



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

AFZF-CG

27 JUN 2025

**COMMANDING GENERAL'S**  
**POLICY LETTER #3**

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.

Encl

1. Encl 1 III Armored Corps (IIIAC) Career Skills Program Guidance
2. Encl 2 Transition Assistance Program
3. Encl 3 Return to Home of Record for Involuntary Separating Soldiers

  
KEVIN D. ADMIRAL  
Lieutenant General, USA  
Commanding

**Enclosure 1: III Armored Corps (IIIAC) Career Skills Program Guidance**

**1. References:**

- a. Title, 10, U.S. Code, Section 1143 – Employment assistance
- b. 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. Department of Defense Instruction (DoDI) 1332.35, Transition Assistance Program (TAP) for Military Personnel, 26 September 2019.
- d. Military Personnel Message (MILPER) 24-486, Update to Career Skills Program, DoD SkillBridge Program, and Individual Internship Approval Authorities, expire 3 Dec 25 or upon the release of updated policies and AR 600-81.
- e. Army Regulation (AR) 600-8-10, Leaves and Passes, 3 June 2020
- f. AR 600-81, Transition Assistance Program (12 March 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 3.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 3.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 3.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 254-287-5933 or [usarmy.Hood.iiicorps.list.g1-eps@army.mil](mailto:usarmy.Hood.iiicorps.list.g1-eps@army.mil).

## **Enclosure 2: Transition Assistance Program**

### **1. References:**

- a. Veterans Opportunity to Work (VOW) to Hire Heroes Act, Public Law 112-56, 21 November 2011.
  - b. Office of the Secretary of Defense (OSD) Directive Type Memorandum (DTM) 12- 007, 21 November 2012.
  - c. Headquarters, Department of the Army Execution Order 054-12, In Support of Army Transition, 29 December 2011.
  - d. AR 600-3, (The Army Personnel Development System), 14 April 2024.
  - e. AR 600-8-7, (Retirement Services Program), 20 September 2022.
  - f. AR 600-81, (Transition Assistance Program), 12 March 2024.
  - g. AR 350-1, (Army Training and Leader Development), 10 December 2017.
  - h. Department of Defense Instruction (DoDI) 1332.35, Transition Assistance Program (TAP) for Military Personnel, 26 September 2019.
  - i. DoD Instruction 1322.29, (Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI)), 24 January 2014.
  - j. Directive -type Memorandum (DTM) 12-007, "Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members," 5 May 2015.
  - k. Title, 10, U.S. Code, Section 1143 – Employment assistance
  - l. Military Personnel Message (MILPER) 24-486, Update to Career Skills Program, DoD SkillBridge Program, and Individual Internship Approval Authorities, expire 3 Dec 25 or upon the release of updated policies and AR 600-81.
  - m. Army Regulation (AR) 600-8-10, Leaves and Passes, 3 June 2020
  - n. Army Directive (AD) 2015-12, Implementation Guidance for Credentialing Program and Career Skills Program, 11 March 2015.
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 counselings. 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 receive III

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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 worn will therefore 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 the high probability of direct employment upon graduation. Program lengths vary from 3 to 22 weeks and 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.

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(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 in unemployment insurance claims.

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

**Enclosure 3: 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 enclosed memorandum.
5. The point of contact for this enclosure is Passenger Travel Office at 254-287-7600 or [AFSBn-Hood-Transportation-PAXTRVL@army.mil](mailto:AFSBn-Hood-Transportation-PAXTRVL@army.mil).

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**Soldier Rank/Name:** \_\_\_\_\_

**Soldier Unit:** \_\_\_\_\_

**Involuntary Separation Reason (Chapter):** \_\_\_\_\_

| Separation Orders | PTO Date | Final Day in Army |
|-------------------|----------|-------------------|
|                   |          |                   |

The Soldier has been briefed by the Personnel Travel Office of the following:

\_\_\_\_\_ A Soldier on active duty who separates or is released from the Army may be eligible for separation travel and transportation allowances for themselves and for a dependent. A Soldier is authorized travel from the last permanent duty station to their HOR or PLEAD.

\_\_\_\_\_ A different location may be selected or travel may be between other locations. However, reimbursement is limited to the amount that would have been paid if the Soldier had traveled from the last PDS to the HOR or PLEAD.

\_\_\_\_\_ A Soldier who is separated from the Army or released from active duty and has served less than 90% of his or her initial active-duty enlistment or initial service commitment receives no per diem for travel.

\_\_\_\_\_ The Soldier is authorized the same transportation for the dependent transportation that he or she receives, but no per diem.

\_\_\_\_\_ A Soldier and their dependent must begin travel to the HOR or PLEAD before the 181st day following separation from Army or release from active duty to receive separation allowances. When travel before the 181st day would impose a hardship on the Soldier, a time-limit extension may be authorized or approved for a specific time by the Secretary of the Army's delegatee.

\_\_\_\_\_ Soldiers barred from post and wishing to request the travel entitlement to their HOR/PLEAD will not be given access to the installation to visit the Personnel Travel Office. Coordination must be done via telephone and email.

The Soldier elects to receive the travel entitlement by signing below or the Soldier may elect to not receive the benefit with the justification described on the reverse.

\_\_\_\_\_  
**Soldier**

\_\_\_\_\_  
**Date**