



# Transition Assistance Program

## 2023 Schedule

(CAO 14 Oct 2022)

### Mandatory Tasks



Visit the Airman & Family Readiness Center in Bldg 656 (Torii Bldg), Tockify: <https://tockify.com/misawaafrcalendar/agenda> or call 226-4735 to sign-up for a class, brief or workshop.

The Congressionally Mandated Transition Assistance Program (TAP) components are made available by all military departments. The current mandatory components (which must be completed in sequence) include:

1. Initial Individualized Counseling (IIC)
2. Pre-separation Counseling
3. VA Benefits and Services Briefing (Part of TAP workshop)
4. Department of Labor Employment Training Day (Part of TAP workshop)
5. Completion of a 2-day track (depending on assigned Tier)
6. Capstone appointment (verifies career readiness)



### Initial Individualized Counseling

**MANDATORY**

By Appointment

**Required** for all military personnel retiring/ separating. Must be completed prior to attending Pre-Separation Briefing and **NLT 365 days** prior to date of separation/retirement. This first step assesses service member goals/needs and assigns a Tier level (I-III) based on individual preparedness for transition. The Initial Individualized Counseling (IIC) appointments must be schedule by emailing request to [35FSS.FSH.MisawaTransition@us.af.mil](mailto:35FSS.FSH.MisawaTransition@us.af.mil). Or scheduling via Tockify: <https://tockify.com/misawaafrcalendar/agenda>

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### Pre-separation Briefing

**MANDATORY**

(Wednesday 0900 – 1130\* or 1300-1530)

**Required** for all military personnel retiring/ separating. Must be completed after Initial Individualized counseling, prior to attending TAP class and **NLT 365 days** prior to date of separation/retirement. Ensures separating/retiring military members are informed of entitlements/ benefits member may be eligible for to assist them and family members/significant others with the transition to civilian life. Spouses/significant others are welcome and encouraged to attend on a space-available basis.

Jan 4*, 18	Apr 12*, 26	Jul 12*, 26	Oct 18
Feb 1*, 15	May 10*, 31	Aug 9*, 23	Nov 22
Mar 1*, 15	Jun 14*, 28	Sep 13*, 27	Dec 6

### Three-Day Transition Workshop

**MANDATORY**

(0900-1630, Mon - Wed)

**Required** for all military personnel retiring/ separating. Members can participate as early as 36 months (after completing Steps 1 & 2 pre-requisites) and no later than 90 days prior to retirement/separation. The workshop consists of one day of training by DoD (Military Occupational Code Crosswalk, Finances and Managing Your Transition), one day of VA Benefits and Services briefings, and a one-day Department of Labor Employment workshop. Spouses/significant others are welcome and encouraged to attend on a space-available basis.

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Jan 23 – 25	Apr 17 – 19	Jul 17 – 19
Oct 23 – 25		
Feb 6 – 8	May 15 – 17	Aug 14 – 16
Nov 27 – 29		
Mar 20 – 22	Jun 5 – 7	Sep 18 – 20

Dec 11 – 13

### 2-Day Track Attendance

Only members assigned to Tier III are required to attend at least one 2-Day Track (listed on reverse). Members in Tiers I and II may attend tracks if desired.

### Capstone

**MANDATORY**

By Appointment

**Required** for all military personnel retiring/ separating. Capstone will validate/verify preparedness to be successful upon separation from military service through presentation of documentation of required Readiness Standards (based on tier assignment). By Appointment only, to schedule email request to:

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# Transition Assistance Program

**2023 Dates**

**Optional 2 Day Tracks**

**(May be mandatory, based on assigned Tier)**



**M&FRC Sign Up**

## Entrepreneurship 2-Day Track

Attendance is Optional

(0900-1630)

Members pursuing self-employment will learn about the challenges faced by entrepreneurs, the benefits and realities of entrepreneurship, and the steps toward business ownership. Upon completion of this class, members will have developed the initial components of their business plan. This workshop is facilitated by the Small Business Association (SBA).

**23-24 Feb 27 & 28 Jul 4 & 5 Oct**

## Career & Credential Exploration (C2E) 2-Day Track

Attendance is Optional

(0900-1630)

The Vocational workshop offers a unique opportunity to identify skills, increase awareness of training and credentialing programs, and develop an action plan to achieve career goals. Service members will complete personalized career development assessments of occupational interest, aptitudes and work value that will provide them with a variety of tailored job recommendations. Facilitated by the Department of Labor.

**Jan 19 & 20 Mar 7 & 8 May 23 & 24  
Jul 13 & 14 Sep 6 & 7 Nov 14 & 15**

## Employment 2-Day Track

Attendance is Optional

(0900-1630)

Presented by Department of Labor for individuals planning on seeking employment immediately after separating from the military. This track assists members with resume writing, interview skills, networking, labor market information and federal employment. Upon completion of this track members will have a targeted resume.

**Jan 26 & 27 Apr 20 & 21 Jul 20 & 21 Oct 26 & 27  
Feb 9 & 10 May 18 & 19 Aug 17 & 18 Nov 30 & Dec 1  
Mar 23 & 24 Jun 8 & 9 Sep 21 & 22 Dec 14 & 15**

## Education 2-Day Track

Attendance is Optional

(0900-1630)

Two day workshop facilitated the Base Education Office. Service members pursuing college education receive guidance to prepare for the college application process. Topics include identifying educational goals, education funding, and researching and comparing educational institutions. Upon completion, members will be ready to apply to the university or college of their choice. Please contact the Transition Program Manager to register.

**9 & 10 Mar 21 & 22 Jun 25 & 26 Sep 4 & 5 Dec**

## Veterans Affairs Individual Appointments

Attendance is Optional

By Appointment

A representative from the Veterans Affairs Office is available monthly for individual appointments. Provides members the opportunity for one-on-one counseling for all of their VA related questions. Please see below current schedule of appointments. To sign up, email VA Rep Mr. David Deadwiley at: [David.Deadwiley.CTR@vatap.calibresys.com](mailto:David.Deadwiley.CTR@vatap.calibresys.com)

**25 Jan 8 Feb 22 Mar 19 Apr 17 May 7 Jun 19 Jul 16 Aug 20 Sep 25 Oct 29 Nov 13 Dec**