

Watch a video on the TAP program: <https://www.youtube.com/watch?v=e-pM3p80aZI>

Sir or Ma'am,

As a Reservist who is serving, or has previously served, on 180(+) day orders, IAW Title 10 USC Section 1142, you are required to complete the Transition Assistance Program (TAP). The training may be completed during your qualifying tour or on separate RPA orders funded by AFRC.

To enroll in TAP, schedule a pre-separation counseling session with your local Airman and Family Readiness Center (A&FRC). To locate the nearest A&FRC, visit <http://www.militaryinstallations.dod.mil/MOS/f?p=MI:ENTRY:0>

TAP is designed to help you understand your military benefits and assist with your transition to the civilian sector. TAP consists of four components:

1. Pre-separation counseling and Individualized Transition Plan (also available at Yellow Ribbon events). The TAP Checklist can be found at: <http://www.dtic.mil/whs/directives/forms/eforms/dd2648-1t.pdf>.
2. Transition GPS workshop, including Department of Labor (DOL) Employment Training (You may opt-out of the DOL portion with confirmed employment; documented accredited school acceptance; previous TAP attendance; or medical or special circumstances. Exemptions must be coordinated in advance through A&FRC.)
3. Veterans Affairs Benefits briefing
4. Capstone

Under some circumstances, portions of TAP may be completed via phone and internet using TAP Virtual Curriculum.

Coordinate your TAP orders request with your local A&FRC, AD unit, and HQ RIO detachment. Submit the TAP Workshop form ([attached](#)) to your detachment orders writer.

TAP cannot be completed in Annual Tour or Inactive Duty Training status.

For more information on the program, visit the Air Force Personnel Center's TAP webpage at <http://www.afpc.af.mil/lifeandcareer/transition.asp>.

Thank you for your service.

CHRISTOPHER E. CRONCE, Colonel, USAF
Commander, HQ Individual Reservist Readiness and Integration Organization

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