



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEE
3312 A AVENUE, SUITE 208
FORT LEE, VIRGINIA 23801

REPLY TO
ATTENTION OF

FORT LEE POLICY NO: 01-15
DEC 10 2015

IMLE-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Soldier for Life-Transition Assistance Program (SFL-TAP)

1. References:

- a. Title 10, United States Code, Chapter 58, Sections 1142 – 1144
- b. Veterans Opportunity to Work (VOW) Act, Public Law, Number 112-56, Sections 201-256, 125 Stat 711-733 (2011)
- c. Memorandum, Secretary of the Army, 23 June 2014, Army Directive 2014-18 (Army Career and Alumni Program)
- d. Memorandum, Secretary of the Army, 29 August 2011, Army Transition Policy
- e. Execution Order 054-12, HQDA G3 DAMO AOC (MC), 292224Z, December 2011, ISO Army Transition.

2. Policy.

- a. The Soldier for Life-Transition Assistance Program (SFL-TAP) is a commander's program that ensures timely completion of the Total Soldier for Life Cycle reintegration phase. Unit commanders are the cornerstone by which success is measured for meeting all mandatory transition requirements.
- b. Active component Soldiers who complete 180 days of continuous service must receive transition counseling and employment assistance **no later than 12 months prior to separation from active duty or 24 months prior to retirement.** This requirement includes eligible demobilizing and deactivating Soldiers of the Reserve component.
- c. Commanders must immediately refer Soldiers in the categories listed below to SFL-TAP to receive transition counseling and employment assistance, regardless of timeframes stated above.
 - (1) Integrated Disability Evaluation System, pending medical separation.
 - (2) Considered for release earlier than their contractual separation date (i.e., chapters) will be referred immediately upon identification as a potential candidate for early release.
 - (3) Barred from reenlistment.

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d. Officers and warrant officers requesting unqualified resignation or release from active duty need to contact SFL-TAP upon receipt of colonel-level command approval endorsement of their separation packet.

3. The Army Distributed Transition Timeline, outlined in the HQDA EXORD 054-12, dated 24 April 2012, supports commanders sending Soldiers to begin transitioning requirements around the unit/organization's mission requirements. Transitioning requirements include completion of Pre-separation Counseling (DD2648 or DD2648-1), Individual Transition Plan (ITP) development, e-Benefits registration, Department of Veteran Affairs (VA) Benefits I & II Briefings, Finance Planning Seminar, Transition Overview and Military Occupational Specialty (MOS) Crosswalk Seminar, Department of Labor (DOL) TAP Workshop, and Career Readiness Standard Track(s) Training. **Transitioning service members must complete Career Readiness Standard requirements no later than three months** prior to separation or retirement date to obtain required Capstone (DD 2958) documentation from Fort Lee SFL-TAP.

4. Commander's responsibilities include:

a. Appoint a unit transition coordinator to liaison with Fort Lee SFL-TAP concerning transitioning-Soldier issues.


b. Ensure the **Soldier attends mandated counseling sessions and workshop events in their entirety** and afford them sufficient time for participation in SFL-TAP services and transitional support activities.

c. Review monthly TAPXXI Commander's Report to ensure Soldier compliance of SFL-TAP mandatory transition requirements.

5. It is highly recommended and encouraged that spouses and caregivers of transitioning military members participate in VA Benefits I & II Briefings and the DOL-TAP Workshop.

6. Additional information and transition resources can be found on the SFL-TAP website: <http://www.sfltap.army.mil>.

7. The proponent and point of contact for this policy is the Directorate of Human Resources, SFL-TAP Transition Services Manager at (804) 734-6615.


PAUL K. BROOKS
COL, LG
Commanding