



TRANSITION ASSISTANCE PROGRAM

2026 Wright-Patterson AFB Schedule



wpafbtapworkflow@us.af.mil • 937-257-3592

(All workshops held at M&FRC, Bldg 2. RM 244 unless otherwise noted)



PHASE 1 Initial Counseling (Contact the M&FRC to schedule individual appt)	PHASE 2 Pre- Separation Counseling	PHASE 3 TAP Workshop (DoD/VA/EFCT)	PHASE 4 Capstone	TWO-DAY TRACKS			
				Employment	Entrepreneurship Boots to Business	Vocational C2E	Education Bldg. 50 Area B WPAFB Education Center 937-255-9955
			By Appointment	0800-1630	0900-1600	0800-1600	0800-1600
January	7 21 RM *257	12-14 26-28	By Appointment	15-16 29-30	21-22		
February	4 18	9-11 23-25	By Appointment	12-13 26-27			12-13
March	4 18	9-11 23-25	By Appointment	12-13 26-27			
April	01 15	6-8 20-22	By Appointment	9-10 23-24	29-30		
May	6 RM *257 20	4-6 11-13	By Appointment	7-8 14-15		27-28	21-22
June	3 17	8-10 22-24	By Appointment	11-12 25-26			
July	1 22 RM * 257	13-15 27-29	By Appointment	16-17 30-31	8-9		
August	5 19	10-12 24-26	By Appointment	13-14 27-28			27-28
September	2 23	14-16 28-30	By Appointment	17-18 1-2 Oct			
October	7 RM * 257 21 RM *257	5-7 26-28	By Appointment	8-9 29-30	14-15	21-22	
November	4 RM *257 18 RM *257	2-4 16-18	By Appointment	5-6 19-20			19-20
December	2 16	7-9	By Appointment	10-11			

TAP TIMELINE-

Service members are required to complete Phases 1 and 2 of the Transition Assistance Program (TAP) no later than **365 days** from their official date of separation (DOS).

The recommended timeframe to initiate TAP is:

- **24 months** prior to Retirement
- **18 months** prior to Separation

PHASE 1 – INITIAL COUNSELING

Individual appointments, in person to evaluate service member self-assessment, vMET, Individual Transition Plan (ITP), and TAP Counselor Tool to determine Tier requirements. **By appointment** (wpafbtapworkflow@us.af.mil)

PHASE 2 - PRE-SEPARATION COUNSELING

This brief covers by-law information to include benefits, entitlements, and resources for eligible transitioning service members. Caregivers and spouses are encouraged to attend with their Service member.

NOTE: Must be completed NLT 365 days prior to your official DOS and before attending TAP workshops.

PHASE 3 - TAP WORKSHOP

The 3-day TAP workshop consists of comprehensive core curriculum and additional Two-Day Tracks designed to help prepare Service Members for successful transition to civilian life based on their career path.

TAP Workshop

DAY 1: DoD Day – Managing Your (MY) Transition, Military Occupational Code (MOC) Crosswalk and Financial Planning for Transition

DAY 2: VA Benefits and Services

DAY 3: Department of Labor (DOL) Employment Fundamentals of Career Transition (EFCT)

TWO-DAY TRACKS

- Employment: DOL Employment Workshop
- Entrepreneurship: SBA Boots to Business
- Vocation: DOL Career & Credential Exploration (C2E)
- Education: Managing Your (MY) Education

PHASE 4 - CAPSTONE

Capstone is the culminating event for TAP where service members show evidence that they have completed all Career Readiness Standards (CRS). The eForm (DD Form 2648) will also be finalized by the TAP counselor during this phase. Once the DD Form 2648 has been signed by leadership, the completed form will be required to out-process the installation. **By appointment** (wpafbtapworkflow@us.af.mil)

NOTE: Capstone must be completed NLT 90 days PRIOR to your official DOS but no earlier than 365 days prior to DOS. All TAP requirements must be met PRIOR to applying for SkillBridge.

TRANSITION ASSISTANCE PROGRAM

Military & Family Readiness Center

2000 Allbrook Dr. Area A., Bldg 2.

Wright-Patterson AFB, Ohio 45433

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