

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 2 3 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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TAP Timeline

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	 Soldiers who are identified as rapid transition must be TAP immediately Soldiers being separated for disability should begin at referral Soldiers being separated for program shaping or QMP notified to start TAP once selected and typically have 7 months Retirees can start 24 months prior to retirement 	 Soldiers who are identified to tra NLT 365 days prior to separation 					Self -Assessment (must be done first), Individualized Initial Counseling (IIC) & Pre-Separation Counseling	18 17 16 15 14 13 months months months months
	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	Soldiers who are identified to transition must IIC & Pre-Sep NLT 365 days prior to separation	DOLEn	AR Financial Planning for Transition	MOC Crosswalk	≥ MY Transition	done first), eling (IIC) & seling	16 15 14 13 12 11 months months months months
		VA	DOL Employment Fundamentals of Career Transition (EFCT)	al ransition	戻			10 months
		VA Benefits & Services with VA.gov Registration	ntals					9 8 months months m
	Continuum of Military Service Counseling (AC Only) Career Tracks Capstone *must be done last*	s with ion						7 6 months
Career Skills Pr	career Tracks Capstone *must be done last*							5 4 months
Career Skills Program Eligibility								3 2 months
								month

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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