



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-ZA

7 NOV. 2016.

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER # 11

MEMORANDUM FOR SEE DISTRIBUTION

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

1. REFERENCES:

- a. Title 10 USC sections 1141-1144 and 1148.
- b. HQDA EXORD 087-16 Transition Soldier Life Cycle to Coincide with Release of New Army Transition Policy, 22 December 2015.
- c. Army Regulation 600-81 Soldier For Life - Transition Assistance Program 17 May 2016.
- d. Veteran's Opportunity to Work (VOW) Hire Heroes Act, 21 November 2011.
- e. USARPAC Policy Memorandum 13-07, Army Career and Alumni Program, 11 April 2013.
- f. MOU Among DoD, DVA, DoL, DE, DHS, SBA, OPM Transition Assistance Program for Separating Services Members, 31 January 2014 .
- g. Eighth Army OPORD 16-03-24-02 (Soldier for Life-Transition Assistance Program (SFL-TAP)) 24 Mar 2016.

2. PURPOSE: To provide guidance and establish policy for SFL-TAP with in United State Army Garrison-Yongsan (USAG-Y).

3. APPLICABILITY: This policy applies to all Active and Reserve component Soldiers, Civilians and Family Members of Area II Community. All service members leaving active duty with more than 180 days of continuous service or those being medically retired or discharged for disability regardless of their duration of service may take advantage of all TAP services and satisfy all VOW and Career Readiness Requirements (CRS).

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4. GENERAL:

a. SFL-TAP is a component of the Transition Soldier Life Cycle (SLC) model designed to deliver world-class transition assistance program to “prepare” Soldiers, DA Civilians, Retirees, and Soldier’s Family Members for a new career and “connect” Soldiers with employers primed to hire veterans. This is done through a combination of services provided by the Department of Defense (DoD), Department of Labor (DoL), Department of Veterans Affairs (VA), Small Business Administration (SBA), sister Services and the U.S. Army.

b. The program ensures all eligible Soldiers in transition have the opportunity to develop the knowledge, skills, and self-confidence necessary to be competitive and successful in the global workforce and to achieve their post military service goals. The SFL-TAP helps transitioning Soldiers, DA Civilians, retirees, and Soldiers’ Family members make informed career decisions through benefits counseling, career preparation, and employment assistance to bring about a successful transition.

5. RESPONSIBILITIES:

a. Commanders: SFL-TAP is a commanders’ program.

(1) Attend the SFL-TAP leader’s training NLT 60 days after taking command.

(2) Appoint on orders, two Soldiers of the rank of E5 – E7 or O1 – O2 (primary \ and alternate) as Soldier Transition Coordinator (STC) who will synchronize the unit’s SFL-TAP with the garrison’s Transition Services Manager (TSM).

(3) Develop and approve unit’s SFL-TAP policy or standard operation procedures and ensure Soldiers are briefed on SFL-TAP during in-processing.

(4) Set a command climate that sends the message “Soldiers in transition are valued.” Implement a written command policy that supports eligible Soldiers during their transition.

(5) Use the Commander’s Report and access the TAP XXI Dynamic Reporting Tool to monitor, track, notify and validate completion of transition requirements by their eligible Soldiers.

(6) Upon receipt of the monthly loss roster or as soon as possible in anticipation of separation approval. Counsel retirement eligible Soldiers who are being discharged in lieu of retirement. This includes Soldiers voluntarily or involuntarily separating before the scheduled expiration of their term of service.

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(7) Release eligible Soldiers during duty hours to complete the three-day DoL Employment Workshop (DoLEW) and VA Benefits Briefings I and II. Exempt Soldiers from normal duty for the full 24-hour period of each workshop or briefings and 12-hours immediately preceding and following each day of the workshop or briefing.

(8) Ensure all Soldiers in transition fully participate and meet all transition requirements.

b. Soldiers:

(1) Report to the SFL-TAP Center and begin receiving transition counseling and employment assistance 18 months prior to transitioning from Active Duty and 24 months prior to retirement, but are 12 months from separation.

(2) First term Soldiers must complete a written IDP and must be enrolled in the Army Career Tracker within 30 days of arrival to their unit.

(3) All Soldiers must meet VOW and Career Readiness Standards (CRS) prior to the transition date on their DD Form 214. The requirements are as follows:

- (a) Pre-separation Counseling (DD Form 2648).
- (b) VA Benefit Briefing I & II.
- (c) Department of Labor (DOL) Employment Workshop and DOL Gold Card.
- (d) Individual Transition Plan (ITP).
- (e) VA eBenefits registration.
- (f) 12 month post-service budget.
- (g) MOS Crosswalk-Gap Analysis.
- (h) Complete job application package or provide job offer letter.
- (i) Documented Continuum of Military Service counseling (AC ONLY).
- (j) Complete individual assessment tool.
- (k) Capstone with DD Form 2958.
- (l) Career Track Specific CRS (IAW Soldier's ITP).

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c. Soldier Transition Coordinator (STC):

(1) Attend the SFL-TAP STC training and request access to TAP XXI.

(2) Ensure Soldiers are briefed on the SFL-TAP during unit in-processing.

(3) Produce monthly loss report to the leadership and installation SFL-TAP Coordinator

(4) Ensure transitioning Soldiers are counseled using DD Form 2648 (Pre-separation Counseling Checklist for Active Component) and DD Form 2958 (Service Member Career Readiness Standards/Individual Transition Plan Checklist).

(5) Ensure first term Soldiers receive counseling by their first line supervisor within 30 days of arrival; complete a written Individual Development Plan (IDP); enroll in the Army Career Tracker (ACT), and ensure that the IDP is being reviewed by a leader within the chain of command.

(6) Distribute SFL-TAP information in coordination with Transition Services Manager.

d. USAG-Y, Directorate of Human Resources:

Through the Transition Services Manager (TSM) office, is responsible for delivering SFL-TAP services to DA standards, responsible for the management and operational supervision of SFL-TAP Center, and setting professional standards for the operation.

e. The Transition Services Manager (TSM):

(1) Coordinate with HRC Transition Division for SFL-TAP resource advocacy throughout these phases.

(2) Provide adequate classrooms and/or space, Internet, computers, and liaise with DoL, VA, SBA and DE for scheduling classes.

(3) Assess installations' SFL-TAP execution in accordance with established transition policies, procedures, and guidance.

(4) Allow facility access to interagency partners on installations in the United States and abroad.

(5) TSM is the primary advisor to installation staff and tenant commanders for all Army transition related topics.

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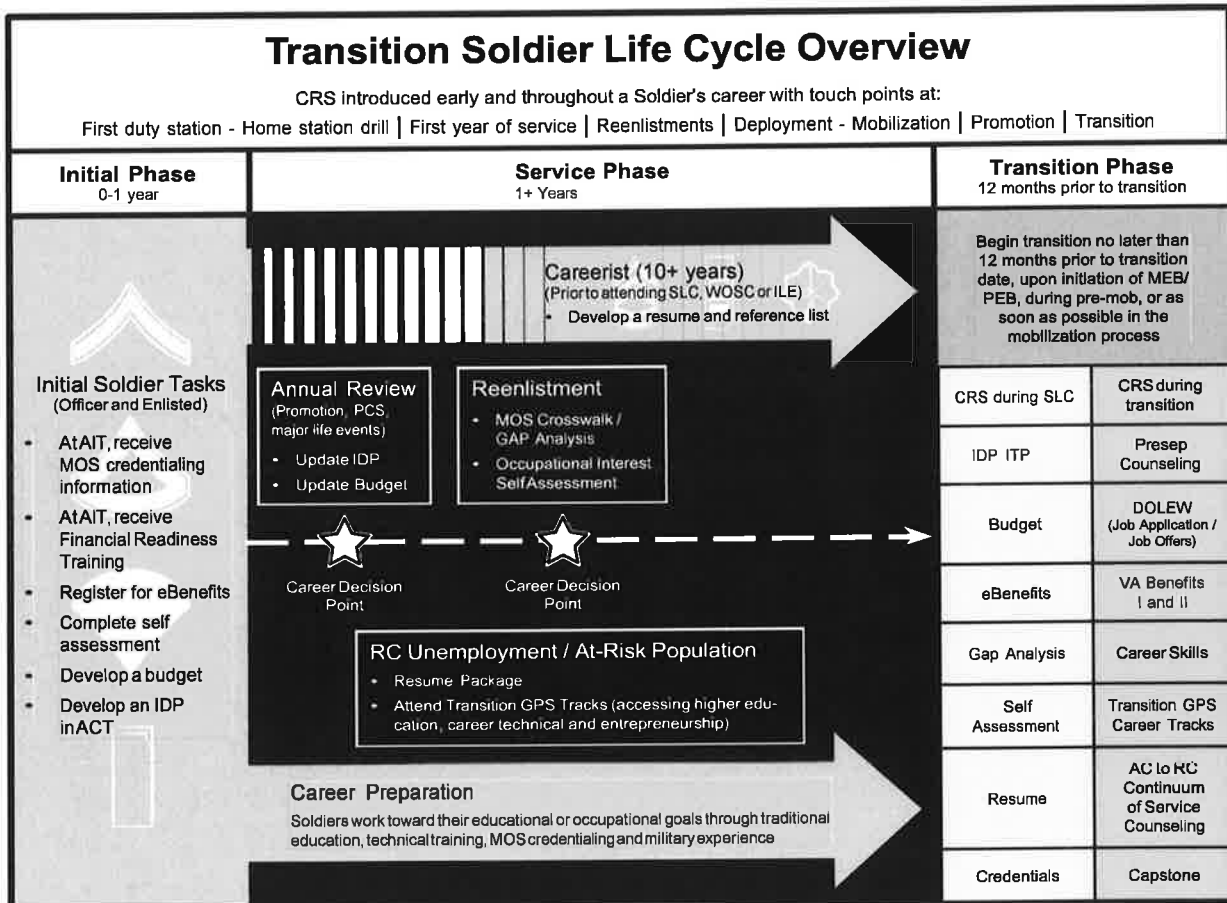
6. **Proponent:** Questions or inquiries regarding SFL-TAP is directed to USAG-Y, Directorate of Human Resources, ATTN: TSM or calling DSN 738-7322.



J. SCOTT PETERSON
COL, CA
Commanding

Transition Soldier Life Cycle

The Transition Soldier Life Cycle (SLC) incorporates portions of SFL–TAP by distributing segments of transition throughout the span of a Soldier’s career. The Army’s Transition SLC consists of three phases: an initial phase, a service phase, and a transition phase designed to match a Soldier’s career progression. Soldiers will integrate Career Readiness Standards (CRS) throughout all phases to complete and provide to a transition counselor for verification, during the transition phase. Distributing those CRSs that can be completed prior to transition allows the Soldier to refine those products over time, and better prepares the Soldier for transition. Touch points occur during the first year of service, deployments or mobilizations, reenlistments, promotions, and major life events, as part of routine Soldier development counseling. Soldiers are informed about the key touch points within the Transition SLC by their commanders and NCOs.



1. Initial phase (0–1 year) - Soldiers will register for an eBenefits account, attend financial management training and complete a spend plan, complete a self-assessment, and initiate an IDP covering their professional and personal development goals within the Army and will establish a civilian career goal.

2. Service phase (1–10 years) - All Soldiers assessed after 1 October 2014, will review their IDPs annually, with their first line supervisor or higher level leader, to update, change, and review progress made toward their post-service, civilian career, or education goals. These Soldiers will also complete financial resiliency training to ensure major life changes reflects their current budget.

3. Transition phase (12 months prior to transition) - Provides information, tools, and training to ensure Service members and their spouses are prepared for the next step in civilian life whether pursuing additional education, finding a job in the public or private sector, or starting their own business.