



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

DEC 08 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, 125711-733, 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 the Army agency 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 Act and Department of Defense Instruction 1332.35, TAP for Military Personnel and AR 600-81.

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4. Commanders will:

a. Incorporate a system that supports completion of pre-separation requirements between 18 to 12 months 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 and Directors at all levels publish a TAP policy memo.

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 for the TAP Transition Services Manager is located in Building 4700. They can be reached at (580) 442-6428 and the Transition Service Specialist is located in Building 2502, who can be reached at (580) 442-4824.

Encl
Army Transitioning Timeline



WINSTON P. BROOKS
Major General, USA
Commanding

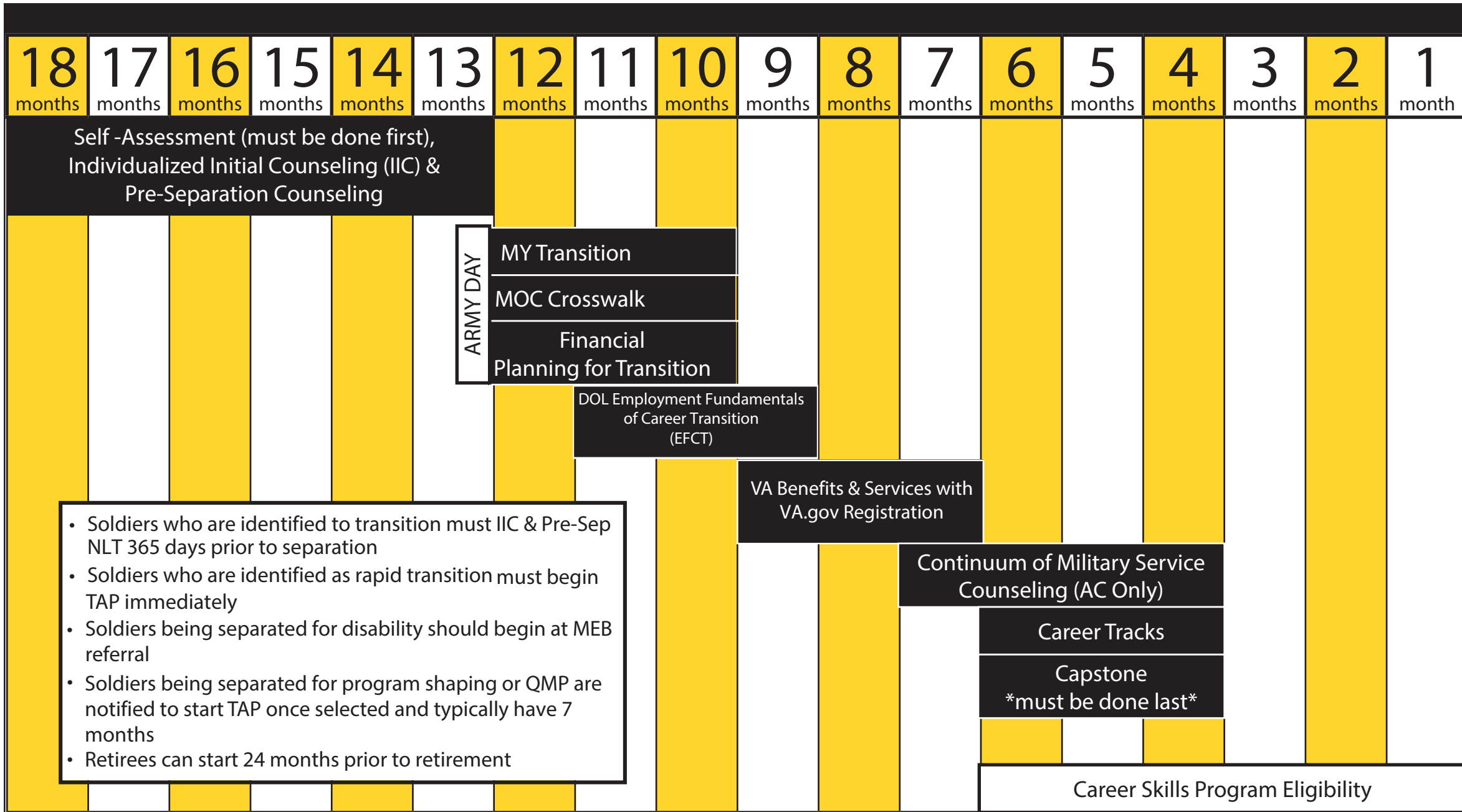
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TRANSITION
ASSISTANCE PROGRAM

TAP Timeline



- Soldiers who are identified to transition must IIC & Pre-Sep NLT 365 days prior to separation
- Soldiers who are identified as rapid transition must begin TAP immediately
- Soldiers being separated for disability should begin at MEB referral
- Soldiers being separated for program shaping or QMP are notified to start TAP once selected and typically have 7 months
- Retirees can start 24 months prior to retirement

TAP services represented here can be accessed face-to-face at your local TAP Center, through Army TAP Virtual Center (www.armytap.army.mil) or at 800.325.4715.

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