

Transition Assistance Program Workshops Preparation Checklist

Please read the following directions carefully to ensure you complete all necessary preparations prior to attending the Transition Workshops.

1. To maximize your learning experience at the TAP Workshops, complete the following actions prior to class:
 - Go to <https://www.DoDTAP.mil> and verify your information, including a post-separation email and phone number. Sign the document.
 - Bring a laptop computer or similar device. Loaner computers will be available on a first come, first served basis.
 - The following documents should be saved to your computer for use during class. Time will be allotted during class to complete these documents.
 - 12 Month Post Service Budget*
 - Financial Planning for Transition Participant Guide
 - Individual Transition Plan*
 - Gap Analysis

*If you do not bring a laptop, you should print these forms and bring them with you to the TAP workshop.

 - Print your Virtual Military Education and Training (VMET), DD Form 2586 for use in class. Download from <https://www.dmdc.osd.mil/tgps/>
 - Enroll in VA.gov, premium account – verification required (when you get into the account, the first page says “Welcome Your Name” Print this page and bring it with you to TAP).
<https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>
 - Bring a copy of latest itemized Leave & Earnings Statement (LES).
 - Pull a copy of your credit report (view a recent report prior to the first day of class) www.annualcreditreport.com.
 - Compile a list of current monthly expenses and bring to class.
 - Review and complete as much of Individual Transition Plan, Section 1 (pages 1-5) as possible before the first day of the TAP Workshop. Bring either a hard copy or electronic copy to continue completion during class.
 - OPRs/EPRs (or equivalent for other services)
 - Bring your school transcripts including CCAF

- Request your medical records (optional at this time), NOTE: It takes at least 20 business days to get medical records.
2. You will find it helpful to bookmark the following websites on your laptop prior to attending the TAP Workshop.
- www.h2h.jobs
 - www.VetSuccess.gov
 - www.VAforVets.va.gov
 - www.au.af.mil/ccaf/transcripts.asp
 - www.homeagain.com
 - www.bestplaces.net
 - www.bankrate.com
 - www.retirementliving.com
 - www.kiplingers.com
 - www.military.com
 - www.salary.com
 - www.payscale.com
 - www.onetonline.org/crosswalk/MOC
 - www.bls.gov/bls/blswage.htm
 - www.onetonline.org/crosswalk/MOC/
 - <http://www.bls.gov/bls/blswage.htm>
 - www.Tricare.mil
 - www.Healthcare.gov/using-insurance
 - www.tsp.gov
 - www.irs.gov