**Instructions for Transition Assistance Program (TAP) Workshop Attendance**

**\*\* Please be sure you have cleared your calendar of any scheduling conflicts \*\***

**Class time: 0800 – 1630**

To attend the TAP workshop, you must have previously completed Initial Counseling (IC) and a Pre- separation (pre-sep) briefing.

**Attire is Business Casual**: Members who are dressed inappropriately will be asked to go home and change if wearing uniforms, PT gear, shorts, logo shirts or t-shirts, tennis shoes or flip-flops, ripped jeans or any other inappropriate attire. All military standards still apply. An example of appropriate dress could include: Khaki/dress pants and polo shirt/button down shirt (men). Dress pants and blouse (women).

It is highly recommended you bring a **personal laptop**. Our building has Wi-Fi access for your use. If you do not have a personal lap top, you may check one out from the M&FRC on a daily basis. It is recommended if borrowing a laptop from us to bring a thumb drive to save your documents.

All TAP related information and documents can be found on our website @ [https://hillfss.com/tap/](https://www.75fss.com/transition-assistance-program)

Scroll down and click to expand “TAP Workshop Files”

Download the following participant guides from the website above prior to Monday’s class:

* Managing Your (MY) Transition 2024 Participant Guide
* MOC Crosswalk 2024 Participant Guide
* Financial Planning 2024 Participant Guide

**You will also need the following for TAP class (Most documents can be downloaded from hyperlink above unless otherwise specified below:**

* DS Logon registration. Visit [www.va.gov](http://www.va.gov/) click Sign In/ DS Logon/ Need an account/ go through registration process
* Spending Plan Worksheet (Excel version will have built in formulas that self-calculate for you) o **Fill in the current column prior to class (Use the Transaction log; 3 mths bank stmts)** o The projected column will be filled in during TAP on Monday
	+ If you would like to access a free credit report, visit [www.annualcreditreport.com](http://www.annualcreditreport.com/) (preferably Experian)
* GAP Analysis printed or electronic version o Do not fill this out prior to class, we will fill it in during TAP on Monday
* Individual Transition Plan (ITP) printed or electronic version o This needs to be fully completed prior to Capstone
* Verification of Military Experience and Training (VMET) o Visit <https://milconnect.dmdc.osd.mil/milconnect/>
	+ Log-in/ click on correspondence/documentation; DoD Transition Assistance Program

(DoDTAP); VMET

* + Have this printed or saved electronically PRIOR to attending class Monday

If attending the **Employment Workshop**, you will be writing a resume. Valuable items to bring with you for this includes: o Transcripts (CCAF; JST)

* + Performance Reports (EPR/OPR or equivalent) & VMET
	+ Certificates of Training/Licensures/Awards
	+ If you already have a resume, please bring this with you to class. This time will still be valuable to you to enhance or target your current resume

Members are responsible to know and verify their Career Readiness Standards for Capstone. These will vary by member and tier selection which is designated by the TAP counselor (refer to the trifold given during the Initial Counseling for applicable Career Readiness Standards).