



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

ATZR-C

SEP 23 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: CG Policy Memorandum #13, Transition Assistance Program

1. References:

- a. Title 10 United States Codes, 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. DoDI 1332.35 (Transition Assistance Program (TAP) for Military Personnel)
- d. AR 600-81 (Transition Assistance Program) 12 March 2024
- e. DoDI 1322.29 (Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members)

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 transition assistance program (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, DoDI 1332.35 and AR 600-81.

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4. Commanders will:

a. Incorporate a system that supports the completion of pre-separation requirements between 18-12 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 Unit TAP Advisor (Battalion and Brigade level) to synchronize the unit's transition programs and to assist with compliance requirements.

5. My point of contact for the TAP is the transition services manager located in building 4700. The manager can be reached at (580) 442-6428 and the transition service specialist is in building 2505, who can be reached at (520) 714-9598.

Encl
Army Transitioning Timeline



PATRICK M. COSTELLO
Brigadier General, USA
Commanding

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