



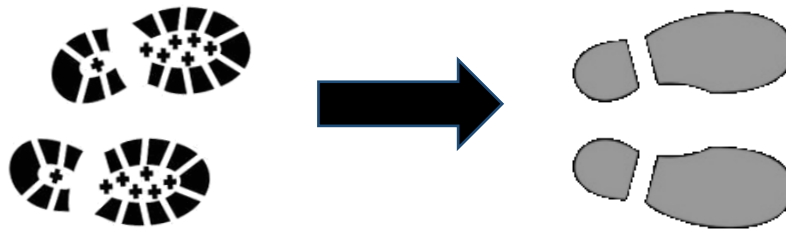
TRANSITION ASSISTANCE PROGRAM

Start Strong • Serve Strong • Reintegrate Strong • Remain Strong

Fort Leonard Wood

Service for Life – Transition Assistance Program

(SFL-TAP) Handbook



January 2018

"Once a Service Member, Always a Service Member...a Service Member for Life!"

This handbook belongs to: _____

Preface

Leaders at every level must ensure that Service Members (SMs) transitioning out of the Armed Services are prepared for an effective transition from active duty into the civilian workforce. The SFL-TAP initiative is designed to support the successful transition of SMs.

Leaders at all levels must synchronize unit efforts with SFL-TAP and ensure SMs complete the Department of Defense mandated transition tasks IAW established transition timelines. The SFL-TAP center will track each individual's completion of the Career Readiness Standards (CRS) in TAP XXI. Commanders also have the ability to track progress at the unit level. Engaged and active leadership will empower leaders to build resilience in their formations while also providing SMs the appropriate resources during transition. These resources will help to create a positive transition and effectively develop future ambassadors of military service in our transitioning population.

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SFL-TAP Foreword

The SFL-TAP Program connects Army, governmental and community efforts to build relationships that facilitate successful reintegration of our Active and retired SMs, Veterans and their Families.

This handbook outlines the key tasks and resources that are available during the transition process. It is important to understand that this handbook provides a quick “one-stop” resource for leaders to assist SMs in the transition from military service. The purpose of this handbook is two-fold:

- 1) To provide command teams and supervisors information and resources to support the transition process and;
- 2) To provide transitioning SMs an outline of the required steps in support of a successful transition.

This handbook does not supersede or replace any Army or Department of Defense (DoD) regulations. As of the publication date, the information in this handbook is current. However, regulations are subject to change.

Chapter 1 – SFL-TAP Introduction

The SFL-TAP Program, formally the Army Career and Alumni Program (ACAP), is the Army's Transition Program responsible for providing SMs with the counseling, employment and education workshops, and seminars required to achieve the Veterans Opportunity to Work (VOW) and Career Readiness Standards (CRS) mandated compliance. This is a key initiative based on the Service Member Lifecycle (SLC), which carries SMs from initial enlistment through separation or retirement.

The SLC promotes lifelong learning, individual development and transition-related requirements throughout a SM's military career. The Transition SLC further demonstrates the Army's commitment to supporting SMs in all stages of their military career and beyond.

The overarching mission of SFL-TAP is to prepare and connect SMs to ensure the greatest opportunities for successful personal and career achievement upon transition from active duty and to create lifelong ambassadors of military service.

Eligibility

All SMs completing 180 days of continuous Active Duty service and not in training status are required to meet VOW/CRS compliance. Eligible SMs will begin receiving transition counseling and employment assistance 18 months prior to transitioning from Active Duty or 24 months prior to retirement. Eligible Family members may participate in SFL-TAP services as soon as their SM is registered with SFL-TAP.

SMs going through MEB/IDES proceedings for medical separation or retirement and those SMs being administratively separated from military service must begin the transition process at the earliest available opportunity.

Active duty SMs and their eligible Family members may participate in SFL-TAP services up to 180 days following their release from active duty. If retiring, SFL-TAP services are available on a space available basis for life.

The program has counselors and staff world-wide located on most Army installations. Visit the SFL-TAP homepage at <https://www.sfl-tap.army.mil/>. The SFL-TAP Virtual Center is available by visiting <https://www.sfl-tap.army.mil/pages/virtual/default.aspx> or by calling 1-800-325-4715.

Veterans Opportunity to Work Act of 2011

The “VOW to Hire Heroes Act” is a series of comprehensive legislation, laws and Veterans' tax credits that will address the high rate of Veterans' unemployment by:

- Expanding Education & Training: The VOW to Hire Heroes Act of 2011 provides nearly 100,000 unemployed Veterans with up to 1-year of additional Montgomery GI Bill benefits to qualify for jobs in high-demand sectors, from trucking to technology. It also provides disabled Veterans who have exhausted their unemployment benefits up to 1-year of additional VA Vocational Rehabilitation and Employment benefits.

- Improving the Transition Assistance Program (TAP): Too many SMs don't participate in TAP and enter Civilian life without a basic understanding of how to compete in a tight job market. Therefore, the VOW to Hire Heroes Act makes TAP mandatory for SMs transitioning to civilian status, upgrades career counseling options and job hunting skills. It also ensures the program is tailored to individuals for the current job market.
- Facilitating Seamless Transition: Getting a civil service job can often take months which often forces a Veteran to seek unemployment benefits. To shorten the time to start a Federal job after discharge, this bill allows SMs to begin the Federal employment process by acquiring Veterans preference status prior to separation. This facilitates a more seamless transition to civil service jobs at VA or other Federal agencies that would benefit from hiring our Veterans.
- Translating Military Skills and Training: This bill also requires the Department of Labor to take a hard look at how to translate military skills and training to civilian sector jobs, and will work to make it easier to get the licenses and certification our veterans need.
- Veterans Tax Credits: The VOW to Hire Heroes Act provides tax credits for hiring Veterans and disabled Veterans who are out of work.

Career Readiness Standards

Career Readiness Standards (CRS) are a series of gateways and deliverables that will help to ensure that SMs leave military service ready to immediately transition into a new career. When executed properly, the SM stands a higher likelihood for success and a lower likelihood for needing to file a claim for unemployment benefits.

SMs must meet VOW/CRS compliance prior to the transition date on the DD 214. The final quality control for meeting CRS is "Capstone," which must be completed NLT 90 days prior to separation. Requirements are as follows:

1. Pre-separation Counseling (initialize DD Form 2648 (eForm))
2. VA Benefits Briefings I & II
3. Department of Labor (DOL) Employment Workshop - Receive DOL Gold Card
4. Individual Transition Plan (ITP)
5. VA eBenefits registration
6. 12-month post-separation budget
7. MOS Crosswalk - Gap Analysis
8. Complete job application package OR received job offer letter
 - Private or Federal resume and references
 - Two submitted job applications
9. Documented continued Military Service opportunity (Active Component only)
10. Complete individual assessment tool
11. Capstone exercise with DD Form 2648 (eForm)
12. Career Tracks (Accessing Higher Education, Vocational/Technical, Entrepreneurship) IAW SM's ITP
 - Accessing Higher Education / Vocational/Technical Training; requirements are:
 - Assessment to identify aptitudes, interests, strengths, and skills
 - Comparison of academic or training institution choice
 - College, university, or technical training application or acceptance letter

- Confirmation of 1:1 counseling with a college, university or technical institution advisor or counselor
- Entrepreneurship Track

Career Readiness Standards (CRS)

TO MEET CRS, SERVICE MEMBERS MUST:

- >> Complete pre-separation counseling (DD Form 2648)
- >> Prepare a DoD standardized 12-month budget
- >> Complete a standardized DoD Individual Transition Plan (ITP)
- >> Register on eBenefits (www.ebenefits.va.gov)
- >> Complete Continuum of Military Service counseling
- >> Evaluate transferability of military skills to the civilian workforce (complete Military Occupational Code Crosswalk and DoD standardized gap analysis)
- >> Document requirements and eligibility for licensure, certification, and apprenticeship (as applicable)

- >> Complete an assessment tool to identify personal interests and leanings regarding career selection
- >> Complete a job application package or present a job offer letter
- >> Receive a Department of Labor (DOL) Gold Card and demonstrate understanding of post 9/11 Veteran priority American Job Centers
- >> Attend VA Benefits I and II Briefings
- >> Attend the DOL Employment Workshop
- >> Complete Transition GPS Training Tracks (as applicable)
 - Accessing Higher Education
 - Career Technical Training
 - Entrepreneurship



www.DoDTAP.mil

The events mandated by the VOW Act and for completion of the Career Readiness Standards are scheduled on a recurring basis as listed below. Changes can occur to the schedule on short notice. Always check with the SFL-TAP Center (Bldg 470, Room 2219) prior to the scheduled appointment to verify the time, date, and location or possible cancellation. Class size is limited. Please call ahead of time to reserve your seat. 573-596-0175.

EVENT	FREQUENCY	DAY	AVAILABILITY
ORIENTATION			
Pre-Separation Briefing (DD2648)	Scheduled	Monday - Friday at 0730	
Initial Counseling	Following the Pre-Separation Briefing or scheduled as needed		
<ul style="list-style-type: none">➤ Demonstration of - or registration into - eBenefits, MyHealtheVet, and American Job Center is included in pre-separation briefing/initial counseling➤ Individual Transition Plan is begun during initial counseling➤ Required coursework is scheduled during initial counseling➤ Supplemental resources are scheduled during a follow-up appointment after mandatory coursework is completed			
MANDATORY COURSEWORK			
Transition Overview	3x/month	Monday	Please Schedule
Military Occupation Crosswalk	3x/month	Monday	Please Schedule
Financial Planning Seminar	3x/month	Monday	Please Schedule
DOL Employment Workshop	3x/month	Tuesday - Thursday	Please Schedule
VA Benefits Briefing I	3x/month	Friday	Please Schedule
VA Benefits Briefing II	3x/month	Friday	Please Schedule
MANDATORY FOLLOW-ONS			
Continuum of Military Service Counseling	Scheduled	Monday - Friday	Please Schedule
Individual Transition Plan and Process Review	Scheduled	Monday - Friday	Please Schedule
Post Separation Budget Review	Scheduled	Monday - Friday	Please Schedule
Capstone (DD2958)	Scheduled	Monday - Friday	Please Schedule
SUPPLEMENTAL RESOURCES			
Education Track - Accessing Higher Education	2x/month	2-day class	Please Schedule
Technical Track - Career Technical Training	monthly	2-day class	Please Schedule
Entrepreneurial Track - Boots to Business	9x/year	2-day class	Please Schedule
Employment Track - Federal Resume Writing I & II	monthly	2 4-hour classes	Please Schedule
All Tracks - Civilian Resume Writing	monthly	4-hour class	Please Schedule
Hiring Fairs	4x/year		
Virtual Job Fairs	As announced		
Resume Review	Scheduled	Monday - Friday	Please Schedule

Chapter 2 – Voluntary Retirement

This chapter provides a brief synopsis on the procedures, roles and responsibilities of those SMs who will retire from military service. Retirement takes planning that should include both the SM and their Family. Each SM and their Family should look ahead toward that day when retirement is possible – and consider all the options. If you plan to retire in the next two years, it's a good idea to review the following steps and subjects. While the thought of retiring is daunting to some, proper planning will help to reduce much of the anxiety associated with the transition.

Preparing to Retire

SMs should start gathering information and planning their military retirement 12-24 months before submitting the retirement application. In a survey of recently retired SMs, 88% indicated their pre-retirement briefing was "extremely" or "critically" important to their retirement planning. Changing from military to civilian lifestyles is not always an easy task, but effective planning can be a big help. Upon military retirement, SMs often change locations, careers and lifestyles.

SMs can begin the SFL-TAP process 24 months prior to retirement, an approved retirement is not needed to start the process. This allows SMs to begin the process well in advance of the actual retirement packet being submitted. The SFL-TAP program provides specialized retirement (all ranks) and Senior/Retiree Class (E-7 and above, CW3 and above and O-4 and above) coursework to assist in the retirement planning process.

At least 12 months before the planned retirement, SMs must attend a pre-retirement briefing provided by a Retirement Services Officer. SMs are encouraged to attend a preretirement briefing before a retirement application is submitted and another shortly before an actual retirement date. Spouses are strongly encouraged to attend the briefing.

SMs cannot physically file their request for retirement until they are within the 9-12 month window from their requested retirement date. The only exception to this is SMs who meet the Time in Service (TIS) requirement (19 years, 6 months of Active Federal Service) and request retirement in lieu of a DA-directed PCS Move. If this applies, SMs can submit a retirement request with a retirement date effective the first day of the sixth month after the request.

Your FLW point of contact for retirements is the Department of Human Resources – Military Personnel Division – Retirement Services Office. The RSO team may be reached at (573) 596-6637/0947. Alternatively, the FLW-RSO group email address is:

flwrso@mail.mil

The FLW-RSO team website can be found at:

<http://www.wood.army.mil/newweb/vets.html>

Retirement Planning Documents

As you plan for retirement, it will be important to understand the timelines, military pay audits, retirement benefits and entitlements, concurrent retirement and disability payments (CRDP), retired pay; the Survivor Benefit Plan (SBP), health benefits, whether you opted in for the Career Status Bonus (CSB) and/or Blended Retirement System (BRS).

Retirement packets will be submitted through S1 channels. Unit S1s process completed packets to the RSO for further processing. The list below contains some helpful resources with direct links to online briefings:

- DA Pre-Retirement Briefing Slides or PDF version - This briefing is mandatory; all SMs should receive NET 12 months before retiring and NLT 4 months prior to the start of transition leave and/or Transition Permissive Temporary Duty (TPTDY). Link:
<https://soldierforlife.army.mil/retirement/preretirement>
- Pre-Retirement Counseling Guide - A guide with detailed retirement planning information. Link:
https://soldierforlife.army.mil/sites/default/files/content/docs/static/2018_US_Army_PreRetirement_Guide.pdf
- Get Ready For Retirement Brochure that outlines subject areas SMs should know about when planning for their retirement. Link:
https://soldierforlife.army.mil/sites/default/files/content/docs/static/Pre/Retirement_is_a_Process.pdf
- Which Pay Plan Are You Under? - Brochure details the three military retired pay plans. Link:
https://soldierforlife.army.mil/sites/default/files/content/docs/static/csb_redux/Which%20Ret%20Pay%20Plan.pdf
- Reserve Component Retirement System - Link to Human Resources Command's Reserve Retirements Branch. Link:
<https://www.hrc.army.mil/tagd/reserve%20component%20retirements>
- Soldier for Life-Transition Assistance Program (SFL-TAP) - Link to the SFL-TAP web site. Link:
<https://www.sfl-tap.army.mil/>
- Historical Highlights of Retired Pay – A brief history of Non-Disability Retired Pay. Link:
<https://soldierforlife.army.mil/sites/default/files/content/docs/2014/Retired%20Pay%20History.pdf>
- Retiring on the Same Day as a Basic Pay Change – From the Army G-1 RSO: How Federal law applies to SMs who retire on the same day as a basic pay change (usually January 1st). Link:
<https://soldierforlife.army.mil/sites/default/files/content/docs/2014/RetiringSameDay.pdf>

Your FLW-RSO is your direct link to retirement services prior to and after your retirement. There are many opportunities available through your RSO to serve on various retirement committees and councils as a retired volunteer.

Enlisted Retirement Documents

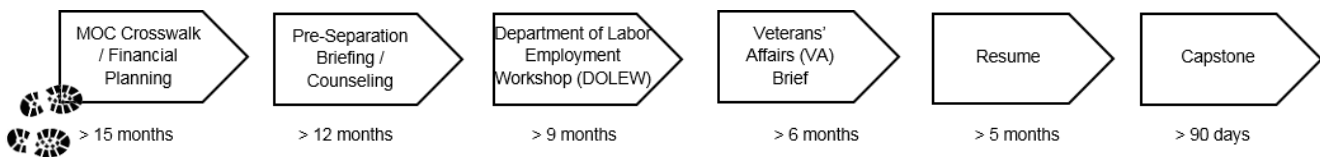
- DA Form 4187 indicating request for voluntary retirement
- DA Form 31 for Transition Leave
- DA Form 31 for TPTDY
- DD Form 2648 (eForm)
- DA Form 1506 (in case of breaks in service or service in multiple components)

Warrant and Commissioned Officer Documents

- Retirement MFR
- Pre-Retirement Information MFR
- DA Form 31 for Transition Leave
- DA Form 31 for TPTDY
- DD Form 2648 (eForm)
- DA Form 1506 (in case of breaks in service or service in multiple components)

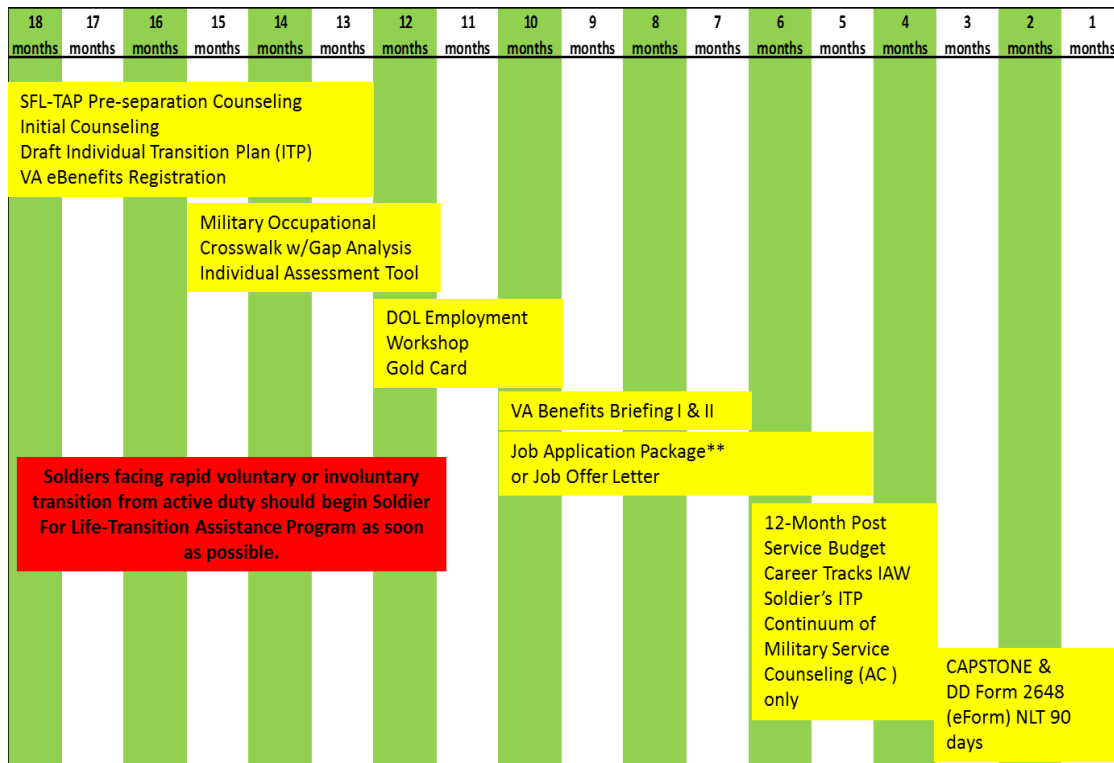
For further questions regarding your retirement, or to verify that you have sufficient time in service (TIS) to retire, contact your unit-level S-1. Remember to check to see if you have an Active Duty Service Obligation (ADSO) as the result of a military school or a Post 9-11 GI Bill transfer.

Chapter 3: 18 to 12 months prior to Transition



This chapter provides a brief overview of the procedures and responsibilities of a transitioning SM in the 18-15 month window prior to separation. The transition process begins with registration in the SFL-TAP program and mandatory pre-separation counseling. As you work your way through the transitions process, you will work closely with SFL-TAP to help guide you along your schedule of events to ensure the most effective transition possible. Generally speaking, these events are completed in order. A monthly schedule of classes is available by contacting the FLW SFL-TAP office at (573) 596-0175.

The below table visually depicts a Service Member's Transition timeline.



** Job Application Package consist of a resume of choice, references, and two submitted job Applications. All transition services represented here can be accessed face-to-face at your local SFL-TAP Center, through SFL-TAP Virtual Center (www.sfl-tap.army.mil) or 800-325-4715.

MOS Crosswalk

The Military Occupational Specialty (MOS) Crosswalk demonstrates how to translate your military skills, training and experience into credentialing appropriate for civilian jobs. You will be able to document your military career experience and skills, translate your military occupation experience to civilian sector occupations and skills and identify gaps in training or experience to meet your personal career goals.

The MOS Crosswalk takes place at the SFL-TAP Transition Center, building 470, 140 Replacement Ave on FLW. A monthly schedule of classes is available by contacting the FLW SFL-TAP office at (573) 596-0175

Financial Planning Seminar

It is important that you meet with a financial planner to ensure that you have a clear understanding of your direct and indirect military compensation. Additionally, you should build a transition budget to ensure your financial obligations are fulfilled as you transition from military service.

The financial planning workshop takes place at the SFL Transition Center, building 470, 140 Replacement Ave on FLW. A monthly schedule of classes is available by contacting the FLW SFL-TAP office at (573) 596-0175.

Pre-Separation Counseling

The Pre-Separation Counseling process starts with completion of the checklist which provides an overview of the programs and services available during your transition. You will receive in-depth counseling from trained and qualified SFL-TAP professionals which will allow you to prepare effectively for all aspects of transition. You will be introduced to the Individual Transition Plan (ITP) requirement which will help determine the actions necessary to achieve your post-service career goals. The counseling services cover a range of topics including education and training, employment and career goals, financial management, health, well-being and relocation and housing. The pre-separation counseling may be completed in person at the FLW SFL-TAP Center or online at <https://www.SFL-TAP.army.mil>. Completion of the counseling generates the DD Form 2648 (eForm), a transition requirement.

Pre-separation Counseling takes place at building 470, room 2219 on FLW. This office is open from 0730-1200, 1300-1630 Monday- Friday. The office is closed on Federal holidays.

Getting Started

OPTION 1- CALL IN	OPTION 2- ANY COMPUTER
573-596-0175	GO TO www.sfl-tap.army.mil
SCHEDULE APPT	LOG in w/CAC
	Take Pre-Separation Brief

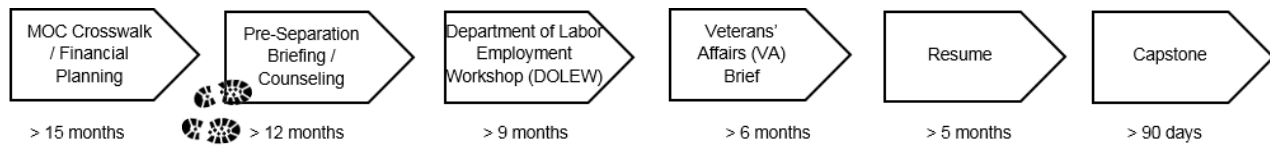
Resilient Transitions Overview

The Resilient Transitions Overview highlights some of the challenges inherent with any life changing event and the opportunities to receive information and engage with professional and supportive staffs throughout the Transition Assistance Program (TAP).

Resilient Transitions will introduce you to resources on transition-related issues, including considerations for Families, support systems, the value of a mentor and special issues that eligible SMs and their Families may encounter as they prepare for post-military life. The focus of the curriculum is to connect you with professional agencies based on the need for support and guidance before you separate.

The Transition Overview workshop takes place at the SFL-TAP Transition Center, building 470, 140 Replacement Ave Room 2219 on FLW. A monthly schedule of classes is available by contacting the FLW SFL-TAP office at (573) 596-0175

Chapter Four: 12 to 9 month window prior to Transition



This chapter provides an overview of the procedures and responsibilities of transitioning SMs within 12 - 9 month window prior to separation.

Pre Separation Counseling

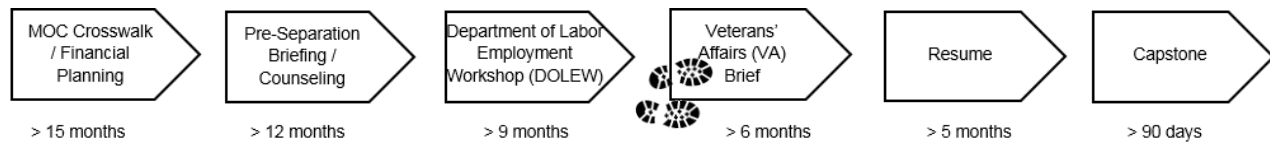
SMs preparing to transition from military to civilian life are required by law to attend a pre-separation counseling briefing. The pre-separation brief is designed to make transitioning military members aware of all the services and benefits available to them and their Family members.

Department of Labor Employment Workshop

The Department of Labor Employment Workshop (DOLEW) is a mandatory and comprehensive three-day curriculum that covers best practices in career development. The workshop is engaging, relevant and addresses the unique challenges facing transitioning SMs. SMs receive vital skills in this workshop, including learning interview skills, building effective resumes and using emerging technology to network and search for employment. FLW offers separate DOLEW workshops to meet the needs of specialized populations. Each month there are Senior/Retiree DOLEW workshops as well as other DOLEW Workshops for SMs who are separating voluntarily or involuntarily (administratively or medically).

The DOLEW workshop takes place at the FLW SFL-TAP Transition Center, building 470, 140 Replacement Ave, room 2219 on FLW. A monthly schedule of classes is available by contacting the FLW SFL-TAP office at (573) 596-0175.

Chapter Five: 6 to 5 month window prior to Transition



This chapter provides a synopsis on the procedures, roles and responsibilities of a transitioning SM in the 6-5 month window prior to separation.

VA Benefits Briefings I and II

These VA-led mandatory workshops will provide you with information on available Veterans benefits and services. Upon completion, you should know how to apply for Veterans health, education, home loan guaranty, insurance, and disability benefits. These benefits are subject to certain availability restrictions based on the type of discharge that you are receiving.

After these briefings, you will also know how to connect with VA staff for further assistance. A SM who was injured or who has developed a disease/illness while on active duty, or feels their health conditions were made worse (aggravated) by active duty military service, will file a VA disability claim between 180 and 60 days prior to retirement or separation.

SMs in this phase of transition should confirm their enrollments in eBenefits, My HealtheVet and the Department of Labor (DoL) Career One Stop.

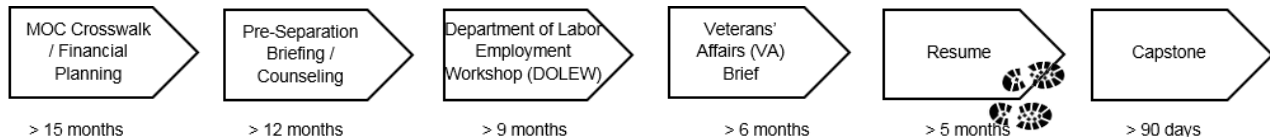
The VA Benefits workshops take place at the SFL-TAP Transition Center, building 470, 140 Replacement Ave, room 2219 on FLW. A monthly schedule of classes is available by contacting the FLW SFL-TAP office at (573) 596-0175.

Resume

A key document in the transition process is the SM's Resume. A resume is a key way to advertise your skills and abilities to a potential employer. The Department of Labor Employment Workshop will provide you information required to complete your resume. A completed resume is required five months from separation.

SMs may contact SFL-TAP staff for scheduling the advanced resume writing class. Assistance is also available for the Federal resume.

Chapter Six: 5 to 3 months prior to Transition



This chapter provides a brief overview of the procedures and responsibilities of a transitioning SM in the 6-3 month window prior to separation.

Department of Labor statistics show that it takes, on average, 6 months for a transitioning SM to secure employment. As a result, the final six months of the program are dedicated to

introducing the SM to the appropriate resources that will introduce and connect them to their next opportunity.

In order for a SM to execute a successful transition, the final six months must be focused on the implementation of the Individual Transition Plan (ITP) based on the track they are focused on (Employment Track, Higher Education (HE) Track, Entrepreneur Track or Career Technical Track (CTT)). Track-specific coursework and events are scheduled and facilitated by the SFLTAP program staff on a weekly basis. All tracks, with the exception of the Employment track, require attendance at a 3-day workshop that immerses transitioning personnel in track-specific activities.

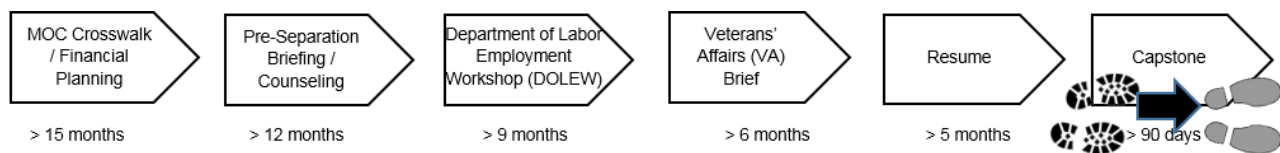
There exists a suite of enhanced services that have been made available at FLW. Some of these opportunities include:

- Site Visits (HE, CTT, Entrepreneurship)
- Internship Programs
 - Show-Me Heroes
 - Corps of Engineers
 - Missouri Veteran Firefighter's Initiative
- Career Days/Networking Events
- Transition Enabler Partnerships: There exist a great number of opportunities that are available to you as part of the cooperation between FLW and various external agencies. See your assigned SFL-TAP counselor or Installation Career Skills Administrator for the most current list of opportunities and resources offered by our Transition Enabler Partnerships.

For a current listing of all events check out the FLW SFL-TAP Facebook Page at:

<https://www.facebook.com/SFLTAP.FLW/>

Chapter Seven: Separation Capstone Exercise



This chapter provides a brief synopsis on the procedures, roles and responsibilities of transitioning personnel in the final 90 day window prior to separation. It is important to ensure that they have met all transition gateways and prepared a plan for post-military life.

In this phase, personnel will execute the transition capstone. However, it is important that the unit-level administrative functions are also completed during this time frame as well. This includes your ETS or Retirement Award, final evaluation (if applicable), and the approval of Transition Permissive Temporary Duty (TPTDY) and transition leave.

Transition Capstone

The Capstone is a mandatory component of Transition GPS where Commanders, or Commanders' designees, verify that transitioning SMs have met [Career Readiness Standards \(CRS\)](#) and have a viable Individual Transition Plan (ITP). The purpose of the Capstone event is to evaluate a SM's preparedness to successfully transition from a military to a civilian career. If a SM requires or desires follow-on assistance, the Commander will facilitate a "warm handover" to appropriate helping partners such as the Department of Veterans Affairs (VA) or the Department of Labor (DoL).

Once all capstone activities are complete, to include the VA and DoL warm handover, the SM will be issued a DD Form 2648 (eForm) which must then be signed by the SM's Commander. The SM will provide a copy of the completed and signed DD Form 2648 to the SFL-TAP staff upon receipt of the installation clearing papers.

Further, a copy of the Commander's (or Designee) signed DD Form 2648 (eForm) may be requested to show proof of SFL-TAP completion, when the SM picks up their DD Form 214. The DD Form 2648 (eForm) will become a part of the SM's permanent file and will be loaded to the Army Military Human Resource Record (AMHRR).

All capstone activities are located at FLW SFL-TAP Transition Center, building 470, 140 Replacement Ave, room 2219 on FLW. These activities are scheduled through the SFL-TAP staff.

Transition Capstone Compliance

SMs will conduct a final SFL-TAP counseling session (Capstone) with an SFL-TAP counselor to validate completion of their SFL-TAP Track and ITP in order to complete the DD Form 2648 and identify whether or not the SM has met CRS. If the SM has not met CRS, he or she will be provided documentation to annotate shortcomings. This will serve as a final transition preparedness check. SFL-TAP staff will not sign installation clearing papers for SMs who have not completed all required transition activities associated with their SFL-TAP Transition Track.

Chapter Eight: Commander's Guide to Separation

This chapter provides a guide to assist Commanders and leaders at all levels in ensuring that all critical tasks and gateways are easily identifiable and are completed in a timely fashion. A leader's involvement in the transition activities will help to improve the process for SMs in their organization.

It is imperative that Commanders at every level understand that all transitioning SMs must be afforded adequate, uninterrupted duty time to meet all transition requirements and appointments. SMs enrolled in SFL-TAP workshops may not be pulled from the workshop.

Getting SMs to SFL-TAP and encouraging their participation demonstrates our commitment to them and their Families. Assisting them in securing post-military employment not only enables them to avoid financial hardship, but highlights the value of service to the Nation.

The table below visually depicts the mandatory gateways that all SMs must complete in order to successfully complete the CRS and SFL-TAP transition requirements.

WHAT	WHO	WHEN	WHERE	DURATION
Attend Pre-Separation Briefing, Initial Counseling and sign up for eBenefits, My HealtheVet and DOL Career One Stop Seminar	All	NLT 15 months prior to transition	Building 470 Room 2219	3 Hours
Transition Overview and MOS Crosswalk,	All	NLT 15 months prior to transition	Building 470 Room 2219	3 Hours
Financial Planning Seminar	All	NLT 15 Months prior to transition	Building 470 Room 2219	4 Hours
Attend DOL Employment Workshop	All	NLT 9 Months prior to transition	Building 470 Room 2219	3 Days
Attend VA Benefits I and II Briefings	All	NLT 6 Months prior to transition	Building 470 Room 2219	6 Hours
Produce resume of choice	All	NLT 5 Months prior to transition	Building 470 Room 2219	N/A
Attend 3 intermediate individual counseling sessions	All	3 - 12 months prior to transition	Building 470 Room 2219	1 Hour each
Additional Mandatory Requirements are based on the SMs track	Employment Track Education Track Entrepreneur Track Career Technical Track	Deadlines vary based on track requirements and individual transition plan.	Building 470 room 2219	Based on ITP
Attend final counseling session (Capstone) to review ITP success and sign clearing papers	All	NLT 90 days prior to transition	Building 470 Room 2219	1 hours

Chapter Nine: Un-programmed Losses

This chapter provides a brief guideline for Commanders of SMs who are considered “unprogrammed losses,” or those being separated administratively from the service within a 90 day timeframe.

SMs who are undergoing an involuntary administrative discharge (Chapter Proceeding), will still have the opportunity to complete a portion of the SFL-TAP program. There exists a truncated timeline which allows maximum participation in the SFL-TAP program. This option occurs each week over 5 consecutive days and must be scheduled by the SM’s Command team. At a minimum, SMs who are being administratively separated through chapter actions will complete pre-separation counseling, initial counseling with a SFL-TAP counselor and complete DD Form 2648 (EForm), which will be included in the final approved separation packet.

For SMs separating for medical reasons or medical retirement, there are VOW-mandated courses that are set aside to enable them to complete the transition process in a timely manner. A limited number of courses are available at the FLW SFL-TAP Transition Center on a monthly basis.

SMs who are expeditiously removed from service and are unable to complete SFL-TAP requirements due to incarceration or absence without leave (AWOL) will conduct transition activities at the discretion of the Commander.

Commanders must closely coordinate the process of all un-programmed losses with administrative and legal channels that serve their organizations. This will ensure that there are no delays as an un-programmed loss moves towards separation.

Appendix A: References

- Army Regulation 600-20, Army Command Policy, 6 November 2014
- Army Regulation 600-8-7, Retirement Services Program, 6 June 2010
- Army Regulation 600-8-24, Officer Separations and Discharges, 13 September 2011 (RAR of 12 April 2006 version)
- Army Regulation 600-81, Soldier for Life – Transition Assistance Program, 17 May 2016
- Field Manual 1-0, Human Resources Support, April 2014
- The Electronic Military Personnel Office Field User's Guide, July 2014
- Title 10, United States Code, sections 1142-44.
- VOW to Hire Heroes Act, Pub. L. No. 112-56, sections 201-256, 125 Stat 711-733 (2011).
- Department of Defense/Department of Veterans Affairs Wounded, Ill, and Injured Senior Oversight Committee Memorandum, December 10, 2008, subject: Implementation of Wounded, Ill, and Injured Related Standard Definitions.
- Department of Defense-Veterans Affairs Veterans Employment Initiative Task Force Implementation Plan, Appendix A: Army, 31 December 2012.
- Under Secretary of Defense (Personnel and Readiness) Directive-type Memorandum (DTM) 12-007 (Implementation of Mandatory Transition Assistance Program Participation for Eligible SM), November 21, 2012, incorporating Change 2, effective 10 April 2014.
- Memorandum, Secretary of the Army, 29 August 2011, subject: Army Transition Policy.
- Execution Order 051-12, HODA G3 DAMO AOC (MC), 29 December 2011, Subject: "ISO Army Transition"
- FLW CP-31 Command Policy, Army Transition Policy, 29 July 2016.

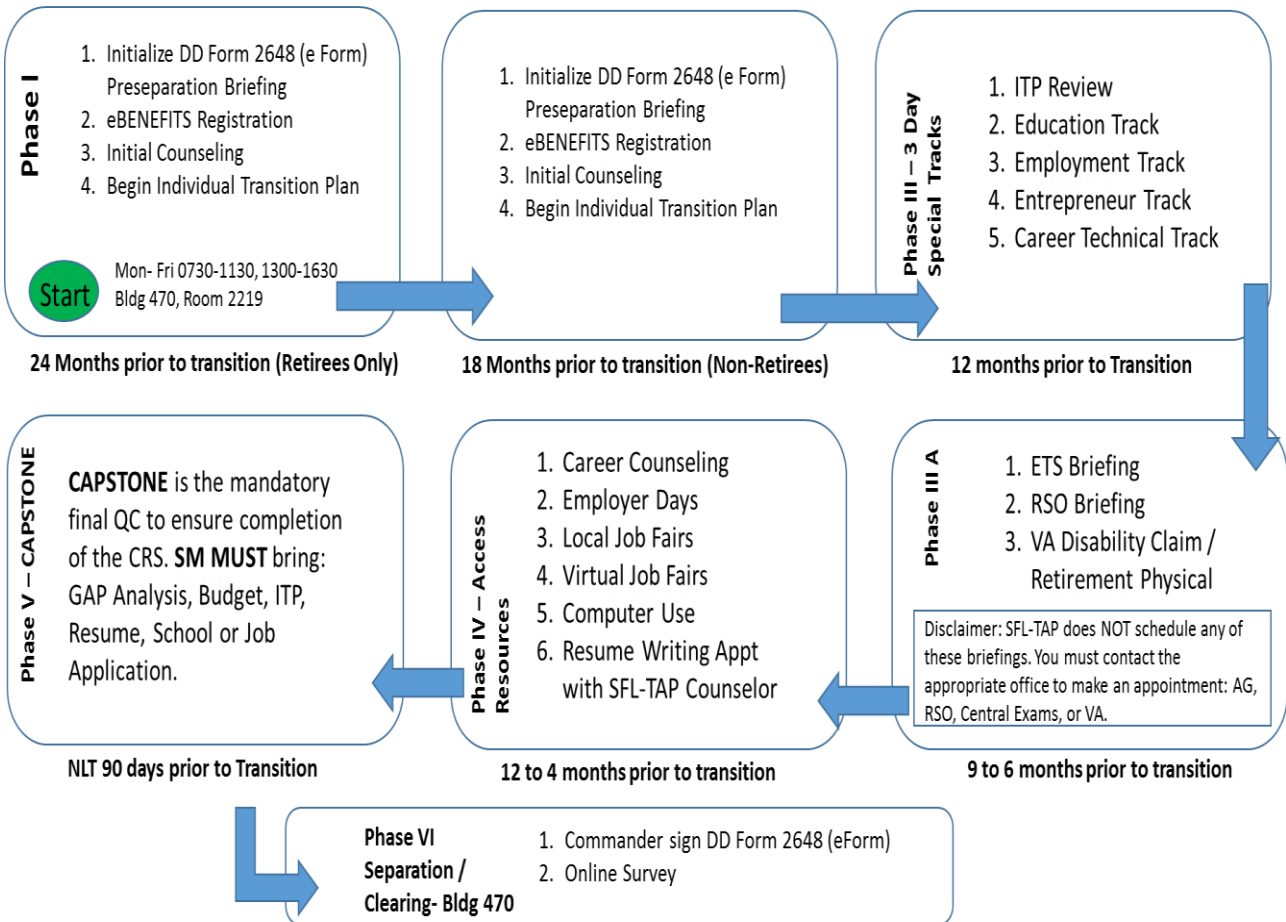
Appendix B: Points of Contact

LOCATION/MAILING ADDRESS	SFL-TAP Center Bldg 470, 140 Replacement Ave FLW, MO 65473
General Information: Main Desk	Commercial: (573) 596-0175 DSN: 581-0175
Transition Service Manager (TSM)	Commercial: (573) 596-1727 DSN: 581-1727
Transition Service Specialist (TSS)	Commercial: (573) 596-7070 DSN: 581-7070
SFL-TAP Center Site Manager (CIM)	Commercial: (573) 596- 0131 Ext: 62820 DSN: 581-2820
Career Skills Program Installation Administrator	Commercial: (573) 596-0131 Ext: 61820
Like Us	https://www.facebook.com/SFLTAP.FLW/
Email	usarmy.leonardwood.imcom-central.mbx.sfl-tap@mail.mil
Office Hours	0730-1200 1300-1630 Mon-Fri
Closed	Closed on all Federal Holidays

Appendix C - SFL-TAP Transition Map & Checklist

SMs on FLW will call (573) 596-0175 to make appointments to start the process. Remotely stationed SMs can register on the SFL-TAP Online Homepage at <https://www.sfl-tap.army.mil>, accessing the SFL-TAP Virtual Center at: <https://www.sfl-tap.army.mil/virtual/pages/virtual/default.aspx>, or visiting the FLW SFL-TAP Center, Building 470, room 2219. SMs who are deployed or are remotely located from an SFL-TAP center can use the SFL-TAP website or can coordinate to receive support from their State ARNG, USAR Regional Support Commands, or their unit S1/G1/J1.

SFL-TAP Transition Map



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