



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORTS COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801

CASCOM POLICY 21-30

ATCL-CG (100)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Combined Arms Support Command and Fort Lee Policy Letter - 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, Statute 1769-1772, 13 August 2018

b. Department of Defense Instruction (DoDI) 1332.35, Transition Assistance Program (TAP) for Military Personnel, 26 September 2019

c. DoDI 1322.29, Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members, 24 January 2014

d. Army Regulation 600-81, Soldier for Life-Transition Assistance Program, 17 May 2016

e. Army Regulation 600-8-10, Leaves and Passes, 3 June 2020

f. MILPER Message 21-110, Updated Process for Transition Assistance Program (TAP), 21 April 2021

2. Policy.

a. The Transition Assistance Program (TAP) is a program to help prepare Soldiers for a new career and connect, with employers primed to hire veterans. TAP helps transitioning Soldiers make informed decisions through benefits counseling, career preparation, and employment assistance to bring about a successful transition.

b. In accordance with AR 600-81, para 5-8 a., all "eligible Soldiers should be notified when they first enter their transition window, for example 24 months for retirees, and 18 months prior to their [enlisted expiration of term of service] ETS or [officer expiration of service agreement] ESA date for all others." Per AR 600-81, para 5-8 b., early notification will be made through the chain of command and unit transition advisor and notification emails will be sent directly to the eligible Soldiers' personal email accounts. This requirement includes eligible demobilizing and deactivating Soldiers of the Reserve component.

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c. All eligible Active duty component Soldiers with 180 days of continuous service are mandated to complete the TAP process prior to their separation date listed on their DD Form-214. Eligible Soldiers enter the TAP process by completing a self-assessment and individualized initial counseling (IIC) in person or through video from the TAP Virtual Center no later than 12 months prior to their separation or retirement from military service.

d. TAP counselors will use Soldier self-assessment results during IIC sessions to assign Soldiers to one of three career readiness tiers. Soldiers will complete their tier level assignment with specific Career Readiness Standards (CRS), which are tangible measures for preparation for entry into a civilian career, higher education, vocational training, or entrepreneurship.

e. Commanders must immediately refer Soldiers in the categories listed below to TAP to complete a self-assessment and IIC, regardless of the timeframes stated above.

(1) Integrated Disability Evaluation System (IDES), pending medical separation.

(2) Undergoing involuntary separations.

f. Officers and Warrant Officers requesting unqualified resignation or release from active duty need to contact TAP and are encouraged to follow the distributive Army Transition Timeline to ensure completion of TAP requirements. Please see enclosure 1, Army Transition Timeline.

3. The Army Transition Timeline supports commanders sending Soldiers to begin transition requirements around the unit/organization's mission requirements.

4. Transitioning requirements include completion of self-assessment and IIC, individual transition plan (ITP), pre-separation counseling, e-Benefits registration, transition overview, military occupational specialty (MOS) crosswalk seminar, finance planning seminar, Department of Labor 1-day Employment Workshop, and Department of Veterans Affairs (VA) Benefits and Services briefing. Regardless of a Soldier's tier level assignment, all Soldiers are encouraged to participate in any CRS track training. Transitioning Soldiers should complete CRS requirements no later than 90 days prior to separation or retirement date in order to obtain required DD-2648 eForm documentation from the Fort Lee TAP Center.

a. The assigned TAP counselor will review and benchmark a transitioning Soldier's completion of mandatory requirements. The Unit commander or designee will receive digital token from TAP counselor for review, action, and signature of DD Form 2648 eForm.

b. Commander or designee will determine whether a Soldier completed viable ITP and CRS requirements.

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(1) If a Soldier completed ITP and CRS requirements, the unit commander or designee will sign and return DD Form 2648 eForm for a transitioning Soldier's access.

(2) If a Soldier did not complete ITP and CRS requirements, the commander will determine a warm handover (WHO) resource by selecting the appropriate interagency partner(s), annotate the selection in the remarks section of DD-2648 eForm, and return DD 2648 eForm to the TAP counselor.

(3) If a Soldier has not completed ITP and CRS requirements, and has inadequate transportation, housing plans, or is in need of additional peer support, the commander or designee must confirm that the WHO takes place with the appropriate interagency partner(s) prior to the Soldier receiving issuance of DD Form 214.

c. Commander/designee will select from following WHO types: Veterans Administration, Department of Labor, Military One Source, or Other.

d. TAP counselors will provide a Soldier with resources based on commander or designee's annotation of WHO type. TAP Counselor will share interagency representatives' names, contact information, and location/address based on a Soldier's transition or relocation choice.

e. TAP personnel can also provide WHO information to Soldiers who complete all CRS requirements.

5. Commander's responsibilities include:

a. Appoint a unit transition advisor to liaise with Fort Lee-TAP concerning transitioning Soldier issues.

b. Ensure all transitioning Soldiers are notified of their transition window, meet all mandated requirements, and afford them sufficient time for participation in TAP services.

c. Provide escorts for Soldiers considered for involuntary separation or barred from reenlistment to their initial visit to the TAP Center.

d. Coordinate with TAP for a unit-level TAP pre-deployment briefing to be conducted no later than 120 days prior to unit's deployment for all deploying Soldiers. Those who will have less than 365 days remaining in service upon redeployment should receive TAP self-assessment and IIC as soon as possible prior to deployment. Soldiers deploying or deployed with an approved retirement or ETS should be redeployed a minimum of 90 days prior to retirement or ETS to receive mandatory transition services.

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e. Ensure eligible active duty component Soldiers attend and receive Continuum of Military Services briefing and/or counseling no later than four months from military separation.

6. Spouses and caregivers of transitioning military members are welcome and encouraged to participate in transition assistance activities and use TAP counseling services.

7. Additional information, transition resources, and access to TAP Virtual Center are on the TAP website: <http://www.sfl-tap.army.mil>, (new URL, <https://www.armytap.army.mil> – waiting for approval).

8. Army Career Skills Program (CSP). CSP include career/technical training or work experience gained through vetted and approved internship, job shadowing and apprenticeship opportunities. Both officer and enlisted soldiers benefit from gaining employment skills as they prepare to transition from military to civilian employment.

a. Installation Management Command (IMCOM) is responsible for the management and execution of all CSPs located on Army installations. Human Resource Command (HRC) functions as the policy proponent. Legal review of CSPs by the installation's servicing legal office is required prior to initial CSP approval.

b. To participate in an approved CSP, Soldiers must have enrolled in TAP and complete TAP requirements listed in paragraph 4 based on self-assessment and tier level assigned by TAP counselor.

c. Soldiers eligible to participate in CSPs must be within 180 days of anticipated discharge or release from active duty. Their separation from military service must be an honorable or under honorable conditions discharge.

d. Soldiers enrolled in IDES are eligible to start a CSP 85 calendar days after their medical retention determination point.

e. Commanders should provide a reasonable opportunity for eligible and authorized Soldiers to participate in an approved CSP.

f. Permissive Temporary Duty (PTDY) is authorized for CSPs.

(1) Commanders with general court-martial convening authority are able to approve up to 120 days of PDTY for Soldiers participating in a CSP.

(2) An administrative absence, not to exceed 180 days, may be authorized for participation in an approved CSP. Please see AR 600-8-10, Chapter 5.

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(3) Requests requiring administrative absence in excess of 180 days will not be considered.

(4) Planning must include sufficient time after completion of CSP to return to installation or permanent duty station to complete physical and administrative out-processing requirements before separation or retirement date -per AR 600-8-101.

g. Service members transitioning from other branches of service can engage and participate in Army CSPs.

h. The Fort Lee CSP installation administrator is located within the Fort Lee-TAP Center, 1401 B Avenue, Building 3400, Room 126.

9. This policy remains in effect until superseded or rescinded.

10. The proponent and point of contact for this policy is the Directorate of Human Resources, TAP Transition Services Manager at (804) 765-7527.

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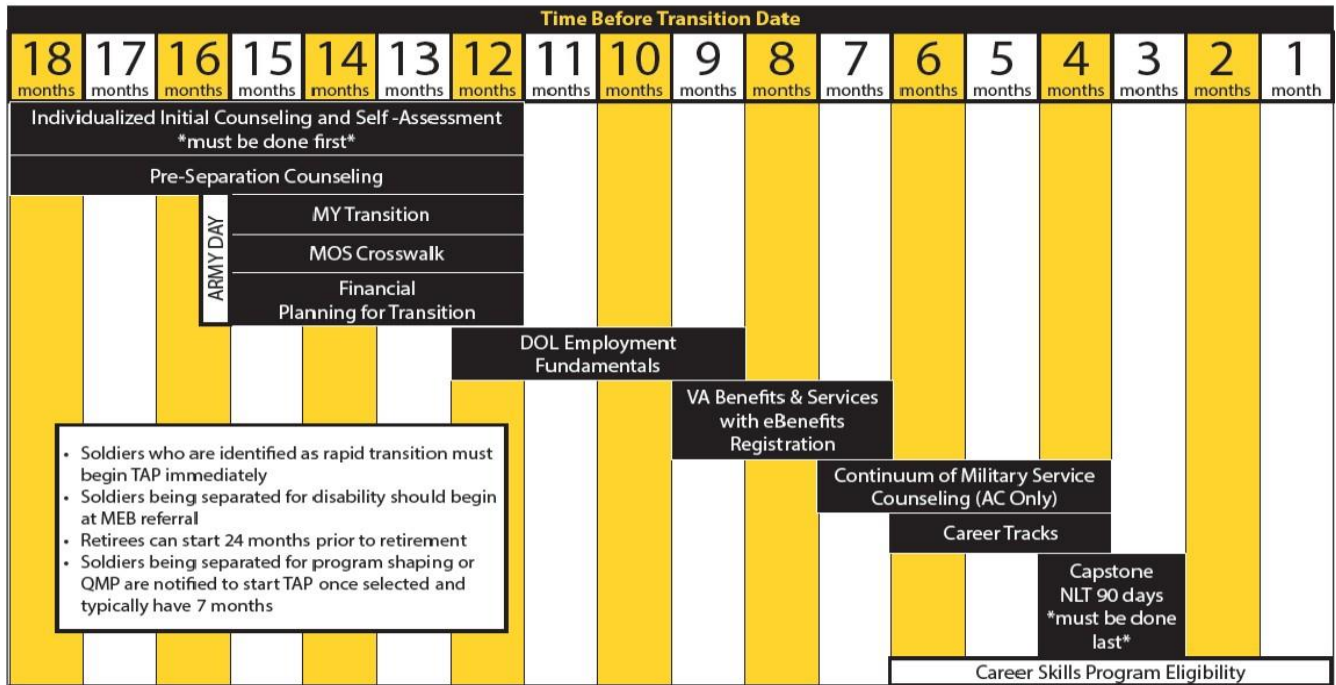
MARK T. SIMERLY
Major General, U.S. Army
Commanding

Encl

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Army Transition Timeline



- Soldiers who are identified as rapid transition must begin TAP immediately
- Soldiers being separated for disability should begin at MEB referral
- Retirees can start 24 months prior to retirement
- Soldiers being separated for program shaping or QMP are notified to start TAP once selected and typically have 7 months

** Recommended transition timeline to receive maximum benefit from program.*

All transition services represented here can be accessed face-to-face at your local TAP Center, through Army TAP Virtual Center (www.sfl-tap.army.mil) or at 800.325.4715. Acronyms: Dept. of Labor (DOL), Dept. of Veterans Affairs (VA).

Enclosure