



**DEPARTMENT OF THE ARMY**  
**US ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON**  
**2837 BOYD AVENUE**  
**FORT HUACHUCA, ARIZONA 85613-7001**

13 Oct 2020

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**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: POLICY 20-44 Soldier for Life Transition Assistance Program**

**1. References:**

- a. Title 10 U.S.C. 1142-1144
- b. Veterans Opportunity to Work (VOW) – Hire Our Heroes Act, 11 November 2011
- c. Department of Defense Instruction (DODI) 1332.35, Transition Assistance Program (TAP) for Military Personnel, 29 February 2016
- d. Army Regulation 600-81, Soldier for Life Transition Assistance Program, 17 May 16

**2. Applicability.** This memorandum establishes policy and guidance and is intended to improve the scope, quality and integration of transition services for our Soldiers, reserve component members, retirees, DOD Civilians and Family members as appropriate.

**3. Policy.**

a. References directs all Services to provide quality transition services, benefits information and employment assistance to separating and retiring Soldiers and their Family members.

b. The Soldier for Life – Transition Assistance Program (SFL-TAP) is the installation agency responsible for providing timely and effective transition assistance to Soldiers and Retirees as well as Army civilian employees and their Families on a space available basis under the Veteran's Opportunity to Work Act of 2011. The Department of Veteran's Affairs (VA), Small Business Administration and the Department of Labor (DOL) are also partners in preparing transitioning Soldiers for success. These agencies provide the information on benefits and assistance necessary to make informed transition decisions for securing employment based on military acquired skills, training, and experience.

c. All separating/retiring Service Members with 180 days or more of continued active duty service (including Reserve Component members) must complete the Preseparation Counseling Checklist (DD Form 2648) and be briefed on benefits NLT 12

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months before separation. Army Regulation 600-81 allows separating Soldiers to start as early as 18 months prior to separation and retiring Soldiers to start as early as 24 months prior to anticipated retirement date or their Mandatory Retirement Date (MRD), but NLT 366 days to receive this briefing and begin SFL-TAP services. Soldiers are not required to have retirement/separation orders to use any SFL-TAP services.

d. All Service Members slated to deploy, who will redeploy with less than 12 months remaining on active duty, must complete all statutory pre-separation and individual counseling prior to deployment. Service Members who are forward deployed may use virtual means to communicate with either the Fort Huachuca SFL-TAP Center or the SFL-TAP Virtual Center.

e. Commanders will ensure that Soldiers are afforded sufficient opportunity to complete SFL-TAP requirements. Commanders will ensure all eligible Soldiers fully participate and meet all VOW and DOD Career Readiness Standards (CRS) transition requirements. Commanders may execute distributed (preferred) or consecutive transition models.

f. Reference 1d directs that Commanders will release eligible Soldiers during duty hours to complete the DOL Employment Workshop (DOLEW) and the VA Benefits and Services briefings and exempt them from normal duty for the full 24-hour period of each workshop or briefing day and the 12-hours immediately preceding and following each workshop. Soldiers registered for the SFL-TAP workshops will be excused from all other training and may not be removed from the workshops except by the unit CSM or BN commander.

g. Commanders will ensure that all involuntary and medical retiring/separating Soldiers are immediately referred to SFL-TAP to complete the DD Form 2648 and begin using SFL-TAP services. The DD Form 2648 is a required document for MEB/SJA chapter packets. These Soldiers will complete as many services as possible prior to separation as they may be at high risk for unemployment.

h. To start this very important transition process, separating Soldiers will complete the DD Form 2648 at the SFL-TAP Homepage, <https://www.sfl-tap.army.mil>. Refer to Getting Started Guide, Encl. Soldiers may elect to complete this form at the SFL-TAP Center. Contact the SFL-TAP Center at 520-533-5764 to schedule an appointment.

i. Reference 1d directs Commanders to designate a Unit Focal Point Advisor (UFPA) at the company level to synchronize unit efforts with SFL-TAP and ensure Soldiers complete the VOW/CRS requirements in accordance with the Army's timeline. The UFPA must be a SGT or above, designated on appointment orders, and not in transition themselves. Commanders will provide their UFPAs names, contact information and any updates to [usarmy.huachuca.imcom-central.mbx.SFL-TAP@mail.mil](mailto:usarmy.huachuca.imcom-central.mbx.SFL-TAP@mail.mil). The SFL-TAP Center will ultimately track Soldiers' progress in TAP XXI and provide commanders and UFPA with monthly progress reports.

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4. SFL-TAP is a Commander's Program that requires leaders to take an active role in a Soldier's transition. The program encourages Soldiers to attend early and often, starting 18 months prior to transition and 24 months prior to retirement from active duty. The earlier a Soldier starts SFL-TAP the better prepared they are for finding a career, applying to school, and pursuing other civilian goals. For more information on SFL-TAP all Commanders are encouraged to visit [www.sfl-tap.army.mil](http://www.sfl-tap.army.mil).

5. This policy will remain in effect until superseded or rescinded.

6. This policy supersedes USAG, Policy 19-140 Soldier for Life – Transition Assistance Program.

7. Proponent: The Garrison Directorate of Human Resources. The point of contact is the Soldier for Life Transition Services Manager at 520-533-7314.

  
JARROD MORELAND  
Colonel, MI  
Commanding

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