

TAP FACTS

Q: Do I have to complete TAP?

A: Yes, TAP is a congressionally mandated program. All ranks and branches are required to complete prior to one's separation/retirement.

Q: When should I start the TAP process?

A: If you are Retiring, it is recommended to begin around 18-24 months out. If Separating, it is recommended to begin around 12-18 months out.

Q: Do I need to wait for my orders to start TAP?

A: No, we recommend beginning TAP even if you are on the fence about retiring or separating. The information provided can help you make your decision. Starting the TAP process does not lock you into transitioning.

Q: How long is TAP is good for?

A: 3 years from date of Initial Counseling. However, we recommend talking with your TAP counselor as some information may have changed or your situation can be different from when you completed your Initial Counseling.

Q: When should you schedule your Capstone and have your DD2648 completed?

A: The Capstone should not be completed NET 365 prior to your DOS/DOR because the DD2648 will expire after 365 days.

Q: What if my Capstone is expired and was completed more than 365 days ago?

A: You will need to reschedule an appointment to recomplete your Capstone. Your TAP counselor will create and update a new DD2648.

Q: What is an eForm and what will I need it for?

A: Your eForm is your DD2648. You will need this form if you intend to do Skill Bridge and you will need this form to out-process with MPF.

Q: What happens if my DD2648 is not complete?

A: If you do not complete your Capstone/DD2648, you will be unable to out-process.

Q: Can my spouse attend TAP with me?

A: Absolutely, they are transitioning with you. There are many resources available specifically for spouses as well. Please just let us know if they plan to attend the workshop as we will need to get them registered for seating purposes.

Q: How many times can a Service Member attend TAP?

A: You must complete TAP at least once. Then, you may repeat it as many times until you are prepared and ready to transition. Please note that if you are repeating the course, those who have not yet attended will have priority for registration.

Q: Does completing TAP, mean that I have to separate or retire?

A: No. You can change your mind. Remember, TAP is good for four years.

Q: How do I schedule a TAP workshop?

A: You will be enrolled in the required TAP workshops during your 1:1 initial counseling appointment. This appointment is the REQUIRED first step in the TAP process.

Q: Can a Service Member attend TAP at any military installation?

A: Yes, a Service Member can attend TAP at any military installation where TAP is provided. You do not have to attend your specific Military Service TAP.

Q: Do Guard or Reserves have to do TAP?

A: The mandatory components of TAP are applicable for all Service Members, including National Guard and Reservists transitioning or being released from active duty, after serving 180 continuous days or more in accordance with Title 10, United States Code, Chapter 58.

Q: Who can sign my eForm (DD 2648)?

A: It is your Commander or Commander Designee. (E7 or above)

Q: What do I wear to TAP?

A: Business Casual, no uniforms.

Q: Are there any TAP exemptions?

A: Yes, but only for Day 3 of the TAP workshop-DOL Employment Fundamentals. The most common are if you are retiring with 20+ years of service, confirmed employment, or confirmed acceptance in accredited technical, undergraduate, or graduate program.

Q: Can you attend medical appointments while going to TAP if you are MEB?

A: Please do not schedule appointments during your TAP workshop, as you will have to reschedule your 3-day workshop for a different date.

