



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF:

SEP 21 2018

IMKN-HRM-A

MEMORANDUM FOR

Commanders, Fort Knox Partners in Excellence
Commanders, All Units Reporting Directly to This Headquarters
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC

SUBJECT: Policy Memorandum 21 – Soldier for Life - Transition Assistance Program

1. References.

a. Army Regulation (AR) 600-81 (Soldier For Life - Transition Assistance Program), 17 May 2016.

b. Department of Defense Directive (DoDD) 5124.02 (Under Secretary of Defense for Personnel and Readiness), 23 June 2008.

c. Chapter 58 of Title 10, United States Code sections 201-256 of Public Law 112-56, 21 November 2011.

2. Purpose. To establish Fort Knox policies for the Soldier for Life - Transition Assistance Program (SFL-TAP), and set a climate that sends the message "Soldiers in transition are valued."

3. Applicability. This policy applies to all Fort Knox Partners in Excellence and units reporting directly to this Headquarters.

4. Policy.

a. The Senior Commander will chair a quarterly Transition Council to review the status of the SFL-TAP and make decisions on recommendations for improvement. All installation major subordinate commands, designated tenant units and council members will be represented at each council meeting.

b. The Garrison Commander will chair a quarterly Transition Working Group. Council members and tenant unit representatives with decision-making authority will provide the Transition Services Manager (TSM) accurate and timely data, brief their unit or agencies' current status, and recommend possible solutions to problem areas. The working group will prepare recommendations for program improvement and present them at the Senior Commander's Transition Council.

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c. Transition Participation. All eligible Soldiers will participate in SFL-TAP transition services and meet the Veterans Opportunity to Work (VOW) Act and Career Readiness Standards (CRS), before their separation date.

(1) Soldiers residing on or within the Fort Knox local commuting area, and not being administratively or medically separated from the service, will execute the distributed model of phased transition as defined in AR 600-81, Table 4-1.

(2) Soldiers residing outside the Fort Knox local commuting area, or being administratively or medically separated from the service, may utilize the consecutive model as defined in AR 600-81, Table 4-2 to complete their transition requirements.

d. Commanders will:

(1) Set a “command climate” that sends the message that all Soldiers in transition are valued and will be ambassadors of the Army into the future.

(2) Publish a written command policy that supports eligible Soldiers during their transition.

(3) Establish and maintain a “Unit Transition Advisor” to assist commanders with synchronizing unit efforts with SFL-TAP on a monthly basis and ensure Soldiers complete the required transition tasks.

(4) Ensure Soldiers register with SFL-TAP and complete a DD Form 2648 or DD Form 2648-1 (Preseparation Counseling Checklist), no later than 12 months prior to their separation date.

(5) Refer Soldiers to SFL-TAP immediately upon being identified as a candidate for early release (e.g., administrative or medical separation).

(6) Refer Soldiers to SFL-TAP immediately when their separation date (e.g., ESA, ETS, or retirement) is within 18 months at in-processing.

(7) Create and send a notification letter to each Soldier’s personal email account NLT 18 months prior to separation (see sample letter in AR 600-81, Figure 5-1). Personal notification letters will inform eligible Soldiers of all mandatory transition requirements, location of local services, hours of operation, and timeline for completing required transition tasks. The Unit Transition Advisor will maintain a by-name

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notification tracking system and an electronic file of each email and letter sent to a Soldier.

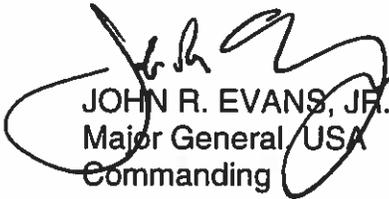
(8) Provide Soldiers the time to complete the mandated VOW and CRS training classes exempting them from normal duty for the full 24-hour period of each workshop or briefing day and the 12 hours immediately preceding and following each event. Soldiers will not be removed from a transition event without the approval of a battalion level (or above) Commander or Command Sergeant Major.

(9) Allow Soldiers to schedule and participate in focused transition-related training such as Entrepreneurship Seminars, Accessing Higher Education, Career Readiness Technical Training and Career Skills Programs including: internships, on-the-job training (OJT), apprenticeship, and job shadowing programs.

(10) Ensure Soldiers complete Transition Soldier Readiness Processing (TSRP) to validate a warm handoff with participating agencies no sooner than 150 days, but no later than 90 days, prior to separation date.

(11) Ensure Soldiers in the rank of lieutenant colonel and below attend an individual Capstone counseling session with a Transition Counselor and complete a DD Form 2958 (Service Member's Individual Transition Plan Checklist) no sooner than 150 days, but no later than 90 days, prior to separation date. SFL-TAP will not clear individuals for out-processing if the commander has not completed the DD Form 2958.

5. Point of contact for this action is the Soldier for Life - Transition Services Manager at (502) 624-2627.


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Commanding