

TAP Frequently Asked Questions

What is the Initial Counseling/Self-Assessment?

The Initial Counseling/Self-Assessment is a one-on-one consultation between the transitioning Service member and the command transition coordinator (usually the command career counselor) to provide him or her a hands-on input of their desires and to assign them to a Tier in transitioning from the military to civilian life, to decrease potential hardship and risk.

When should the Initial Counseling/Self-Assessment be conducted?

Retirees should attend an Initial Counseling/Self-Assessment 18-24 months prior to retirement. For regular separations they can attend 13-15 months prior to separation, but must be accomplished NLT 365 days of official separating from the military.

Does the Initial Self-Assessment get annotated in the DMDC eForm?

Yes, the DD Form 2648 will have a new section for Initial Counseling/Self-assessment that must be checked and signed off by member and the counselor.

Most Medical or Admin Separations that happen less than 365 days, when does there Initial Counseling/Self-Assessment start?

Immediately when notified of pending separation.

What happens if Initial Counseling/Self-Assessment is conducted less than 365 days?

If an Initial Counseling/Self-Assessment is conducted less than 365 days out, the CCC or TAP Manager is to annotate the date of assessment in DMDC (administrative discharge, etc.).

What is the Assessment Tool?

The Assessment Tool is a standardized performance method to measure and evaluate Service members career objectives and long-term planning.

What are the Service members Tiers?

The Service member Tiers are based on the individual's preparedness to successfully transition as determined by the initial counseling and self-assessment. Commanders are responsible for ensuring that Sailors complete the appropriate Career Readiness Standards (CRS) based on assigned Tier.

Can a Service member's Pathway and Tier change?

Yes, a Service member Track and Tier can change based on a second assessment.

What happens if a Service member does not want to attend a Pathway Track or follow the identified Tier?

CCC or TAP Manager is to reference the law and annotate the Service member's selection in DMDC.

Who is responsible to conduct the Initial Counseling/Self-Assessment?

CCCs are responsible to conduct the Initial Self-Assessment. In the case that there is no CCC, the TAP Managers at FFSC will conduct the Initial Self-Assessment. Both the CCCs and TAP Managers will be trained on the Initial Self-Assessment and Tool.

Will the Self-Assessment and Counseling Tool be link to DMDC?

Currently the Self-Assessment or the Counseling Tool does not link to DMDC but is expected to be placed in DMDC at a future date.

What are the Tracks?

The Tracks are DoD Education, DOL Employment, DOL Vocational and SBA Entrepreneurship.

Can a service member be exempted from the Tracks?

Service members evaluated as Tier I or Tier II may be waived from track attendance, however those assigned as Tier III must attend at least one of the four tracks.

Who must attend a 2Day Track?

Every Service member can elect and are encouraged to attend all 2-Days Tracks, but Service members evaluated in Tier III are mandated to attend at least one of the 2-Day Tracks.

Can Service members attend more than one Track?

Yes.

Can spouses attend the workshop?

Yes. Spouses are highly encourage to attend the workshops with their Transitioning Service members. Spouses must be register for sitting purposes.

Is the Initial Self-Assessment conducted before the Pre-Separation Counseling?

Yes

Does the Pre-Separation portion of the workshop have to signed off separately from the remaining portion of the workshop?

Yes, there is a Pre-separation Counseling section of DD Form 2648 that must be signed off by the member and the counselor.

Who is responsible to conduct Pre-Separation Counseling?

TAP Managers will conduct the Pre-Separation Counseling on Day-1 of the Transition Workshop. For service members that are approved to complete TAP via JKO then the CCC is responsible for completing the pre-separation Counseling. Both TAP Managers and CCCs are trained to complete Pre-Separation Counseling.

What is the best practice to prevent Service members showing up for a Workshop without have an Initial Self-Assessment?

To eliminate Service member showing up for a workshop without having an Initial Counseling /Self-Assessment, CCCs and FFSCs should market and post requirements for Service member requirements for the new TAP.

Does everyone have to attend a Capstone?

Yes. Capstone is still required by all, the Tier assignment will depict what Career Readiness Standards (CRS) that a service member is required to complete.