TRANSITION ASSISTANCE PROGRAM (TAP)
EMPLOYMENT ASSISTANCE PROGRAM (EAP)
FY 2027

Initial Counseling
MANDATORY
(by appointment ONLY)

19, 20 Oct	5, 6, 19, 20 Apr
2, 3, 30 Nov	3, 4, 17, 18 May
1, 14, 15 Dec	1, 14, 15, 28, 29 Jun
19 Jan	19, 20 Jul
1, 2, 16 Feb	2, 3, 23, 24 Aug
1, 2, 22, 23 Mar	7, 20, 21 Sep

Pre-Separation Counseling
MANDATORY (0800-1230)

21 Oct	7, 21 Apr
4, Nov	5, 19 May
2, 16 Dec	2, 16, 30 Jun
20 Jan	21 Jul
3, 17 Feb	4, 25 Aug
3, 24 Mar	8, 22 Sep

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

5 - 7 Oct	8 – 10 Mar	12 - 14 Jul
26 - 28 Oct	29 - 31 Mar	26 - 28 Jul
16 - 18 Nov	12 - 14 Apr	9 – 11 Aug
7 - 9 Dec	26 - 28 Apr	30 Aug – 1 Sep
11 - 13 Jan	10 – 12 May	13 – 15 Sep
25 – 27 Jan	24 - 26 May	27 – 29 Sep
8 – 10 Feb	7 – 9 Jun	
22 – 24 Feb	21 - 23 Jun	

Capstone
MANDATORY
(by appointment ONLY)

SBA Entrepreneurship Track
"Boots to Business"
Quarterly 0800-1600

8 – 9 Oct	15- 16 Apr
14 – 15 Jan	5 – 6 Aug

DOL Vocational Track
Quarterly 0800-1600

4 – 5 Mar	15 – 16 July

DoD Education Track
Quarterly 0800-1600

10 - 11 Dec	10 – 11 June

DOL Employment Track
Monthly 0800-1600

19 – 20 Nov	11 – 12 Feb
13 -14 May	16 – 17 Sept

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

15 – 19 March	16 – 20 Aug

Federal Employment Workshop
Bi-Monthly 0800-1200

5 Nov	27 May
21 Jan	22 Jul
25 Mar	16 Sep

Private Industry Resume Workshop
Bi-Monthly 0900-1200

22 Oct	22 Apr
3 Dec	10 Jun
18 Feb	26 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.

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