

## C2E Track

The Career & Credential Exploration Track assists with establishing clear goals, evaluating training options, and building an action plan. Participants will complete personalized career development assessments of occupational interest, aptitude and work values that will provide them with a variety of tailored career recommendations. They will learn how to use certification finder web tools and other internet resources that identify licensed occupations and a military occupational code translator.

## DOL Employment Track

The Employment Track assists members seeking employment with resume writing, interviewing skills, networking, labor market information and federal employment. Upon completion of this track, members will have a completed targeted resume.

## Boots to Business Track

Airmen pursuing self-employment in the private or non-profit sector will learn about the challenges faced by entrepreneurs, the benefits and realities of entrepreneurship, and the steps toward business ownership. Upon completion of the Entrepreneurship track, service members will have developed the initial components of their business plan.

After completing an optional eight-week online course, Airmen and veterans will be connected with a small business owner to mentor and guide them through their business start-up.

### TAP Virtual Curriculum

The Department of Defense introduced a virtual delivery of the Transition curriculum, Transition Online Learning (TOL), in <https://www.tapevents.mil/courses>, a learning management system. This resource provides service members who are unable to attend TAP training in person in a “brick and mortar” classroom with the means to obtain online instruction. Members and their families can participate in virtual curriculum at any time during their military career; however, only certain categories of personnel can use virtual curriculum to fulfill mandatory transition requirements.

**For more information, contact your nearest Airman & Family Readiness Center at:**

**49 FSS/FSH  
749 West New Mexico Ave, Bldg. 788  
Holloman AFB, New Mexico 88330  
575-572-7754**

# Air Force Transition Assistance Program



# Tier 1

*A comprehensive checklist designed to assist with navigating the Transition Assistance Program (TAP)*

## Transition Assistance Mandates

Through the mandated components of TAP, separating service members have access to an array of workshops, assessments, and services to prepare them for the transition from active duty to civilian life. The current mandatory components include:

1. Individualized Initial Counseling
2. Pre-separation Counseling
3. VA Benefits and Services Briefing
4. DoD Day
5. DOL Employment  
Fundamentals of Career  
Transition (EFCT)
6. Capstone

### Initial Counseling

This first step assesses service member goals/needs and assigns a Tier level (I-III) based on individual preparedness for transition. Member learns what must be accomplished and provided resource information. Must be accomplished NLT 365 days from separation.

### Pre-separation Counseling

Through completion of the DD Form 2648 Checklist, ensures members are informed of entitlements/benefits members may be eligible for to assist them, family members and significant others with the transition to civilian life. Pre-separation counseling should be accomplished early in the transition process but NLT 365 days from separation.

### Transition Workshop

- ✓ DoD Day (Managing Your Transition, Military Occupational Code Crosswalk, Financial Planning for Transition)
- ✓ DOL EFCT
- ✓ VA Benefits and Services

### VA Benefits and Services

Essential benefit information for every service member. May be completed as part of the Transition Workshop or in a stand-alone training

### Capstone

- ✓ Verification of Career Readiness Standards

#### ITP

#### VA.gov registration (eBenefits)

#### Continuum of Military Service (if applicable)

- ✓ Commander and A&FRC verification/signature required

## Career Readiness Standards

Career Readiness Standards (CRS) are the Department of Defense's tangible measurements of a service member's preparedness for a civilian career. CRSs capitalize upon skills and experience and are aligned to employment, technical and/or education competency areas.

## Additional Two-Day Tracks

- ✓ Managing Your (MY) Education
- ✓ Career & Credential Exploration (C2E)
- ✓ DOL Employment
- ✓ Entrepreneurship (Boots to Business)

Service members are encouraged to participate in at least one of the above two-day Tracks

### MY Education Track

Service members pursuing college education will receive guidance to prepare for the college application process. The Education track addresses such topics as identifying educational goals, education funding, and researching and comparing institutions. Upon completion of this track, service members will be prepared to submit an application to an academic institution, meet with a counselor from the institution, and connect with the Student Veterans Organization on campus. Service members will be able to meet with education counselors for individualized preparation as desired.