



PLAIN TALK FOR SAILORS

To ensure each Sailor is optimally prepared for transition, it is imperative that every leader in the chain of command take an active role in the transition process.

Transition Assistance Program (TAP)

Navy leadership is committed to meaningful and effective transition assistance for all Sailors separating from the Navy, regardless of how long they have served. This updated edition of *Plain Talk for Sailors* highlights benefits available from TAP and also provides a Transition Countdown.

Program Update

Changes to TAP in 2019 offer Sailors increased opportunities to individualize their transition process to civilian life.

Transition Assistance Program

TAP applies to all Active and Reserve Sailors separating from the Navy after serving 180 or more days of active duty, with limited exemptions.

TAP has five key components that significantly improve transition support:

1. Mandatory initial counseling / self-assessment to be completed 365 days or more prior to release from active duty.
 - Assignment to at least one of three pathways: Tier I, Tier II or Tier III
 - Note: The Tier assignment mandates the required Career Readiness Standards (CRS) a service member will be required to complete
2. Mandatory Pre-Separation counseling at least 365 days or more prior to release from active duty.
3. Mandatory TAP Core Curriculum:
 - Attendance at DoD Transition Day, which includes Pre-sep Counseling, My Transition, Military Occupation Code Crosswalk, and Financial Planning
 - Veterans Administration benefits and service brief
 - Department of Labor (DoL) one-day Employment Workshop
4. Selection of Two-Day Track. Sailors assigned to Tier I and II may be waived from participating. Tier III assigned personnel must select at least one of the following tracks:
 - Department of Labor Employment Workshop (DOLEW)
 - My Education
 - Vocational Training Track (formerly Career Exploration and Planning Track)
 - Boots to Business
5. Mandatory CAPSTONE event.
 - Presented by the Fleet and Family Support Center (FFSC) or via one-on-one session at your command
 - Must be completed no later than 90 days prior to separation to verify you have met CRS and received the transition services requested

Mandatory Career Readiness Standards – applicable to all civilian career paths

- Self-Assessment / Individual Transition Plan
- Post-transition Financial Plan
- eBenefits registration
- Continuum of Military Service brief (AC only)
- Gap analysis or verification of employment
- Completed resume or provide verification of employment (based on track selected)
- Comparison of Technical Institutions (based on track selected)
- Comparison of Colleges / Universities (based on track selected)

See Transition Countdown on next page.

TIMELINE – Your Transition Countdown

24-12 months prior to End of Active Obligated Service (EAOS), Resignation, or Retirement

- Complete Self-Assessment and attend Initial Counseling (greater than 365 days out) and be assigned a Tier level with assistance from your Command Career Counselor
- Attend pre-separation counseling (greater than 365 days out) and complete DD Form 2648 with assistance from your Transition Counselor
- Attend TAP class with a copy of the following documents:
 - Copy of your Verification of Military Experience and Training (VMET) from milConnect at <https://milconnect.dmdc.osd.mil/milconnect/>
 - Most recent LES from <https://mypay.dfas.mil/mypay.aspx>
 - Copy of your credit report from <https://www.annualcreditreport.com/cra/index.jsp>
 - Copy of your medical record
- Prepare your Individual Transition Plan (ITP)
- Discover how your interests relate to the world of work using the O*NET “Interest Profiler” at www.mynextmove.org/explore/ip or via Kuder Journey at <http://kuderjourney.com>
- Translate your military skills, training, and experience into civilian occupations, credentials, and employment using the O*NET OnLine “Crosswalk Search” at www.online.onetcenter.org/crosswalk
- Find civilian credentials related to your enlisted rating, officer designator, or collateral duty/out of rate assignment using Navy COOL at <https://www.cool.navy.mil>
- Register for VA eBenefits at <https://www.ebenefits.va.gov/ebenefits-portal>
- Review the benefits of Reserve Affiliation at www.navyreserve.com and www.npc.navy.mil/career/transition
- Develop your résumé(s)
- Prepare and submit an Education/Technical training application, if applicable

12-6 months prior to EAOS

- Apply for a Selected Reserve quota via C-WAY (if applicable, see your CCC)
- Review your personnel and medical records for accuracy and maintain a personal copy
- Research and compare Veterans’ Group Life Insurance (VGLI) to other insurances at <http://insurance.va.gov/sglisite/vgli/vgli.htm>
- Submit résumé to prospective employers. Submit job application for 2 (or more) civilian jobs

180-30 days prior to EAOS

- Schedule and complete your separation/retirement physical
- Participate in a CAPSTONE event at FFSC at least 90 days prior to separation
- Connect with the Student Veteran Organization at your chosen institution, if applicable
- Connect with your local VA representative
- Review your DD214 worksheet for accuracy and completeness
- Start assembling a wardrobe suitable for your next job