responsible for verifying the Warm Handover has been executed.