

Transition Assistance Program (TAP) Resource Packet

MILITARY & FAMILY
READINESS CENTER (M&FRC)
GOODFELLOW AFB, TX

NDAA policy requires all service members begin TAP NLT 365 days prior to your anticipated separation or retirement date. You do not need approved orders; nor does starting TAP commit you to leaving the military.

Eligible TAP participants

- **Guard/Reservists:** Coming off AD orders (T10) of 180 days or more.
- **MEB:** Start TAP as soon as being placed in MEB status.
- **Reenlistment:** If you are within 365 days of existing DOS, you must start TAP. If you do reenlist, you do not have to finish TAP.
- **Retiring:** Can begin up to 2 years from anticipated date, but NLT 365 days.
- **Separating:** NLT 365 days before DOS.
- **Wounded, Ill, Injured:** Work through your Recovery Care Coordinator (RCC) to get scheduled for TAP.

Initial Counseling (IC)/Pre-Separation (PreSep) Counseling

Steps 1-2 Mandatory for Everyone

- Completing the [Individual counseling](#) will provide the M&FRC with insight into your preparedness for transitioning out of the military and will be used to assign you to a Tier. The completed paperwork must be received by the M&FRC before you are able to begin any other TAP services.
- Contact the Goodfellow TAP manager @ brandon.oneil.4@us.af.mil or (325)-654-3893 to schedule your Initial Counseling appointment.
- All required forms will be emailed to you directly, fill out the completed forms and email back prior to your appointment.

3-Day TAP Curriculum Workshop

Steps 3 Some Exemptions

This is a cooperative effort between the Department of Defense (DOD), the Department of Veteran Affairs (VA), and the Department of Labor (DOL). Registering for the 3-Day Curriculum takes place during IC/PreSep.

3-Day Course: Mandates and Exemptions are outlined below:

Day 1 (DOD)	Mandatory for everyone (all Tiers): Curriculum includes Managing Your (MY) Transition, MOC Crosswalk, and Financial Planning. A TRICARE representative will provide an overview at the end of the day.
Day 2 (VA)	Mandatory for everyone (all Tiers): Curriculum covers VA Benefits and Services.
Day 3 (DOL)	Some Exemptions. Curriculum covers the fundamentals of employment. For more in-depth employment services (i.e., Resume Writing, Salary Negotiating, etc.), you should also register for the 2-Day Employment Track (see Step 6 below). Exemption Categories: • Retiring with 20+ years • Separating and can prove full-time post-military employment. Proof required. • Separating and can prove acceptance into full-time college. Proof required.

***To find Goodfellow AFB TAP dates, go to tapevents.mil and click on Events. In the Installation search box, type Goodfellow, select Goodfellow AFB from the dropdown, and click search to view the upcoming schedule. To register, contact the Goodfellow Military & Family Readiness Center directly at 325-654-3893 (FSC.Programs@us.af.mil).

FIND TRANSITION ASSISTANCE PROGRAM CLASSES NEAR YOU

Upcoming TAP classes are scheduled for all service components and locations.

[LEARN MORE](#)

Service Component: All Service Components | State: All States | Installation: All Installations | Class: All TAP events | [FIND NOW](#)

EXPLORE BY SERVICE

View the TAP classes scheduled for your service component by selecting of the options below. You can further refine your search on the next screen.

[View All](#)

ARMY
Explore Army
[Army Transition Website](#)

MARINE CORPS
Find Your Class
[Marine Corps Transition Website](#)

NAVY
Find Your Class
[Navy Transition Website](#)

EXPLORE BY PARTNER

View the TAP classes scheduled for the subjects you are looking for. You can further refine your search on the next screen.

[View All](#)

DEPARTMENT OF WAR
Find Your Class
[Department of War Website](#)

DEPARTMENT OF LABOR
Find Your Class
[Department of Labor Website](#)

2-Day Tracks

Steps 4: Some Exemptions

Exemptions are based on your Tier. Please review them below. There are four different Tracks; each is two days long and intended to provide targeted training – based on your projected post-military path.

Tier 1: All Tracks are *Optional*. You may attend all, some, or none.

Tier 2: All Tracks are *Optional*. You may attend all, some, or none.

Tier 3: *MUST* attend at least ONE Track. You may attend more.

Below is an outline of each Track. TAP manager will register you for your desired track(s):

Employment Track (DOL)	A comprehensive view covering best practices in career employment, including learning interview skills, building effective resumes, and using emerging technology to network and search for employment.
Education Track (DOE)	Designed for anyone pursuing an undergraduate or graduate degree. Includes information on choosing a field of study, selecting an institution, gaining admission, and funding your education.
Career & Credential Exploration (C2E) Track (DOL)	CCET offers a unique opportunity for participants to complete a personalized career development assessment of occupational interests and abilities. Participants will also be guided through a variety of career considerations, including labor market projections, education, apprenticeships, certifications, and licensure requirements.
Entrepreneur (Boots 2 Business) Track (SBA)	Known as Boots 2 Business (B2B), this Track is designed for those seeking to start their own business, open a franchise, or become a Federal Contractor.

Capstone (and CRS documents)

Steps 5: Mandatory for Everyone

Capstone is not a class – it is validation step of TAP. During Capstone, we will confirm you have completed all required classes and completion of your Career Readiness Standards (CRS). If you are not compliant, you are not ready for Capstone. Your eForm (DD2648) will be used to account for compliance and is a required form during your out-processing with your Personnel function.

When: Approximately 90-150 days prior to leaving the military; or prior to beginning terminal leave/out processing; or prior to starting a transition program like Skillbridge. Capstone cannot be done more than 1 year away from your last day in the military.

How: Email the required info to the Goodfellow TAP manager.

What to provide in your email:

1. **Classes:** If you completed courses using [LMS](#), email the certificate for each module. If you attended an in-person class with us, we will see that.
2. **CRS:** Attach all required CRS documents in your email. See below for CRS specifics.
3. **eForm:** Sign for capstone in Section 5 of your eForm.
4. **Email:** Provide us the email of your Commander or a designee.

**CRS requirements are based on your TIER.
You can download a CRS doc by clicking on the link.**

Individual Transition Plan (ITP)	Required for All Tiers
eBenefits registration	Required for All Tiers Proof is accomplished by providing a screen snapshot of you logged in to eBenefits.
MOC Crosswalk Gap Analysis – Part A	Tiers 2 & 3 Introduced during Day 1 (DOD) A MOC Crosswalk Participant Guide is available to assist.
Financial Planning Spreadsheet	Tiers 2 & 3 Introduced during Day 1 (DOD). You may utilize our spreadsheet or use any document of your own choosing.
Resume	Required if you attend the 2-Day Employment Track (regardless of Tier)
Continuum of Service (Separatees Only)	All Separatees (regardless of Tier) Contact a Reserve Recruiter to receive guidance and information about joining the Reserves. Recorded in ITP.