



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

AMIM-BVH

8 August 2024

MEMORANDUM FOR U.S. Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #7, Transition Assistance Program

1. REFERENCES.

- a. Title 10 United States Code, Chapter 58.
- b. Department of Defense Instruction (DoDI) 1332.35, Transition Assistance Program (TAP) for Military Personnel, 26 September 2019
- c. DoDI 1322.29, Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members, 24 January 2014, Incorporating Change 1, Effective 5 May 2020
- d. Army Regulation 600-81, Transition Assistance Program, 12 April 2024

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

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

4. POLICY. All Service Members will complete TAP requirements in accordance with timeliness and compliance standards and assigned tier prior to transitioning from the military.

- a. Service Members with at least 180 days of active-duty service (not including training status) must begin the mandatory TAP process NLT 12 months prior to their separation or retirement date. Service Members with an ETS should begin 18 months prior to that date and retiring Service Members should begin TAP 24 months prior to retirement. Unprogrammed loss Service Members (e.g. REFRAD, IDES, Chapters) will begin TAP immediately upon identification.
- b. TAP begins when a Service Member visits <https://portal.armytap.army.mil> to register and take the self-assessment. Once complete, a Service Member

“LEADERS IN EXCELLENCE”

must call a TAP office to schedule an initial individual counseling (IIC) and preseparation brief. These four items (registration, self-assessment, IIC and preseparation) must be completed NLT 365 days prior to the separation or retirement date to qualify for timeliness of service.

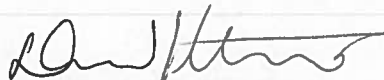
- c. Service Members will be assigned a Tier (1,2, or 3) based on self-assessment responses and develop an Individual Transition Plan (ITP) based on post-transition goals with a transition counselor. The tier assignment and ITP will govern the required classes that a Service Member must complete to be considered compliant with TAP Career Readiness Standards (CRS).
 1. Managing Your (MY) Transition
 2. Military Occupational Specialty (MOS) Crosswalk
 3. Financial Planning
 4. Department of Labor Employment Fundamentals of Career Transition (DOL EFCT)
 5. DOL Employment Track, Higher Education Track, Career and Credential Exploration (C2E) Track, Small Business Administration (SBA) Boots to Business Entrepreneurship Track
 6. Department of Veterans Affairs (VA) Benefits and Services
- d. A Capstone event is required to be noted in a Service Member's TAP record NLT 90 days prior to the ETS or retirement date. This event allows a Service Member time with a transition counselor to review completed requirements and benchmarks, and to receive a warm handover for post-transition services if needed.
- e. TAP is a commander's program and commanders have the following responsibilities:
 1. Appoint a unit liaison to communicate with Fort Belvoir TAP concerning transitioning Service Member issues.
 2. Ensure transitioning Service Members participate fully and meet all transition requirements IAW the timelines listed above, to the maximum extent possible. Leaders must set the conditions which enable Service Members to begin the process as early as 18-24 months prior to ETS or retirement.
 3. Provide escorts for Service Members considered for involuntary separation or barred from reenlistment to their initial visit to the TAP Center.
 4. Review the monthly commanders report to ensure Service Member enrollment and compliance with law and this policy.
 5. Guarantee all Service Members meet Career Readiness Standards and complete a capstone event with TAP personnel by providing signature on the DD 2648.

6. Provide reasonable opportunity for eligible and authorized Service Members to participate in an approved Career Skills Program (CSP).
- f. The CSP provides career and technical work experience to transitioning Service Members through vetted and approved internship, job shadow, and apprenticeship opportunities within the last 180 days of military service. It is not an entitlement, but it is a useful tool to further prepare Service Members with valuable civilian workplace skills. Installation Management Command (IMCOM) is responsible for the management and execution of all CSPs located on Army installations. Human Resources Command (HRC) functions as the policy proponent. A legal review of CSPs by the installation's servicing legal office is required prior to initial CSP approval.
 - g. To participate in an approved CSP, Service Members must:
 1. Be within 180 days of release of active duty with an anticipated honorable or under honorable discharge characterization.
 2. Have completed all TAP requirements listed above based on tier level assignment and ITP.
 3. Have no flags or pending actions.
 4. Meet with the installation administrator.
 5. Finish the CSP with sufficient time to return to duty station to complete physical and administrative out-processing requirements before separation or retirement date.
 - h. Non-Chargeable Leave is authorized for CSPs.
 1. Commanders with general court-martial convening authority can approve up to 120 days of non-chargeable leave for Service Members participating in a CSP.
 2. An administrative absence, not to exceed 180 days, may be authorized for participation in an approved CSP.
 3. Requests of more than 180 days will not be considered.
 - i. Service Members transitioning from other branches of service can engage and participate in Army CSPs.
 - j. The Fort Belvoir CSP installation administrator is located within the Fort Belvoir TAP Center, 9625 Belvoir Rd., Building 1017, Room 127.
 - k. Units are encouraged to schedule a unit level professional development overview of TAP for their unit members, or as a leader development during the regular duty day. TAP will visit the unit and will cover all aspects with a terminal learning objective that all in attendance become aware of and understand the policies, timelines, and expectations of the TAP.

AMIM-BVH

SUBJECT: Fort Belvoir Policy Memorandum #7, Transition Assistance Program

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



DAVID J. STEWART
COL, EN
Commanding