



DEPARTMENT OF THE ARMY
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IMPO-HRM-ST

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum G1-10 – Soldier for Life – Transition Assistance Program (SFL-TAP)

1. References:

- a. Title 10 United States Code (USC) 59.
- b. Army Regulation 600-81 (Soldier for Life – Transition Assistance Program), dated 17 May 2016.
- c. The Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011.
- d. HQDA EXORD 054-12, ISO Army Transition, 29 December 2011.
- e. Army Directive 2014-18.
- f. MILPER Message 12-383, Active Army Stop Movement Program for Units Scheduled to Deploy OCONUS in Support of Operation Enduring Freedom (OEF), 6 Dec 12.

2. SFL-TAP is a Commander's Program that provides timely and effective transition assistance to Soldiers, Army Civilians, and their Families. SFL-TAP plays a vital role towards the Army's retention efforts while also significantly reducing the Army's potential unemployment compensation costs. VOW completion is mandatory for all service members.

3. Mandatory SFL-TAP training begins for all Soldiers no later than 12 months prior to their retirement or separation date to enable a smooth transition to civilian society. Officers and warrant officers requesting unqualified resignation or Release from Active Duty (REFRAD) will report immediately to SFL-TAP upon receipt of a colonel-level commander approval endorsement on their separation packet. Soldiers enrolled into the Integrated Disability Evaluation System (IDES) will begin SFL-TAP immediately. Soldiers being considered for release earlier than their contractual separation date (i.e., chapters) will be referred to SFL-TAP immediately upon identification as a potential candidate for early release. Soldiers who have a Bar to Continued Service will report immediately to the SFL-TAP Center to receive mandatory SFL-TAP services.

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4. Commanders will ensure that all Soldiers, including demobilizing and REFRAD Reserve Component (RC) Soldiers with 180 days of active Federal service, complete the following SFL-TAP career readiness standards prior to separation:

a. Pre-separation counseling, either online at <https://www.sfl-tap.army.mil> or by appointment, no later than 12 months prior to separation. Initial counseling (IC) is to follow NLT two weeks after completion of the pre-separation brief. The Individual Transition Plan (ITP) will be developed during the IC appointment.

b. Transition Overview Class, Military Occupational Specialty (MOS) Crosswalk Seminar, Department of Labor (DoL) sponsored 3-day Employment Workshop (DoLEW), Financial Planning Seminar, and an integrated 12-month post-military budget no later than 10 months prior to separation. Soldiers may be exempt from the DoLEW in the event they provide documentation to the SFL-TAP Center of confirmed employment, and/or is enrolled in an accredited technical training, undergraduate, or graduate degree program. In addition, Soldiers with 20+ years of active duty service at retirement may be exempt if they request to be.

c. Department of Veterans Affairs (VA) Benefits I and II Briefs, and register for eBenefits at www.eBenefits.va.gov no later than six months prior to separation.

d. SFL-TAP approved resume of choice and uploaded to the VA eBenefits Job Center at www.eBenefits.va.gov/ebenefits/jobs no later than 5 months prior to separation; a professional reference list, and two job applications (or a job offer letter).

e. Soldiers will complete an SFL-TAP sponsored capstone appointment (ITP Review) to confirm that they have completed standards 4.a - 4.d. as stated above in paragraph 4 and to ensure they are connected with the appropriate interagency parties and resources that provide post-separation benefits, services, and support no later than 90 days prior to separation. Soldiers will receive a SFL-TAP generated Directives Division (DD) Form 2958 (Service Member's Individual Transition Plan Checklist, August 2013) which verifies that all career readiness standards have been met. The DD Form 2958 must be signed by the company commander and turned in to the Transition Center located in building 250, In/Out Processing on 3rd Street, by the transitioning Soldier prior to receiving orders to clear the installation.

5. The Financial Planning Seminar, Transition Overview Class, MOS Crosswalk Seminar, DoL sponsored 3-day Employment Workshop, and VA Benefits I and II Briefs can be completed in either a 5-day consolidated curriculum or over an extended timeframe as noted in paragraph 4a through d, based on the Soldier's or commander's desire. Soldiers will be scheduled NLT 10 months prior to transition for the 5-day

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curriculum. In-person service remains the preferred and recommended method to receive transition assistance services. Services are to be completed in the following order or priority:

a. Priority one is Brick and Mortar service which is provided at the local SFL-TAP Center. This will ensure that services are provided face-to-face with Soldier success being the main goal and priority.

b. Priority two is virtual curriculum provided by the Army through the 24/7 Virtual Center. This option is only allowed by exception with consideration on case-by-case basis (must be a collaboration between Transition Service manager (TSM) and Soldier's leadership).

c. Priority three is Joint Knowledge Online virtual curriculum. Those who can use this curriculum for credit are as follows:

(1) Eligible Soldiers whose duty locations are in remote or isolated geographical areas (more than 50 miles from the installation).

(2) Eligible Soldiers with an unanticipated rapid or short-notice separation, pursuant to 10 USC 59.

(3) Spouses of eligible Soldiers, as resources and capacity allow.

(4) Wounded, ill, or injured Soldiers whose medical condition may not permit them to attend classroom training for SFL-TAP transition services.

6. In accordance with the Veterans Employment Initiative, signed into law on 21 November 2012, SFL-TAP offers Accessing Higher Education, Technical Career Training, and Boots to Business two-day optional career tracks to assist Soldiers with information on these transition paths. When a Soldier selects a track during the initial counseling session, they are not mandated to attend, but must be allowed to attend the track training if they desire to.

7. Commander responsibilities include:

a. Appoint on orders a Unit Transition Advisor to synchronize the unit's transition program with SFL-TAP.

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b. Ensure that all transitioning Soldiers participate fully and meet all transition requirements in accordance with the timelines listed above, to the maximum extent possible.

c. Coordinate with SFL-TAP for a unit-level SFL-TAP pre-deployment briefing to be conducted no later than 90 days prior to unit's deployment for all deploying Soldiers.

d. Ensure Soldiers preparing to deploy who will have less than 12 months remaining in service upon redeployment receive SFL-TAP pre-separation counseling no later than 90 days prior to deployment.

e. Ensure deploying/deployed Soldiers with an approved retirement or Expiration Term of Service (ETS) are redeployed a minimum of 90 days prior to retirement or ETS to receive mandatory transition services [MILPER Message 12-383, Active Army Stop Movement Program for Units Scheduled to Deploy OCONUS in Support of Operation Enduring Freedom (OEF), 6 Dec 12].

f. Exempt Soldiers from unit duties during the mandatory SFL-TAP events and career tracks listed above. Soldiers will not be removed from any mandatory SFL-TAP event except in writing or VOCO by the Soldier's Company Commander (CPT or higher) or first sergeant (MSG or higher) to the SFL-TAP Manager (Soldier must immediately be rescheduled for missed training). NOTE: Pulling service members from services may result in a failure on the units' part to meet timeliness.

g. Units are required to escort Soldiers who are being considered for involuntary separation or who have a Bar to Continued Service to their initial visit to the SFL-TAP Center to ensure timely enrollment into the program.

h. Soldiers who have not reenlisted by the conclusion of their Retention Follow-Up Counseling Appointment will be automatically enrolled in SFL-TAP services by their unit Career Counselor.

i. Review the SFL-TAP XXI Interim Commanders' Report, distributed monthly, to ensure Soldier enrollment and compliance with the law and this policy. Commanders' support of SFL-TAP will be briefed during the quarterly Soldier Welfare Forums (SWF), and the installation quarterly Transition Services Council meetings.

8. The Fort Polk SFL-TAP Center will not clear Soldiers who fail to comply with this policy. The Installation Transition Center will not generate clearing papers on Soldiers, who are separating, until the Soldier or their command provides an SFL-TAP generated,

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company commander signed, DD Form 2958 reflecting that all mandatory SFL-TAP events have been completed.

9. A Soldier's decision to leave active duty cannot erase his or her sacrifices and dedication. Early and managed SFL-TAP participation minimizes the impact on unit missions; helps Soldiers to leverage their valuable Army-acquired skills, training, and experience to access higher education or technical training, obtain civilian employment, or start a small business; and assists in military recruiting for generations to come. Leaders at every level will support SFL-TAP as it helps the Army conserve fiscal resources, man the force, and take care of our National Treasures - our Soldiers.

10. This policy will remain in effect until superseded or rescinded.



GARY M. BRITO
Brigadier General, USA
Commanding

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