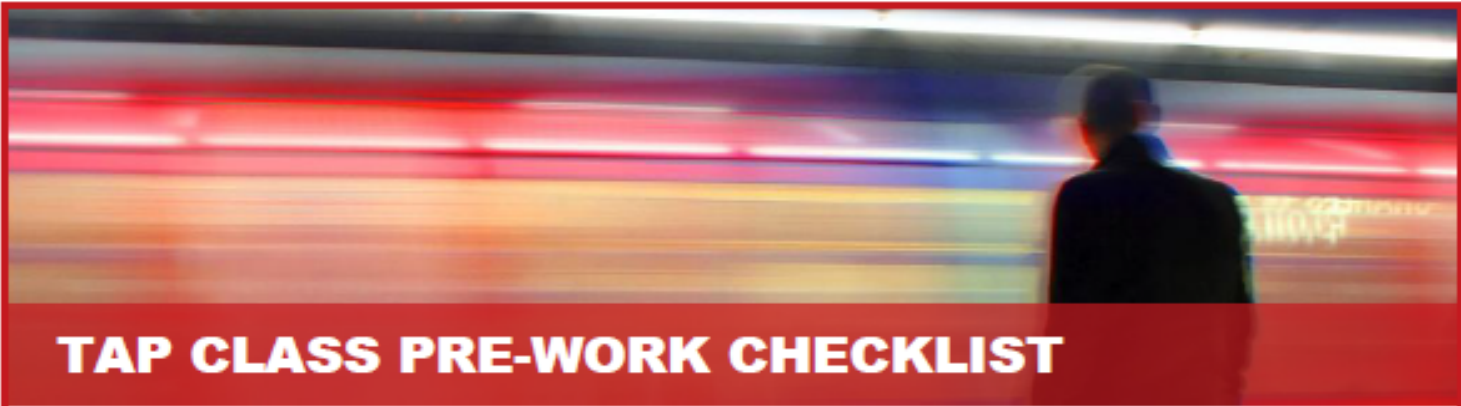




TAP CLASS PRE-WORK CHECKLIST

- ☐ 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 - Deborah Edwards Ph: (619)592-9355

Email: deborah.a.edwards57.naf@us.navy.mil

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-va.gov/>