



DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER OF EXCELLENCE  
14000 MSCOE LOOP, SUITE 316  
FORT LEONARD WOOD, MISSOURI 65473-8300

AMIM-LDH-MS (635-8b)

19 MAY 2023

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 9 - Transition Assistance Program (TAP) and Career Skills Programs (CSP)

1. Reference: AR 600-81, Soldier for Life - Transition Assistance Program (TAP), dated 17 May 2016.

2. The TAP is a congressionally mandated commander's program implemented in accordance with (IAW) the references above. Commanders will ensure all Soldiers complete mandated requirements prior to transitioning from the military. TAP plays a vital role in the Army's retention and recruitment efforts while also significantly reducing the Army's unemployment compensation costs. Commanders will receive a monthly commander's report from the installation TAP Center to assist with identifying Soldiers required to begin the TAP process. The Army's intent is to meet mandated initial pre-separation counseling requirements no later than (NLT) 365 days prior to a Soldier's expiration of term of service (ETS) and all requirements met NLT 90 days prior to ETS. The Garrison Commander (GC) will establish and conduct quarterly transition councils, chapter 2-5, paragraph b (7), AR 600-81. Commanders, Command Sergeant Majors, and first-line leaders will work closely with the TAP office to ensure that mandatory transition tasks for Soldiers enrolled in TAP are completed within required timelines.

3. Commanders will:

a. Implement a system at all levels that supports completion of initial requirements 18 to 12 months prior to a Soldier's ETS (24 to 12 months for retiring Soldiers) and all requirements NLT 90 days prior to separation. Provide the TAP Liaison Officer with a monthly updated brigade-level leadership contact roster to ensure commanders receive monthly reports and final Department of Defense Form 2648 (DD2648), Pre-separation Counseling Checklists, for signature.

b. Ensure all transitioning Soldiers participate fully and meet all transition requirements IAW the following major timeline milestones: initial pre-separation counseling NLT 365 days prior to separation, Department of Labor Employment Fundamentals NLT nine months prior, VA Benefits and Services brief NLT six months prior, and Capstone/Individual Transition Plan Review NLT 90 days prior. Fort Leonard Wood is considered a "brick and mortar" TAP provider. As such, online classes

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provided through TAP Events will not be used to meet requirements unless an expedited transition is coordinated with and approved by TAP management (Transition Services Manager (TSM) or Transition Services Specialist (TSS)).

c. Ensure deploying Soldiers who will have less than 12 months remaining in service upon redeployment receive TAP initial counseling prior to deployment.

d. Ensure deploying/deployed Soldiers with an approved retirement or ETS date are redeployed a minimum of 90 days prior to retirement or ETS to receive mandatory transition services.

e. Appoint on orders a Unit Transition Advisor at all command levels (company to brigade) to synchronize the unit's transition program with the TAP Center and to assist with compliance requirements. Provide the TSM with copies of the unit advisor orders.

f. Exempt Soldiers from unit duties during mandatory TAP events. Soldiers will not be removed from any mandatory TAP event except with written or direct coordination with TAP management by the Soldier's Company Commander or First Sergeant. Soldiers must be immediately rescheduled for missed training.

g. Support to the maximum extent possible enrollment and participation in CSP and optional TAP classes such as resume and interview classes which prepare a Soldier to participate in TAP Center-hosted hiring events.

h. Refer any Soldier being considered for the Integrated Disability Evaluation System to TAP for immediate registration.

i. Refer any Soldier being considered for involuntary separation to TAP for immediate registration. Intent is to provide all Soldiers with required transition assistance within a timeframe that is conducive to completion during the involuntary separation process. TAP management will be consulted for consideration of expedited transition services. All Soldiers will meet mandated requirements unless TAP management determines it is in the best interest of the command and Soldier to expedite the process. In these cases, the TAP process should be completed in 7 to 15 working days.

i. Once an expedited timeline is determined, monitor that Soldiers are meeting requirements (e.g., attending classes or completing classes online) to maintain that timeline. Appointments for Soldiers being involuntarily separated will not be canceled or

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rescheduled except with written or direct coordination with TAP management by an E7 or above in the Soldier's chain of command.

k: Provide escorts for Soldiers being considered for involuntary separation if the action under consideration warrants (e.g., drugs, alcohol, Absent Without Leave), if a

Soldier requires expedited transition services, or if a Soldier has missed scheduled appointments (no show status identified). Escorts will be a non-commissioned officer or officer of a higher grade than the separating Soldier.

4. Compliance data will be reviewed during command inspection programs.

5. Fort Leonard Wood's Transitions office, located at the Dillard Hall, 13486 Replacement Ave., Building 470, Suite 2219, will not clear Soldiers who fail to comply with this policy. All Soldiers, including those being involuntarily separated, must have a DO2648 signed by their company commander to be cleared.

6. I strongly support participation in Fort Leonard Wood's CSPs which provide Soldiers being honorably discharged the opportunity to obtain industry recognized credentials, on-the-job training or internships within the 180 days prior to separation. Commanders will encourage Soldiers to seek information about CSPs as soon as they begin TAP since many CSPs have multi-step application processes and all CSPs require that Soldiers have a signed DD2648 prior to a program's start date.

a. Soldiers initiate the CSP application process and Battalion Commanders endorse participation. Command approval does not constitute acceptance into a program as a CSP may have limited seats or may require an interview or test prior to selection. Soldiers may apply to multiple CSPs, but can only participate in one, if selected.

b. Soldiers selected to participate in a CSP will be exempt from unit duties during the mandatory class times and are required to report to their unit during those times when there is no scheduled training. CSP staff will track daily attendance and report any unexcused absences to the Soldier's chain of command. Soldier accountability remains the responsibility of the Soldier's chain of command.

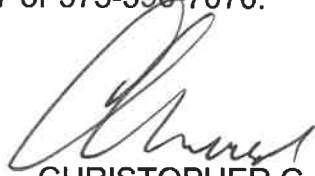
c. The Army has more than 230 approved CSPs nationwide. If a CSP is not available locally, Soldiers may apply for a program at another installation. If selected, Soldiers are authorized to use administrative absence with an approved non-chargeable Department of Army Form 31, Request and Authority for Leave.

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7. A well-managed unit TAP, which starts Soldiers early and monitors their progress in meeting mandated requirements, enables Soldiers to develop an effective transition plan while minimizing the impact on unit missions. I expect all leaders to endorse and meet the intent of this program.

8. The point of contact for this memorandum is Walter F. Harris  
walter.f.harris.civ@army.mil (573) 596-1727 or 573-596-7070.



CHRISTOPHER G. BECK  
Major General, USA  
Commanding

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