

## Vocational Track

The Vocational 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 job 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.

## 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 started a targeted resume.

## Entrepreneurship 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.

# Air Force Transition Assistance Program



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

**509-247-2246**

# Tier 1

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

## Transition Assistance Mandates

TAP components are made available by all military departments and the U.S. Coast Guard. The current mandatory components include:

1. Individualized Initial Counseling
2. Pre-separation Counseling
3. VA Benefits and Services Briefing
4. DoD Day
5. Department of Labor Employment Training Day
6. Capstone

### Individualized Initial Counseling

The first step assesses service member goals/needs and assigns a Tier level (I-III) based on individual preparedness for transition. Explains what members must complete and resources available. Must be accomplished NLT 365 days from separation.

### Preseparation Counseling, DD Form 2648

Ensures separating service 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. Preseparation counseling should be accomplished early in the transition process but NLT 365 days from separation.

### Transition Workshop

- ✓ DoD Day (Managing Your Transition, Military Occupational Crosswalk, Financial Planning)
- ✓ Department of Labor Employment Day (Exemptions apply)
- ✓ VA Benefits and Services

### VA Benefits and Services

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

### Capstone

- ✓ Verification of Career Readiness Standards

ITP

eBenefits registration

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 (optional)

- ✓ Education
- ✓ Vocational
- ✓ Employment
- ✓ Entrepreneurship

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

### 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 a Student Veterans Organization on campus. Service members will be able to meet with education counselors for individualized preparation as desired.