



PREPARE TO  
**SUCCEED**

## Transition Assistance Program (TAP)

TAP provides information and training to ensure you are prepared to meet your civilian career goals when you depart from military service – whether seeking a job in the public or private sector, starting your own business, or pursuing a degree or professional certification.

### **SERVICE MEMBER ROLES AND RESPONSIBILITIES:**

- >> Consider your post-military goals and aspirations and the income needed to support your lifestyle
- >> Use the Virtual Curriculum on Joint Knowledge Online (JKO) <https://jkodirect.jten.mil>, to self-educate, make informed decisions, and begin integrating your military career planning with your civilian career goals
- >> Complete all Career Readiness Standards (CRS) requirements prior to Capstone and separation
- >> Proactively prepare for transition and learn about the services available on your installation to help both you and your family prepare for civilian life

*Contact your local Transition Assistance Office or visit [www.DoDTAP.mil](http://www.DoDTAP.mil)*

More than anyone else, you have the power to shape your career. Make a plan, take advantage of all TAP has to offer, and be ready to work hard to achieve your goals. Visit your local Transition Assistance Office at key points in time throughout your military career to begin planning for your next phase in life.

## KEY MILITARY TOUCH POINTS

- >> First permanent duty station (*Active Component*); first home station or initial drilling weekends (*Reserve Component*)
- >> Re-enlistment
- >> Promotion
- >> Change of duty station
- >> Deployment and redeployment / mobilization and demobilization / deactivation
- >> Major life events (*e.g., change in Military Occupational Specialty [MOS] / rating / Air Force Specialty Code [AFSC]*)
- >> Separation, retirement, or release from Active Duty

