|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Numbering Corresponds to DD FORM 2648 CRS  Please use the following link to login in order to complete the TAP Eform  <https://www.dmdc.osd.mil/identitymanagement/authenticate.do?execution=e1s1> | | | | |
| Last Name, First Name, MI | EDIPI Number | | Last Four of SSN | Home Station Location |
|
| **Career Readiness Standards (CRS)** | **Documentation Required** | **Complete** | **Not Complete** | **Justification for not completing** |
| 12. Veteran Affairs (VA) Benefits Briefing I for Reserve/Guard  <http://jko.jfcom.mil/> Course #: TGPS-US011  Veteran Affairs (VA) Benefits Briefing II for Reserve/Guard  <http://jko.jfcom.mil/> Course #: TGPS-US012 | Certificate |  |  |  |
| 13. Department of Labor (DoL) Employment Workshop <http://jko.jfcom.mil/>  a.) Transition Overview, course #: TGPS-US001  b.) MOC Crosswalk, course #: TGPS-US002  c.) Personal Financial Planning, course #: TGPS-US003  d.) DOL Employment Workshop, course #: TGPS-US004  e.) Federal Employment, course #: TGPS-US005 | Certificate |  |  | Full-time Employment: Y or N  Full-time Student: Y or N  Comments: |
| 14. Register on eBenefits  <https://www.ebenefits.va.gov/ebenefits/homepage> | Proof of Registration |  |  |  |
| 15. Criterion-based Financial Plan (Example Attached) | Complete 12 month budget |  |  |  |
| 16. Criterion-based Individual Transition Plan (ITP) | Complete ITP |  |  |  |
| **The below requirements are DoD mandated to assist with the pursuit of civilian employment** | | | | |
| 18. DoD Standardized Gap Analysis    Please use the VMET tool in the link below to help complete the word document  <https://www.dmdc.osd.mil/tgps/pages/VMET/access_dd2586.xhtml> | Complete Word Document |  |  |  |
| 19. Requirements/Eligibility for Licensure, Certification, and Apprenticeship | Print out from school of choice |  |  |  |
| 20. Assessment Tool to Identify Personal Interests and Leanings Regarding Career Selection  <https://www.mynextmove.org/explore/ip> | Printed copy of your interest results |  |  |  |
| 21. Job Application Package or Received Job Offer Letter | Package or a Job Offer |  |  |  |
| **Career Readiness Standards (CRS)** | **Documentation Required** | **Complete** | **Not Complete** | **Justification for not completing** |
| **The below requirements are only applicable if the member chooses to pursue the higher education track** | | | | |
| 23. Assessment Tool to Identify Aptitudes, Interests, Strengths, or Skills  Please register and complete all 3 assessments  <http://dantes.kuder.com/> | Results for all 3 assessments |  |  |  |
| 24. Comparison of Higher Academic or Technical Training Institution Options | Chart with comparison |  |  |  |
| 25. College, University, or Career Technical Training Application or an Acceptance Letter | Application or Acceptance Letter |  |  |  |
| 26. One-on-One Counseling With a Higher Education or Career Technical Training Institution Advisor | Letter from Advisor |  |  |  |

**Please Note:** Post-Government (Military) Employment Restriction Counseling is required for all who leave military Service for the private sector. Also, there are additional restrictions for retired military personnel and Reservists’ foreign employment, which require contacting the legal office for counsel. You cannot decline this counseling, as it is required. **Upon your separation from the military are you planning to pursue/or currently seeking foreign employment? Y or N**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have viewed or attended the full pre-separation counseling presentation, and acknowledge all requirements to complete the remaining components of the Transition Assistance Program.

***Note: Failure to comply with TAP requirements during 180+ consecutive order, or immediately upon return to duty station, can result in denial of future RPA/MPA orders.***

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_