



# Transition Assistance Program (TAP) Commander's Fact Sheet

TAP is congressionally mandated under 10 U.S.C. 1142, 1143, and 1144. It provides transition assistance, information, training, counseling, and services to enhance preparedness in transitioning to civilian life. TAP applies to all Service Members (SM) who have completed their first 180 days or more of continuous active duty.

## Role of Commander/Civilian Director/Designee

- View the Military Leaders Guide to Transition Training at <https://tapevents.mil/courses/445>
- CC designee should be a senior member of the organization (CD, DO, SEL)
- Ensure all transitioning SMs complete TAP mandates IAW DoDI1332.35\_AFI36-3037
- Encourage members to initiate TAP 18-24 months before separation/retirement; must be initiated NLT 365 days prior to separation, retirement or release from active duty
- Engage transitioning members throughout the process; review, verify and electronically approve your transitioning members eForms during Capstone

Capstone is the final step in the process and should be completed NET 12 months prior to separation/retirement and NLT 90 days. Commander/designee will be emailed a token to verify the following:

- SM has met all applicable Career Readiness Standards (CRS)
- SM has a viable Individual Transition Plan (ITP)
- SM received a warm handover, to the appropriate interagency partner or local resource (as applicable)

Commander/designee electronic signature verifies transition requirements, completes Capstone & finalizes eForm

