

## Transitioning Requirements

By law, all transitioning military personnel are **required** to complete Initial Counseling and a Pre-Separation Briefing no less than **365** days prior to leaving active duty. Additionally, all transitioning military personnel **must** attend the Transition Assistance Program (TAP) Workshop (DoD Training Day, VA Benefits & Services Class, DoL Employment Day, and an additional 2-day track) and one-on-one Capstone Appointment.

However, members retiring with 20+ years of service, those with *confirmed full-time* employment, or *official* secondary school/training acceptance letter, may be waived from attending the Department of Labor's (DoL) Employment Day and the additional tracks (employment, education, entrepreneurship or vocational). Although the member may waive attendance in a portion of the program, applicable Career Readiness Standards (CRSs) will still need to be verified at the Capstone Appointment. **(Note: Individuals identified as Tier 3 are ineligible to waive any portions of the program.)**

### Mandatory Requirements:

- Complete Self-Assessment Worksheet to determine Tier level (Tier 1, Tier 2, or Tier 3)
- Attend Initial Counseling
- Attend Pre-Separation Briefing
- Attend DoD Training Day
- Attend VA Benefits & Services Class
- Attend DoL Employment Day and 2-day track (*unless waived*)
- Attend one-on-one Capstone Appointment to verify CRS deliverables

### Career Readiness Standards (CRS) Deliverables:

Dependent on Tier level members will complete some or all of the following:

- Individual Transition Plan (ITP) (All Tiers)
- Proof of DS Logon and Login.gov account with registration on VA.gov (All Tiers)
- Completed Reserve or Guard Opportunity counseling for separating (not retiring) members
- Post-separation financial plan (Tier 2 and 3)
- GAP Analysis or verification of employment (Tier 2 and 3)
- CRS for chosen Track (All Tiers)

### Verification:

- Service member and Transition Counselor electronically sign and date DD Form 2648 once CRS deliverables are met
- Form is electronically sent to Commander and/or appropriate level designee with a token to open form, review, and sign as soon as possible (*whomever initially opens the form would have to sign – token is good for one signature*)
- Signed/dated DD Form 2648 is automatically returned to M&FRC Transition Counselor after signature

Transitioning airmen will **NOT** be signed off for final out-processing in Virtual MPF (vMPF) until all transitioning requirements are fulfilled.

Please call the Military & Family Readiness Center at 333-3444 or email [10FSS.FSH.TAP@us.af.mil](mailto:10FSS.FSH.TAP@us.af.mil) for assistance or to schedule an appointment.