



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY RECRUITING COMMAND AND FORT KNOX**  
**1307 THIRD AVENUE**  
**FORT KNOX, KENTUCKY 40121-2725**

AMIM-KNH-MS

23 August 2023

**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 USAREC

**SUBJECT: Fort Knox Policy Memo 13 - Transition Assistance Program (TAP)**

**1. References:**

- a. John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year 2019, Public Law 115-232, Section 552, Codified at 10 USC § 1142
- b. Department of Defense Instruction (DoDI) 1332.35, Transition Assistance Program (TAP) for Military Personnel
- c. 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
- d. Army Regulation 600-81, Soldier for Life-Transition Assistance Program
- e. Army Regulation 600-8-10, Leaves and Passes
- f. MILPER Message 23-202, Updated Process for Transition Assistance Program (TAP)

**2. Policy.**

a. The Transition Assistance Program (TAP) is a program to help prepare Service Members for a new career and connect with employers primed to hire veterans. TAP helps transitioning Service Members make informed decisions through benefits counseling, career preparation, and employment assistance to bring about a successful transition.

b. In accordance with AR 600-81, para 5-8 a., all "eligible Service Members should be notified when they first enter their transition window, for example 24 months for retirees, and 18 months prior to their [enlisted expiration of term of service] ETS or [officer expiration of service agreement] ESA date for all others." Per AR 600-81, para

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5-8 b., early notification will be made through the chain of command and Unit Transition Advisor (UTA) and notification emails will be sent directly to the eligible Service Members' personal email accounts. This requirement includes eligible demobilizing and deactivating Service Members of the Reserve component.

c. All Service Members with 180 or more continuous days of Active-Duty service are mandated to complete the TAP process prior to their separation date listed on their DD Form-214. Service Members enter the TAP process by completing a Self-Assessment (SA), Individualized Initial Counseling (IIC), and a Pre-Separation Brief (PSB) in person or through the TAP Virtual Center no less than 12 months prior to their separation or retirement from military service.

d. Transition counselors will use Service Member's self-assessment results during IIC sessions to assign Service Members to one of three career readiness tiers. Service Members will complete their tier level assignment with specific Career Readiness Standards (CRS), which are tangible measures for preparation for entry into a civilian career, higher education, vocational training, or entrepreneurship.

e. Commanders must immediately refer Service Members in the categories listed below to TAP SA, IIC, and PSB completion regardless of the timeframes stated above.

- (1) Integrated Disability Evaluation System (IDES), pending medical separation.
- (2) Undergoing involuntary separations.

f. Officers and Warrant Officers requesting unqualified resignation or release from active duty need to contact TAP and are encouraged to follow the distributive Army Transition Timeline to ensure completion of TAP requirements. Please see enclosure 1, Army Transition Timeline.

3. The Army Transition Timeline supports commanders sending Service Members to begin transition requirements around the unit/organization's mission requirements.

4. Transitioning requirements include completion of SA, IIC, PSB, Individual Transition Plan (ITP), VA.gov registration, transition overview, military occupational specialty crosswalk seminar, finance planning seminar, Department of Labor 1-day Employment Workshop, and Department of Veterans Affairs (VA) Benefits and Services briefing. Regardless of a Service Member's tier level assignment, all Service Members are encouraged to participate in any CRS track training. Transitioning Service Members should complete CRS requirements no later than 90 days prior to separation or retirement date IOT obtain required DD2648 eForm documentation from the Fort Knox TAP Center.

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a. The assigned Transition Counselor will review and benchmark a transitioning Service Member's completion of mandatory requirements. The unit commander or designee will receive digital token from Transition Counselor for review, action, and signature of DDForm 2648 eForm.

b. Commander or designee will determine whether a Service Member completed viable ITP and CRS requirements.

(1) If a Service Member completed ITP and CRS requirements, the unit commander or designee will sign and return DDForm 2648 eForm for a transitioning Service Member's access.

(2) If a Service Member did not complete ITP and CRS requirements, the commander will determine a Warm Hand Over (WHO) resource by selecting the appropriate interagency partner(s), annotate the selection in the remarks section of DD2648 eForm, and return DD2648 eForm to the Transition Counselor.

(3) If a Service Member has not completed ITP and CRS requirements, and has inadequate transportation, housing plans, or needs additional peer support, the commander or designee must confirm that the WHO takes place with the appropriate interagency partner(s) prior to the Service Member receiving issuance of DDForm 214.

c. Commander/designee will select from following WHO types: Veterans Administration, Department of Labor, Military One Source, or Other.

d. Transition Counselors will provide a Service Member with resources based on commander or designee's annotation of WHO type. Transition Counselor will share interagency representatives' names, contact information, and location/address based on a Service Member's transition or relocation choice.

e. TAP personnel can also provide WHO information to Service Members who complete all CRS requirements.

5. Commander's responsibilities include:

a. Appoint a UTA to intercommunicate with Fort Knox-TAP concerning transitioning Service Member issues.

b. Ensure all transitioning Service Members are notified of their transition window, meet all mandated requirements, and afford them sufficient time for participation in TAP services.

c. Provide escorts for Service Members considered for involuntary separation or barred from reenlistment to their initial visit to the TAP Center.

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d. Coordinate with TAP for a unit-level pre-deployment briefing to be conducted no less than 120 days prior to unit's deployment for deploying Service Members. Service Members deploying or deployed with an approved retirement or ETS should be redeployed a minimum of 120 days prior to retirement or ETS to complete mandatory transition services.

e. Ensure eligible active-duty component Service Members attend and receive Continuum of Military Services briefing and/or counseling no later than four months from military separation.

6. Spouses and caregivers of transitioning military members are welcome and encouraged to participate in transition assistance activities and use TAP counseling services.

7. Additional transition resources is accessible through the TAP Virtual Center at: <http://www.armytap.army.mil>.

8. Army Career Skills Program (CSP). CSP include career/technical training or work experience gained through vetted and approved internship, job shadowing, and apprenticeship opportunities. Both officer and enlisted Service Members benefit from gaining employment skills as they prepare to transition from military to civilian employment. Army recruiting benefits from a well transitioned Soldier who speaks highly of their TAP and CSP.

a. Installation Management Command (IMCOM) is responsible for the management and execution of all CSPs located on Army installations. Human Resource Command (HRC) functions as the policy proponent. Legal review of CSPs by the installation's servicing legal office is required prior to initial CSP approval.

b. To participate in an approved CSP, Service Members must have enrolled in and completed TAP requirements listed in paragraph 4 based on self-assessment and tier level assigned by Transition Counselor.

c. Service Members eligible to participate in CSPs must be within 180 days of anticipated discharge or release from active duty. Their separation from military service must be an honorable or under honorable conditions discharge.

d. Service Members enrolled in IDES are eligible to start a CSP 85 calendar days after their medical retention determination point.

e. Commanders should provide a reasonable opportunity for eligible and authorized Service Members to participate in an approved CSP.

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f. Non-Chargeable Leave is authorized for CSPs.

(1) Commanders with general court-martial convening authority can approve up to 120 days of non-chargeable leave for Service Members participating in a CSP.

(2) An administrative absence, not to exceed 180 days, may be authorized for participation in an approved CSP. Please see AR 600-8-10, Chapter 5.

(3) Requests requiring administrative absence more than 180 days will not be considered.

(4) Planning must include sufficient time after completion of CSP to return to installation or permanent duty station to complete physical and administrative out-processing requirements before separation or retirement date -per AR 600-8-10.

g. Service members transitioning from other branches of service can engage and participate in Army CSPs.

h. The Fort Knox CSP installation administrator is located within the Fort Knox-TAP Center, 70 Pershing Drive, Building 1378, Room 022.

9. Units are encouraged to schedule a unit level professional development overview of TAP for their unit members, or as a leader development during the regular duty day. TAP will take the roadshow to the unit and will cover all aspects with an outcome that all in attendance are aware of current policies, timelines, and expectations of the TAP. This event will consist of TAP staff, VA benefits advisors, and CSP.

10. This policy remains in effect until superseded or rescinded.

11. The proponent and point of contact for this policy is the Directorate of Human Resources, TAP Transition Services Manager at (502) 624.4159.

Encl

  
JOHNNY K. DAVIS  
Major General, USA  
Commanding

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