



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON WEST POINT
681 HARDEE PLACE
WEST POINT, NEW YORK 10996

IMML-ZA

11 July 2016

U.S. ARMY GARRISON WEST POINT POLICY #38

SUBJECT: Soldier for Life – Transition Assistance Program (SFL-TAP) Participation

1. REFERENCE.

- a. Title 10, U.S.C. 1142-1144.
- b. A HQDA EXORD 054-12, Army Transition.
- c. Public Law 112-56.

2. PURPOSE. To inform and educate leaders at all levels of this Army initiative to improve transition services and reduce the number of unemployed Veterans. Create a strong and visible chain of command endorsement focusing on Soldier individual plans.

3. APPLICABILITY. This policy applies to all Soldiers and tenant activities at West Point .

a. SFL-TAP is the Installation agency responsible for providing timely and effective transition assistance to Soldiers, Army Civilian employees and their Families under Title 10 U.S.C. 1142-1144. SFL-TAP, the Veterans Administration (VA) and the Department of Labor (DOL) are partners in preparing transitioning Soldier (transitioners) for success. These agencies provide information on benefits and the assistance necessary to make informed transition decisions for securing employment based on military acquired skills, training and experience.

b. Transitioners may use SFL-TAP services 18 months prior to separation through six months after separation. Those retiring may begin two years prior and continue for life. This timeline allows flexibility to release Soldiers for SFL-TAP between mission requirements and commensurate with their individual needs and career goals.

c. The Army has established a list of required transition tasks and a timeline for their completion to assist Soldiers in securing their benefits and employment prior to leaving the military. Commanders will designate a point of contact to synchronize unit efforts with SFL-TAP and ensure Soldiers complete the Army's transition tasks In Accordance With (IAW) the following timeline (the SFL-TAP Center will track Soldiers progress in TAP XXI and provide reports upon request).

(1) Every Soldier eventually leaves the Army, therefore transition actually begins with the first assignment. Within 30-60 days of a Soldier's arrival in the unit, the Career Counselor/Retention NCO should discuss short- and long-term military career goals. Leaders should include transition in regular counseling throughout a Soldier's career.

IMML-HR

SUBJECT: Soldier for Life – Transition Assistance Program (SFL-TAP) Participation

(2) Not later than 12 months prior to separation, Soldiers will complete the statutory Pre-separation Brief either by appointment at the SFL-TAP Center (preferred) or online at www.acap.army.mil.

(3) Within two weeks of the Pre-separation Briefing, Soldiers will schedule an initial counseling by calling, (845) 938-0634. The SFL-TAP Counselor will assist Soldiers in completing their Individual Transition Plan, scheduling SFL-TAP briefings and events, and will provide a copy of the authenticated DD Form 2648, Pre-separation Counseling Checklist.

(4) Not later than nine months prior to separation, Soldiers will complete the DOL Employment Workshop. The workshop is the first step in preparing for Civilian employment and covers resume writing, job applications, interviewing and job search techniques. Soldiers enrolled in the workshop are excused from all training, except physical fitness training, and may not be pulled from the workshop, except by consent of the first Colonel in the Soldier's chain of command.

(5) Not later than six months prior to separation, Soldiers will attend the VA Benefits Briefing. The VA Benefits Briefing is possibly the most important briefing a separating/retiring Soldier will receive, as it may impact benefits for life.

(6) Not later than five months prior to separation, Soldiers should have a resume that has been reviewed by their SFL-TAP Counselor. IAW Title 10 U.S.C. 1142-1144, a completed resume is also required for clearance from SFL-TAP prior to separation.

(7) Soldiers may schedule focused transition-related training, counseling and computer lab appointments throughout their transition. Focused training may include financial planning, credentialing, federal resumes, job search, Troops to Teachers, job fairs, hiring events and starting a business. Counselors and computer lab appointments provide time for assisted resume writing, job search and career research. Counselors also assist with such tasks as evaluation of job offers, interview preparation, and registration for federal benefits at www.ebenefits.va.gov, www.myhealth.va.gov and DOL's www.careeronestop.org.

(8) In order to clear SFL-TAP, Soldiers must have completed a resume and have one of the following: a firm job offer, acceptance letter from a college or training institution, a business plan, or a current list of job openings matched to their level of knowledge and skills. Soldiers will have registered for Federal VA and DOL benefits.

(9) The SFL-TAP timeline allows flexibility for full participation in SFL-TAP services with minimal impact on unit mission. Leaders will promote SFL-TAP attendance and allow separating Soldiers sufficient time to transition. Commanders will monitor Soldier progress to ensure Soldiers comply with the law and this policy.

d. Soldiers who will deploy with less than 12 months remaining on active duty will complete the statutory Pre-separation Briefing and individual counseling prior to deployment. They may use virtual means to continue to work on their transition task while deployed and then resume in person once they return.

IMML-HR

SUBJECT: Soldier for Life – Transition Assistance Program (SFL-TAP) Participation

e. The SFL-TAP timeline does not apply to Soldiers beginning the MEB/PEB process and un-programmed losses, who may be at higher risk for unemployment. These Soldiers will be immediately referred to SFL-TAP to complete as many services as possible prior to separation.

3. Getting Soldiers to SFL-TAP and encouraging their participation shows our commitment to Soldiers and Families. Soldiers leaving the Army today will face a recovering economy. The planned force reduction may cause others to leave earlier than planned. SFL-TAP helps Soldiers leverage their valuable Army-acquired skills, training and experience to obtain civilian careers. Their success highlights the value of service to the Nation, all while saving millions of Army dollars in unemployment claims.

4. EXPIRATION: This policy will remain in effect until superseded or rescinded.

5. SPECIAL INSTRUCTIONS: Waivers of non-participation in SFL-TAP must be signed by the first Colonel in the Soldier's chain of command. A copy of the waiver must be provided to the local SFL-TAP and will remain on file for one year after the Soldier separates from the service.



ANDREW S. HANSON
COL, SF
Commanding