

2021 REQUIRED TAP CAPSTONE DOCS



If you need help, please email your
counselor and ask for help!
travistapteam@gmail.com

These Steps Must Be Completed

- ✓ Step 1: Initial Counseling Appointment
- ✓ Step 2: Pre-Separation Workshop Completed
- ✓ Step 3: TAP Workshop

DS LOGON PREMIUM ACCOUNT COMPLETED



The screenshot shows the VA eBenefits website interface. At the top left is the eBenefits logo with the tagline 'My Gateway to Benefit Information'. To its right are the VA and DoD seals and the text 'A Service of the Department of Veterans Affairs and the Department of Defense'. On the top right are 'Log in' and 'Register' buttons. Below the header is a navigation bar with tabs for 'Apply', 'Manage', 'Learn', 'National Resource Directory', 'Employment Center', and 'Contact', along with a search icon and 'Search' text. A large orange banner contains several notices: one about Pre-Discharge claims, one about regional office closures starting March 19, 2020, and one about outage events. Below the banner is a dark blue section titled 'What do you want to do?' with three main categories: 'Apply' (with a computer icon), 'Manage Benefits' (with a gear icon), and 'Manage Health' (with a plus sign icon). Each category has a list of sub-links: 'Apply' includes 'Disability Compensation' and 'Add or Remove Dependent'; 'Manage Benefits' includes 'Compensation Claim Status' and 'Personal Contact and Direct Deposit'; 'Manage Health' includes 'Share Your VA Medical Records' and 'VA Prescription Refills'. A small blue box on the right of the 'What do you want to do?' section says 'Need help? Appoint a claims agent, attorney, or Veteran Service Organization (VSO) to assist you.'

This will help you access important documents:

DD214

- In your premium account, click on the "Manage Benefits" tab, and go to the Military Personnel File (DPRIS) link to request a copy of the DD 214

Certificate of Eligibility for G.I. Bill

- Click the "Dashboard" button (it's dark blue in the upper right hand corner.)
- In the left side menu under "My Benefits & Payments" click on the "Benefits" link.
- In the center of the window, your benefits will be listed.
- Click the blue "+" next to Education.

12 Month Post Separation Budget

- You should have a budget worksheet that you worked on during TAP, (see attachment on our website under Step Four: Capstone)
- You can also make a one-on-one appointment with a finance counselor who can help you.

Christopher Jones "Jersey"
Personal Financial Readiness

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Gap Analysis Form

Gap Analysis

Complete the "Where am I now?" column, the "Where am I going?" column, and *fill the Gap* by completing the "What do I need to fill in the Gap?" column.

<p style="text-align: center;">Where am I now?</p> <p style="text-align: center;">Current MOC:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Use VMET, JST, CCAF transcript, ESS-CG, CG-4082, and evaluations to complete this column.</i></p>	<p style="text-align: center;">What do I need to fill in the Gap?</p> <p style="text-align: center;">_____</p>	<p style="text-align: center;">Where am I going?</p> <p style="text-align: center;">Civilian Occupation:</p> <p style="text-align: center;">_____</p> <p style="text-align: center;"><i>Use results from My Next Move for Veterans and O*NET to complete this column.</i></p>
<p>Experience and skills I have:</p> <p>_____</p>	<p>Experience and skills I need to obtain:</p> <p>_____</p>	<p>Experience and skills this occupation requires:</p> <p>_____</p>
<p>Education and training I have:</p> <p>_____</p>	<p>Education and training I need to obtain:</p> <p>_____</p>	<p>Education and training this occupation requires:</p> <p>_____</p>
<p>Credentials (license, certification, certificate) I have:</p> <p>_____</p>	<p>Credentials (license, certification, certificate) I need to obtain:</p> <p>_____</p>	<p>Credentials (license, certification, certificate) or any other requirements for this occupation:</p> <p>_____</p>

Completed Resume

YOUR NAME
City, State • Phone Number • Email Address

Professional Profile
Describe your work experience and strongest skills

Work History

Your Job Title
United States Air Force, City, State

- Job responsibility / achievement
- Job responsibility / achievement
- Job responsibility / achievement

Your Job Title
United States Air Force, City, State

- Job responsibility / achievement
- Job responsibility / achievement
- Job responsibility / achievement

Your Job Title
United States Air Force, City, State

- Job responsibility / achievement
- Job responsibility / achievement
- Job responsibility / achievement

Education

School Name
City, State

Degree Obtained

Skills

Option 1: You can copy and paste the outline on the left, or you can click on Resumeengine.org and create it through Hiring Our Heroes provides an easy-to-use resume application to service members that will translate military records into a strong resume that civilian employers can easily understand.

Option 2:
One-on-One appointment with A&FRC Employment Counselors who can individually help you.

Option 3:
Take a virtual resume class! Sign up at www.travisafrc.com

You will have these documents ready prior to your Capstone Appointment

- DS Logon/E-Benefits registration completed
- 12 Month Post-Separation Budget
- Gap Analysis
- Resume