In order to assure that service members are prepared and have the appropriate items to attend Transition Assistance Program courses at **NBK Bremerton, bldg. 1013**, the following checklist is **REQUIRED** and **will be turned into TAP staff during check-in on the first day of class.**

**Required information / items to attend**

**TRANSITION CLASS:**

SVM NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CCC Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DoD ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CCC Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SVM COMMAND:\_\_\_\_\_\_\_\_\_\_\_\_ CCC Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **CCC INIT** | **SVM INIT** | **INFORMATION OR REQUIRED ITEM** |
|  |  | SVM was scheduled for class by CCC through Regional Schedulers and received confirmation e-mail.  Class Hours: 0700-1600 Mon  Class Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 0730-1630 Tue-Wed |
|  |  | Initial Self Assessment and Tier assignment checklist completed and updated on the eForm DD2648. SVM Tier Assignment: **1 / 2 / 3** |
|  |  | 2-Day Track waived by command or designee (TIER 1 & 2) |
|  |  | DS Login Created Y / N VA.gov User Name & Password Y / N |
|  |  | Navy Grooming Standards and appropriate civilian attire will be worn during class. No tattered jeans, shorts, PT gear, low-cut blouses, short skirts, flipflops, or hats inside. (If you do not have appropriate civilian clothing, uniform of the day is always welcome.) |
|  |  | 1. Does the Service member elect to have their contact information shared with Military One Source for Peer Support? **Y / N**  2. Does Service member elect to participate in the long term post-transition tracking study? **Y / N**  3. Will the Service member attend the 2-day Entrepreneur workshop? **Y / N** |
|  |  | SVM has *NO* other appointments during all days of the class. (DoDI 1332.35) |
|  |  | SVM will bring a copies of Verification of Military Experience & Training (VMET)  (<https://milconnect.dmdc.osd.mil/milconnect/>) AND Joint Services Transcript(JST) (https://jst.doded.mil/smart). |
|  |  | Printed copy of Verification of Military Experience and Training (VMET) (<https://milconnect.dmdc.osd.mil/milconnect/>) |
|  |  | Missing any portion of the 3 days will require re-taking the whole course.  (DoDI 1332.35) (OPNAVINST 1900.2D) |

**Recommended but not mandatory:**

* Service members are encouraged to attend workshop 24 months before retirement and 18 months before separation (NLT 12 months)
* Bring a personal laptop, or a TAP laptop will be provided. (USB drives may be used on TAP laptops to save files).
* Bring most recent LES and last 3 evaluations.
* Complete a 12-month post-separation financial plan with Command Financial Specialist.
* SVM are encouraged to bring a lunch to eat in TAP classroom for Brown Bag Lunch Presentations