DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK
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AFZX-CG

11 Jun 25

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Joint Readiness Training Center (JRTC) and Fort Polk Policy 9 -- 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, Statue 1769-1772.

b. Department of Defense Instruction (DoDI) 1332.35, Transition Assistance Program (TAP) for Military Personnel.

c. Army Regulation 600-81, Transition Assistance Program.

2. Purpose. To establish the Commander's policy on Fort Polk, TAP in accordance with the updated process for the implantation of the Army Transition Assistance Program.

3. Policy.

a. The Army Transition Assistance Program provides counseling, employment and education workshops, and seminars to Soldiers transitioning out of the Army. The goal is to prepare and connect Soldiers to ensure the greatest opportunities for successful personal and career achievement.

b. The TAP is a Commander's Program. Commanders ensure eligible Soldiers meet the National Defense Authorization Act (NDAA 2019) Legal Compliance and Career Readiness Standards (CRS) prior to transition from active duty.

c. To be eligible for TAP, Soldiers must serve for a period of 180 or more continuous days on active duty. The transition date is defined as the separation date on the DD Form 214, Certificate of Release or Discharge from Active Duty. Eligible Soldiers will be notified when they first enter the transition window. Soldiers retiring are authorized to start the TAP process 24 months before retirement. Non-retiring Soldiers may start 18 months prior to separation.

d. The TAP staff works closely with commanders to ensure transitioning Soldiers start the process 365 days prior to transition from active duty. Commanders' reports are

available to unit leadership to track Soldiers' progress. Commanders are required to appoint a Focal Point Advisor to synchronize unit efforts with the TAP staff as Soldiers complete their requirements. The appointed Focal Point Advisor must have a minimum of one-year retainability and cannot be in the transition process.

4. Army Transition Timeline.

a. The Department of the Army established a list of transition requirements and a timeline for completion to assist transitioning Soldiers. Soldiers are required to complete their registration and self-assessments online at https://postal.army.tap.army.mil. Once this process is complete, the Soldier must contact the TAP Center to schedule the initial counseling.

b. Soldiers are assigned to a Career Readiness Tier based on the results of their self-assessment and initial counseling. Commanders are responsible for ensuring that Soldiers complete the appropriate CRS based on their TIER assignment. Soldiers are to execute TAP, per the Army Transition Timeline.

c. Deploying Soldiers who will deploy with less than 12 months remaining on active duty, are required to complete the registration, self-assessment, initial counseling, pre-separation counseling, and begin development of an Individual Transition Plan (ITP) prior to deployment.

d. 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 initial counseling. The TAP Financial Counselor is also available to provide one-on-one financial counseling.

e. No later than nine months prior to separation, transitioning Soldiers are required to attend the Military Occupational Specialty (MOS) Crosswalk and complete a gap analysis before attending the required one-day Department of Labor (DOL) Employment Fundamentals of Career Transition Workshop. Transitioning Soldiers will begin developing a resume of choice during the DOL Employment two-day track.

f. No later than six months prior to separation, transitioning Soldiers are required to attend the Veterans Administration (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.

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

h. Transitioning Soldiers, depending on their tier, may have the option to select and participate in the DOL Employment, DoD Education, DOL Vocational, or Small Business Administration Entrepreneurship carer tracks based on the post-service goals indicated on their ITP. Each track is a two-day event.

i. No later than three months (90 days) prior to separation, all Soldiers are required to complete Capstone. Capstone is the final quality control check to verify that a Soldier has a viable ITP and meets the CRS prior to the transition date on their DD Form 214.

j. The commander determines whether their assigned personnel completed a viable ITP and met CRS requirements. If the ITP and CTS requirements were not met, the commander must ensure a warm handover takes place with the appropriate partners (DOL, VA, or Military One Source) prior to issuance of the DD Form 214.

5. Short Notice, Unanticipated Losses.

a. A short-notice unanticipated loss, or rapid transition, is defined as an unanticipated separation with 90 days of fewer days before separation, retirement, or release from active duty. Soldiers separated for the Army prior to their scheduled release date, either voluntary or involuntary, create a unique challenge and are a high risk for unemployment. Once programmed losses are identified, the Company Commander ensures the Soldier starts TAP immediately.

b. Soldiers pending rapid transition will complete the registration and self-assessment online. Soldiers must contact TAP Center to schedule the initial counseling. Rapid transition Solders will complete the Pre-Separation (2 hours), Managing Your Transition (1 hour), MOS Crosswalk (2 hours), Financial Planning for Transition (4 hours), VA Benefits and Services (8 hours), Employment Fundamentals (8 hours), and Continuum of Military Service (AC) 30 minutes briefings. TAP workshops can be completed online at tapevents.mil/courses.

c. The Company Commander will coordinate with a TAP counselor to determine if any requirements may be waived for a Soldier pending rapid transition. If requirements are waivable, the first O5 Commander in the Soldier's chain of command can waive the requirements by providing a Memorandum for Record to the TAP Counselor during Capstone. Waived requirements will be documented on the DD Form 2648 during the Capstone review.

d. Transitioning Soldier spending a discharge that is not honorable are potentially ineligible for participation in the TAP Career Tracks. In the case of a discharge that is not honorable, the Company Commander determines with TAP whether the Soldier is permitted to participate in TAP Career Tracks. The first O5 Commander in the Soldier's chain of command must provide a Memorandum for Record to the TAP Counselor stating that the Soldier will not participate. The Company Commander ensured the Soldier received a warm handover to the DOL American Job Center located nearest their separation point.

6. This policy will remain in effect until superseded or rescinded.

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

JASON A. CURL
Brigadier General, USA
Commanding

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