



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
9820 FLAGLER ROAD, SUITE 213
FORT BELVOIR, VIRGINIA 22060-5928

REPLY TO
ATTENTION OF

IMBV-HR

12 August 2016

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #14, Soldier for Life - Transition Assistance Program

1. REFERENCES.

a. Veterans Opportunity to Work (VOW) to Hire Heroes Act, Public Law 112-56, sections 201-256, 125 Stat 711-733 (2011).

b. HQDA EXORD 054-12 ISO Army Transition, 29 December 2011.

c. Installation Management Command, OPORD 12-241 Implementation of New Army Transition Program, 1 June 2012.

d. Directive-Type Memorandum (DTM) 12-007, Implementation of Mandatory Transition Assistance Program for Eligible Service Members (2016).

2. PURPOSE. Establish SFL-TAP installation policy and guidance for all Military Personnel, Department of Army Civilians, and their Family Members in accordance with the implementation of the Army Transition Program.

3. APPLICABILITY. This policy memorandum applies to all members of the United States Armed Forces.

4. POLICY. All Soldiers will complete Soldier for Life -Transition Assistance Program (SFL-TAP) requirements prior to transitioning from the military.

a. SFL-TAP is the installation agency responsible for providing timely and effective transition assistance to Soldiers, Civilian Employees and their Families under Title 10 U.S.C. 1142-1144 and Public Law 112-56, Veterans Opportunity to Work (VOW) Act of 2011. The SFL-TAP center coordinates the efforts of the Veterans Administration (VA) and Department of Labor (DOL) to provide the information and assistance to those transitioning and needing to make informed career decisions, access benefits earned through military service and secure employment based on military acquired skills, training, and experience.

b. Mandatory SFL-TAP transition assistance training begins for all Soldiers NLT 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 an O-6 level mission command approval endorsement on their separation packet. Soldiers enrolled in the

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Integrated Disability Evaluation System (IDES) will begin SFL-TAP immediately. Soldiers being considered for release earlier than their contractual separation date (i.e. Chapters) and Soldiers who are barred to reenlist will be referred to SFL-TAP immediately upon identification as a potential candidate for early release.

c. All Soldiers, including demobilizing and REFRAD Reserve Component (RC) Soldiers with 180 days of active Federal Service must meet Veterans Opportunity to Work and Career Readiness Standards compliance and will complete the following prior to receiving their DD Form 214 Discharge from Active Duty.

(1) Pre-Separation counseling (DD Form 2648/-1), either on line at www.sfl-tap.army.mil or by appointment, between 18 and 12 months prior to separation.

(2) Initial Counseling and Individual Transition Plan development with SFL-TAP personnel within 2 weeks after completion of pre-separation counseling and registering with VA eBenefits and MyHealthVet.

(3) Transition Overview and Military Occupational Specialty (MOS) Crosswalk Seminar no later than 12 months prior to separation with completion of MOS Crosswalk-Gap Analysis, Individual Transition Plan (ITP), and individual assessment tool.

(4) Department of Labor (DOL) sponsored 3-day Employment Workshop no later than 9 months prior to separation and receipt of DOL Gold Card information. This applies to Soldiers retiring after 20 years or more of Active Federal Service (AFS) in the Military Service. Soldiers may be exempted from the employment workshop in the event their commander provides documentation to SFL-TAP that the Soldier has confirmed employment and/or is enrolled into an accredited technical training, undergraduate, or graduate degree program.

(5) Department of Veterans Affairs (VA) Benefits I and II Briefs no later than 6 months prior to separation.

(6) SFL-TAP approved resume no later than 5 months prior to separation with either a completed job application package (Two submitted job applications and Private or Federal resume and references) or a job offer letter.

(7) Capstone event (completion verification form/ DD Form 2958) prior to transitioning with SFL-TAP personnel.

(8) Complete Financial Planning Seminar along with a 12-month post-separation budget approved by the Financial Counselor.

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(9) In accordance with the Veterans Employment Initiative Taskforce, SFL-TAP offers Accessing Higher Education, Technical Career Training, and Boots to Business (Entrepreneurship); each are two-day mandatory (Soldier selects individual transition career path) career tracks to assist Soldiers with information on these transition paths.

d. Commander responsibilities include:

(1) Ensure all transitioning Soldiers participate fully and meet all transition requirements IAW the timeliness listed above, to the maximum extent possible. Leaders must set the conditions which enable Soldiers to begin the process 12-18 months before retirement.

(2) Review the SFL-TAP XXI Interim Commanders Report, distributed monthly, to ensure Soldier enrollment and compliance with the law and this policy.

(3) Guarantee all Soldiers meet current Career Readiness Standards (CRS) and complete a capstone event with SFL-TAP personnel. The SFL-TAP center will not clear Soldiers who fail to comply with this policy.

e. Effective 1 October 2014, the Transition Soldier Life Cycle was implemented with the goal that Career Readiness Standards (CRS) are introduced early and throughout an Active Component Soldier's career. The Initial phase (0-1 year) is at first duty station; then the Service phase (1+ year) which includes reenlistments-deployment-mobilization-promotion; and last is the Transition phase (12 months prior to separation). The ultimate goal is for a Soldier to be prepared to transition at any point in their career.

5. PROPONENT. The proponent for this policy is the Directorate of Human Resources. The point of contact is the Transition Services Manager, at (703) 805-9263, DSN 655-9263.



ANGIE K. HOLBROOK
Colonel, AG
Commanding