



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, WOODFILL HALL
FORT POLK, LOUISIANA 71459-5339

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APR 12 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 9 - Transition Assistance Program (TAP)

1. Reference:

- a. Army Regulation (AR) 600-81, Soldier for Life – Transition Assistance Program
- b. Section 552 of the National Defense Authorization Act (NDAA 2019)

2. Purpose: To establish the Commander's policy on the Fort Polk 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), Department of Labor (DOL), and the Small Business Administration (SBA) are essential transition partners with TAP.

b. The Department of Army 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 and to ensure eligible Soldiers meet the National Defense Authorization Act (NDAA 2019) Legal Compliance and Career Readiness Standards prior to their transition from active duty. The TAP staff works closely with unit commanders to ensure transitioning Soldiers have the opportunity to use the TAP services. Commander's reports are also available to unit leadership to track transitioning Soldiers' TAP progress. 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.

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4. Timeline:

a. No later than 12 months prior to 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 IT platforms exist. Soldiers will be assigned 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 redeploy 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 prior to deployment.

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 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 1-day DOL Employment Fundamentals of Career Transition Workshop. Transitioning Soldiers will begin developing a resume of choice during the DOL Employment 2-day track.

e. No later than six 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.

f. No later than five months prior to separation, transitioning Soldiers are encouraged to complete a resume of choice with the assistance of an TAP Counselor. Resume modification will continue IAW the ITP throughout the transition process.

g. Transitioning Soldiers depending on tier must or have the option to select and participate in the DOL Employment, DOD Education, DOL Vocational, or SBA Entrepreneurship tracks based on the post-service goals indicated on their ITP. Each

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track is a two-day event, which TAP Counselors guide transitioning Soldiers through the process and requirements for completing each track.

h. No later than three months prior to separation, all Soldiers are required to complete Capstone. Capstone is an event intended to verify that a Soldier has a viable Individual Transition Plan and meet the Legal Compliance and Career Readiness Standards prior to the transition date on their DD Form 214, including standards within selected career tracks if applicable.


5. During deployment, Soldiers are encouraged to utilize the TAP Virtual Center to improve their preparedness for transition, if practical. Reserve Component Soldiers, unable to complete these tasks prior to demobilization, will have access to transition services for six months following their transition.

6. 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. Once programmed losses are identified, Commanders will immediately refer the Soldier to the TAP Center to receive self-assessment, individualized initial counseling, pre-separation counseling, and participate in as many services, as possible, prior to transition. Soldiers can also complete workshops at tapevents.mil.

7. Inspiring transitioning Soldiers to attend TAP services is an essential part of the transition process and shows commitment to the Soldiers and their Family Members. Success in transition equates to a Soldier being prepared to make sound and informed decisions regarding his or her career and taking appropriate steps to implement those decisions. Success results in reduced stress levels for transitioning Soldiers. Successfully transitioned Veterans will become positive advocates for the Army.

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

9. The proponent for this action is the Transition Services Manager at (337) 531-1594.


DAVID S. DOYLE
Brigadier General, USA
Commanding

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