

**TRANSITION ASSISTANCE PROGRAM (TAP)  
EMPLOYMENT ASSISTANCE PROGRAM (EAP)  
FY 2024**

**Initial Counseling**  
**MANDATORY**  
(by appointment ONLY)

10, 23, 24 Oct	1, 2, 15, 16, 29, 30 Apr
6, 7, 15, 17 Nov	13, 14, 28 May
4, 5, 18, 19 Dec	10, 11 Jun
16, 29, 30 Jan	1, 2, 15, 16, 29, 30 Jul
12, 13, 20 Feb	19, 20 Aug
4, 5 Mar	3, 16, 17 Sep

**Pre-Separation Counseling**  
**MANDATORY (0745-1200)**

11, 25 Oct	3, 17 Apr
8, 20 Nov	1, 15, 29 May
6, 20 Dec	12 Jun
17, 31 Jan	3, 17, 31 Jul
14, 21 Feb	21 Aug
6 Mar	4, 18 Sep

**Transition Assistance Program Workshop  
(TAP)**  
**MANDATORY**  
(0745 – 1600)

16-18 Oct	26-28 Feb	24-26 Jun
30 Oct – 1 Nov	11-13 Mar	8-10 Jul
13 – 15 Nov	25-27 Mar	22-24 Jul
27-29 Nov	8-10 Apr	12-14 Aug
11-13 Dec	22-24 Apr	26-28 Aug
8-10 Jan	6-8 May	9-11 Sep
22-24 Jan	20-22 May	23-25 Sep
5-7 Feb	3-5 Jun	

**Capstone**  
**MANDATORY**  
(by appointment ONLY)

**SBA Entrepreneurship Track**  
**“Boots to Business”**  
Quarterly 0800-1600

16-17 Nov	23-24 May
29 Feb-1 Mar	29-30 Aug

**DOL Vocational Track**  
Quarterly 0800-1600

19-20 Oct	25-26 Apr
25-26 Jan	25-26 Jul

**DoD Education Track**  
Quarterly 0800-1600

14-15 Dec	27-28 Jun
28-29 Mar	26-27 Sep

**DOL Employment Track**  
Monthly 0800-1600

	8-9 Feb	6-7 Jun
2-3 Nov	14-15 Mar	11-12 Jul
30 Nov-1 Dec	11-12 Apr	15-16 Aug
11-12 Jan	9-10 May	12-13 Sep

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

18-22 March	5-9 Aug
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**Federal Employment Workshop**  
Bi-Monthly 0900-1200

7 Nov	28 May
16 Jan	16 Jul
5 Mar	17 Sep

**Resume Workshop**  
Bi-Monthly 0900-1200

24 Oct	2 Apr
19 Dec	18 Jun
20 Feb	22 Aug

### **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.

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