



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

IMKN-HRM-A

DEC 17 2018

**MEMORANDUM FOR**

Commanders, Fort Knox Partners in Excellence  
Commanders, All Units Reporting Directly to this Headquarters  
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC

**SUBJECT: Policy Memorandum 21 - Transition Soldier Life Cycle**

**1. References:**

- a. Veteran's Opportunity to Work (VOW) to Hire Heroes Act. Public Law 112-56, 21 November 2011.
- b. Secretary of the Army Transition Policy, 29 August 2011.
- c. AR 600-81, (Soldier for Life-Transition Assistance Program), 17 May 2016.
- d. HQDA EXORD 087-16, Transition Soldier Life Cycle (SLC), 22 December 2015.

**2. Purpose.** To provide individualized reintegration training to all eligible Military Service Members, Retired Soldiers, Veterans, DA Civilians and their Families.

**3. Policy and Procedures.**

a. I am fully committed to the concepts, policies, and objectives of the Army's Soldier for Life-Transition Assistance Program which warrants successful reintegration training of all eligible Soldiers, Retired Soldiers, Veterans, DA Civilians and their Families.

b. This command will ensure Soldiers separating from the Army (retirees, programmed and un-programmed losses) with 180 days or more of continuous active duty service enroll in SFL-TAP at the earliest possible date so they and their Families can receive the training and resources necessary to provide the greatest potential to successfully reintegrate into civilian careers and communities upon separation.

c. I am equally committed to ensuring all eligible Soldiers follow the SFL-TAP distributive model to successfully complete the statutory requirements while maintaining Army readiness throughout their transition process which directly supports the Army's Chief of Staff #1 priority of Total Army Readiness.

4. Responsibilities. Commanders will:

a. Publish a written command policy that supports all Soldiers in transition.

b. Inculcate a command climate that supports the SLC. Certify all Soldiers have an annually updated Individual Development Plan (IDP) placed into the Army Career Tracker (ACT), registered for eBenefits, complete the Army Community Services (ACS) budget development class, and have an annual budget.

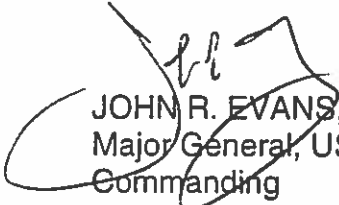
c. Appoint in writing, a primary and alternate unit transition advisor (UTA), in the rank of SSG or above, assist in synchronizing unit efforts of executing the SLC with the SFL-TAP office, and guarantee that Soldiers complete the Army's transition tasks.

d. Proactively forecast and identify Soldier separation dates, ensure Soldiers identified for transition enroll in SFL-TAP at the earliest possible date (366 days or more from known separation date) provide Soldiers sufficient time to prepare for transition, and monitor Soldier progress through transition.

e. Certify the Veteran's Opportunity to Work (VOW) and Career Readiness Standards (CRS) for Soldiers using DD Form 2648 (Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm) upon completion of individual's Capstone counseling session. Fort Knox's transition office will not clear individuals for out-processing if the commander (or written designee) has not digitally signed and certified the eForm.

5. This policy memo supercedes Policy Memorandum 21 – Soldier for Life – Transition Assistance Program, dated 21 Sep 18.

6. Point of contact for this action is the Transition Services Manager at (502) 624-4159.

  
JOHN R. EVANS, JR.  
Major General, USA  
Commanding