

# Transition Assistance Program



## The Transition Process: *Four Steps to Success*

### STEP 1

If you are within 12 to 24 months of separating or retiring from the Navy, contact your Command Career Counselor (CCC) or local Fleet and Family Support Center (FFSC). You will receive information about the Transition Assistance Program and available supportive services.

### STEP 2

A CCC or FFSC staff member will conduct your Initial Self-Assessment Counseling (IC), which is a tool that is used to help reflect your personal circumstances, needs and transition goals to meet your Career Readiness Standards (CRS). After completing the IC, you will need to register for the TAP Workshop and select your career track.

### STEP 3

The TAP Workshop will assist you with your CRS. It also includes a veterans' benefits brief; employment information; guidance on financial planning; and the mandated Pre-Separation Counseling Briefing, which must be completed no less than 365 days prior to separation.

### STEP 4

To achieve a balanced and smooth transition, attend the Capstone briefing no less than 90 days prior to your official retirement or separation from military service.

**Start early. Preparing for life after the military is a process.** The Transition Assistance Program will help you take the right steps for a successful transition to civilian life.



[www.ffsp.navy.mil](http://www.ffsp.navy.mil)

