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FM SC FORT BRAGG AND XVIII ABN CORPS
TO CDR USASOC
CDR JSOC
CDR USACAPOC
CDR 82ND ABN DIV
CDR SFAC
CDR 16TH MP BDE
CDR 18TH FA BDE
CDR 20TH EN BDE
CDR 3RD ESC
CDR 35TH CSB
CDR 44TH MED BDE
CDR 525TH E-MIB
CDR HHBN XVIII ABN CORPS
CDR 108TH ADA BDE
CDR GARRISON CMD
CDR 406TH AFSB
CDR 4TH BDE, EASTERN REGION, USACC (ROTC)
CDR WAMC
CDR 18TH ASOG
CDR 43RD AMOG
CDR 21ST STS
CDR 139TH IN REGT (RTI)(NCANG)
CDR USA RESERVE CENTER
CDR 1-313TH LSBN (USAR)
CDR 2-311TH BN (CS)(CSS)(USAR)
CDR 6-108TH MI (TNG)(USAR)
CDR 419TH CSB
CDR 10TH MP BN (CID)
CDR 192ND OD BN (EOD)
CDR DENTAC
CDR FORSCOM/USARC STB
CDR USA ASOTD
CDR USA PARACHUTE TM (GOLDEN KNIGHTS)
CDR USA SORB
CDR USA SATMO
DIR USASNEC - FORT BRAGG
CDR FB AREA/RESIDENT OFFICE, SAVANNAH USAED
DIR CHRA - FORT BRAGG
DIR GISA FORT BRAGG
DIR JID - FORT BRAGG
DIR MICC - FORT BRAGG
CMDT NCOA - FORT BRAGG
CDR B/249TH EN BN
CDR A/1-169TH AV
CDR C/2-228TH AV
CDR FB MI DET/308TH MI BN (CI)

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TASKORD/SCFORTBRAGG

SUBJECT: XVIII ABN CORPS AND FORT BRAGG TRANSITION ASSISTANCE PROGRAM (TAP) CNTRL NO 23-01171500

1. SITUATION. THE NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) FOR FISCAL YEAR 2019 (FY19) IMPLEMENTED IMPROVEMENTS TO THE TRANSITIONS ASSISTANCE PROGRAM (TAP) FOR ALL COMPONENTS, THESE NEW STANDARDS BECAME EFFECTIVE ON 1 OCTOBER 2019. IN ACCORDANCE WITH (IAW) FY 19 NDAA, ALL SERVICE MEMBERS MUST BEGIN THE TAP PROCESS NO LATER THAN 365 DAYS BEFORE THE DATE OF THEIR ANTICIPATED TRANSITION FROM ACTIVE DUTY. RESERVE COMPONENT (RC) SERVICE MEMBERS WITH MORE THAN 180 DAYS OF CONTINUOUS SERVICE BUT LESS THAN 365 DAYS OF MOBILIZATION MUST COMPLETE THE SELF-ASSESSMENT AND INDIVIDUALIZED INITIAL COUNSELING DURING PRE-MOBILIZATION, INITIAL MOBILIZATION, OR AS SOON AS POSSIBLE THEREAFTER.

2. MISSION. ALL ACTIVE DUTY SERVICE MEMBERS, TO INCLUDE RC ON ACTIVE DUTY ORDERS (ADOS) OR ACTIVE GUARD RESERVE (AGR) STATUS FOR MORE THAN 365 DAYS OF ACTIVE DUTY, MUST BEGIN THE TAP PROCESS NO LATER THAN 365 DAYS BEFORE THE DATE OF THEIR ANTICIPATED TRANSITION FROM ACTIVE DUTY. RC SERVICE MEMBERS WITH MORE THAN 180 DAYS OF CONTINUOUS SERVICE BUT LESS THAN 365 DAYS OF MOBILIZATION MUST COMPLETE THE SELF-ASSESSMENT AND INDIVIDUALIZED INITIAL COUNSELING DURING PRE-MOBILIZATION, INITIAL MOBILIZATION, OR AS SOON AS POSSIBLE THEREAFTER.

3. EXECUTION.

3.A. COMMANDERS. COMMANDERS WILL UNDERSTAND ALL REQUIREMENTS TO COMPLETE THE TRANSITION PROCESS. COMMANDER'S RESPONSIBILITIES WITH RESPECT TO ENSURING TRANSITIONING SERVICE MEMBERS ARE AFFORDED SUFFICIENT TIME TO ATTEND ALL TAP MODULES/COUNSELING SESSIONS IN SUPPORT OF THEIR INDIVIDUAL TRANSITION PLAN (ITP)/TIER ASSIGNMENT. IF A SERVICE MEMBER'S TIER ASSIGNMENT DOES NOT REQUIRE ATTENDANCE IN ONE OF THE TWO-DAY TAP TRACKS (EMPLOYMENT, VOCATIONAL, EDUCATION, OR ENTREPRENEURSHIP), BUT THE SERVICE MEMBER ELECTS TO TAKE ONE OF THESE TRACKS (FOR EXAMPLE, INCLUDES IT ON THEIR ITP), COMMANDERS ARE REQUIRED BY AD 2015-12, ENCL. 3 (IMPLEMENTATION GUIDANCE FOR THE CAREER SKILLS PROGRAM) AND AR 600-81, PARA 8-2 TO AFFORD THE SERVICE MEMBER REASONABLE OPPORTUNITY TO COMPLETE THE SELECTED TWO-DAY TAP TRACK GIVEN MISSION REQUIREMENTS. ARMY COMMANDERS WILL-

3.A.1. RECOGNIZE ARMY TAP, AS A COMMANDER'S PROGRAM, IS FOR ALL SERVICE MEMBERS, REGARDLESS OF COMPONENT, IS MANAGED THROUGH PERFORMANCE METRICS ESTABLISHED BY LAW AND REGULATIONS.

3.A.2. EXECUTE THE DISTRIBUTIVE TRANSITION MODEL TO ENSURE ALL SERVICE MEMBERS IN TRANSITION MEET ALL MANDATED TRANSITION AND CAREER READINESS STANDARDS (CRS) REQUIREMENTS.

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3.A.3. IDENTIFY SERVICE MEMBERS AND ENSURE THEY ARE NOTIFIED FOR TRANSITION SERVICES. RETIRING SERVICE MEMBERS CAN BEGIN THE TAP AS EARLY AS 24 MONTHS OUT FROM THEIR RETIREMENT DATE AND ALL OTHER SERVICE MEMBERS CAN BEGIN TAP NO EARLIER THAN 18 MONTHS, BUT NO LATER THAN 365 DAYS PRIOR TO THEIR TRANSITION DATE.

3.A.4. COORDINATE DIRECTLY, AS COMMANDER OR AS THE COMMANDER'S APPOINTED DESIGNEE, WITH THE LOCAL TRANSITION SERVICES MANAGER (TSM) OR THE SITE INSTALLATION MANAGER ON THE INSTALLATION TO ENSURE SERVICE MEMBERS VISIT THE TAP CENTER NO LATER THAN 365 DAYS PRIOR TO TRANSITION FROM ACTIVE DUTY.

3.A.5. ENSURE EACH SERVICE MEMBER PARTICIPATES IN A CAPSTONE EVENT TO VERIFY THE SERVICE MEMBERS' ABILITY TO ATTAIN THEIR CRS.

3.A.6. RELEASE SERVICE MEMBERS DURING DUTY HOURS TO COMPLETE THE DOL ONE-DAY AND THE VA ONE-DAY WORKSHOPS. ADDITIONALLY, COMMANDERS WILL EXEMPT SERVICE MEMBERS FROM NORMAL DUTY FOR A 12-HOUR PERIOD PRIOR TO AND FOLLOWING EACH FULL DAY WORKSHOP OR BRIEFING DAY.

3.A.7. PROVIDE A MEMORANDUM FOR RECORD (MFR) TO THE TAP COUNSELOR FOR SERVICE MEMBERS WHO ARE EXTREMELY WOUNDED, ILL, OR INJURED TO THE EXTENT IT PREVENTS THEM FROM PARTICIPATING IN THE TAP.

3.A.8. SIX MONTHS PRIOR TO DEPLOYMENT, UNIT LEADERSHIP WILL IDENTIFY SERVICE MEMBERS WHO ARE WITHIN EIGHTEEN MONTHS PRIOR TO ETS, RELEASE FROM ACTIVE DUTY (REFRAD), OR RETIREMENT PRIOR TO DEPLOYMENT AND ENSURE THEY COMPLETE INDIVIDUALIZED INITIAL COUNSELING AND PRE-SEPARATION COUNSELING (DD FORM 2648) PRIOR TO DEPLOYMENT. DEPLOYING SERVICE MEMBERS MUST COMPLETE MANDATED TRANSITION SERVICES PRIOR TO DEPLOYMENT IF THEY WILL NOT MEET TIMELINE METRICS AFTER REDEPLOYMENT.

3.B. COMMANDERS AND PHYSICAL EVALUATION BOARD LIAISON OFFICERS (PEBLO) WILL ENSURE ALL MEDICAL CONDITIONS, TREATMENT REGIMENS, AND INDIVIDUAL SITUATIONS ARE TAKEN INTO CONSIDERATION BEFORE SCHEDULING THE MANDATORY SERVICES FOR SERVICE MEMBERS WITHIN THE INTEGRATED DISABILITY EVALUATION SYSTEM (IDES). (1) COMMANDERS WILL IMMEDIATELY REFER SERVICE MEMBERS TO A TAP COUNSELOR DURING PHASE I OF THE MEDICAL EVALUATION BOARD (MEB), TO ENSURE THE SERVICE MEMBER HAS TIME TO COMPLETE THEIR TAP REQUIREMENTS. (2) SERVICE MEMBERS IN THE IDES PROCESS RECEIVE PRIORITY TO TAP SERVICES TO ENSURE THEY MEET ALL MANDATED TRANSITION REQUIREMENTS AND THEIR CRS. (3) SERVICE MEMBERS IN THE IDES PROCESS MUST PROVIDE A COPY OF THE COMMANDER'S VERIFIED DD FORM 2648 (EFORM). IF THEY ARE RETIRING OR MEDICALLY RETIRING, THESE SERVICE MEMBERS ALSO MUST ATTEND A PRE-RETIREMENT BRIEFING OR SPEAK WITH THE RETIREMENT SERVICES OFFICE. (4) SERVICE MEMBERS IN THE IDES PROCESS MUST COMPLETE ALL TRANSITION REQUIREMENTS TO MEET MANDATED TRANSITION AND CRS REQUIREMENTS UNLESS EXCEPTIONS DUE TO MEDICAL

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CONDITIONS EXIST OR THEY RECEIVE A WARM HANDOVER TO THE APPROPRIATE AGENCY.

3.C. SERVICE MEMBERS.

3.C.1. ALL SERVICE MEMBERS WILL PARTICIPATE IN THE TAP, TO MEET MANDATED TRANSITION AND CRS REQUIREMENTS, PER THEIR ASSIGNED TIER LEVEL, AND COMPLETE ALL REQUIREMENTS PRIOR TO THEIR TRANSITION FROM ACTIVE DUTY.

3.C.2. THE DISTRIBUTIVE MODEL LEADS TO A PHASED TRANSITION; THIS MODEL IS OPTIMAL FOR LONG-RANGE PLANNING AND SERVICE MEMBER PREPARATION.

3.C.3. SERVICE MEMBERS WILL COMPLETE AN INDIVIDUALIZED INITIAL COUNSELING (IIC) TO INCLUDE A SELF-ASSESSMENT (NLT 365 DAYS PRIOR TO ANTICIPATED TRANSITION). DURING THE IIC, SERVICE MEMBERS WILL INITIATE THEIR INDIVIDUAL TRANSITION PLAN (ITP) AND ARE ASSIGNED A TIER LEVEL TO BETTER ASSIST WITH THEIR TRANSITION GOALS (MUST BE COMPLETED FIRST).

3.C.3.A. THE PRE-SEPARATION COUNSELING WILL INTRODUCE BENEFITS, ENTITLEMENTS, AND SERVICES (NLT 365 DAYS PRIOR TO ANTICIPATED TRANSITION).

3.C.3.B. SERVICE MEMBERS WILL COMPLETE ARMY DAY FOLLOWING THE IIC AND PRE-SEPARATION EVENTS.

3.C.4. SERVICE MEMBERS SHOULD ATTEND DEPARTMENT OF LABOR (DOL) ONE-DAY WORKSHOP NLT NINE MONTHS PRIOR TO ANTICIPATED TRANSITION. THE DOL ONE-DAY WORKSHOP IS THE ONLY MANDATED EVENT FROM WHICH A SERVICE MEMBER CAN POSSIBLY RECEIVE AN EXEMPTION. SERVICE MEMBERS WHO CAN MEET AT LEAST ONE OF THE FOLLOWING CRITERIA ARE AUTHORIZED EXEMPTION: (1) PROVIDE DOCUMENTED EVIDENCE OF CIVILIAN EMPLOYMENT. (2) PROVIDE DOCUMENTED ACCEPTANCE INTO AN ACCREDITED CAREER TECHNICAL TRAINING, UNDERGRADUATE, OR GRADUATE DEGREE PROGRAM. (3) THE FIRST COMMANDER WITH UCMJ AUTHORITY IN THE SERVICE MEMBERS' CHAIN OF COMMAND CERTIFIES THE DD FORM 2648 (EFORM), AND ANY REQUEST FOR EXEMPTION FROM THE DOL ONE-DAY WORKSHOP. THE COMMANDER, IN THE EVENT OF UNAVOIDABLE CIRCUMSTANCES, TO SUPPORT A UNIT SCHEDULED TO DEPLOY WITHIN 60 DAYS, MUST ESTABLISH A MAKE-UP PLAN AND PROVIDE THE MAKE-UP PLAN ALONG WITH THE POSTPONEMENT CERTIFICATION. (4) SERVICE MEMBERS WHO PARTICIPATED IN THE DOL ONE-DAY WORKSHOP IN THE PREVIOUS 36 MONTHS. (5) SERVICE MEMBERS WITH 20 YEARS OR MORE OF SERVICE. (6) SERVICE MEMBERS WHO ARE NOT MEDICALLY ABLE TO ATTEND.

3.C.5. SERVICE MEMBERS WILL ATTEND VETERANS AFFAIRS (VA) BENEFITS AND SERVICES WORKSHOP (NLT 6 MONTHS PRIOR TO ANTICIPATED TRANSITION).

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3.C.6. ALL OTHER SERVICE MEMBERS UNLESS EXEMPT, WILL SEE A RESERVE COMPONENT CAREER COUNSELOR (RCCC) TO DETERMINE THEIR SUITABILITY FOR CONTINUUM OF MILITARY SERVICE IN THE USAR OR ARNG. SERVICE MEMBERS NOT REQUIRED TO ATTEND THE CONTINUUM OF MILITARY SERVICE COUNSELING, SUCH AS RETIRING SERVICE MEMBERS AND SERVICE MEMBERS INVOLUNTARY TRANSITIONING ARE RECORDED AS "N/A" OR "COMPLETE" IN THE AUTHORIZED SYSTEMS FOR PURPOSES OF CONGRESSIONAL MANDATES AND THE SERVICE MEMBERS CRS COMPLIANCE (MUST SHOW ORDERS).

3.C.7. SERVICE MEMBERS MAY PARTICIPATE IN TAP CAREER TRACK WORKSHOPS. BASED ON TIER ASSIGNMENT, WORKSHOPS ARE EITHER MANDATORY OR OPTIONAL. THIS MAY ALSO INCLUDE THE CRS DELIVERABLES.

3.C.8. ONCE MEETING ALL COURSES REQUIREMENTS, IN ACCORDANCE WITH THEIR ASSIGNED TIER, A SERVICE MEMBER WILL CAPSTONE NLT 90 DAYS PRIOR TO ANTICIPATED TRANSITION (MUST BE COMPLETED LAST).

3.D. RAPID TRANSITIONS.

3.D.1 SERVICE MEMBERS IDENTIFIED AS A RAPID TRANSITION, VOLUNTARILY OR INVOLUNTARILY, PRIOR TO THEIR ORIGINAL TRANSITION DATE, AND WHO DO NOT HAVE ADEQUATE TIME TO ACCOMPLISH ALL THEIR CRS REQUIREMENTS WILL RECEIVE A WARM HANDOVER TO THE APPROPRIATE INTERAGENCY PARTNER. SERVICE MEMBERS IDENTIFIED AS A POTENTIAL RAPID TRANSITION ARE REFERRED TO PARTICIPATE IN THE TAP WHICH BEGINS AT THE TIME OF NOTIFICATION TO THE SERVICE MEMBER OR AS SOON AS IDENTIFIED, WHICHEVER IS FIRST. SERVICE MEMBERS ENROLLED IN THE INTEGRATED DISABILITY EVALUATION SYSTEM (IDES) PROCESS, ASSIGNED, OR ATTACHED TO THE SOLDIER RECOVERY UNIT (SRU) MUST IMMEDIATELY ENROLL IN THE TAP.

3.D.2. RC SERVICE MEMBERS WHOSE RELEASE FROM ACTIVE DUTY, AS DETERMINED BY THE SECRETARY OF THE ARMY, MAKES THE PRESCRIBED TIMELINE UNFEASIBLE, BEGIN THE CAPSTONE PROCESS NO LATER THAN THE DATE OF RELEASE FROM ACTIVE DUTY.

3.D.3. SRU SERVICE MEMBERS ARE NOT EXEMPT FROM ATTENDING CLASSROOM TRAINING. SRU SERVICE MEMBERS WHO SCHEDULE FOR A CLASS, BUT THEN MISS THE CLASS DUE TO SPECIALTY MEDICAL APPOINTMENTS, WILL RESCHEDULE CLASSES AS SOON AS POSSIBLE.

3.D.4. EXTREMELY WOUNDED, ILL, OR INJURED SERVICE MEMBERS WHO CANNOT COMPLETE THE TRANSITION REQUIREMENTS IN THE DISTRIBUTIVE MODEL DUE TO THEIR INCAPACITATION MAY DESIGNATE A CAREGIVER TO ASSIST IN SUCCESSFULLY COMPLETING THEIR TRANSITION TO MEET THEIR CRS. CAREGIVERS ARE ENCOURAGED TO PARTICIPATE IN AND COMPLETE AS MANY OF THE TIER 3 ACTIVITIES AS IS REASONABLE. CAREGIVERS ARE NOT MILITARY. IN ADDITION, SERVICE MEMBERS IN THIS CONDITION MAY NOT YET HAVE A VIABLE DESIGNATED CAREGIVER OR CAN RECEIVE A WAIVER FROM COMPLETING THE CRS DUE TO TERMINAL NATURE OF AN ILLNESS.

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3.E. EXCEPTIONS.

3.E.1. SERVICE MEMBERS WHOSE TRANSITION INVOLVES A CHANGE IN STATUS OR SERVICE COINCIDING WITH THEIR DISCHARGE FROM THE ARMY ARE NOT MANDATED OR REQUIRED TO PARTICIPATE IN THE TAP. THESE SERVICE MEMBERS INCLUDE THOSE IN ENLISTED STATUS WHO TRANSITION TO CONTINUE ON ACTIVE DUTY AS COMMISSIONED OR WARRANT OFFICERS, WARRANT OFFICERS TERMINATING WARRANT STATUS TO CONTINUE ON ACTIVE DUTY AS COMMISSIONED OFFICERS, OFFICERS WHO REVERT TO ENLISTED STATUS, AND ACTIVE DUTY OFFICERS APPROVED FOR THE INTER-SERVICE TRANSFER PROGRAM TO ANOTHER SERVICE.

3.E.2. EXCEPTIONS INCLUDE ENLISTED SERVICE MEMBERS IN TRANSITION, WHO PARTICIPATE IN THE ARMY'S GREEN TO GOLD PROGRAM, OR WHO ARE MAKING A TRANSITION FROM ACTIVE DUTY TO ENLIST IN ANOTHER SERVICE. SERVICE MEMBERS IN THE GREEN TO GOLD PROGRAM NORMALLY TRANSITION INTO THE INDIVIDUAL READY RESERVE WHERE THEY REMAIN UNTIL THEY RECEIVE THEIR DEGREE AND COMMISSION THROUGH THE RESERVE OFFICERS' TRAINING CORPS (ROTC) PROGRAM.

3.E.3. RC SERVICE MEMBERS MOVING FROM ONE ACTIVE STATUS TO ANOTHER WITH NO BREAK IN SERVICE ARE AUTHORIZED FOR EXEMPTION FROM COMPLETING THE TAP.

3.E.4. PROXY EXCEPTION IS ONLY AUTHORIZED IN THE FOLLOWING CIRCUMSTANCES: AWOL, INCARCERATION, HOSPITALIZATION, OR DEATH.

3.E.5. COMMANDERS OF TRANSITIONING SERVICE MEMBERS WHO RECEIVE A PUNITIVE OR "UNDER OTHER THAN HONORABLE CONDITIONS" DISCHARGE HAVE THE DISCRETION TO DETERMINE PARTICIPATION IN THE REMAINING 2-DAY TRACKS OF THE TRANSITION ASSISTANCE CURRICULUM. SERVICE MEMBERS MAY RECEIVE A WARM HANDOVER TO OTHER INSTALLATION SERVICES OR OFF-POST SERVICE PROVIDERS.

3.F. COORDINATING INSTRUCTIONS.

3.F.1. THE EFORM PROCESS IS NOW TO BE USED BY ALL TRANSITIONING SERVICE MEMBERS. CURRENT EFORM CONSOLIDATES AND REPLACES FORMER DD FORMS 2648, 2648-1, AND THE 2958. THE EFORM PROCEDURE PLAYS A CRUCIAL ROLE DURING THE TRANSITION AND CONSISTS OF THREE PHASES: PHASE I - PRE-SEPARATION ASSESSMENT; PHASE II - CAPSTONE CRS REVIEW; PHASE III - COMMANDER'S VERIFICATION. SINCE THE EFORM IS NOT FINALIZED UNTIL THE CAPSTONE APPOINTMENT, WE ARE UNABLE TO PROVIDE THE SM A COPY OF THE EFORM. AS A RESULT, A MEMORANDUM WILL ACT AS A PLACE-HOLDER UNTIL THE SM HAS COMPLETED THE TAP PROCESS. THIS MEMORANDUM INDICATES TO THE LEGAL ASSISTANCE OFFICE, THE SM HAS BEGUN THE TAP PROCESS BY COMPLETING THE INITIAL STEP, WHICH IS THE INDIVIDUALIZED INITIAL COUNSELING / SELF-ASSESSMENT. THE EFORM WILL BE AVAILABLE WHEN ALL MANDATORY REQUIREMENTS IN THE TAP PROCESS ARE MET OR COMMANDER /

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COMMANDER'S DESIGNEE REQUEST WARM HANDOVER PRIOR TO THE ISSUANCE OF THE DD FORM 214 (CERTIFICATE OF RELEASE OR DISCHARGE FROM ACTIVE DUTY). ONCE A UNIT HAS PLANS TO INITIATE ACCELERATED SEPARATION, THEY MUST ENROLL THE SM IN THE TAP PROCESS IMMEDIATELY.

3.F.1.A. THE CONSECUTIVE MODEL ALLOWS SERVICE MEMBERS TO MEET CRS IN THE MINIMAL AMOUNT OF TIME; THIS MODEL IS OPTIMAL TO SUPPORT RAPID TRANSITIONS.

3.F.1.B. SERVICE MEMBERS WILL COMPLETE AN INDIVIDUALIZED INITIAL COUNSELING (IIC) TO INCLUDE A SELF-ASSESSMENT (AS SOON AS IDENTIFIED) DURING THE IIC, SERVICE MEMBERS WILL INITIATE THEIR ITP AND ARE ASSIGNED A TIER LEVEL TO BETTER ASSIST WITH THEIR TRANSITION GOALS (MUST BE COMPLETED FIRST).

3.F.1.C THE PRESEPARATION BRIEF WILL INTRODUCE BENEFITS, ENTITLEMENTS, AND SERVICES (AS SOON AS IDENTIFIED).

3.F.1.D SERVICE MEMBERS WILL COMPLETE ARMY DAY FOLLOWING THE IIC AND PRE-SEPARATION EVENTS

3.F.1.E IF A SERVICE MEMBER IS RAPIDLY TRANSITIONING, THEY SHOULD ATTEND THE DOL DAY AND THE VA DAY AS SOON AS POSSIBLE FOLLOWING ARMY DAY. THIS SHORTENED TRANSITION TIMELINE IS THE CONSECUTIVE MODEL. CAREER TRACKS ARE AVAILABLE TO SERVICE MEMBERS IF TIME ALLOWS AND THERE IS SPACE AVAILABLE.

3.F.1.F. THE DOL ONE-DAY WORKSHOP IS THE ONLY MANDATED EVENT FROM WHICH A SERVICE MEMBER CAN POSSIBLY RECEIVE AN EXEMPTION

3.F.1.G. ALL OTHER SERVICE MEMBERS, UNLESS EXEMPT, WILL SEE A RESERVE CAREER COUNSELOR COMPONENT (RCCC) TO DETERMINE THEIR SUITABILITY FOR CONTINUUM OF MILITARY SERVICE IN THE RC OR ARNG.

3.F.1.H. SERVICE MEMBERS ARE NOT REQUIRED TO ATTEND THE CONTINUUM OF MILITARY SERVICE COUNSELING, SERVICE MEMBERS INVOLUNTARY TRANSITIONING ARE RECORDED AS "N/A" OR "COMPLETE" IN THE AUTHORIZED SYSTEMS FOR PURPOSES OF CONGRESSIONAL MANDATES AND THE SERVICE MEMBERS CRS COMPLIANCE (MUST SHOW ORDERS).

3.F.1.I. SERVICE MEMBERS MAY PARTICIPATE IN TAP CAREER TRACK WORKSHOPS. BASED ON TIER ASSIGNMENT, WORKSHOPS ARE EITHER MANDATORY OR OPTIONAL. THIS MAY ALSO INCLUDE THE CRS DELIVERABLES.

3.F.1.J. ONCE MEETING ALL CRS REQUIREMENTS, IAW THEIR ASSIGNED TIER, A SERVICE MEMBER WILL CAPSTONE (AS SOON AS POSSIBLE).

3.F.2. FOCAL POINT ADVISORS.

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3.F.2.A. BRIGADE AND SEPARATE BATTALION COMMAND SERGEANTS MAJOR WILL APPOINT A FOCAL POINT ADVISOR (FPA) AT BRIGADE AND SEPARATE BATTALION LEVEL, WHO WILL ACT AS A LIAISON BETWEEN THE BDE/BN AND THE TRANSITION ASSISTANCE PROGRAM POINT OF CONTACT. NAMES OF THE DESIGNEES WILL BE SUBMITTED TO TAP POC WITHIN THIRTY DAYS OF IDENTIFYING A NEW FPA.

3.F.2.B. THE FPA SHOULD BE AN E-6 OR ABOVE WITH AT LEAST ONE YEAR REMAINING IN THE UNIT.

3.F.3. DUTIES OF THE FPA.

3.F.3.A. ATTEND THE FORT BRAGG TRANSITION COUNCIL (FBTC) MEETINGS TO ADDRESS QUESTIONS AND CONCERNS RELATING TO THE TRANSITION PROCESS AS THEY PERTAIN TO SEPARATION FROM THE MILITARY.

3.F.3.B. MONITOR UNIT ENROLLMENT STATUS IN TAP.

3.F.3.C. BE A CENTRAL POINT OF CONTACT FOR TRANSITION ISSUES.

3.F.3.D. RECEIVE AND DISTRIBUTE REPORTS FROM TAP.

3.F.3.E. FACILITATE INFORMATION FLOW TO LOWEST LEVEL.

3.F.3.F. BRING ISSUES/QUESTIONS/CONCERNS REGARDING TRANSITION TO THE FBTC.

3.F.4. CAREER SKILLS PROGRAM (CSP).

3.F.4.A. THE ARMY CSP AFFORDS TRANSITIONING SERVICE MEMBERS, WITHIN 180 DAYS FROM TRANSITION OFF OF ACTIVE DUTY MILITARY SERVICE, THE OPPORTUNITY TO PARTICIPATE IN APPRENTICESHIPS, ON-THE-JOB TRAINING (OJT), EMPLOYMENT SKILLS TRAINING (EST), AND INTERNSHIPS WITH COMMAND APPROVAL.

3.F.4.B. APPROVAL AUTHORITY TO PARTICIPATE IN CSP/DOD SKILLBRIDGE, IS THE FIRST FIELD GRADE OFFICER WITH UCMJ AUTHORITY IN SERVICE MEMBERS CHAIN OF COMMAND (BATTALION COMMANDER) WITHIN A 50 MILE RADIUS.

3.F.4.C. AUTHORIZATION FOR ADMINISTRATIVE ABSENCE TO ATTEND A CSP OUTSIDE 50-MILE RADIUS, IAW AR 600-8-10 (DTD 3 JUN 20), IS THE FIRST O-6 COMMANDER IN THE SERVICE MEMBERS CHAIN OF COMMAND; THEY ALSO HAVE THE AUTHORITY TO APPROVE UP TO 60 DAYS OF ADMINISTRATIVE ABSENCE TO ATTEND AN APPROVED CSP. THE AUTHORITY MAY BE DELEGATED TO THE FIRST FIELD GRADE OFFICER IN THE CHAIN OF COMMAND, BUT NOT FURTHER DELEGATED.

3.F.4.D. COMMANDERS HAVING GENERAL COURT-MARTIAL CONVENING AUTHORITY MAY APPROVE 61-180 DAYS OF ADMINISTRATIVE ABSENCE TO ATTEND AND

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APPROVED CSP. THE AUTHORITY MAY BE DELEGATED TO UNIT COMMANDERS IN THE RANK OF COLONEL OR HIGHER, BUT NOT FURTHER DELEGATED.

3.F.4.E. SERVICE MEMBER ELIGIBILITY FOR A CSP REQUIRES THE FOLLOWING FOR ALL SERVICE MEMBERS: (1) HAVE COMPLETED AT LEAST 180 CONTINUOUS CALENDAR DAYS OF ACTIVE-DUTY SERVICE. (2) HAVE COMPLETED THROUGH THE CAPSTONE PHASE OF THE TRANSITION ASSISTANCE PROGRAM. (3) ARE EXPECTED TO SEPARATE FROM SERVICE WITH A CHARACTERIZATION OF GENERAL DISCHARGE (UNDER HONORABLE CONDITIONS), OR HIGHER. (4) HAVE (OR WILL HAVE) A MEDICAL BOARD DETERMINATION, IF UNDERGOING A MEDICAL SEPARATION. (5) HAVE AN EXPECTED DISCHARGE FROM SERVICE DATE WITHIN 180 DAYS OF STARTING A CSP.

3.F.4.F. SERVICE MEMBER MUST NOT BE FLAGGED IAW AR 600-8-2, (SUSPENSION OF FAVORABLE PERSONNEL ACTIONS)

3.F.4.G. IAW AR 600-81, PARA 2-12, G(9)), BATTALION/SQUADRON MUST ASSIGN QUALIFIED SERVICE MEMBERS PARTICIPATING IN A CSP TO EXCESS POSITIONS CODED 9993 (KNOWN LOSS), TO MAKE MILITARY POSITIONS AVAILABLE FOR FILL-BY-REPLACEMENT PERSONNEL ON THE MTOE OR TDA AUTHORIZATION DOCUMENTS.

4. SUSTAINMENT. N/A.

5. COMMAND AND SIGNAL. POINTS OF CONTACT.

5.A. G1 POC ARE CPT FELICIA PACK, XVIII ABN CORPS ESSENTIAL PERSONNEL SERVICES (EPS), 910-396-8512, E-MAIL: USARMY.BRAGG.XVIIIITH-ABN-CORPS.LIST.G-1-ESSENTIAL-PERSONNEL-SERV@ARMY.MIL

AND CPT JEREMIAH WOODY, XVIII ABN CORPS G1 PLANS AND OPERATIONS, 910-396-7906, E-MAIL: USARMY.BRAGG.XVIIIITH-ABN-CORPS.LIST.G-1-PLANS-AND-OPERATIONS@ARMY.MIL.

5.B. FORT BRAGG TAP TRANSITION SERVICES MANAGER IS MR. WILLIAM MCMILLIAN, 910-396-2248, E-MAIL: WILLIAM.B.MCMILLIAN.CIV@ARMY.MIL.

AUTHENTICATION: WALTER, COL, G3

ENCLOSURES:

1. - [SUMMARY OF CHANGES 20221223.](#)
2. - [ARMY DIRECTIVE 2019-26.](#)
3. - [ARMY DIRECTIVE 2015-12.](#)

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