



**DEPARTMENT OF THE AIR FORCE
6TH AIR REFUELING WING (AMC)
MACDILL AIR FORCE BASE, FLORIDA**

MEMORANDUM FOR ALL SEPARATING / RETIRING PERSONNEL

FROM: Military & Family Readiness Center (6 FSS/FSH)

SUBJECT: TAP Capstone (Final Step)

1. Capstone is used to validate completion of the Curriculum and Career Readiness Standards. It cannot be done earlier than 1 year from ETS. Once completed, a finalized DD2648 will be available.

2. **Curriculum**

Curriculum	Tier 1	Tier 2	Tier 3
Initial Counseling (IC) & PreSep Counseling	Everyone		
3-Day TAP Curriculum (Days 1 & 2)	Everyone		
3-Day TAP Curriculum (Day 3)	Optional for Retirees with 20+ yrs		
2-Day Tracks	Optional	Yes	

3. **Career Readiness Standard (CRS)** (downloadable from <https://macdillfss.com/tap-capstone/>)

Career Readiness Standard	Tier 1	Tier 2	Tier 3
1) Registration with www.va.gov <i>(Screen snapshot of you logged in)</i>	Everyone		
2) Individual Transition Plan (ITP)	Everyone		
3) Continuum of Service <i>(record date spoken with reserve recruiter in ITP)</i>	All Separatees		
4) Post Military Financial Plan	No	Yes	Yes
5) Gap Analysis <i>or</i> Proof of Employment	No	Yes	Yes
6) Draft Resume	Yes – if attended Employment Track		

4. **Capstone Process** – no appointment necessary

- a. **Sign your eForm:** Login to MilConnect; access DODTAP; update Sect 3; sign Sect 5
- b. **CRS Documents:** Email to 6fss.fsh.tap@us.af.mil
- c. **Commander/Designee:** Provide their email to us
- d. **Completed DD2648:** After final signature, download your DD2648 from DODTAP

5. **Non-Compliance:** Failure or refusal to meet the curriculum or CRS mandates will cause delays in obtaining your DD2648 and may impact your out-processing efforts.

CHARGE THE STORM...LET'S GO!