

2018 TAP WORKSHOP ATTENDEE INSTRUCTIONS

-In accordance with DODI1332.35, Active Duty, AGR, AR, FTS, and RPA Separating and Retiring Service Members who are to attend the TAP Workshop, must be released or exempt from normal duty the full 24 hours of each workshop day and the 12 hours immediately preceding and following the TAP Workshop.

-All Attendees must have completed their Pre-Separation Briefing (DD Form 2648) prior to signing up for the TAP Workshop.

-Attendees will need to have in their possession the following five items for the FIRST Day of the TAP Workshop:

*****All documents can be accessed at www.mhafbfun.com. From the home page click the "Family" tab, then click "Airman & Family Readiness, and then under the "Transition" section you can download the following materials:

1. Access the Individual Transition Plan (ITP) at the above site, and print. (This document will be e-mailed to you)

2. Access the Career Inventory Index at the above site, under "Career Inventory Index". After taking the assessment, print your score sheet summary and bring to class. Or you can access directly at:

<http://www.mynextmove.org/explore/ip>

3. Obtain and print your VMET at the AF PORTAL, Featured Links, Education/Training/Force Development, VMET-verification of Military Experience & Training. <https://www.dmdc.osd.mil/tgps/>

4. A current copy of your LES

5. A calculator (can be on your phone)

6. Your current Credit Report (Free credit report at: www.annualcreditreport.com)

7. Register online at <https://www.ebenefits.va.gov> (before class start date)

We do use laptop computers in class. If you are more comfortable using your own, you may bring it and use it in class.

-Must wear civilian clothes all 5 days of class. Dress is **Business Casual** (No shorts, no jeans, no T-shirts and no hats)

--Remember all military on duty dress and appearance standards apply. No hats can be worn inside the building

-TAP Workshop will be held at the Airman and Family Readiness Center, bldg 180.

-Please arrive by 0800 Monday morning. Class times will vary and you will receive an Agenda on Monday morning for the rest of the week. You will be dismissed no later than 1700 each day.