



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING CENTER AND FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON SC 29207-5015

AMIM-FJH-MS (635-86)

19 AUG 2025

MEMORANDUM FOR

Commanders, All Units Reporting Directly to this Headquarters
Commanders, Fort Jackson Partners in Excellence
Directors and Chiefs, Staff Officers, This Headquarters

SUBJECT: Fort Jackson Policy Memorandum #39 - Transition Assistance Program

1. Reference:

- a. Army Regulation 600-81 (Transition Assistance Program).
- b. National Defense Authorization Act for Fiscal Year 2019, H.R. 5515, Section 552, 115th Cong. (2018).

2. Purpose: To establish the Fort Jackson Commander's policy on the Fort Jackson Transition Assistance Program (TAP) in accordance with the implementation of the Army Transition Assistance Program.

3. Policy:

a. Transition is defined as separating from active duty after serving at least 180 days of continuous active service. The transition date is defined as the separation date on the DD Form 214 (Certificate of Release or Discharge from Active Duty). Soldiers serving in the United States Army Reserve and Army National Guard with orders that will result in at least 180 days of continuous active duty service are also required to receive transition services. The Department of Veterans Affairs (VA), the Department of Labor (DOL), and the Small Business Administration (SBA) are essential transition partners with TAP.

b. The Department of the Army (DA) has established a list of transition requirements and a timeline for completion to assist transitioning Soldiers, eligible DA Civilians, and their Family members. Commanders are responsible for the TAP within their units. They should work with their TAP staff to ensure eligible Soldiers meet the National Defense Authorization Act legal compliance and career readiness standards before they transition from active duty. The TAP staff works closely with unit commanders to ensure transitioning Soldiers have access to the TAP services. Commander's reports are also available for unit leadership to track transitioning Soldiers' TAP progress.

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c. In addition, commanders are required to appoint a focal point advisor to synchronize unit efforts with the TAP as Soldiers complete their TAP requirements. The appointed focal point advisor must be retainable for a minimum of one year and cannot be in the transition process.

4. Timeline:

a. No later than 12 months prior to their separation date, Soldiers must conduct a self-assessment and receive individualized initial counseling to determine their most appropriate transition “pathway.” Soldiers deployed to an austere environment are authorized to conduct a telephonic initial counseling as a last resort if no information technology platforms exist. TAP counselors will assign Soldiers to a career readiness tier based on their preparedness to successfully transition, as determined by the self-assessment and individualized initial counseling. Commanders are responsible for ensuring that Soldiers complete the appropriate career readiness standards based on tier assignment.

b. Congress allows Soldiers retiring to start the TAP process 24 months before retirement and non-retiring Soldiers 18 months prior to separation. Deploying Soldiers, who will deploy with less than 12 months remaining on active duty, are required to complete the self-assessment, individualized initial counseling, pre-separation counseling, and begin development of an individual transition plan (ITP) before deploying.

c. No later than 12 months prior to separation, transitioning Soldiers are required to attend the Financial Planning for Transition course and develop a spending plan. The course is scheduled during the individualized initial counseling. The TAP financial counselor is also available to provide one-on-one financial counseling.

d. No later than nine (9) months prior to separation, transitioning Soldiers are required to attend the Military Occupational Specialty Crosswalk course and complete a gap analysis before attending the required one-day DOL Employment Fundamentals of Career Transition workshop. Transitioning Soldiers will begin developing a resume of choice during the DOL employment two-day track.

e. No later than six (6) months prior to separation, transitioning Soldiers are required to attend the VA Benefits and Services briefing, which covers compensation and pension, health care, vocational rehabilitation and employment, education and training, home loan guarantee, small business seminars, life insurance, survivor benefits, and burial.

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f. No later than five (5) months prior to separation, transitioning Soldiers are required to complete a resume of choice with the assistance of a TAP counselor. Resume modification will continue in accordance with the ITP throughout the transition process.

g. Depending on tier, transitioning Soldiers have the option to select and participate in DOL employment, DoD education, DOL vocational, or small business entrepreneurship tracks based on the post-service goals from their ITP. Each track is a two-day event, the process and requirements through which TAP counselors guide transitioning Soldiers.

h. No later than three (3) months before separation, all Soldiers are required to complete Capstone. Capstone is an event intended to verify that a Soldier has a viable ITP and meets the legal compliance and career readiness standards prior to the transition date on the DD Form 214, including standards within selected career tracks, if applicable.

5. Soldiers separated from the Army prior to their scheduled release date, either voluntarily or involuntarily, create a unique challenge and are at a high risk for unemployment. After identifying Soldier losses, commanders will immediately refer them to the TAP center to receive self-assessment, individualized initial counseling, pre-separation counseling, and participate in as many services as possible before transition.

6. Inspiring transitioning Soldiers to attend TAP services is an essential part of the transition process and shows commitment to the Soldiers and their Families. Success in transition equates to a Soldier being prepared to make sound and informed decisions regarding their career and taking appropriate steps to implement those decisions. Successful separation, planning, and execution reduces stress levels for transitioning Soldiers and their Families. Successfully transitioned veterans will become positive advocates for the Army.

7. Expiration: This policy remains in effect until superseded or rescinded.

8. The proponent for this action is the Transition Services Manager at (803) 751-1723.

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Major General, USA
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