



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY CYBER CENTER OF EXCELLENCE
AND FORT GORDON
506 CHAMBERLAIN AVENUE
FORT GORDON GEORGIA 30905-5735

ATZH-CG

OCT 22 2015

MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Commanding General's Policy Memorandum No. 15 – Soldier for Life - Transition Assistance Program and the Senior Commander's Transition Services Council

1. REFERENCES:

- a. Title 10, United States Code, sections 1142-44.
- b. Veterans Opportunity to Work (VOW) to Hire Heroes Act, 2011.
- c. HQDA EXORD 054-12, ISO Army Transition, 29 December 2011.
- d. DoD Instruction 1300.25, Guidance for the Education and Employment Initiative (E2I) and Operation WARFIGHTER (OWF), 25 March 2013.
- e. Department of Defense (DoD) Directive Type Memorandum (DTM) 12-007, Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members, 21 November 2012, Incorporating Change 2, Effective 10 April 2014.
- f. FY14-15 Army Transition Campaign Plan, 2014.
- g. Army Directive 2014-18 – Army Career and Alumni Program.
- h. DOD Instruction 1322.29, Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service members, 24 January 2014.
- i. Army Directive 2014-xx, Implementation Guidance for Credentialing Program and Career Skills Program (CSP) (TBP).
- j. DoD Manual 1332.18-V2, Disability Evaluation System, 5 August 2014.

2. PURPOSE: To set policy for the Fort Gordon Soldier for Life Transition Assistance Program and to establish the Senior Commander's Transition Services Council.

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3. GENERAL: As of 26 June 2014, the Chief of Staff of The Army changed the name of the Army Career and Alumni Program (ACAP) to the Soldier for Life Transition Assistance Program (SFL-TAP). The intent is to provide Soldiers with the opportunity to participate and integrate transition into the Soldiers' Military Life Cycle, thereby increasing their opportunity in successfully transitioning from military to civilian life. The SFL-TAP is a Commanders' program and is the installation agency responsible for "preparing" and "connecting" Soldiers with the counseling, employment and education workshops, and seminars required to achieve mandated Veteran's Opportunity to Work (VOW) and Career Readiness Standards (CRS). The SFL-TAP coordinates the efforts of the Department of Veterans Affairs (VA) and Department of Labor (DOL), Education Center, Small Business Administration, industry partners and the community, in order to execute the transition program. Additionally, SFL-TAP plays a key role in the Army's retention efforts and reduces the Army's potential unemployment cost.

4. POLICY:

a. The Army has adopted the term Transition Soldier Life Cycle (SLC) (see enclosure 1) to refer to its version of the Transition Military Life Cycle. Credentialing and Career Skills Preparation (CSP) Program is an element of the Military Life Cycle model that requires particular focus and support of the commander (see enclosure 3). The term "Transition Soldier Life Cycle" or "SLC" will supplant all future references of the Transition Military Life Cycle. The Transition SLC provides Soldiers with structured, integrated education and skills throughout their military career to maximize success at transition. As you will see in enclosure 1, the model walks them from military accession through veteran/civilian status. It requires each Soldier to establish an Individual Development Plan (IDP) that outlines goals for military training, education, and skills aligned with personal long-term goals for their inevitable transition to civilian life. The Army's Transition SLC applies to both Active and Reserve Components.

b. Soldiers completing 180 continuous days or more on active duty (AD), under Title 10, US Code, other than for training, must complete mandatory VOW and Career Readiness Standards (CRS) (see enclosure 2), requirements prior to the transition date on their DD Form 214. The SFL-TAP is a commanders program and leaders at all levels will promote and support the program; provide leadership focus and involvement; and monitor SFL-TAP participation to ensure Soldiers comply with the law and this policy. (Note: Soldiers assigned or attached to the Warrior Transition Battalion (WTB) or Community Care Unit (CCU) who are medically unable to complete the transition process may have the process waived, in writing, by their commander.)

c. Mandatory SFL-TAP assistance training for all Soldiers can begin as soon as 18 months prior to their separation date (24 months prior to planned retirement date), to enable a smooth transition to civilian society. In both cases (separation or retirement), Soldiers must begin the transition process no later than (NLT) 12 months prior.

ATZH-CG

SUBJECT: Commanding General's Policy Memorandum No. 15 – Soldier for Life - Transition Assistance Program and the Senior Commander's Transition Services Council

Soldiers being considered for release earlier than their contractual separation date (e.g., voluntary or involuntary administrative or medical separation) will be referred to SFL-TAP immediately upon identification as a candidate for early release.

d. Soldiers who redeploy with less than 12 months remaining on AD will complete the statutory pre-separation counseling and individual counseling prior to deployment. They may use virtual means to continue to work on their transition tasks while deployed and then resume in person once they return.

(1) Commanders will ensure that deploying/deployed Soldiers with an approved retirement or Expiration Term of Service (ETS) will be redeployed NLT 90 days prior to retirement or ETS in order to receive mandatory transition services.

(2) Ensure that Soldiers preparing to deploy, who will have less than 12 months remaining in service upon redeployment, report to SFL-TAP to receive pre-separation counseling no later than three months prior to deployment.

(3) Ensure that SFL-TAP is incorporated into unit pre-deployment and reintegration training.

e. The Army Distributed Timeline (see enclosure 2) is designed to assist Soldiers in scheduling/completing appointments and tasks related to transition, receive necessary benefit information and potential employment prior to leaving the military, while providing commanders flexibility in scheduling. Commanders will designate a point of contact or Unit Transition Liaison (UTL) to synchronize unit efforts with SFL-TAP and ensure Soldiers complete the mandated VOW/CRS requirements.

f. The Army Distributed Timeline does not apply to Soldiers beginning the Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB) process and un-programmed losses, who may be at high risk for unemployment. These Soldiers will be immediately referred to SFL-TAP to complete VOW/CRS requirements prior to separation.

5. Commanders will incorporate VOW/CRS requirements into unit Organization Inspection Plan (OIP). Getting Soldiers to SFL-TAP and encouraging their participation shows our commitment to them and their Families. Soldiers leaving the Army today will face a challenging economy. SFL-TAP helps Soldiers leverage their valuable Army-acquired skills, training, and experience to obtain civilian careers. Their success highlights the value of service to the Nation, all while saving millions of Army dollars in unemployment claims.

6. The following organizations will appoint a representative to serve on the Senior Commander's Transition Services Council (chaired by the Garrison Commander):

ATZH-CG

SUBJECT: Commanding General's Policy Memorandum No. 15 – Soldier for Life - Transition Assistance Program and the Senior Commander's Transition Services Council

- a. Installation Soldier for Life Program Officer
 - b. Directorate of Human Resources
 - c. Installation Soldier for Life Contract Services Officer
 - d. Department of Veterans Affairs Benefits Office
 - e. Installation Retention Officer (Career Counselors)
 - f. Army Continuing Educations Services
 - g. Directorate of Family, Morale, Welfare and Recreation, Army Community Services
 - h. Retirement Services Officer
 - i. Warrior Transition Battalion
 - j. Army Reserve Regional Training Site/358th Signal Brigade
 - k. Army National Guard 201st Regional Support Group
 - l. Gillem Enclave Base Operations Coordinator
 - m. Employment and Education Initiative Coordinator (E2I)
 - n. Operation War Fighter (OWF) Coordinator
7. The Transition Services Council will meet quarterly to develop and coordinate support services to facilitate the successful transition of Soldiers from active duty to civilian life. The council's goal is to ensure Soldiers are well equipped to reenter the civilian sector with tools necessary to pursue their personal goals and be productive citizens in their communities.
8. The Transition Services Council will accomplish its mission by facilitating internal communications within the Fort Gordon community on issues related to transition services. The council will collect and analyze data, identify trends, and provide commanders feedback to ensure Soldiers successfully transition from the Army.
9. Commanders and leaders at all levels, installation agencies and all stakeholders involved, will support the Army Transition Program and this policy to include all

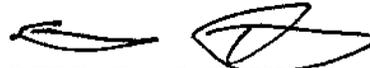
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SUBJECT: Commanding General's Policy Memorandum No. 15 – Soldier for Life - Transition Assistance Program and the Senior Commander's Transition Services Council

enclosures, in an effort to best prepare and connect transitioning Soldiers to meaningful employment, entrepreneurship, and education opportunities. "Once a Soldier, Always a Soldier...A Soldier for Life".

10. This policy is effective until superseded or rescinded.

- 3 Encls
- 1. Soldier Life Cycle Plan
- 2. Process to Meet VOW
- 3. Career Skills Program



STEPHEN G. FOGARTY
Major General, USA
Commanding

Enclosure 1 - The Transition Soldier Life Cycle (SLC) Plan

education benefits and entitlements to include Tuition Assistance (TA), GI Bill and eligibility to participate in the Higher Education Track.

- Soldiers will complete an IDP in the Army Career Tracker (ACT) and their first line supervisor/leader will review/annotate the completion of the IDP.

(2) *Budget.* Soldiers will attend financial readiness training and receive one-on-one financial counseling to assist in developing their budget. Units may contact the installation Army Community Services (ACS) to schedule financial readiness appointments.

(3) *eBenefits.* All Soldiers will register in eBenefits at www.ebenefits.va.gov.

- Commanders will ensure all Soldiers are registered within the first 180 days of service and/or upon arrival to their first duty station.
- Education Center and S1s will incorporate eBenefits registration/verification within in-processing procedures.

b. Service Phase: (1 plus years) "Serve Strong"

The service phase begins after the first year of service and ends once the Soldier makes the decision to transition or retire and pursue their civilian career goals. All Soldiers will review their IDP annually with their first line supervisor or higher level leader to update/change/review progress made toward their post-service, civilian career, or education goals. The counseling should include a review of the Soldiers life events that may have impacted the IDP (promotion, reenlistment, deployment/redeployment, marriage, births, etc.).

(1) Non-careerist (1 to 10 years):

- Soldiers will complete financial resiliency training (conducted by ACS) to ensure major life changes are captured in their budget.
- Soldiers pursuing education will access their Joint Service Transcript (after becoming eligible upon completing their first year of service following IET/IADT) to include in their education and experience profile in ACT. (The Joint Service Transcript is a tool for Colleges and Universities, Credentialing and State Licensing agencies, and potential employers to use in assessing military training, education, and experience.) Education Counselors can assist in this effort.
- Soldiers will complete an MOS crosswalk, gap analysis, and a self assessment (enlisted), following each reenlistment (enlisted) or promotion (officer) to evaluate/re-evaluate the transferability of military skills to the civilian workforce. Education Counselors can assist in this effort.
- Soldiers should review Credentialing Opportunities On-Line (COOL) at <https://www.cool.army.mil/>, to obtain information pertaining to requirements and eligibility for certification, licensure and apprenticeship in the Soldier's desired career field. Intent is to

Enclosure 1 - The Transition Soldier Life Cycle (SLC) Plan

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capitalize upon the introspection associated with reenlistment to develop a comprehensive MOS crosswalk and gap analysis with an insightful Occupation Interest Self Assessment to encourage focused life-goal/s.

(2) Careerist (10 years to Retirement):

- Soldiers will complete transition tasks (IDP, MOS crosswalk, gap analysis, and a self assessment prior to attending Professional Military Education (PME). Intent is two-fold: (1) to further develop mid-career professionals to coach/teach/mentor junior Soldiers on career development and (2) provide the Careerist the opportunity to reflect on past work experience and ensure the resume (another CRS) is initiated prior to Transition.
- In order to better prepare young Soldiers, TRADOC will ensure leaders who are attending PME courses (resident or distance learning) complete a federal or civilian resume to include a personal and professional references list prior to graduation from Senior Leader Course (SLC), Warrant Officer Basic Course (WOBC), or Intermediate Level Education (ILE), as appropriate.

(3) Unemployed/At-risk RC Soldiers:

Intent is to focus resources on the at-risk population by offering education and training opportunities to unemployed RC Soldiers to support RC readiness and reduce UCX following periods of mobilization.

- Alternate Career Tracks: Unemployed RC Soldiers or RC Soldiers who desire a career change may complete the appropriate career track (Career Technical, Higher Education and Entrepreneurship) based on their stated goals on the IDP.
- Unemployed RC Soldiers can also attend the DOL Employment Workshop (DOLEW) on a space available basis, via Virtual SFL-TAP Center, closest SFL-TAP Center, or a consolidated event coordinated through DOL by the ARNG or USAR. Mobile teams are available to the USAR and ARNG to support this training.

c. Transition Phase (18 months prior to transition) "Reintegrate Strong"

In order to adequately prepare for transition, all Soldiers who have completed 180 days of continuous active duty not in a training status will:

(1) Complete Pre-separation Counseling Checklist (DD Form 2648 or 2648-1) which includes documentation of requirements and eligibility for certification, licensure and apprenticeship in the Soldier's desired career field.

(2) Complete VA Benefits Briefings I & II.

(3) Complete DOLEW (**unless exempt**) and receive a DOL Gold Card Certificate for DOL American Job Centers.

Enclosure 1 - The Transition Soldier Life Cycle (SLC) Plan

(4) Complete a job application package or receive a job offer letter. The job application package must include: a private and/or public sector resume, a reference list with personal and professional references and at least two submitted job applications.

(5) Update their budget using the Transitions Veterans Program Office (TVPO) standardized 12-month post-transition format, provided by SFL-TAP Financial Counselor.

(6) Confirm eBenefits online account registration.

(7) Complete an ITP. The Soldier's IDP becomes the Soldier's ITP and documents the Soldier's personal employment, and/or education, technical training, and/or entrepreneurship goals, actions and milestones.

(8) Complete an individual assessment tool which identifies aptitudes, interests, strengths and skills.

(9) Complete a Continuum of Military Service Opportunity Counseling (AC only).

(10) Evaluate transferability of military skills to the civilian workforce and complete a gap analysis provided during the MOS Crosswalk.

(11) Complete the appropriate career track if higher education, career technical training or small business ownership is identified as a civilian career goal on their ITP.

(a) *Education and Career Technical Track.* Eligible Soldiers seeking further education or career technical training when transitioning from active duty will **(IAW Soldier's ITP)**:

- Complete a comparison of higher education or technical training institution options.
- Complete an individual assessment tool approved by the Department of the Army which identifies aptitudes, interests, strengths and skills, e.g. Kuder Journey.
- Complete and submit an application or receive an acceptance letter from a higher education or technical training institution.
- Confirm one-on-one counseling with a higher education or technical training institution advisor or counselor via telephone, email, or letter.

(b) *Entrepreneurship Track.* Soldiers pursuing self-employment in the private or non-profit sectors shall attend a 2-day Small Business Administration (SBA) seminar, Boots to Business, and receive information related to the benefits and challenges of entrepreneurship, the steps required for business ownership, and complete a feasibility study.

- Soldiers shall be afforded the opportunity to connect with a small business owner as a mentor to assist with the business start-up process.
- The SFL-TAP counselor will initiate the warm hand-over with the SBA.

(c) Career Skills Preparation: See Enclosure 3.

d. Figure 1. Transition SLC Overview Diagram:

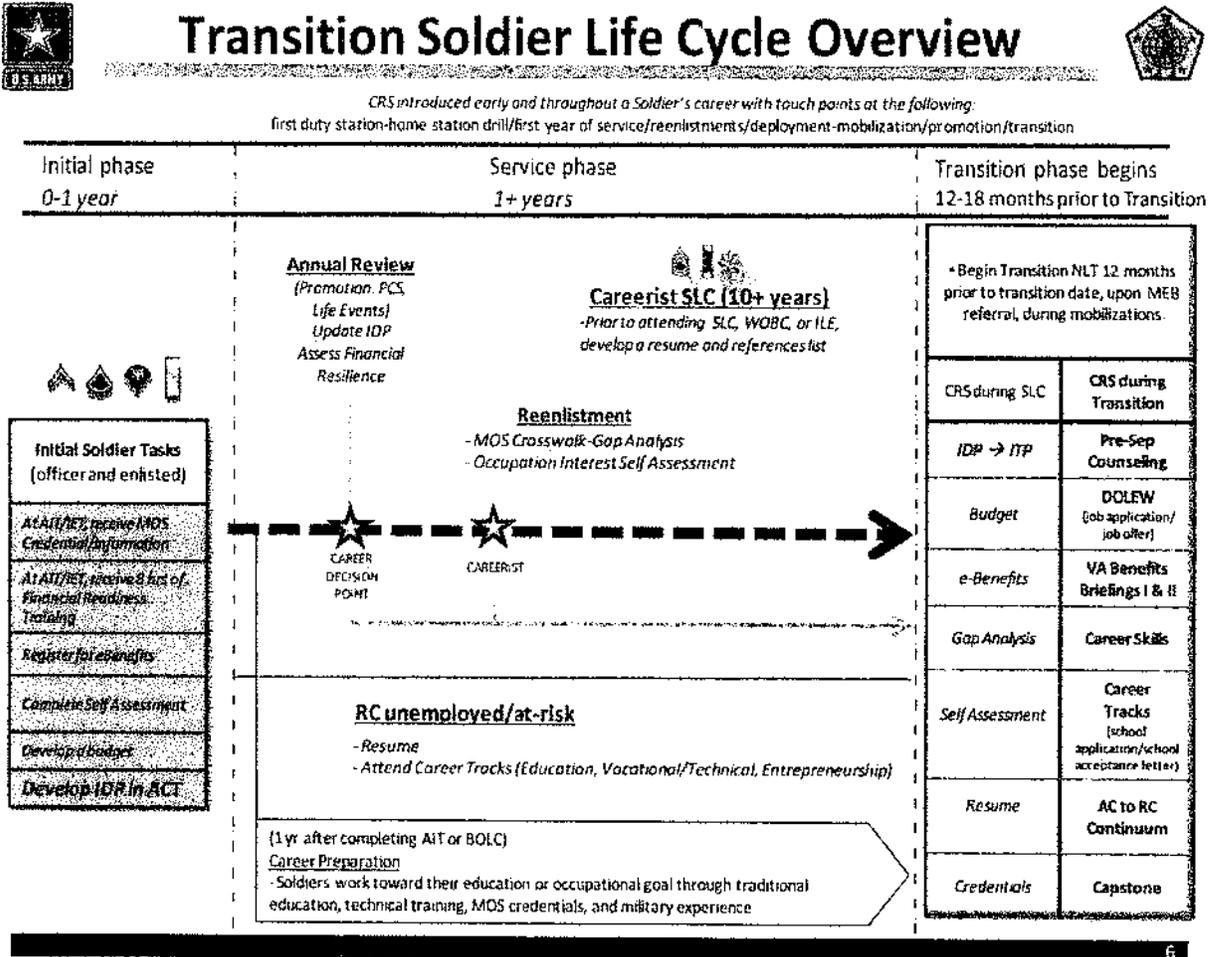


Figure 1

Enclosure 2 - Process to Meet Veterans Opportunity to Work (VOW) and Career Readiness Standards

1. Background. The Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011 mandates all Service Members separating from a Title 10 active duty tour of greater than 180 days must complete the pre-separation counseling. The Presidential Veterans Employment Initiatives (VEI) Task Force (TF) transforms the Soldier For Life (SFL) Transition Assistance Program (TAP) to transition goals, plans, and success (GPS). VEI TF mandates all Service Members must meet Career Readiness Standards (CRS) and the implementation of a transition military life cycle. All Service Members must meet CRS prior to the transition date on their DD Form 214. VOW mandates pre-separation counseling, a VA Benefits Briefing I & II and a DOL Employment Workshop for all Soldiers in transition in order to give them the greatest opportunity for success post-military service. Numerous transition studies determined the need to prepare Soldiers in all components for educational and credentialing requirements, as well as to enhance opportunities to link Soldiers with private industry.

2. All Soldiers must meet VOW/CRS compliance **prior** to the transition date on their DD Form 214. The final quality control for meeting requirements is "Capstone" and the VOW/CRS requirements are as follows. (Items a through c are congressional mandated; and all remaining items are mandated by the Office of The Secretary of Defense). (Note: Soldiers assigned or attached to the Warrior Transition Battalion (WTB) or Community Care Unit (CCU) who are medically unable to complete the transition process may have the process waived, in writing, by their commander.)

- a. Pre-separation Counseling (DD Form 2648/-1)
- b. VA Benefits Briefings I & II
- c. Department of Labor (DOL) Employment Workshop (**only exemption)–Receive DOL Gold Card
- d. Individual Transition Plan (ITP)
- e. VA eBenefits registration
- f. 12-month post-separation budget
- g. MOS Crosswalk-Gap Analysis
- h. Complete job application package or received job offer letter
- i. Private or Federal resume and references
- j. Two submitted job applications
- k. Documented continued Military Service opportunity (AC only)
 - l. Complete individual assessment tool
- m. Capstone with DD Form 2958
- n. Career Tracks (Accessing Higher Education, Vocational/Technical, Entrepreneurship) IAW Soldier's ITP:
 - (1) Accessing Higher Education / Vocational/Technical Training; requirements are:
 - (a) Assessment to identify aptitudes interests, strengths, and skills

Enclosure 2 - Process to Meet Veterans Opportunity to Work (VOW) and Career Readiness Standards

- (b) Comparison of academic or training institution choice
- (c) College, university, or technical training application or acceptance letter
- (d) Confirmation of one-on-one counseling with a college, university, or technical institution advisor or counselor

(2) Entrepreneurship Track

3. Process. Commanders at all levels will designate a Unit Transition Liaison (UTL), (e.g., S1, Retention NCO, etc.) to communicate, (via Battalion level or equivalent UTL) with the SFL-TAP Center personnel reference all, necessary unit transition matters. Identifying Soldiers with immediate SFL-TAP needs will begin at in-processing. All Soldiers assigned, attached, or with duty to Fort Gordon who is on active duty orders for more than 30 consecutive days will in-process and out-process the installation IAW Fort Gordon Regulation 635-1, Personnel Processing. This includes USAR and ARNG Soldiers on any type of active duty order.

a. In-processing:

(1) Installation In-Processing Office will identify active duty and Army Guard Reserve (AGR) Soldiers with 13 or fewer months remaining on active duty and require them to in-process the SFL-TAP Center.

(2) Installation In- Processing Office will identify USAR and ARNG Soldiers with orders that will result in at least 180 days of continuous active duty service, except for training, and require them to in-process through SFL-TAP Center.

(3) Unit S1 will incorporate SFL-TAP into their unit level In/Out-processing, ensuring compliance with Installation In/Out-processing and awareness of VOW/CRS mandates.

(4) Upon arrival/contact by referred Soldiers, SFL-TAP will schedule/initiate pre-separation counseling and outline all VOW/CRS requirements that must be completed prior to the Soldier out-processing.

b. Unprogrammed Losses. Soldiers being considered for release earlier than their contractual separation date (e.g., chapters, medicals, early separation boards, etc.) will be referred to SFL-TAP immediately upon identification as a candidate for early release. These Soldiers must meet VOW/CRS requirements prior to separation date.

(1) Soldiers who enter the Integrated Disability Evaluation System (IDES) will begin the transition process immediately. Commanders will ensure that Soldiers begin transition upon the Medical Evaluation Board's referral (defined as the second signature on the permanent physical profile).

(2) All transitioning Soldiers assigned or attached to the Warrior Transition Battalion will complete transition requirements as part of their "Comprehensive Transition Plan. Families or caregivers designated by recovering Soldiers are eligible for full transition services for the same periods of eligibility as their sponsor.

(3) To the extent possible, Soldiers attached to CCU should complete transition requirements before they are transferred to the unit. Soldiers who do not complete their training requirements will use the closest SFL-TAP center (including those of sister Services), Virtual SFL-TAP services at <https://www.acap.army.mil>.

c. Limited Participation. The characterization of a Soldier's discharge from military service determines his or her eligibility for certain components of the Transition Program.

(1) Bad Conduct or Dishonorable Discharge. Soldiers are not eligible to attend the transition GPS tracks (Accessing Higher Education, Career Technical Training and Entrepreneurship).

(2) Other-Than-Honorable Discharge. The General Court-Martial Convening Authority who approves the Other-Than-Honorable Discharge for the characterization of service determines whether the Soldier is permitted to attend the transition GPS tracks.

(3) Spousal Participation. Spouses of eligible separating Soldiers may attend job placement training, transition counseling and transition GPS. Spouses are encouraged to participate in transition planning and counseling to maximum extent possible.

d. Initial and Service Phase of SLC. (See Enclosure 1, The Transition Soldier Life Cycle (SLC) Plan).

e. Transition Phase.

(1) The UTL must run a roster that identifies all Soldiers within 18 months of their Expired Term of Service (ETS) and inform them of the SFL-TAP requirements, and to advocate the "Go Early and Go Often" concept.

(2) As early as 18 months prior to separation (24 months if retiring), but not later than 12 months prior, Soldiers will complete the statutory pre-separation briefing by contacting the SFL-TAP Center at 706-791-7333 or visit the center located at 33800 Rice Road, FG, for guidance/instructions.

(3) No later than a week (7 days) after completing the pre-separation briefing, Soldiers must schedule an Initial Counseling with a SFL-TAP Counselor, (706) 791-7333. The SFL-TAP Counselor will assist Soldiers in completing their Individual Transition Plan, scheduling all SFL-TAP mandatory briefings and events, and will provide a copy of the authenticated DD Form 2648, pre-separation counseling checklist. (Note: the DD Form 2648 must be presented at final out-processing).

(4) Not later than nine months prior to separation, Soldiers will complete the Transition Overview, the Military Occupational Code Seminar, the DOL Employment Workshop (DOLEW), and the Financial Management Workshop. The DOLEW is the first step in preparing for civilian employment and covers such topics as writing a resume, job applications, interviewing, and job search techniques. Soldiers will leave the workshops with a draft resume and a 12-month budget, after completion of the Financial Planning Seminar.

Enclosure 2 - Process to Meet Veterans Opportunity to Work (VOW) and Career Readiness Standards

(5) Not later than six months prior to separation, all Soldiers will attend the Veterans Administration (VA) Benefits Briefing I and II. The VA Benefits Briefings are among the most important briefing a separation/retiring Soldier will receive, as it may impact benefits for life.

(6) Not later than five months prior to separation, Soldiers must have a resume that has been reviewed by their SFL-TAP Counselor. Soldiers seeking employment must upload their resume on benefits, Veterans Employment Center at: www.ebenefits.va.gov. Creating a profile/resume in the VEC instantly connect Soldiers to thousands of employers looking to hire Veterans, transitioning Service Members, Guard and Reserve members, and their Families.

(7) No later than 90 days prior to separation, Soldiers must have completed a job application package or have received a job offer letter. The job application packet consists of a Private or Federal resume, a reference list and two submitted job applications.

(8) Not later than 90 days prior to separation/retirement, Soldiers must complete a Capstone (group or individual). If documented proof demonstrating preparedness has not been provided to SFL-TAP Counselors prior to Capstone, upon arrival for Capstone event, Soldiers will have in their possession proof of continued military service opportunity via membership in ARNG or USAR; ebenefits registration; 12-month budget; gap analysis; job and/or education applications; job offer letter, etc.).

f. Soldiers may schedule focused transition-related training, counseling, and computer lab appointments throughout their transition. Focused training may include financial planning, credentialing, Federal resumes, job search, Troops to Teachers, job fairs and hiring events, and starting a business. Counselor and computer lab appointments provide time for assisted resume writing, job/career researching. Counselors also assist with such tasks as evaluation of job offers, credentialing information, interview preparation and assistance with registering for federal benefits at www.ebenefits.va.gov, www.myHEALTHvet.va.gov, and DOL's <http://CAREERONESTOP.org>.

g. Commanders will monitor timeliness and events to ensure Soldiers comply with the law and this policy.

h. Soldiers participating in scheduled workshops/events will be excused from all organizational or individual training, work requirements, duty schedules, etc. Soldiers may not be pulled from the workshop except by consent of the Battalion Commander or Command Sergeant Major.

i. The distributed timeline, below, allows flexibility for full participation in SFL-TAP services with minimal impact on the unit mission. Leaders will promote SFL-TAP attendance and allow separating Soldiers sufficient time to transition.

j. Soldier for Life Transition Assistance Program Timeline.

Enclosure 3 – Career Skills Program (CSP)

1. The Career Skills Program (apprenticeships, internships, on the job training, and job shadowing) encompasses vocational and technical programs that focus on the practical application of learned skills and must provide eligible Soldiers with job training and career development experience. These programs also must offer enrollment at no cost or minimum cost to the Soldier; and offer a high probability of post service employment with the training provider or any other employer, upon successful completion of the CSP. Soldiers must have completed 180 continuous days on active duty (AD) and are expected to be discharged or released from AD (honorably or under honorable conditions) within 180 days (or 85 days after their Medical Retention Determination Point (MRDP) for Soldiers participating in Integrated Disability Evaluation System (IDES) or assigned to WTU/CCU. Soldier must gain the approval of the first field grade commander in the chain of command that is authorized to impose non-judicial punishment under the Uniform Code of Military Justice. This authority may not be delegated. CSP are limited to 20 weeks, except for Soldiers assigned to the Warrior Transition Battalion/Community Care Unit (WTB/CCU). Soldiers assigned to the WTB/CCU are considered unprogrammed losses and may participate in any employment assistance program without regards to estimated time to release from active duty.

2. Appropriated funds are not authorized for participation in these CSP and the use of a government-owned vehicle to transport Soldiers to a CSP program is not authorized. Additionally, Soldiers will not receive compensation, wages, pay, training stipends, or any other form of financial compensation for participation in CSP or any training program while on active duty.

3. Off-installation CSP programs normally will be located within 50 miles of the Soldier's installation or duty station, or for a Soldier in a Warrior Transition Battalion (WTB), within 50 miles of the Soldier's residence. However, the approving Commander may allow participation in a program beyond the 50-mile limit, if the Commander is satisfied that adequate measures exist to ensure accountability and safety, given the Soldier's unique circumstances. Participation will be coordinated with the IMCOM CSP point of contact closest to their location.

4. The authorizing Commander (first field grade commander in Soldiers' chain of command) will take the following action with regard to transitioning Soldiers participating in CSP:

a. Designate a Battalion level (or equivalent) representative or Unit Transition Liaison (UTL) to communicate with the Education Center personnel reference CSP matters; and provide the designated individual's POC information to the installation Education Center.

b. Identify Soldiers who fall into the "at-risk" population, defined as: 18 to 24 years of age; completing their first term of enlistment; involuntarily transitioning due to force shaping; enrolled in the Integrated Disability Evaluation System (IDES) process; considered a rapid transition (less than 90 days notification) from active duty; acquisition of disabilities that result in medical separations; and, unemployed Reserve Component (RC) Soldiers. These Soldiers may need a higher priority of access to apprenticeships and employment skills training and a higher level of support, to include individualized attention and/or reasonable accommodation during the transition process.

c. Consider Soldiers identified for possible early transition, either voluntarily or involuntarily, for enrollment in announced CSP programs.

d. Approve Soldiers' release from daily unit duties for the period of participation.

Enclosure 3 – Career Skills Program (CSP)

e. Ensure unit commander maintain daily accountability of Soldiers' participating in programs and keep on file a copy of the Soldier's Letter of Participation. Unit commanders may authorize permissive TDY to participants, within the parameters of Army Regulation 600-8-10, Leaves and Passes, dated March 15, 2006.

f. May assign transitioning Soldiers participating in CSP to excess positions coded 9999, to make positions on authorization documents available for fill by replacement personnel.

5. The CSP screening process will be conducted in three (3) phases for training/classes presented under this program.

a. Phase 1:

(1) Soldiers interested in approved CSP training will visit Installation Education Counselor (or designated representative) who will provide pertinent information reference requested CSP and initiate a Letter of Participation between the authorized Battalion level (or equivalent) commander and the Soldier.

(2) Soldier will acquire necessary signatures and return Letter of Participation to the Education Counselor.

(3) Letter of Participation must be signed and returned prior to CSP Sponsor screening.

b. Phase 2:

(1) The first Field Grade officer with UCMJ authority in the Soldiers' Chain of Command will ensure the below criteria, prior to signing the Letter of Participation agreement.

(a) Soldier is not subject to any adverse actions.

(b) Soldier has a high school diploma or GED.

(c) Possess/achieved Minimum GT score of 90.

(d) Individual meets the core job training requirements with or without reasonable accommodation.

(e) Soldier is licensed to drive an automobile or has access to transportation support.

(f) Soldier is expected to receive an honorable or under honorable conditions discharged.

c. Phase 3:

(1) Upon receipt of signed agreement by all parties, Education Counselor or designated representative will provide instructions reference next step in application process for further screening to Apprenticeship/Internship Sponsor representative.

(2) The CSP sponsor representative will conduct final screening, select program participants, and provide education Counselor with a list of the selected participants.

(3) The Education Counselor will notify each participant's commander (through the battalion representative) of acceptance into the program.

Enclosure 3 – Career Skills Program (CSP)

6. A Soldier who reenlists or extends their enlistment while participating in a CSP program will immediately withdraw from the program. Additionally, approving authority may terminate a Soldier's participation in a CSP due to mission requirements. In both cases, upon termination from the CSP, Soldiers must return to their assigned unit for duty.
7. Soldiers assigned to WTU/CCU will follow Warrior Transition Command (WTC) standing operating procedures for participating in E2I/OWF programs.
8. Reasonable effort will be made to accommodate all eligible personnel from other service branches, provided the Army does not incur any additional costs for these programs.