

TRANSITION ASSISTANCE PROGRAM (TAP)

2024 CALENDAR

TAP TEAM:

LEROY OLSON
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EMAIL ADDRESS

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Military & Family Readiness Center (M&FRC): [509-247-2246](tel:509-247-2246)

Hours of Operation: M – W/F 0800 – 1600, THUR 0800 – 1200

Address: 4 West Castle Street, Bldg. 2365, FAFB WA 99011

Website: www.fairchildfun.com/military-family-readiness-center

CLASSES/WORKSHOPS:

TAP – 5 DAY WORKSHOP

LOCATION: EDUCATION CENTER, BLDG. 2380

TIME: 0730 – 1600

SENIOR TAP - 5 DAY WORKSHOP (20 + YEARS – RETIREES ONLY)

LOCATION: EDUCATION CENTER, BLDG. 2380

TIME: 0730 – 1600

PRE-SEPARATION BRIEFING

LOCATION: MILITARY & FAMILY READINESS CENTER (M&FRC),
BLDG. 2365

TIME: 0800 – 1230

Holiday (H) + Family Days (FD)

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
	H	2	3	4	5	6					1	2	3						1	2			1	2	3	4								1							
7	8	9	10	11	FD	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
14	H	16	17	18	19	20	11	12	13	14	15	FD	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	H	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	FD	25	16	17	18	H	FD	21	22
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JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	H	FD	6					1	2	3	1	H	3	4	5	6	7			1	2	3	4	5						1	2	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	FD	12	3	4	5	6	7	FD	9	8	9	10	11	12	13	14
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28	29	30	31				25	26	27	28	29	FD	31	29	30						27	28	29	30	31			24	25	26	27	H	FD	30	29	30	FD				

TAP Requirements, prior to leaving AD. Four main components of TAP.

Initial Counseling (IC): One-on-one appointment – all AD Service Members (SM) must attend – good for 4 years – This is where Service Members transition plan is developed, and where they receive their Tier status. Must be completed NLT 365 days from separation (DOS).

Pre-Separation (PS) Briefing: Group setting – all AD Service Members must attend – good for 4 years. Service Members are informed of eligible entitlements/benefits to assist them in their transition. Must be completed NLT 365 days from separation (DOS).

5 – Day Transition Assistance Program (TAP) Workshop:

Day 1 – Air Force Day:

DoD Managing Your (MY) Transition – Overview of transitions concerns, finding new purpose & identity, managing transition stress, military vs. civilian culture, value of mentors & available resources.

DoD (MOC) Crosswalk – Assist w/identifying skills obtained in the military, determine a potential career, & understand the gaps in skills, education & experience to obtain employment.

DoD Financial Planning for Transition – Financial literacy overview and focuses on changes in your finances.

NOTE: Retiree's & Separatee's must complete all 3 blocks (MY/MOC/FINANCIAL PLANNING) of instruction.

Day 2: Veterans Affairs (VA): Retiree's & Separatee's must complete the VA briefing.

Day 3: Department of Labor (DOL) – Employment Fundamentals of a Career Transition (EFCT): This course lays the foundation for transition from military to civilian careers by introducing essential tools and resources needed to evaluate career options, gain information for civilian employment and understand the fundamentals of the employment process.

NOTE: Retiree's – 20 years of service – not required – exempt.

Separatee's – Required for all separatee's (to include med boards & legal separations). If Separatee can show proof of f/t employment, can be exempt.

Day 4 – 5: DOL (DOLEW) Employment Workshop: Learn how to write a professional resume, interview skills, social media and how to successfully navigate the job markets. (Optional for Tiers 1 & 2 & Retiree's). Mandatory for Tier 3.

Capstone: An overview of Service members transition plan and to make sure they have completed all TAP requirements based on their Tier assignment.

- Must have completed your IC/PS/TAP before you can complete your capstone.
- Can begin 12 months out and NLT 90 days prior to anticipated separation, retirement, or release from AD.
- If undergoing a med board or legal separation, begin the process as soon as possible.