



DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
6661 WARRIOR TRAIL, BUILDING 350
FORT POLK, LOUISIANA 71459-5339

AFZX-CG

JAN 23 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: JRTC and Fort Polk Policy 11 - Soldier for Life - Transition Assistance Program (SFL-TAP)

1. Reference: Army Regulation 600-81, Soldier for Life – Transition Assistance Program, 17 May 2016.
2. Purpose: To establish the Commander's policy on the Fort Polk SFL-TAP in accordance with the implementation of the Army Transition 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 SFL-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 SFL-TAP within their units and to ensure eligible Soldiers meet the Veterans' Opportunity to Work (VOW) and Career Readiness Standards (CRS) requirements prior to their transition from active duty. The SFL-TAP staff works closely with unit commanders to ensure transitioning Soldiers have the opportunity to use the SFL-TAP services. Commander's reports are also available to unit leadership to track transitioning Soldiers' SFL-TAP progress. In addition, Commanders are required to appoint a Focal Point Advisor to synchronize unit efforts with the SFL-TAP as Soldiers complete their SFL-TAP requirements. The appointed Focal Point Advisor must be retainable for a minimum of one year and cannot be in the transition process.
 - a. No later than 12 months prior to separation, transitioning Soldiers are required to complete the mandatory Pre-separation Counseling online at <https://portal.sfl-tap.army.mil> or at the SFL-TAP Center. Congress allows Soldiers retiring to start the SFL-TAP process two years before retirement and non-retiring Soldiers 18 months prior to separation.

AFZX-CG

SUBJECT: JRTC and Fort Polk Policy 11 - Soldier for Life - Transition Assistance Program (SFL-TAP)

4. Timeline:

Deploying Soldiers, who will redeploy with less than 12 months remaining on active duty, are required to complete the SFL-TAP pre-separation briefing, individual counseling, and begin development of an ITP prior to deployment.

b. No later than 10 months prior to separation, transitioning Soldiers are required to attend the Personal Financial Planning Transition Seminar and develop an integrated 12-month budget. The SFL-TAP Seminars are scheduled during the initial counseling. The SFL-TAP Financial Counselor is also available to provide one-on-one financial counseling.

c. No later than nine months prior to separation, transitioning Soldiers are required to attend the Military Occupational Specialty Crosswalk Seminar and complete a gap analysis before attending the required DOL Employment Workshop (DOLEW). Transitioning Soldiers are also required to begin developing a resume of choice during the DOLEW.

d. No later than six months prior to separation, transitioning Soldiers are required to attend VA Benefits Briefings I & II, 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. The VA Representative also explains how to apply for these benefits and helps with the application process. Demobilized Soldiers will complete the VA Benefits Briefing as soon as it is practical following redeployment.

e. No later than five months prior to separation, transitioning Soldiers are encouraged to complete a resume of choice with the assistance of an SFL-TAP Counselor. Resume modification will continue IAW the ITP throughout the transition process. Prior to clearing the SFL-TAP, transitioning Soldiers will have in his or her possession a completed job application package, or a job-offer letter. The package must include a private or public sector resume, personal and professional references, and copies of at least two submitted job applications.

f. Transitioning Soldiers have the option to select and participate in the Higher Education, Career Technical Training, or Entrepreneurship track based on the post-service goals indicated on their ITP. Each track is a two-day event. The Higher

Education Track is offered monthly by the SFL-TAP Higher Education Transition Counselor. The Career Technical Training Track is offered quarterly by a Veterans Affairs representative. The Entrepreneur Track is offered quarterly by the Small

AFZX-CG

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Business Administration. SFL-TAP Counselors will guide transitioning Soldiers through the track enrollment process and requirements for completing each track.

g. No later than three months prior to separation, all Soldiers are required to complete a Capstone Event. The Capstone is an event intended to verify that a Soldier has a viable ITP and meet the CRS mandates set forth by the Office of the Secretary of Defense for all Armed Services. All Soldiers must meet VOW/CRS compliance prior to the transition date on their DD Form 214, including standards within selected career tracks if applicable.

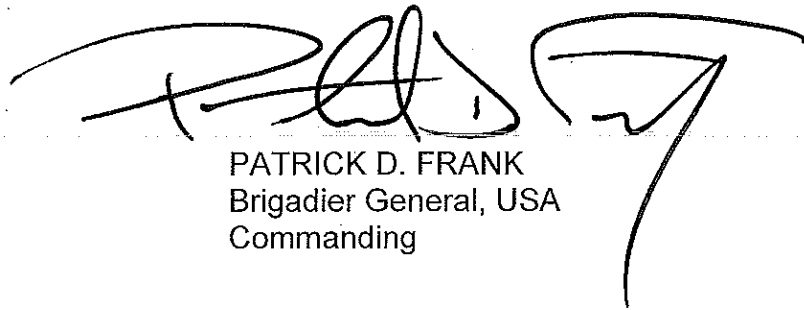
5. During deployment, Soldiers are encouraged to utilize the SFL-TAP Call Center or the SFL-TAP website to improve their preparedness for transition, if practical. Reserve Component Soldiers, unable to complete these tasks prior to demobilization, will have access to transition services for six months 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 SFL-TAP Center to receive pre-separation counseling and participate in as many services, as possible, prior to transition.

7. Ensuring transitioning Soldiers attend SFL-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.



PATRICK D. FRANK
Brigadier General, USA
Commanding

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