



TAP CLASS PRE-WORK CHECKLIST

- Initial Counseling is required before TAP - Contact your Command Career Counselor
- A two hour Pre-Separation Counseling Workshop is required before attending TAP.

(Don't have a career counselor? Contact the FFSC to complete initial counseling)

FFSC TAP Counselor - Jenny Rodriguez: jenny.L.rodriquez10.naf@us.navy.mil or 760-939-1018

CLASS INFORMATION

- Location:** Fleet and Family Support Center - Bldg. 02308 Blandy Ave. in Room G.
- Class will begin promptly at 0745 and end at 16:30
- Students MUST attend and sign-in for ALL required sessions to receive class credit
- Business casual - civilian attire is approved/recommended for the full week of TAP class.
- We have a lunch room with a fridge for student use.

WHAT TO BRING

- Verification of Military Education and Training (VMET).
 - Sign into milConnect.
 - In the gray menu bar across the top drop down "Correspondence/Documentation" menu
 - Select DoDTAP (eForm and VMET)
 - Select the VMET tab and follow the onscreen instructions.
- Joint Service Transcript (JST) <https://jst.doded.mil/jst/>
- Leave and Earning Statement <https://mypay.dfas.mil/mypay.aspx> (for personal use in class)
- Credit Report www.annualcreditreport.com (for personal use in class)
- Copy of last 5 Fitness /Evaluations Reports (for personal use in class)
- Register on E-Benefits – create a LOGON and PASSWORD using your CAC to verify your identity. <https://www.va.gov/resources/creating-an-account-for-vagov/>