



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

ATCL-HHC

03 October 2018

MEMORANDUM FOR Headquarters and Headquarters Company (HHC), United States Army Combined Arms Support Command (CASCOM)

SUBJECT: Company Command Policy letter 18-12 - Soldier for Life-Transition Assistance Program (SFL-TAP)

1. References:

a. Army Regulation (AR) 600-81, Soldier for Life-Transition Assistance Program (SFL-TAP), 17 May 2016.

2. Policy:

a. The SFL-TAP is a commander's program that ensures timely completion of the Total Soldier for Life Cycle reintegration phase. Unit commanders are the cornerstone by which success is measured for meeting all mandatory transition requirements.

b. Active component Soldiers who complete 180 days of continuous service must receive transition counseling and employment assistance no later than 12 months prior to separation from active duty or 24 months prior to retirement. This requirement includes eligible demobilizing and deactivating Soldiers of the Reserve component.

c. Commanders must immediately refer Soldiers in the categories listed below to SFLTAP to receive transition counseling and employment assistance, regardless of timeframes stated above.

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

(2) Considered for release earlier than their contractual separation date (i.e., chapters) will be referred immediately upon identification as a potential candidate for early release.

(3) Barred from reenlistment.

d. Officers and Warrant Officers requesting unqualified resignation or release from active duty need to contact SFL-TAP upon receipt of colonel-level command approval endorsement of their separation packet.

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3. The Army Distributed Transition Timeline, supports commanders sending Soldiers to begin transitioning requirements around the unit/organization's mission requirements. Transitioning requirements include completion of the electronic DD2648 eForm which IMLE-ZA SUBJECT: Fort Lee Soldier for Life-Transition Assistance Program (SFL-TAP) covers the following: Pre-separation Counseling, Individual Transition Plan (ITP) development, e-Benefits registration, Department of Veteran Affairs (VA) Benefits I & II Briefings, Finance Planning Seminar, Transition Overview and Military Occupational Specialty (MOS) Crosswalk Seminar, Department of Labor (DOL) TAP Workshop, and Career Readiness Standard Track(s) Training. Transitioning service members must complete Career Readiness Standard requirements no later than three months prior to separation or retirement date to obtain required DD2648 eForm documentation from Fort Lee SFL-TAP and unit Commander or designee.

4. Commander's responsibilities include:

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

b. Ensure the Soldier attends mandated counseling sessions and workshop events in their entirety and afford them sufficient time for participation in SFL-TAP services and transitional support activities.

c. Review monthly TAPXXI Commander's Report to ensure Soldier compliance of SFLTAP mandatory transition requirements.

5. I fully support SFL-TAP. Every separating Soldier, whether voluntary or involuntary, will report to the Transition Assistance Office (TAO) NLT 90 days prior to their separation date for counseling.

6. You are encouraged to begin the ACAP process as early as 180 days prior to your separation date. You must have an anticipated separation date prior to being eligible to enter ACAP. You can established your date by chapter, retirement, ETS (with declination/Bar to re-enlist), or resignation (Officers).

7. To be considered in SFL-TAP, you must receive transition counseling from TAO and forward a copy to the Orderly Room to file in your records. Any SFL-TAP function is considered duty time. This includes SFL-TAP sponsored job fairs, interviews, counseling, and SFL-TAP sponsored classes.

8. You must submit a proposed schedule of your SFL-TAP activities to your Section OIC/NCOIC for approval one week in advance. Section supervisors are the approval authority for SFL-TAP activity schedules and may modify approved schedules to meet mission requirements.

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9. Spouses and caregivers of transitioning military members are welcomed and encouraged to participate in transition assistance services.

10. Additional information and transition resources can be found on the SFL-TAP website: <http://www.sfl-tap.army.mil>.

11. This policy is in effect until superseded or rescinded.

12. Point of contact for this is the undersigned at erika.l.beverly.mil@mail.mil.

A handwritten signature in black ink, appearing to read 'ERIKAL BEVERLY', with a long horizontal line extending to the right.

ERIKA L. BEVERLY
CPT, LG
Commanding

