



PREPARE TO
SUCCEED

Transition Assistance Program (TAP)

COMMANDERS' ROLES AND RESPONSIBILITIES:

- >> Encourage transition preparation – ask your Service members, **“What is your transition strategy?”**
- >> Educate your Service members about Career Readiness Standards (CRS) and the importance of responsible transition planning
- >> Ensure your Service members are provided time and access to resources needed to meet CRS
- >> Work with your local TAP office to balance mission needs with Service member transition requirements
- >> Remind your Service members that Capstone is a mandatory activity to ensure they are “career ready” when leaving the military (*NLT 90 days prior to separation*)
- >> Verify your Service members have met CRS during Capstone using the Individual Transition Plan (ITP) Checklist (*DD Form 2958*)
- >> Initiate a “warm handover” between your Service members and relevant partnering agency if your Service members have not met CRS or needs extra assistance

Transition is a Commander's Responsibility

Career Readiness Standards (CRS)

TO MEET CRS, SERVICE MEMBERS MUST:

- >> Complete pre-separation counseling (*DD Form 2648*)
- >> Prepare a DoD standardized 12-month budget
- >> Complete a standardized DoD Individual Transition Plan (ITP)
- >> Register on eBenefits (*www.ebenefits.va.gov*)
- >> Complete Continuum of Military Service counseling
- >> Evaluate transferability of military skills to the civilian workforce (*complete Military Occupational Code Crosswalk and DoD standardized gap analysis*)
- >> Document requirements and eligibility for licensure, certification, and apprenticeship (*as applicable*)
- >> Complete an assessment tool to identify personal interests and leanings regarding career selection
- >> Complete a job application package or present a job offer letter
- >> Receive a Department of Labor (DOL) Gold Card and demonstrate understanding of post 9/11 Veteran priority American Job Centers
- >> Attend VA Benefits I and II Briefings
- >> Attend the DOL Employment Workshop
- >> Complete Transition GPS Training Tracks (*as applicable*)
 - *Accessing Higher Education*
 - *Career Technical Training*
 - *Entrepreneurship*

