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APVG-CG

11 December 2020

MEMORANDUM FOR RECORD

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter #17 – Soldier For Life
- Transition Assistance Program (SFL-TAP)

1. References:

- a. 10 U.S. Code §§ 1142-44.
 - b. Veterans Opportunity to Work (VOW) to Hire Heroes Act, Pub. L. No. 112-56, Sections 201-256, 125 Stat 711-733 (2011).
 - c. Army Regulation (AR) 600-81 (Soldier for Life – Transition Assistance Program), 17 May 2016.
 - d. HQDA EXORD 054-12, ISO Army Transition, 29 December 2011.
2. Title 10 U.S.C. 1142-44, the Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011, HQDA EXORD 054-12, ISO Army Transition, 29 Dec 11, and Army Directive 2014-18, require all Soldiers to complete specific SFL-TAP requirements prior to transitioning from the military.
- a. SFL-TAP is a Commander's Program that provides timely and effective transition assistance to Soldiers, Army Civilians, and their Families. SFL-TAP plays a vital role towards the Army's retention efforts while also significantly reducing the Army's potential unemployment compensation costs.
 - b. Early and managed SFL-TAP participation minimizes the impact on unit missions, helps Soldiers to leverage their valuable Army-acquired skills, training, and experience to obtain civilian employment. Moreover, SFL-TAP assists in military recruiting for future generations. Leaders at every level will support SFL-TAP, as it helps the Army conserve fiscal resources, man the force, and take care of our Soldiers.
3. Mandatory SFL-TAP training begins for all Soldiers no later than 12 months prior to their retirement or separation date to enable a smooth transition to civilian society.
- a. Officers and warrant officers requesting unqualified resignation or Release from Active Duty (REFRAD) will report immediately to SFL-TAP upon receipt of a Brigade Commander (COL/O6) approval endorsement on their separation packet.

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b. Soldiers enrolled into the Integrated Disability Evaluation System (IDES) will begin SFL-TAP immediately.

c. Soldiers being considered for release earlier than their contractual separation date (i.e., Chapters) will be referred to SFL-TAP immediately upon identification as a potential candidate for early release.

d. Soldiers notified of a bar to continued service will report immediately to the Soldier for Life Center to receive mandatory SFL-TAP services.

e. Soldiers and Family Members receiving services or attending classes at the SFL-TAP center will be in uniform or business casual attire.

4. Brigade Commanders will ensure that all Soldiers complete the following SFL-TAP career readiness standards prior to separation:

a. Individualized Initial Counseling and Pre-Separation Counseling, either online at www.sfl-tap.army.mil or by appointment, no later than 12 months prior to separation.

b. Managing Your (MY) Transition, Military Occupational Codes (MOC) Crosswalk, and Financial Planning for Transition no later than 12 months prior to separation.

c. Employment Fundamentals of Career Transition, no later than 9-12 months prior to separation.

d. Department of Veterans Affairs (VA) Benefits and Services brief, and register for eBenefits at www.eBenefits.va.gov no later than 6 months prior to separation.

e. Selected Two-day Track (Education, Employment, Entrepreneurship, Vocational) no later than 4-6 months prior to separation

f. Soldiers will complete a SFL-TAP capstone event to confirm that they have completed items 4.a-4.e. above and to ensure they are connected with the appropriate interagency parties and resources that provide post-separation benefits, services, and support no later than 90 days prior to separation. Soldiers will e-sign the DD eForm 2648, which verifies that all career readiness standards have been met. The DD eForm 2648 must be e-signed by the Company, Troop and Battery Commander or designee and printed for submission to the Transition Center prior to clearing the installation.

g. Items 4.a-4.e can be completed in either over a distributed timeframe or online, based on mission requirements.

h. Brigade Commanders will also ensure that demobilizing and REFRAD Reserve Component (RC) Soldiers with at least 180 days of active Federal service complete the SFL-TAP career readiness standards 90 days prior to separation. In the event a RC Soldier is being demobilized under circumstances in which operational requirements make the 90 day requirement unfeasible, Individualized Initial Counseling and Pre-Separation Counseling will begin as soon as possible within the remaining period of service.

5. In order to maximize program intent, Brigade Commanders will:

a. Appoint on orders a Unit Transition Advisor to synchronize the unit's transition program with SFL-TAP.

b. Ensure that all transitioning Soldiers participate fully and meet all transition requirements in accordance with the timelines listed above.

c. Ensure Soldiers preparing to deploy who will have less than 12 months remaining in service upon redeployment receive SFL-TAP Individualized Initial Counseling and Pre-Separation Counseling no later than 90 days prior to deployment.

d. Ensure deploying/deployed Soldiers with an approved retirement or Expiration Term of Service (ETS) are redeployed a minimum of 90 days prior to retirement or ETS to receive mandatory transition services.

e. Company, Troop and Battery, Commander exempt Soldiers from unit duties during the mandatory SFL-TAP events and the two-day selected career tracks listed above. Soldiers will not be removed from any mandatory SFL-TAP event except in writing or verbal command by the Soldier's Company, Troop and Battery Commander or first sergeant to the SFL-TAP Manager. The Soldier must immediately reschedule for any missed training with the SFL-TAP.

f. Company, Troop and Battery Commander appoint an escort for Soldiers considered for separation under AR 635-200, Chapter 5-13 (Personality Disorder), Chapter 7 (Defective Enlistment and Extensions), Chapter 9 (Alcohol or other Abuse Rehab Failure), Chapter 10 (Discharge in Lieu of Trial by Court Martial), Chapter 11 (Entry Level Performance and Conduct), Chapter 13 (Unsatisfactory Performance), and Chapter 14 (Misconduct) separations to their initial visit to the SFL-TAP Center to ensure timely enrollment into the program. For all noncommissioned officers (NCOs) and officers, escorts must hold one rank higher than the separating Soldier.

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g. Brigade, Battalion and Company, Troop and Battery Commander's review the SFL-TAP Commanders Report, distributed monthly, to ensure Soldier enrollment and compliance with the law and this policy.

6. Proponent for this policy letter is Deputy Chief, Military Personnel Division, Directorate of Human Resources at 808-655-6845.



JAMES B. JARRARD
Major General, USA
Commanding