



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 MCNAIR AVENUE, SUITE 100
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF

IMSI-HRM-A

18 January 2018

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Soldier for Life (SFL) Transition Assistance Program (TAP), CG
Policy Memo 18-07

1. References:

- a. Title 10 United States Code, Sections 1142-1144.
- b. VOW to Hire Heroes Act, Public Law No. 112-56, Sections 201-256, 125 Stat 711- 733, 21 November 2011.
- c. Department of Defense Instruction 1332.35, Transition Assistance Program (TAP) for Military Personnel, 29 February 2016.
- d. AR 600-81, Soldier for Life-Transition Assistance Program (SFL-TAP), 17 May 2016.

2. Scope: The policy memorandum governs all Service Members assigned to Fort Sill, to include all tenant units.

3. Policy:

a. Commanders are responsible for the SFL-TAP within their units. Our commitment to our Service Members does not end upon their separation from active military service. Our focus extends much further. Our goal is to ensure Soldiers "Start Strong, Serve Strong, Reintegrate Strong, and Remain Strong." To that end, commanders and leaders at all levels will ensure all transitioning Service Members assigned to Fort Sill meet all SFL-TAP requirements as prescribed in AR 600-81. Setting the conditions for a Service Member's successful transition from the Army is leaders' business, and leaders at all levels will promote and require participation in the SFL-TAP.

b. The SFL-TAP is the Army agency charged with directly assisting all commanders with the execution of their unit transition program and ensuring each program is compliant with Title 10 United States Code, Sections 1142-1144; Public Law 112-56, Veterans Opportunity to Work (VOW) Act, and AR 600-81.

c. Transition is defined as "separating from active duty after serving 180 days or

more of continuous active service" pursuant to Title 10 United States Code. This policy is focused on facilitating the successful transition for both active component (AC) and reserve component (RC) Service Members.

d. In support of a successful and timely transition, all Unit S1 will run an 18-month loss roster. The roster will identify Service Members, by-name, who are within 18 months of their programmed separation date or 24 months of their Mandatory Retirement Date (MRD).

(1) Units will direct all Service Members, within a 13-18 month window from their programmed separation date, to report to SFL-TAP office for completion of all statutory counseling. Transition counseling must be completed NLT 365 days prior to their anticipated separation date. Therefore, all Service Members must begin the SFL-TAP process NLT 12 months prior to their programmed separation date. The Service Member's personal reenlistment intention has no bearing on participation in the SFL-TAP. Only upon reenlistment, or the commander's decision to cease processing of a separation action, can the Service Member dis-enroll from the SFL-TAP.

(2) All Soldiers with a MRD will report to the SFL-TAP office and begin transition planning NLT 24 months prior to their retirement date. Service Members eligible for retirement, but not facing MRD, are highly encouraged to begin the SFL-TAP process 24 months from their desired retirement date.

(3) All Service Members in the Individual Disability Evaluation System (IDES) process and those identified for any type of voluntary or involuntary separation action will be directed to the SFL-TAP office immediately upon notification or pursuit of that action. These Service Members are at an especially high risk of unemployment and an unsuccessful transition so it is imperative that they begin the SFL-TAP process as soon as possible.

e. IAW AR 600-81, commanders at all levels are required to publish a SFL-TAP policy letter. Commanders at battalion-level and above will appoint a Unit Focal Point Advisor (UFPA) to work with the SFL-TAP to synchronize unit/SFL-TAP efforts. The UFPA must be a SGT or above, designated on appointment orders, and not in transition themselves.

f. All Service Members are required to complete a Capstone appointment no later than 90 days prior to their separation date. Upon completion of the Capstone appointment, the SFL-TAP counselor will prepare the DD Form 2648 for the commander's signature. This form serves as the Army's official record, documenting level of compliance with federal law and regulation. In order to clear the SFL-TAP, Service Members must have the DD Form 2648, signed by the commander, verifying completion of all Career Readiness Standards and all requirements for their level of risk.

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g. All Service Members slated to deploy, who will redeploy with less than 12 months remaining on active duty, must complete all statutory pre-separation and individual counseling prior to deployment. Service Members, who are forward deployed, may use virtual means to continue to communicate with the Fort Sill SFL-TAP Counselor while away from home station. Service Members remaining at home station will report to the SFL-TAP NLT 12 months prior to their programmed separation date.

4. A Service Member's decision to leave active duty cannot erase his or her sacrifices and dedication. Early and managed participation in the SFL-TAP minimizes the negative impact on unit missions, assists Service Members in leveraging their valuable military-acquired skills, training, and experience to access higher education or technical training, obtain civilian employment, or start a small business.

5. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C, 15 August 2016, subject: Soldiers for Life (SFL) Transition Assistance Program (TAP), CG Policy Memo 16-07.

6. Point of contact is the SFL-TAP Transition Services Manager at 580-442-6428/2222.



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