



Transition Assistance Program

2026 Schedule

(CAO 20 Nov 2025)

Mandatory Tasks



Visit the Military & Family Readiness Center in Bldg. 656 (Torii Bldg.), Tockify:

<https://tockify.com/misawamfrccalendar/agenda> or call 226-4735 to sign-up for a class, brief or workshop.

The Congressionally Mandated Transition Assistance Program (TAP) components are made available by all military departments. The current mandatory components (**which must be completed in sequence**) include:

1. IIC

2. Pre-sep

3 & 4. TAP

5. 2-day Track

6. Capstone

1

Initial Individualized Counseling

MANDATORY

By Appointment

Required for all military personnel retiring/ separating. Must be completed prior to attending Pre-Separation Briefing and **NLT 365 days** prior to date of separation/ retirement. This first step assesses service member goals/needs and assigns a Tier level (I-III) based on individual preparedness for transition. The Initial Individualized Counseling (IIC) appointments must be schedule by emailing request to 35FSS.FSH.MisawaTransition@us.af.mil. Or scheduling via Tockify: <https://tockify.com/misawamfrccalendar/agenda>

2

Pre-separation Briefing

MANDATORY

(Tuesday **0830-1130*** or 1300-1600)

Required for all military personnel retiring/ separating. Must be completed after Initial Individualized counseling, prior to attending TAP class and **NLT 365 days** prior to date of separation/retirement. Ensures separating/retiring military members are informed of entitlements/ benefits member may be eligible for to assist them and family members/significant others with the transition to civilian life. Spouses/significant others are welcome and encouraged to attend on a space-available basis.

Jan 6, 20*	Feb 10*	Mar 3, 24*	Apr 7, 14*	May 5, 19*	Jun 16, 23*
Jul 7, 28*	Aug 4, 11*	Sep 8, 29*	Oct 27*	Nov 3, 24*	Dec 1, 15*

3 & 4

Three-Day Transition Workshop

MANDATORY

(0830-1630, Mon-Wed)

Required for all military personnel retiring/ separating. Members can participate as early as 36 months (after completing Steps 1 & 2 pre-requisites) and no later than 90 days prior to retirement/separation. The workshop consists of one day of training by DoD (Military Occupational Code Crosswalk, Finances and Managing Your Transition), one day of VA Benefits and Services briefings, and a one-day Department of Labor Employment workshop. Spouses/significant others are welcome and encouraged to attend on a space-available basis.

Jan 26-28	Feb 23-25	Mar 16-18	Apr 20-22	May 11-13	Jun 8-10
Jul 13-15	Aug 17-19	Sep 14-16	Oct 19-21	Nov 16-18	Dec 7-9

5

2-Day Track Attendance

- Entrepreneurship
- Career & Credential Exploration (C2E)
- Employment
- Education

Only members assigned to Tier III are required to attend at least one 2-Day Track (listed on reverse). Members in Tiers I and II may attend tracks if desired.

6

Capstone

MANDATORY

By Appointment

Required for all military personnel retiring/ separating. Capstone will validate/verify preparedness to be successful upon separation from military service through presentation of documentation of required Readiness Standards (based on tier assignment). By Appointment only, to schedule email request to: 35FSS.FSH.MisawaTransition@us.af.mil.



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Optional 2-Day Tracks
 (May be mandatory, based on assigned Tier)



Employment 2-Day Track

Attendance is Optional
 (0830-1630)

Presented by the Department of Labor for individuals planning on seeking employment immediately after separating from the military. This track assists members with resume writing, interview skills, networking, labor market information and federal employment. Upon completion of this track members will have a targeted resume.

Jan 29-30	Feb 26-27	Mar 19-20	Apr 23-24	May 14-15	Jun 11-12
Jul 16-17	Aug 20-21	Sep 17-18	Oct 22-23	Nov 19-20	Dec 10-11

Entrepreneurship 2-Day Track

Attendance is Optional
 (0830-1630)

Members pursuing self-employment will learn about the challenges faced by entrepreneurs, the benefits and realities of entrepreneurship, and the steps toward business ownership. Upon completion of this class, members will have developed the initial components of their business plan. This workshop is facilitated by the Small Business Association (SBA).

Jan 12-13	Apr 16-17	Jul 20-21	Oct 5-6
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Career & Credential Exploration (C2E) 2-Day Track

Attendance is Optional
 (0830-1630)

The Vocational workshop offers a unique opportunity to identify skills, increase awareness of training and credentialing programs, and develop an action plan to achieve career goals. Service members will complete personalized career development assessments of occupational interest, aptitudes and work value that will provide them with a variety of tailored job recommendations. Facilitated by the Department of Labor.

Jan 15-16	Mar 12-13	May 28-29	Jul 30-31	Sep 10-11	Nov 12-13
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Education 2-Day Track

Attendance is Optional
 (0830-1630)

Two-day workshop facilitated the Base Education Office. Service members pursuing college education receive guidance to prepare for the college application process. Topics include identifying educational goals, education funding, and researching and comparing educational institutions. Upon completion, members will be ready to apply to the university or college of their choice. Please contact the Transition Program Manager to register.

Feb 12-13	Jun 25-26	Aug 13-14	Oct 29-30
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Veterans Affairs Individual Appointments

Attendance is Optional
 By Appointment

A representative from the Veterans Affairs Office is available monthly for individual appointments. Provides members with the opportunity for one-on-one counseling for all their VA related questions. Please see below the current schedule of appointments. To sign up, email VA Rep Mr. David Deadwiley at: David.Deadwiley.CTR@vatap.calibresys.com

Jan 28	Feb 25	Mar 18	Apr 22	May 13	Jun 10	Jul 15	Aug 19	Sep 16	Oct 21	Nov 18	Dec 9
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