



**Soldier for Life-Transition Assistance Program**  
Soldier Support Center  
Bldg. 4-2843; Fort Bragg, NC 28307



1 JUNE 2020

MEMORANDUM FOR RECORD

SUBJECT: COVID-19 SFL-TAP Process & Procedures

SFL-TAP is a program that is mandated by Congress and the Department of the Army, for ALL Service members. This includes voluntary separations (i.e. ETS/Retirement) and unanticipated losses (ie. MEB, accelerated separations, and all other types of chapters). The TAP client is defined in AR 600-81 and DoDI 1332.35. Laws and policies mandate that soldiers who leave military service with 180 or more continuous days of Title 10 Active Duty service (not including training days) comply with legal and regulatory requirements to receive transition assistance services and benefits as early as possible. **Overall, the SFL-TAP program is not optional it is mandatory and cannot be waived.**

**\*IMPORTANT PLEASE READ (before proceeding to steps) \***

As of 1 June 2020, the Fort Bragg SFL-TAP office remains closed due to COVID-19 mass meeting restrictions. Currently, there is no date on when the center will reopen.

**Emailing SFL-TAP Staff Members in Memorandum:** Always display proper email etiquette, professionalism, and respect. Our greatest priority is to assist you with your transition and your cooperation is greatly appreciated. **All emails MUST indicate in the Subject Line: Service member's Last name and either Registration, IIC, Pre-Separation Briefing, Workshop Scheduling, JKO Request, Capstone, Clearing, Short Suspense, or SFL-TAP General Questions.** This will help us identify your email properly and help us assist you more efficiently. **It is important that you email both individuals stated under each step to ensure that your email is received, DO NOT email separately.** Due to COVID-19, We are receiving a higher than normal volume of emails, we appreciate your patience and **please allow at least 24 hours for a response.**

**All Appointments & Workshops will be conducted, one on one, via Telephone Conference Calls (until further notice).** Service members will be emailed an appointment/workshop reminder with specialized dial-in instructions for the call, 72-hours prior to scheduled appointment or scheduled workshops. **PLEASE REFRAIN from going in center or directly to the Virtual Center** to complete Registration, Self-Assessment/ Individualized Initial Counseling, Pre-Separation Brief, & Capstone Counseling. \*To schedule or reschedule appointments email **JENNA.N.BROWN3.CTR@MAIL.MIL** and **CC TAMIKA.L.SAXX.CTR@MAIL.MIL\***

**Short Suspense Service members:** When sending an emailing requesting any type of accelerated scheduling or clearing requests, **it is mandatory to attach to the email the Official Orders and Official DA-31 Leave Form confirming the Final Out Date (FOD).** This will help the SFL-TAP staff assist you more efficiently.

**Note:** If you are a Commander or representative inquiring about or submitting a case for proxy OR if you are an acting commander attempting to submit a copy of your assumption of command memo, to facilitate the completion of your service member's SFL-TAP process, please email **REGINALD.L.COAXUM.CTR@MAIL.MIL** and CC **TAMIKA.L.SAXX.CTR@MAIL.MIL** requesting proxy memo and/or assumption of command memo guidance.

## **COVID-19 SFL-TAP STEPS**

**Please follow the steps below in numerical order as it applies to each specific transition process.**

**Not following these steps in order will hinder your process.**

**(Step 1) Registration:** If this is your first time initiating the SFL-TAP process and you are attempting to get started, please email [CYNETHIA.S.MAHONE.CTR@MAIL.MIL](mailto:CYNETHIA.S.MAHONE.CTR@MAIL.MIL) and [CC TAMIKA.L.SAXX.CTR@MAIL.MIL](mailto:CC TAMIKA.L.SAXX.CTR@MAIL.MIL) to get registered for our program. *This means that you have not previously completed any part of the SFL-TAP process prior to 1 Oct 2019.*

**(Step 2) Self-Assessment/ Individualized Initial counseling (IIC):** Once registration is complete; the next step is to attend an Individualized Initial counseling (IIC) which will include a personalized self-assessment. email [JENNA.N.BROWN3.CTR@MAIL.MIL](mailto:JENNA.N.BROWN3.CTR@MAIL.MIL) and [CC TAMIKA.L.SAXX.CTR@MAIL.MIL](mailto:CC TAMIKA.L.SAXX.CTR@MAIL.MIL)

**(Step 3) Pre-separation briefing:** After the Individualized Initial Counseling is complete, Service members are scheduled for the next step which is the Pre-separation briefing by the Counselor conducting the IIC.

### **(Step 4) SFL-TAP Mandatory Workshops:**

The SFL-TAP counselors are **conducting the following workshops via Group Conference Call:** *Managing Your (MY) Transition, MOS Crosswalk, Financial Planning for Transition, ITP Review, Skills Development, Dress for Success, Guide to Federal Employment, Advanced Resume, Interview Techniques, and Salary Negotiations.*

**The DOL Employment Fundamentals of Career Transition workshop, The VA Benefits & Services workshop, and all Track Workshops:** *Service members will be contacted on how these workshops will be conducted prior to scheduled appointment.*

**(Step 5) Continuum of Military Services:** The Continuum of Military Services (Reserve Component Briefing) is an SFL-TAP Career Readiness Standard that must be completed prior to capstone by all Service members (including MEB, Chapters, and Retirees- must proceed to this office to be signed off but are not required to attend the RCCC briefing). The Reserve Component office, on the 5<sup>th</sup> floor of the SSC will be minimally staffed and open (M-F 0900-1600) to meet this requirement. ***This is a Fort Bragg policy, which trumps any guidance put out by any outside entity.***

**(Step 6) Capstone Counseling:** After all mandatory workshops have been completed, please contact [MAURICE.B.MEDLEY.CTR@MAIL.MIL](mailto:MAURICE.B.MEDLEY.CTR@MAIL.MIL) and [CC TAMIKA.L.SAXX.CTR@MAIL.MIL](mailto:CC TAMIKA.L.SAXX.CTR@MAIL.MIL) to schedule.

**(Step 7) SFL-TAP COVID-19 Clearing Procedures:** After the Capstone appointment is complete & SM's Commander has signed the eForm, the SM will obtain their signed DD2648 (eForm) from DODTAP/Milconnect. SM will email signed eForm (**ENCRYPTED**) to [JENNA.N.BROWN3.CTR@MAIL.MIL](mailto:JENNA.N.BROWN3.CTR@MAIL.MIL) and [CC TAMIKA.L.SAXX.CTR@MAIL.MIL](mailto:CC TAMIKA.L.SAXX.CTR@MAIL.MIL). **A confirmation email will be sent to the service member and the transition POC(s) to validate successful clearing of SFL-TAP program.**

**Point of contact for this memorandum is Tamika L. Saxx (Ft. Bragg SFL-TAP Supervisor) and can be reached at [TAMIKA.L.SAXX.CTR@MAIL.MIL](mailto:TAMIKA.L.SAXX.CTR@MAIL.MIL).**

Tamika L. Saxx  
Fort Bragg SFL-TAP Contractor Installation Manager