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| **172d TRANSITION ASSISTANCE PROGRAM (TAP) COUNSELING CHECKLIST**  **Suspense Date to Have all Actions Completed is:** Click or tap to enter a date. | | | | | |
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| **:** Initiate TAP at least 365 days prior to release from Active Duty or as soon as possible for ANG. This checklist provides you information and a record for your transition process. All items should be completed by member as directed by Military & Family Readiness Office. **TAP compliance is required before receiving DD 214**. | | | **Click file to Open** | | **Date**  **Completed** |
| 1. **DoD Self-Assessment Worksheet** 2. Please complete the attached document for your Self-Assessment for TAP 3. Email completed form to: [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) and [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) | | |  | |  |
| 1. **Information Sheet for TAP Counselor Tool** 2. Please review attached document to support the TAP Counselor Assessment bring to your Initial Counseling or email to: [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) and [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) | | |  | |  |
| 1. **Individual Development and Transition Plan (ITP)** 2. Please complete the attached document Individual Transition Plan (ITP) follow the instructions, review and complete Section 1 and bring with you to your Initial Counseling or Email completed form to: [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) and [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) | | |  | |  |
| 1. **Verification of Military Education and Training (VMET)** 2. Please print a copy of your VMET <https://milconnect.dmdc.osd.mil/milconnect/> under ‘Correspondence’ and then ‘DoD Transition Assistance’ and bring with you to Initial Counseling or email completed form to: [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) and [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) | | |  | |  |
| 1. **Educational Degrees** 2. Please bring a hard copy of your CCAF transcripts (can be retrieved from AF Virtual Education Center through the AF Portal) or email to: [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) and [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) 3. Do you have a College degree  Yes  No | | |  | |  |
| 1. **Are you employed Full Time**  Yes  No and/or **Enrolled in College**  Yes  No | | |  | |  |
| 1. **Statement of Understanding sheet and Personal Readiness Inventory** 2. Please complete the attached document and bring with you to Initial Counseling or email: [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) and [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) | | |  | |  |
| **All Items below will be completed with the M&FR Staff during and/or after your Initial Counseling and Pre-Sep Brief** | | | | | |
| 1. **Initial Counseling (1 hour) & Pre-Separation Counselling (1.5 hour)** 2. Scheduled by MFRPM/S & UDM once you return the above documents. Based on the submitted documentation and your Initial Counseling a TAP Tier will be assigned.   **Service Member is considered** (Selection made at IC)  **Tier 1 /  Tier 2 /  Tier 3** | | | Staff to email SM/UDM with IC date/time | |  |
| 1. **DOD/State/Local/Wing Transition Resources** 2. **DOD Statement of Benefits for Military Members** visit <https://www.dodtap.mil/> under the Resources Tab 3. **Military One Source** – 1-800-342-9647 or visit <https://www.militaryonesource.mil/> 4. **American Job Centers**: <https://www.careeronestop.org/LocalHelp/AmericanJobCenters/american-job-centers.aspx> 5. **DVA** – Department of VA Benefits – 1-800-827-1000 6. **State DVA** – MS Department of Veterans Affairs  [VA Medical Center](https://www.jackson.va.gov/) 7. **MFRPS-** Mrs. Ebony Sanders 601-405-8112 8. **Base Education Office** – 601-405-8362 or 601-405-8205 9. **Retention** – 601-405-8127 10. **Mental Health / Wing DPH** – 601-405-8055 or 601-405-8418 11. **Sexual Assault Trauma DoD SAFE HELPLINE 877-995-5247** [**www.safehelpline.org**](http://www.safehelpline.org)   **Texting:** \***55-247** **Texting outside US:** **202-470-5546**  **Online Chat:** <http://www.safehelpline.org>  **172d AW Sexual Assault Prevention Coordinator** – Shander Adams 601-405-8045 | | |  | | **Resources**  Files attached provides links and/or contact numbers for:  \*Services, \*Programs  \*Resources  All were addressed during your IC/Pre-Sep |
| 1. **Selection for attendance at a TAP Workshop:** 2. Class dates are provided on https://tapevents.mil -member will select if required after Initial Counseling. 1st choice:  Online or AD Base ProgramClick or tap here to enter text.   2nd Choice: Online or AD Base ProgramClick or tap here to enter text. | | |  | |  |
| 1. **First e-signature of Pre-Separation Counseling e-form (DD2648)** 2. You will receive an email from [dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil](mailto:dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil) requesting your e-signature. 3. Once you have signed please email [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) and [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) informing MFRP Office DD 2648 e-Form was signed. | | |  | |  |
| 1. **DoD/DOL Training Days (In-Person or Online)** 2. Managing Your (My) Transition (1.5 hours) **Required** 3. Military Occupational Code Crosswalk (1.5 hours) **Required** 4. Financial Planning for Transition Seminar (3 hours) **Required**    1. Note: In Person Preferred - Instructions for DoD Training Day Courses 5. Locate training on LMS <https://www.tapevents.mil/courses> 6. DOL Employment Training (5.5 hours) – Locate training on <https://www.tapevents.mil/courses>   **Required  Yes  No**  Email completed certificates to [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) and [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) | | |  | |  |
| 1. **VA Benefits and Services Briefing (**3.5 hours**)** email certificate 2. Locate training on LMS <https://www.tapevents.mil/courses> 3. Email copy of completion certificate to [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) and [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) | | |  | |  |
| 1. **Register for a DoD Self-Service Logon (DS Logon) Premium Level 2 account (not CAC)** 2. Please visit <https://www.va.gov> register and email a screenshot or picture to [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) and [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) | | | see above | |  |
| 1. **Pre-Deployment Financial Training (**1 hour**) – Title 10 Deployment Only** 2. CBT is located on <https://yellowribbon.mil/courses/236> email copy of completion certificate to [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) and [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) 3. Post Deployment Financial Training (0.5 hours) – Title 10 Deployment Only may be accomplished online at MyVector or a Yellow Ribbon Post Deployment Event | | |  | |  |
| 1. **CAPSTONE Signature on e-form** 2. You will receive an email from [dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil](mailto:dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil) requesting your e-signature. 3. Please see the attached document named CAPSTONE Signature.pptx for instructions.   Email [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) and [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) when you have completed | | |  | |  |
| 1. **M&FRPM/S has verified TAP Completion and submitted for Commander Signature: Click or tap to enter a date.** | | |  | |  |
| **Any questions: 601-405-8112 or 601-405-8211 or Email:** [marianne.breland@us.af.mil](mailto:marianne.breland@us.af.mil) or [ebony.sanders.2@us.af.mil](mailto:ebony.sanders.2@us.af.mil) | | | | | |
| **CAREER READINESS STANDARD** | | | | | |
| **\* Requirement to attend a two-day additional track** | **TIER 1:**  **Fully Prepared** | **TIER 2:**  **Partially Prepared** | | **TIER 3:**  **Not Prepared** | |
| 1. Register on va.gov | **Required** | **Required** | | **Required** | |
| 1. Complete Post Separation Financial Plan | Not required | **Required** | | **Required** | |
| 1. Complete a Self-assessment/ Individual Transition Plan (ITP) | **Required** | **Required** | | **Required** | |
| 1. Complete a Continuum of Military Service Opportunity Counseling | ANG N/A | ANG N/A | | ANG N/A | |
| 1. Complete the GAP Analysis or provide verification of employment | Not required | **Required** | | **Required** | |
| 1. Complete a draft resume or provided verification of employment | Not required | Can be waived | | **Required** | |
| 1. Complete a comparison of higher education or technician training institution | Not required | Can be waived | | Can be waived dependent upon track selected | |
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