



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

IMBV-HR

11 August 2020

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #7, 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).
- e. Army Regulation 600-81, Soldier For Life – Transition Assistance Program, 17 May 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 Army.

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 Department of Veteran Affairs (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.

“LEADERS IN EXCELLENCE”

IMBV-HR

SUBJECT: Fort Belvoir Policy Memorandum #7, Soldier for Life -Transition Assistance Program

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. Those who are retiring should begin this process 24 months before their final date of Active Duty. Separates should start the process at 18 months before ETS. 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 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 from reenlistment 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 at the SFL-TAP Center, between 18 and 12 months prior to separation.

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

(3) Transition Overview and Military Occupational Specialty (MOS) Crosswalk Workshop 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 Employment Workshop (DOLEW) no later than 9 months prior to separation and receipt of DOL Gold Card information. Soldiers who can be exempt from the DOLEW portion of the SFL-TAP curriculum are:

(a) Eligible Soldiers retiring after 20 or more years of active Federal service in the military departments.

(b) Eligible Soldiers who, after servicing their first 180 continuous days or more on Active Duty can meet at least one of the following criteria: Are able to provide documented evidence of civilian employment; are able to provided documented acceptance into an accredited career technical training, undergraduate, or graduate degree program; have specialized skill which, due to unavoidable circumstances, are needed to support a unit scheduled to deploy within 60 days. Additionally, a make-up plan must accompany the postponement certification.

IMBV-HR

SUBJECT: Fort Belvoir Policy Memorandum #7, Soldier for Life -Transition Assistance Program

(c) Eligible Soldiers who have previously participated in the DOLEW in the previous 36 months may request an exemption.

(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 prior to transitioning with SFL-TAP personnel. Capstone is the commander's opportunity to confirm the Soldier has met the mandatory transition requirements for VOW and CRS, and is documented on eform 2648/-1.

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

(9) In accordance with the Veterans Employment Initiative Taskforce, SFL-TAP offers three two-day career transition workshops: Accessing Higher Education Track, Career Exploration and Planning Track, and Entrepreneurship Track (Boots to Business) Each of these tracks may become mandatory, depending on the Soldier's chosen career path, as identified on their Individual Transition Plan (ITP).

d. Commanders' 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 as early as 18-24 months prior to ETS.

(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.

IMBV-HR

SUBJECT: Fort Belvoir Policy Memorandum #7, Soldier for Life -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.



JOSHUA P. SEGRAVES
COL, IN
Commanding