

**TRANSITION ASSISTANCE PROGRAM (TAP)  
EMPLOYMENT ASSISTANCE PROGRAM (EAP)  
FY 2025**

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

1, 15, 28, 29 Oct	7, 8, 21, 22 Apr
12 Nov	5, 6, 19, 20 May
2, 3, 16, 17 Dec	9, 10, 30 Jun
13, 14 Jan	1, 21, 22 Jul
3, 4, 18 Feb	4, 5, 25, 26 Aug
3, 4, 24, 25 Mar	2, 15, 16, 29, 30 Sep

**Pre-Separation Counseling**  
**MANDATORY (0800-1230)**

2, 16, 30 Oct	9, 23 Apr
13 Nov	7, 21 May
4, 18 Dec	11 Jun
15 Jan	2, 23 Jul
5, 19 Feb	6, 27 Aug
5, 26 Mar	3, 17 Sep

**Transition Assistance Program Workshop  
(TAP)**  
**MANDATORY**  
(0800 – 1600)

7 – 9 Oct	24 – 26 Feb	14 -16 Jul
21 – 23 Oct	10 – 12 Mar	28 – 30 Jul
4 – 6 Nov	31 Mar – 2 Apr	18-20 Aug
18 – 20 Nov	14 – 16 Apr	8 – 10 Sep
9 – 11 Dec	28 – 30 Apr	22 – 24 Sep
6 – 8 Jan	12 – 14 May	
27 – 29 Jan	2 – 4 Jun	
10 – 12 Feb	23 – 25 Jun	

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

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

21 – 22 Nov	29 – 30 May
6 – 7 Feb	7 – 8 Aug

**DOL Vocational Track**  
Quarterly 0800-1600

24 – 25 Oct	5 – 6 Jun
27 – 28 Feb	25 – 26 Sep

**DoD Education Track**  
Quarterly 0800-1600

30 – 31 Jan	1 – 2 May
27-28 Mar	21 – 22 Aug

**DOL Employment Track**  
Monthly 0800-1600

3 – 4 Oct	20 – 21 Feb	26 – 27 Jun
31 Oct – 1 Nov	13 – 14 Mar	31 Jul – 1 Aug
12 – 13 Dec	17 – 18 Apr	11 – 12 Sep
9 – 10 Jan	15 – 16 May	

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

17 – 21 March	11 – 15 Aug
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**Federal Employment Workshop**  
Bi-Monthly 0800-1200

14 - Nov	29 - May
23 – Jan	24 - Jul
27 – Mar	18 - Sep

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

24 - Oct	24 – Apr
19 - Dec	12 - Jun
20 - Feb	21 - 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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