

**TRANSITION ASSISTANCE PROGRAM (TAP)
EMPLOYMENT ASSISTANCE PROGRAM (EAP)
FY 2023**

Initial Counseling

& Pre-Separation Counseling

MANDATORY (0815-1200)

5, 26 Oct	5, 19 Apr
9, 21 Nov	3, 17, 31 May
7, 21 Dec	14 Jun
18 Jan	5, 19 Jul
1, 22 Feb	2, 23 Aug
8, 22 Mar	6, 20 Sep

**Transition Assistance Program Workshop
(TAP)**

**MANDATORY
(0745 – 1600)**

17-19 Oct	27 Feb – 1 Mar	26-28 Jun
31 Oct – 2 Nov	13-15 Mar	10-12 Jul
14-16 Nov	27-29 Mar	24-26 Jul
28-30 Nov	10-12 Apr	7-9 Aug
12-14 Dec	24-26 Apr	28-30 Aug
9-11 Jan	8-10 May	11-13 Sep
23-25 Jan	22-24 May	25-27 Sep
6-8 Feb	5-7 Jun	

Capstone

MANDATORY

(by appointment ONLY)

SBA Entrepreneurship Track

“Boots to Business”

Quarterly 0800-1600

17-18 Nov	25-26 May
2-3 Mar	31 Aug – 1 Sept

DOL Vocational Track

Quarterly 0800-1600

20-21 Oct	27-28 Apr
26-27 Jan	27-28 Jul

DoD Education Track

Quarterly 0800-1600

15-16 Dec	29-30 Jun
30-31 Mar	28-29 Sep

DOL Employment Track

Monthly 0800-1600

	9-10 Feb	8-9 Jun
3-4 Nov	16-17 Mar	13-14 Jul
1-2 Dec	13-14 Apr	10-11 Aug
12-13 Jan	11-12 May	14-15 Sep

**Executive Transition Assistance
Program (ETAP) (E-9 and O-6 only)**

20-24 March	14-18 Aug
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Federal Employment Workshop

Bi-Monthly 0900-1200

28 Nov	15 May
30 Jan	17 July
20 Mar	18 Sept

Resume Workshop

Bi-Monthly 0900-1200

26 Oct	17 Apr
5 Dec	26 June
13 Feb	14 Aug

Visit the Military & Family Readiness Center or call 456-8400 to sign-up for a class, seminar, or workshop.

Initial Counseling

Initial Counseling is the launching point of the Transition Assistance Program (TAP) and is congressionally **mandated** for all separating military personnel. This requirement consists of an individualized or small group session which includes a Service member assessment to determine member's level of transition preparedness. Transition resources are provided during the session. This counseling must be completed 365 days prior to separation.

Pre-Separation Counseling

Pre-Separation Counseling is **mandatory** for all military personnel retiring or separating, and is a prerequisite to the Transition Assistance Program (TAP) workshop. The session provides an overview of programs and services available to Service members and their families. This requirement must be completed 365 days prior to separation.

Transition Assistance Program (TAP) Workshop

This **mandatory** three-day program provides information, tools, and training to ensure Service members and their spouses are prepared for the next step in civilian life whether pursuing additional education, finding employment in the public or private sector, or starting their own business. All transitioning members must complete this requirement prior to the Capstone component. Completed TAP mandates expire three years from the date of Initial Counseling.

Capstone

The Capstone is a **mandatory** component of the Transition Curriculum where Commanders, or Commanders' designees, verify Service members met Career Readiness Standards (CRS). The purpose of the Capstone event is to evaluate a Service member's preparedness to successfully transition from a military to a civilian career. Capstones must be completed at least 90 days prior to separation.

SBA Entrepreneurship Track "Boots to Business"

This two-day workshop introduces participants to the skills, knowledge, and resources they need to launch a business, including steps for developing business concepts, how to develop a business plan, and information on SBA resources available to help. This two-day in-person program is facilitated by subject matter experts from the SBA and their extensive network of skilled business advisors.

DOL Vocational Track

This two-day workshop offers a unique opportunity to identify skills, increase awareness of training and credentialing programs, and develop an action plan to achieve career goals. Participants will learn to narrow their career focus by establishing achievable career goals and development strategies.

DOL Employment Two-Day Track

This Department of Labor (DOL) Employment Workshop is a comprehensive two-day curriculum covering emerging best practices in career development. Service members receive vital skills in the DOL led workshop, including learning interview skills, building effective resumes, and using emerging technology to network and search for employment.

DoD Education Track

This two-day workshop is designed to assist Service members in identifying the higher education requirements that support their personal career goals. The workshop is divided into four topic areas: choosing a program of study, selecting an institution of higher education, exploring funding sources, and navigating the admission process. This workshop is beneficial for all Service members attending college (entry level – graduate level). Service members will have an opportunity to research and compare institutions of higher education.

Executive Transition Assistance Program (ETAP)

This five-day program provides information, tools, and training to ensure Service members and their spouses are prepared for the next step in civilian life. Retirees with 20+ years of service can participate 24 months prior to retirement. Spouses are welcome to participate upon space-availability. REQUIREMENT: Must be a CMSgt (E-9) or Colonel (O-6).

Resume

An effective resume opens the door to your next career opportunity. This workshop presents information to assist you with developing a resume and cover letter to best represent your skills and qualifications.

Federal Employment Workshop

This workshop leads participants in gaining an understanding of the Federal employment process and information about the Federal Resume such as format, content and KSAs. Participants will receive hands-on experience in finding key words, writing KSAs and using USAJOBS.GOV.

Visit our Discovery Resource Center

Internet Access

Scanner / Printer

Job Search Resources

Job Announcements

Typing Tutorial/Test