



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade (FGGM) Policy Memorandum #66 Soldier for Life-Transition Assistance Program (SFL-TAP)

1. References:

- a. DoD Directive 1332.35, Transition Assistance for Military Personnel, 9 Dec 93
- b. Title 10 U.S.C. 1142-44, The Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011
- c. HQDA Directive 2014-18, New Army TAP
- d. Installation Management Command (IMCOM) Operations Order 12-241, Subj: Implementation of New Army Transition Program (U), DTG 021802Z Nov 12
- e. Veterans Employment Initiative (VEI), 21 NOV 2012

2. This memorandum establishes policy and implementation guidance for all units and/or personnel separating from Fort George G. Meade, Maryland. SFL-TAP plays a vital role towards the Army's retention efforts while also significantly reducing the Army's potential unemployment compensation costs.

3. It is a Congressional mandate that all service members complete the requirements outlined in Title 10 U.S.C. 1142.44, The Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011. The above referenced policies require that all Soldiers complete specific SFL-TAP requirements prior to transitioning from the military.

4. SFL-TAP is a commander's program that provides timely and effective transition assistance to Soldiers, Army Civilians, and their Families. Commanders will direct all Soldiers, including demobilizing and REFRAD Reserve Component (RC) Soldiers with at least 180 consecutive days of active Federal Service, to complete the following VOW Act and career readiness standards (CRS) actions prior to separation:

- a. Soldiers will complete pre-separation counseling online at <https://www.sfl-tap.army.mil> or by appointment at the SFL-TAP Center, no later than 366 days prior to separation.

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b. Soldiers will complete Initial Counseling, Individual Transition Plan development, Financial Planning Seminar, and an integrated 12-month post-military budget no later than 10 months prior to separation.

c. Soldiers will complete Transition Overview Class, Military Occupational Specialty (MOS) Crosswalk Seminar, and Department of Labor (DOL) 3-day Employment Workshop no later than 9 months prior to separation. Company Commanders can exempt Reserve Component Soldiers from the employment workshop by submitting documentation to the Soldier for Life Center that the Soldier has confirmed employment and/or is in an accredited technical training, undergraduate, or graduate degree program. Company Commanders can also exempt Soldiers who are retiring after 20 or more years of active service.

d. Soldiers will complete Department of Veterans Affairs (VA) Benefits briefings and register for eBenefits at www.eBenefits.va.gov no later than 6 months prior to separation.

e. Soldiers will complete SFL-TAP approved resume of choice and upload to the VA eBenefits Job Center at www.eBenefits.va.gov no later than 5 months prior to separation.

f. Soldiers will complete a SFL-TAP sponsored Capstone event to confirm that they have completed items 3.a-3.e. above and to ensure they are connected with the appropriate interagency parties and resources that provide post-separation benefits, services, and support no later than 90 days prior to transition leave date. Soldiers will receive a SFL-TAP generated Individual Transition Plan (ITP) DD Form 2958, verifying all CRS have been met. Prior to clearing the installation Soldier's DD Form 2958 must be signed by the company commander, or designated representative, and turned in to the FGGM SFL-TAP Center, Building 8501 Simonds Street by the transitioning Soldier.

5. The Financial Planning Seminar, Transition Overview Class, MOS Crosswalk Seminar, DOL 3-day Employment Workshop, and VA Benefits I and II Briefs can be completed in either a 5-day consolidated/consecutive curriculum or over an extended/distributed timeframe, based on the Soldier's or Commander's desire.

6. In accordance with the VEI, SFL-TAP offers Accessing Higher Education, Technical Career Training, and Boots to Business two-day optional career tracks to assist Soldiers with information on these transition paths.

7. Commanders must:

a. Appoint on orders a Unit Transition Advisor to synchronize the unit's transition program with SFL-TAP.

b. Ensure that all transitioning Soldiers participate fully and meet all transition

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requirements in accordance with the timelines listed above, to the maximum extent possible.

c. Ensure Soldiers preparing to deploy with less than 12 months remaining in service upon redeployment receive SFL-TAP pre-separation counseling no later than 90 days prior to deployment.

d. Ensure deploying/deployed Soldiers with an approved retirement or Expiration Term of Service ETS are redeployed a minimum of 90 days prior to retirement or ETS to receive mandatory transition services [MILPER Message 12-383, Active Army Stop Movement Program for Units Scheduled to Deploy OCONUS in Support of Operation Enduring Freedom (OEF), dated 6 Dec 12].

e. Exempt Soldiers from unit duties during the mandatory SFL-TAP events and career tracks listed above. Soldiers will not be removed from any mandatory SFL-TAP event except in writing or VOCO by the Soldier's company commander (CPT or higher) or First Sergeant (MSG or higher) to the SFL-TAP Manager. Soldier will immediately rescheduled missed training.

f. Automatically enroll Soldiers who have not reenlisted by the conclusion of their 12-month Retention Follow-Up Counseling Appointment with SFL-TAP.

g. Review the SFL-TAP XXI Commanders Report, distributed monthly, to ensure Soldier enrollment and compliance with the law and this policy.

8. Fort Meade SFL-TAP Center and Transition Center will not clear Soldiers who fail to comply with this policy. The installation Transition Center will not generate separation orders for Soldiers being involuntarily separated by the local command authority until the Soldier or their command provides either a SFL-TAP generated appointment slip showing scheduled appointments for the mandatory SFL-TAP events, or a SFL-TAP generated, company commander signed, DD Form 2958 reflecting that all mandatory SFL-TAP events have been completed.

9. Point of contact is George Matthews, SFL-TAP Manager, tel. (301) 677-9874, george.e.matthews.civ@mail.mil.



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