

## **TRANSITION ASSISTANCE PROGRAM OVERVIEW**

Transition Assistance Program is a four step process.

The stages are detailed below:

1. **INITIAL COUNSELING:** This is an individual counseling session scheduled with a TAP Counselor. The Service Member is required to complete a *self-assessment worksheet*, create a username and password on *eBenefits*, *Initialize Pre-Separation Counseling* on Milconnect, and complete a *Statement of Understanding (Pre-Sep SOU)*. Once the Service member returns the completed self-assessment and SOU, a Transition counselor will contact the Service member to initiate the process.
2. **PRE-SEPARATION COUNSELING:** This briefing introduces the benefits and resources afforded to the Service member upon separation/retirement. Pre-separation Counseling is held every Tuesday, and will be scheduled by the TAP Counselor during the Initial Counseling session.
3. **TAP (in-seat or virtual):** TAP is an extensive three-day course which further discusses the benefits and entitlements Service members may receive, depending on eligibility, upon separation or retirement. The Service member may attend additional, conjoining 2-day Tracks, depending on the Tier the Transition counselor assigns the Service member during their Initial Counseling session.

Service members must meet specific criteria to complete TAP in a virtual forum. Instructions for completion will be provided during the Initial Counseling session. Service Member must complete the training and submit the certificates of completion to a TAP counselor.

4. **CAPSTONE:** This is the culminating activity to verify the Service member has met their required Career Readiness Standards. All Service members are required to complete the Individual Transition Plan. The readiness Tier the Service member is placed in during the Initial Counseling session determines any further documents required. Following completion of the required documentation, a Transition counselor will make proper annotations on the Transition eform (DD 2648) and request appropriate signatures from the Service member, Transition counselor, and Commander/Commander designee.

For further questions regarding the transition process, please contact:

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