DEPARTMENT OF THE ARMY
HEADQUARTERS, III ARMORED CORPS AND FORT HOOD
BUILDING 1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

AEZF-CG

COMMANDING GENERAL'S POLICY LETTER #3

'2 3 JAN 2026

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Soldier Transitioning out of the Army

1. This policy outlines the importance of supporting Soldiers as they transition from active service and emphasizes the Command's commitment to the Army Transition Assistance Program (TAP) and other Department of Defense (DoD) transition initiatives. It also outlines specific guidance for IIIAC Soldiers wanting to participate in the Career Skills Program (CSP).

2. Every Soldier who has worn the uniform and served this Nation with honor deserves a comprehensive, well-structured path to civilian life. It is important that we ensure every transitioning Soldier is equipped with the tools, resources, and support necessary to succeed beyond the Army.

3. The TAP, CSP, Soldier for Life (SFL), and other related initiatives are not optional check-the-box requirements—they are essential components of our duty to take care of our Soldiers. Leaders at all levels will support and encourage participation in these programs.

4. Transition is not just an individual event—it is a command priority. Soldiers who leave our ranks as prepared, professional, and empowered civilians become lifelong ambassadors of the Army and continue to serve our Nation in new and meaningful ways.

5. I expect every leader within III Armored Corps to fully support our transitioning Soldiers and to uphold the Army's enduring commitment to taking care of its people—past, present, and future.

KEVIN D. ADMIRAL
Lieutenant General, USA
Commanding

4 Encls
1. Transition Assistance Program
2. Career Skills Program Guidance
3. Soldiers Pending Involuntary Administrative Separation
4. Return to Home of Record for Involuntary Separating Soldiers

Enclosure 1: Transition Assistance Program

1. **REFERENCES**:

a. Veterans Opportunity to Work (VOW) to Hire Heroes Act, Public Law 112-56, 21 November 2011

b. Title, 10, U.S. Code, Section 1143 – Employment assistance

c. Headquarters, Department of the Army Execution Order 054-12, In Support of Army Transition, 29 December 2011

d. Office of the Secretary of Defense (OSD) Directive Type Memorandum (DTM) 12- 007, 21 November 2012

e. Department of Defense Instruction (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

f. Department of Defense Instruction (DoDI)1332.35, Transition Assistance Program (TAP) for Military Personnel, 26 September 2019, Change 1, effective 29 July 2025

g. Army Directive (AD) 2015-12, Implementation Guidance for Credentialing Program and Career Skills Program, 11 March 2015

h. Directive -type Memorandum (DTM) 12-007, "Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members," 5 May 2015

i. Army Regulation (AR) 600-8-10, Leaves and Passes, 3 June 2020

j. AR 600-8-7, Retirement Services Program, 20 September 2022

k. AR 600-81, Transition Assistance Program, 12 April 2024

l. AR 600-3, The Army Personnel Development System, 7 February 2025

m. AR 350-1, Army Training and Leader Development, 1 June 2025

n. Military Personnel Message (MILPER) 25-116, Update to Career Skills Program, DoD SkillBridge Program, and Individual Internship Program Structure, 3 Apil 2025

2. **APPLICABILITY**: This policy applies to III Armored Corps and Fort Hood and tenant organizations, Soldiers, and their Family members.

3. **PURPOSE**: The following guidance synchronizes regulations and directives for the Army Transition Assistance Program (TAP) and Career Skills Program (CSP).

4. **POLICY**:

a. TAP is the commander's program. I fully support the TAP and expect commanders and leaders at every echelon - from platoon level up - to ensure that every separating Soldier successfully completes TAP requirements IAW AR 600-81. Setting conditions for a Soldier's successful transition from the Army is leaders' business; and leaders at all levels will promote and require participation in the TAP.

(1) TAP is the Army agency charged with directly assisting all commanders with the execution of their unit transition program and ensuring each is compliant with Title 10 U.S.C. 1142-1144; Public Law 112-56, Veterans Opportunity to Work (VOW) Act; and AR 600-81.

(2) Regardless of a Soldier's personal decision as to how long they will serve, every Soldier will eventually leave the Army. The Army recognizes this and directs implementation of the Soldier Life Cycle (SLC). The SLC requires transition planning, which begins first at the unit of assignment, and continues throughout the course of the Soldier's career. First line supervisors will also work directly with their Career Counselors, Command Financial Specialist and TAP to ensure all components of the SLC are fully nested within on-going professional growth and developmental counseling actions.

(3) The SLC directs the Soldier's steps from their initial entry, until their decision to separate. Prior to separating, every Soldier must complete all requisites of the Career Readiness Standards (CRS). These CRS are aligned to a specific timeline, designed for Soldiers to secure both benefits and employment prior to leaving the military, while retaining command flexibility in support of the unit's operational tempo.

(4). The III Armored Corps transition team tracks and reports all TAP unit- level requirements, synchronizes within unit marketing/information sharing, maintains good order and discipline relative to Career Skills Programs (CSP), and works with brigade and battalion command teams to ensure unit TAP programs nest with III Armored Corps and USAG Fort Hood TAP programs.

(a) Brigade and battalion command teams will direct subordinates on the production and submission of reporting requirements to include personnel participating in TAP by name and category (ETS, retirement, chapter, etc.), and completion of mandatory requirements to meet Career Readiness Standards.

(b) Company command teams are responsible for ensuring all Soldiers report to TAP NLT 13 months prior to their separation date, 24 months prior to their Mandatory Retirement Date (MRD), and immediately upon identification for consideration of any un-programmed separations action (MEB/PEB, chapter, etc.). Company command teams will also ensure first-line leaders conduct an initial and annual IDP counseling with all Soldiers, as required by AR 600-81 and AR 350-1.

(c) Brigade career counselors will identify transitioning Soldiers and collaborate with TAP to ensure compliance with AR 600-81 and this policy. Career counselors and retention personnel will not perform TAP duties.

(5) In support of successful and timely transitions, the TAP will send all brigades, 18-month loss rosters each month. The roster will identify service members by name, who are within 18 months of programmed separation, or 24 months of their mandatory retirement date.

(a) Units will direct all Soldiers 13-18 months out from their programmed separation date to report to TAP for completion of all statutory counseling. Initial Individual Counseling (IIC) and Pre-Separation Counseling must be completed NLT 365 days prior to their anticipated separation date. All Soldiers must therefore begin the TAP process NLT 13 months prior to their programmed separation date. The Soldier's personal reenlistment intentions have no bearing on participating. Only upon reenlistment or the unit's stoppage of a separation action (chapter/medical) may the Soldier then disenroll from TAP.

(b) All Soldiers with a MRD will report to TAP and begin transition planning NLT 24 months prior to that MRD. Soldiers eligible for retirement (18 years of service), but not facing MRD, are encouraged to begin the TAP process 24 months from their desired retirement date.

(c) All Soldiers in the Individual Disability Evaluation System (IDES: MEB/PEB) process, those identified for any type of voluntary separation action (REFRAD), or any involuntary separation action (misconduct/standards), are directed to TAP immediately upon notification of pursuit of that action. These Soldiers are at especially high risk of unemployment and unsuccessful transition. Units will not wait on approval of action before directing these Soldiers to TAP.

(6) All Soldiers 18 months from separation, and 24 months from their MRD window will:

(a) Register and complete the initial self-assessment on the portal at http://portal.armytap.army.mil. After the Soldier has registered and completed the initial self-assessment on the portal, they will contact the TAP office to schedule an Initial Individual Counseling by calling (254) 288-2227, 288-5627, or 553-6363. During the IIC, TAP will schedule the Soldier for the Pre-Separation Counseling and all other required briefs based off the Soldier's tier level. In addition, TAP will assist each Soldier with completing their mandatory Individual Transition Plan (ITP) and all other Career Readiness Standards.

(b) No later than 9 months prior to separation, regardless of the Soldier's personal intentions towards reenlistment, the Soldier will complete the requisite components of the Transition Assistance Program workshop.

(1) TAP workshops are the foundational training for Army transition. Given the annual transition population on the installation, number of training weeks/seats, and training hours required each day, this course is the place-of-duty for all Soldiers once enrolled.

(2) All Soldiers in the workshops are excused from physical and all other unit training/duty. Soldiers in VOW week will not be released for Phantom Time, nor will they

receive III Armored Corps and Fort Hood training holidays that fall on a Friday. Units will instead grant compensatory time for the missed training holiday at such a time as the unit's operational tempo can support.

(3) Only the battalion command team is allowed to remove Soldiers attending the TAP workshop.

(4) The 5-day workshop is an Army Transition Course focused on training the Soldier to ultimately transition to employment even if that occurs after college. Civilian clothing is encouraged. All civilian clothing will conform to acceptable standards for participating in a professional job interview. The intent in authorizing civilian clothing for TAP courses is that Soldiers learn to dress in appropriate interview attire.

(5) Men may wear suits, casual slacks, dress shirts, polo or golf-style shirts with a collar, or a sweater, and laced or slip-on dress shoes. Women may wear a dress or skirt (knee- length) or casual slacks, high neck or jewel blouses, casual shirts, or sweaters, and heels or dress shoes. The wearing of the Army PT uniforms, T-shirts, jeans, shorts, sneakers, tennis shoes, or flip flops is strictly prohibited. Soldiers who do not wish to wear appropriate job interview attire must wear the Army Combat Uniform/Operational Camouflage Pattern (ACU/OCP). The grooming standards of AR 670-1 apply to all Soldiers during the course, with the exception that female Soldiers in interview attire may wear their hair down and adjust makeup and jewelry to the standards taught during the course.

(c) Not later than 5 months prior to separation, Soldiers will complete and submit a finalized resume or Education/Vocational Institutions comparison to TAP for review/approval by a TAP Transition counselor.

(d) Soldiers may participate in any counselor advised, 2-day elective, or nonmandated TAP hosted/endorsed events. However, these events may be adjusted or rescheduled by the chain of command due to duty schedules or denied in some cases for operational reasons.

(e) Soldiers within 180 days of separation are authorized to request command approval to participate in one of Fort Hood' Career Skills Programs (CSP). These on- duty, industry sponsored training programs teach Soldiers valuable skills and result in a high probability of direct employment upon graduation. Program lengths vary from 3 to 22 weeks and they are the Soldier's place of duty. Participation is limited to Soldiers separating under honorable conditions and requires command signature on the requisite MOU for the course.

(f) Not later than 3 months (90 days) prior to separation the Soldier will complete the Capstone. During Capstone, the Soldier receives one-on-one counseling with the Transition Counselor to review the eForm (DD Form 2648). Once the eForm has been reviewed, the Soldier, Transition Counselor, and the Soldiers Commander will all sign eForm (DD Form 2648). This form serves as the Army's official record, documenting the level of compliance with federal law and regulation to which the commander separated that Soldier from active duty.

(g) To clear TAP, Soldiers must have commanders sign e-Form verification of completion of all requirements for their Tier and complete Capstone.

(h) All Soldiers slated to deploy, who redeploy with less than 12 months remaining on active duty, must complete Individualized Self-Assessment, Individualized Initial Counseling and Pre-Separation prior to deployment. Soldiers remaining at home station will report to TAP immediately. Soldiers forward deployed may use virtual means to continue to communicate with their Fort Hood TAP counselors. Immediately upon redeployment, the command will schedule Soldiers with 18-months or less from separation/MRD for a TAP brief and counseling as part of the unit reset process.

(7) Getting Soldiers to TAP and encouraging their participation demonstrates our commitment to Soldiers and Families. Assisting them in securing post-military employment not only enables them to avoid financial hardship but highlights the value of service to the Army and to the Nation. This also saves millions of Army dollars on unemployment insurance claims.

5. The point of contact for this enclosure is the Transition Assistance Program (TAP), at (254) 288-6735.

Enclosure 2: III Armored Corps (IIIAC) Career Skills Program Guidance

1. **REFERENCES**:

a. Title, 10, U.S. Code, Section 1143 – Employment assistance

b. Department of Defense Instruction (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

c. DoDI 1332.35, Transition Assistance Program (TAP) for Military Personnel, 26 September 2019, Change 1, effective 29 July 2025

d. Military Personnel Message (MILPER) 25-116, Update to Career Skills Program, DoD SkillBridge Program, and Individual Internship Program Structure, 3 Apil 2025

e. Army Regulation (AR) 600-8-10, Leaves and Passes, 3 June 2020

f. AR 600-81, Transition Assistance Program, 12 April 2024

g. Army Directive (AD) 2015-12, Implementation Guidance for Credentialing Program and Career Skills Program, 11 March 2015.

2. **APPLICABILITY**: This guidance applies to all III Armored Corps units.

3. **PURPOSE**: The following guidance synchronizes regulations and directives for the Army Career Skills Program (CSP). CSP is a connection tool the Army uses to assist select transitioning Soldiers within 180 days from their separation from Active-Duty military service date. CSP is not an entitlement. The program provides Soldiers with an opportunity to participate in pre-apprenticeships, apprenticeships, on-the-job training, employment skills training, and internships with civilian employers upon command approval. CSP provides Soldiers the opportunity and training to acquire high-demand and highly skilled civilian careers upon their transition from Active-Duty service.

4. **GUIDANCE**:

a. Warfighting is our #1 Priority. Commanders must assess their unit readiness and mission requirement to determine the level of risk for approving a Soldier's participation.

b. IAW AR 600-81 para 5-4.a., while other Soldiers may participate, Soldiers who meet one of the categories listed below by priority are considered "at-risk" and should be given a higher consideration for participation:

1) Eighteen to twenty-four years old

2) First-term enlistments

3) Involuntarily separating due to force shaping

4) Rapid separation from Active Duty

5) Acquisition of disabilities that result in medical separations, subject to CSP provider qualifications

c. While Commanders may authorize mid- and late-career Soldiers and leaders in their transition or retirement, CSP's main purpose is to assist "at-risk" Soldiers. When authorizing mid- and late-career Soldiers and leaders to participate in CSP, Commanders must be carefully balanced against the unit's mission readiness, and priorities.

d. CSP Duration Limitations:

1) CAT I (E1-E5) can be authorized up to 120 days CSP

2) CAT II (E6-E7, W1-W3, and O1-O3) can be authorized up to 90 days CSP

3) CAT III (E8-E9, W4-W5, O4 and above) can be authorized up to 60 days CSP

e. Approval Authorities:

1) CAT I and CAT II (E1-E7, W1-W3, O1-O3) **who meet one of the "at risk" categories** listed in 4.b. above: approval authority for all durations and all distances is the **first O6 Commander** with UCMJ authority in the Service Member's Chain of Command – not further delegable.

2) CAT III (E8-E9, W4-W5, O4 and above) **who meet one of the "at risk" categories** listed in 4.b. above: approval authority for all durations and all distances is withheld to the **first General Officer** in the Service Member's Chain of Command – not further delegable.

3) All Service Members who **do *NOT* meet one of the "at risk" categories** listed in 4.b. above: approval authority for all durations and all distances is withheld to the **first General Officer** in the Service Member's Chain of Command – not further delegable.

f. Additional CSP considerations:

1) Commanders will prioritize CSP requests which improve Soldier employment options upon transition from the military by producing job offers, certifications, certificates, or other tangible benefits to civilian employability.

2) Commanders must assess their unit's readiness and the mission impact of approving Soldier's participation in CSP. HRC will not send a replacement due to the loss of a Soldier participating in CSP. Units must internally coordinate backfills for position vacancies.

3) Commanders will maintain daily accountability of Soldiers (Present for Duty status) participating in CSP and may require participation in unit formations, physical training, and other unit requirements as needed (when an Administrative Absence has not been approved).

4) Commanders may revoke a Soldier's authorization to participate in CSP at any time during the program based on unit mission requirements or conduct. Upon notification, the participating Soldier must immediately withdraw from the program and report to the unit of assignment.

5) Commanders should consult with their legal representative and obtain a legal opinion for all decisions (approval, disapproval, and revocation).

6) Commanders at all levels will provide comments either supporting, recommending a different duration, or recommending denial (to include the transition leave plan) with justification in the routing of CSP requests to the designated final approval authority.

7) All CSP requests for IIIAC HQ staff must be submitted to IIIAC G1 through HHBn for IIIAC Chief of Staff recommendation prior to the final determination.

5. This guidance is not retroactive and becomes effective for all requests after the date it is signed.

6. **EXPIRATION**: This III Armored Corps policy memorandum will remain in effect until superseded or rescinded.

7. The point of contact for this enclosure is IIIAC G1 Essential Personnel Services section, at IIIACG-1EPS@army.mil.

Enclosure 3: Soldiers Pending Involuntary Administrative Separation

1. **REFERENCES**:

a. United States Code (U.S.C.), Title 10, § 1142: Pre-Separation Counseling, Transmittal of Certain Records to Department of Veterans Affairs.

b. 10 U.S.C § 1144: Employment Assistance, Job Training Assistance, and other Transitional Services.

c. Department of Defense Instruction (DoDI)1332.35, Transition Assistance Program (TAP) for Military Personnel, 26 September 2019, Change 1, effective 29 July 2025

d. Army Regulation (AR) 600-81, Transition Assistance Program, 12 April 2024

e. AR 635-200, Active Duty Enlisted Administrative Separation, 30 July 2025

2. **APPLICABILITY**: This policy applies to all Soldiers and civilians assigned or attached to III Armored Corps and Fort Hood, and all Tenant organizations.

3. **PURPOSE**: This policy synchronizes the statutory requirements for the Army Transition Assistance Program (TAP) with the need for effective involuntary administrative separation processing by directing a process for Soldiers pending involuntary administrative separation.

5. **POLICY**:

a. Timely enrollment and completion of the TAP is essential for effective and timely separation of Soldiers pending involuntary administrative separation. To facilitate effective processing the following guidelines will apply to all Soldiers being involuntarily separated pursuant to Army Regulation (AR) 635-200, excluding Soldiers being separated under AR 635-200, Chapter 10.

(1) **Program Requirements**. All Soldiers, regardless of the basis for separation, will complete the statutory requirements, which includes initial counseling, pre-separation counseling, the 3-day workshop, and the capstone.

(a) The 2-day track following the completion of the 3-day track is waived for any Soldier notified of separation under AR 635-200, Chapter 14 regardless of the Soldier's TAP tier.

(b) Company Commanders, in their discretion, may waive the 2-day track for Soldiers pending separation under other chapters if participation in the 2-day track will hinder timely separation processing or create a hardship for the Soldier.

(c) Commanders will permit a Soldier to complete the 2-day track if the Soldier expresses a desire to do so, subject to separation constraints. If participation in the 2-day track is likely to hinder separation processing, the Soldier will be considered capstone complete at the

end of the 3-day track and permitted to return for the 2-day track later, prior to the Soldier's final out date.

(2) **Company Command Team**. Company Commanders or First Sergeants will formally counsel, using DA Form 4856, Soldiers on the requirement to enroll in TAP as soon as the command believes separation may be initiated. (See Attachment 1) Commanders will inform the Soldier that they must register for TAP within two (2) duty days of receipt of the counseling. Commanders will ensure that Soldiers complete TAP prior to the formal notification of separation pursuant to AR 635-200. Commanders will not wait until separation is formally initiated or approved to notify a Soldier of the requirement to enroll in the program.

(a) Company commanders and First Sergeants will ensure Soldiers being separated under AR 635-200, Chapter 14 are escorted to all the Soldier's TAP requirements.

(b) Escorts will provide TAP personnel with the Soldier's DA 4856 showing counseling for separation or notifying the Soldier of the requirement to enroll in TAP prior to separation notification. If for some reason the Soldier cannot be enrolled in the next available course or counseling session, the designated escort will schedule appointments for the Soldier to ensure separation timelines are met.

(3) **Transition Assistance Program Office (TAP)**. The TAP office will conduct individualized initial counseling (IIC) for Soldiers separating under AR 635-200, Chapter 14, within 48 hours of the Soldier completing the self-assessment. TAP will set aside 9 slots per week for pre-separation counseling for Soldiers being separated under Chapter 14. Soldiers must complete the required workshop classes online at TAPevents.mil. Chapter 14 separation process will be considered for other short suspense, unscheduled separation on a case-by-case basis.

(4) **Soldiers**. The purpose of the TAP curriculum is to facilitate the successful transition from Soldier to civilian. Active and enthusiastic participation is not only expected from each Soldier but is required to remain enrolled. The place of duty for any Soldier enrolled in the program is the TAP location, typically the Copeland Soldier Service Center, unless directed otherwise. Soldiers are expected to be on time, in the right place, and in the right uniform for all sessions. Failure to participate in the program, disrespecting TAP staff, failing to report and leaving early without cause are actions that reflect poorly on the unit and prevent other Soldiers from receiving the benefits of the program. This behavior will not be tolerated and may result in adverse administrative or punitive action.

b. **Online TAP Curriculum**. Soldiers pending separation under AR 635-200, Chapter 14 will complete the online curriculum within four duty days of completing the pre-separation counseling. Soldiers should be afforded a computer within the unit footprint to complete the online requirements. Every effort should be made to have the Soldier complete the online curriculum in the unit area, however, if such space is not available the Soldier will be escorted to the TAP office to use the computer lab.

b. **Program Removal**. Every effort should be made to ensure Soldiers complete the program successfully. Commanders, in their discretion, may take adverse punitive and/or administrative action for Soldiers that refuse to participate in the TAP program. Examples of an

unwillingness to participate include, but are not limited to leaving classes early, failure to report, and failure to complete assignments. Under exigent situations, removal may be granted for Soldiers that refuse to participate after command efforts have been exhausted or are likely to be futile. The request for removal will detail the steps taken by the command to meet the program requirements. The request will be routed through the Soldier's Brigade Commander, or the first O-6 in the chain of command, to the TAP Transition Service Manager (TSM) for approval. (See Attachment 2)

d. This enclosure supersedes any conflicting provisions in enclosure 2 of III Armored Corps and Fort Hood Commanding General's Policy Letter 3.

5. The point of contact for this enclosure is IIIAC Office of the Staff Judge Advocate, Administrative and Civil Law branch at USArmy.Hood.III-Corps.mbx.SJA-Admin- civ@army.mil or 254-287-3655.

Attachment 1 (Counseling Example)
Attachment 2 (Request for Removal Example)

DEVELOPMENTAL COUNSELING FORM

For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.

PRIVACY ACT STATEMENT

AUTHORITY: 5 USC 301, Departmental Regulations, 10 USC 3013, Secretary of the Army.

PRINCIPAL PURPOSE: These records are created and maintained to manage the member's Army and Army National Guard service effectively, to document historically a member's military service,and safeguard the rights of the member and the Army.

NOTE: For additional information, see the System of Records Notice A0600-8-104b AHRC, https://dpcld.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570051/a0600-8-104b-ahrc/.

ROUTINE USE(S): There are no specific routine uses anticipated for this form; however, it may be subject to a number of proper and necessary routine uses identified in the system of records notice specified in the purpose statement above.

DISCLOSURE: Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name *(Last, First, MI)*	Rank/Grade	Date of Counseling
DOE, JOHN J.	E-1	
Organization	**Name and Title of Counselor**	
	Company 1SG or Company Commander Preferred	

PART II - BACKGROUND INFORMATION

Purpose of Counseling: *(Leader states the reason for the counseling, e.g. Performance/Professional/Event-Oriented counseling, and include the leader's facts and observations prior to the counseling.)*

Approach: ☐ Non Directive ☐ Combined ☐ Directive

Type of Counseling: ☐ General Form ☐ Professional Growth ☐ Performance ☑ Event Oriented

Events: ☐ Superior Performance ☐ R & I Counseling ☐ Promotion ☐ Crisis ☐ Referral ☐ Transition ☐ Substandard Performance ☑ Adverse Separation

Purpose of Counseling: *(Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)*

Notification of requirement to register for and complete the Transition Assistance Program (TAP).

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

PTV Doe, John you are being considered for involuntary separation pursuant to AR 635-200, chapter (#) for (factual basis for the separation).

At this time, separation has not been initiated, however because it is contemplated, you must enroll in TAP and complete the curriculum.

The purpose of TAP is to facilitate your successful transition from Soldier to civilian. Should you be separated, it is imperative that you leave with the skills and resources to be self sufficient outside of the Army. During the course of the program, your active and enthusiastic participation is not only expected but is required to remain enrolled.

Your place of duty for the duration of the program, that is from Day 1, through completion, is the TAP classroom unless directed otherwise. You are expected to be on time, in the right place, and in the right uniform for all sessions.

Failure to participate in the program, disrespecting TAP staff, failing to report and/or leaving early without cause are actions that reflect poorly on the unit and prevent other Soldiers from receiving the benefits of the program. This behavior will not be tolerated and may result in adverse administrative or punitive action.

You will be provided an escort while you are completing TAP. Your escort will ensure that you arrive on time for the morning session and the afternoon session. That said, it is ultimately your responsibility to ensure you are on time.

You will complete the TAP requirements even if the command later determines that separation will not be initiated.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment *(other than rehabilitative transfers)*, separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

Plan of Action *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below).*

PVT Doe will make contact with SGT X, (his)(her) identified escort before COB today.

PVT Doe will register for TAP no later than DD-Mon-YY. SM will provide proof of registration, including the dates of the initial and pre-separation counseling sessions to (his)(her) identified escort, SGT X

(**this date should be two duty days after the date the Soldier signs the counseling**)

SM will complete the online curriculum within 5 days of the pre-separation counseling. (Only use this language if the Soldier is being separated under chapter 14)

SM will arrive at the TAP office on (his)(her) scheduled day with note taking material in clean OCPs or in appropriate civilian business casual attire. (use this language if the Soldier will be completing the 3-day live workshop.)

SM will fully participate in the scheduled sessions and be respectful of TAP staff and facilitators.

SM will inform his chain of command if issues arise that will prevent the Soldier from completing the program as scheduled.

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees / disagrees and provides remarks if appropriate.)*

Individual counseled: ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled:	DATE *(YYYYMMDD)*:

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action.)*

SGT X will be notified and counseled on his duties as PVT Doe's escort.

Signature of Counselor:	Date *(YYYYMMDD)*:

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)*

SIGNATURES

Counselor:	Individual Counseled:	Date of Assessment *(YYYYMMDD)*:

Note: Both the counselor and the individual counseled should retain a record of the counseling.

Attachment 2 to Enclosure 3

Command Letterhead

Office Symbol: Date:

MEMORANDUM FOR RECORD

SUBJECT: Exception to Policy Request to Clear the Transition Assistance Program (TAP) without Completing Program Requirements

1. CPT XXXXXXXX, Commander, (Unit Name), requests the Soldier below to be **Capstoned Not Meeting Career Readiness Standards (CRS)**- for not completing TAP requirements.

Rank:
Name:
DOD ID:
UIC:

2. The client (insert reason) *(i.e. was granted leave prior to finishing the program/clearing; client did not start the program 18 months from separation date due to being required to go on rotation; participate in a field exercise; or due to not being informed by leadership).*

3. Command understands not completing the TAP Program, is a violation of AR 600-81 and III Corps CG's policy, Policy Letter #3.

4. POC for this memorandum is the undersigned at (insert phone number and email address).

(Brigade Commander's Digital Signature)
First MI Last Name
COL, TC
Commanding

Enclosure 4: Return to Home of Record for Involuntary Separating Soldiers

1. **REFERENCE:** Joint Travel Regulation (JTR), 1 February 2024.

2. Application. This policy applies to all Soldiers involuntarily separating from Fort Hood where Commander, III Armored Corps and Fort Hood, exercises Senior Commander (SC) authority.

3. Policy. All Soldiers involuntarily separating from the military are eligible for separation travel and transportation allowances for themselves and for a dependent from their current duty station to their Home of Record (HOR)/Place from Which Called or Ordered to Active Duty (PLEAD).

4. Execution.

a. To ensure Soldiers are aware of and receive this entitlement, units will escort involuntarily separating Soldiers separating under Chapters 9, 10, 13, and 14 throughout the separation process. Units will also escort all involuntarily separating Soldiers after they receive their separation orders to the Passenger Travel Office as part of the separation process. Prior coordination with the Passenger Travel Office, 18010 T. J. Mills Blvd, Room A102, Copeland Soldier Center—operating hours 0800-1200 / 1230-1500, Monday-Friday, except federal holidays—is encouraged.

b. The unit, after the Soldier's consultation with the Passenger Travel Office, will counsel the Soldier and document the separating Soldier's election on the attached form.

5. The point of contact for this enclosure is Passenger Travel Office at 254-287-7600 or AFSBn-Cavazos-Transportation-PAXTRVL@army.mil.

Attachment 1 (Transportation Counseling Form Example)