



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 MCNAIR AVENUE, SUITE 100
FORT SILL, OKLAHOMA 73503

MAR 20 2023

ATZR-C

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #9, Transition Assistance Program (TAP)

1. References:

- a. Title 10 United States Code, Sections 1142-1144
- b. Veterans Opportunity to Work (VOW) to Hire Heroes Act, Public Law No. 112-56, Sections 201-256, 125 711- 733, 21 November 2011
- c. Department of Defense Instruction (DoDI)1332.35, Transition Assistance Program (TAP) for Military Personnel, 26 September 2019
- d. AR 600-81, Soldier for Life-Transition Assistance Program (SFL-TAP), 17 May 2016
- e. DoDI, 1322.29, Job Training, Employment Skills Training, Apprenticeships, and Internships (JEST-AI) for Eligible Service Members, 24 January 2014

2. Scope: This policy governs all Service Members assigned to Fort Sill

3. Policy:

a. Commitment to our Service Members does not end upon their separation from active military service; it extends much further. Our goal is to ensure Soldiers "Start Strong, Serve Strong, Reintegrate Strong, and Remain Strong." To that end, commanders and leaders at all levels will ensure transitioning Service Members meet TAP requirements as prescribed in AR 600-81. Setting the conditions for a Service Member's successful transition from the Army is leaders' business and leaders will promote and require participation in the TAP.

b. The TAP is charged with directly assisting all commanders with the execution of their unit transition program and ensure compliance with Title 10 United States Code, Sections 1142-1144; Public Law 112-56, VOW to Hire Heroes Act and Department of Defense Instruction 1332.35, TAP for Military Personnel and AR 600-81.

4. Commanders will:

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- a. Incorporate a system that supports completion of pre-separation requirements between 12 to 18 months prior to separation and all other requirements prior to 90 days of separation.
 - b. Ensure all transitioning Soldiers participate fully and meet all transition requirements in accordance with the enclosed "Army Transitioning Timeline."
 - c. Commanders at all levels publish a TAP policy memo in accordance with AR 600-81 paragraph 2-9.
 - d. Appoint on orders a Focal Point Advisor (Battalion and Brigade level) to synchronize the unit's transition program and to assist with compliance requirements.
5. The point of contact is the TAP Transition Services Manager at (580) 442-6428 located in Building 4700. Transition Service Specialist is located in Building 2502 and can be reached at (580) 442-4824.

Encl
Army Transitioning Timeline


SHANE P. MORGAN
Brigadier General, USA
Acting Commanding General

DISTRIBUTION:
Fort Sill Intranet
30th ADA Bde
31st ADA Bde
75th FA Bde
428th FA Bde
434th FA Bde
MEDDAC
DENTAC
U.S. Army Garrison
Headquarters Detachment



Army Transition Timeline*

		Time Before Transition Date																	
		18 months	17 months	16 months	15 months	14 months	13 months	12 months	11 months	10 months	9 months	8 months	7 months	6 months	5 months	4 months	3 months	2 months	1 month
Self -Assessment and Individualized Initial Counseling <i>*must be done first*</i>																			
	Pre-Separation Counseling																		
	Managing Your Transition																		
	MOC Crosswalk																		
ARMY DAY	Financial Planning for Transition																		
	Employment Fundamentals																		
	VA Benefits & Services with eBenefits Registration																		
<ul style="list-style-type: none"> 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 																			
	Continuum of Military Service Counseling (AC Only)																		
	Career Tracks																		
	Capstone NLT 90 days <i>*must be done last*</i>																		
	Career Skills Program Eligibility																		

* 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.sfi-tap.army.mil) or at 800.325.4715. Acronyms: Dept of Labor (DOL), Dept of Veterans Affairs (VA).