

TRANSITION ASSISTANCE PROGRAM (TAP) INFORMATION

TAP class is held from 0800-1600 Monday through Friday as scheduled. Be sure to arrange your travel and lodging appropriately for a **Friday LATE AFTERNOON departure.** The class is located at the Lifelong Learning Center, Building 617, Room 216 NAVSTA, Great Lakes, IL. Rescheduling or cancellation must be coordinated through your Command Career Counselor (CCC). If you will not be able to attend the training for any reason **ALSO contact the FFSC IMMEDIATELY** at (847)688-3603 ext 100 or 147; someone else may be able to attend the class. It is very important that you be in class for the entire time to get the full benefit of the information, so please do not schedule any other appointments during this time. Spouses are encouraged to attend the full program with you. Child care services are not provided at the FFSC. **Civilian attire is the uniform of the day, especially on Day 5 when professional/business attire is required for a mock interview** (shirt, tie, suit, dress, etc.)

We recommend that you bring the following to class with you:

- Copies of your performance evaluations (ten years' worth), training, awards, certificates, letters of achievement, etc
- Documentation of any formal education
- A copy of your resume and a CD/disc
- A laptop computer (optional), writing utensil & paper
- Copy/original of your medical/dental records for review by a VSO rep

The full program consists of the following:

- Pre-separation and out-processing procedures
- Skills assessment, job search strategies & techniques
- Resume, cover letter and job application preparation
- Mock interviews/guest employee(s)
- Negotiating/accepting the job offer
- State and VA Benefits/entitlements and programs

During your pre-separation counseling session with your CCC, you should have received a copy of the Pre-separation Guide, or you may view it at www.TurboTAP.org. Prior to the start of the class, please visit www.dmdc.osd.mil/vmet, use your CAC card or DFAS pin number to acquire a copy of your DD Form 2586, Verification of Military Experience & Training. This will aid you in writing your resume.

If you need berthing while you are attending the TAP class you will have to make your own arrangements. If on Navy funded orders or travel by POV or DTS, please call 1-800-576-9327, for other branches of service please call 1-847-688-2241. There is a charge for berthing.

If you have additional questions, please contact Mr. Donn Merritt at the FFSC, DSN 792-3603 or 1-847-688-3603, ext 138 or Gerard Metoyer at ext 127.

(signed)
Donn Merritt
Life Skills Educator

Driving Directions

- **From the south**, follow either I-94 (West) or I-294 (Tri-State tollway) toward Wisconsin. I-294, which is a toll road, is generally the less traveled of these two roads and would be the wiser choice during rush hour. I-94 and I-294 eventually converge about eight miles north of Chicago's O'Hare airport.

I-94 (West) passes near downtown Chicago and continues in a northerly direction following the shoreline of Lake Michigan. As it passes through Chicago, I-94 includes portions of several named expressways (Bishop Ford, Dan Ryan, Kennedy, and Edens. At the north end of the Edens Expressway, one can either continue straight ahead onto U. S. 41 or exit onto a ramp and follow I-94 in a northwesterly direction. Either choice will work, but from that location, the shortest route to the Training Center is by continuing straight ahead, following the signs that say "U. S. 41 north to Waukegan" If you choose to stay on I-94, you'll find that you will soon merge together with I-294 near Deerfield Road.

- **From the North**, take I-94 East (South) towards the Illinois border. To avoid the toll road, take the exit for U. S. 41 South.

Both I-94 and U. S. 41 eventually intersect with Buckley Road (Route 137); turn east onto Buckley Road. Follow Buckley road all the way East until you run into Sheridan Rd., you will run into Sheridan after passing under the rail road tracks at the top of the hill. Turn right on Sheridan road. The first gate on the right is the main entrance. If you need a pass for your car, follow the signs on the right to the visitor center parking lot and check in there to get a pass for your car. It may take up to 15 minutes or more when it is busy to get a pass so come early.

Google Maps link to the Visitor Center location:

Farragut Ave, North Chicago, IL 60088 Link: <http://g.co/maps/dr35v>

TAP Class Location

— Follow this path from the Visitor center, Building 6130, to the Life Long Learning Center, Building 617, where the TAP class is located in room 216. You may park in the lot next to or across from building 617 as marked.

— After going past the guard shack, turn left on to Rogers street, at the post office turn right on to Bronson Avenue. Stay on Bronson until you reach the Port-O-Call conference center. At that point you can only go right or left, turn left on to Macdonough Street.

