



DEPARTMENT OF THE ARMY
HEADQUARTERS 25TH INFANTRY DIVISION AND US ARMY HAWAII
SCHOFIELD BARRACKS, HI 96857-6000

REPLY TO
ATTENTION OF

APVG-CG

5 November 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Hawaii Policy Letter 11 – Soldier for Life-Transition Assistance Program (SFL-TAP)

1. Title 10 U.S.C. 1142-44, the Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011, HQDA EXORD 054-12, ISO Army Transition, 29 Dec 11, and Army Directive 2014-18, require all Soldiers to complete specific SFL-TAP requirements prior to transitioning from the military. SFL-TAP is a Commander's Program that provides timely and effective transition assistance to Soldiers, Army Civilians, and their Families. SFL-TAP plays a vital role towards the Army's retention efforts while also significantly reducing the Army's potential unemployment compensation costs.

2. Mandatory SFL-TAP training begins for all Soldiers no later than 12 months prior to their retirement or separation date to enable a smooth transition to civilian society. Officers and warrant officers requesting unqualified resignation or Release from Active Duty (REFRAD) will report immediately to SFL-TAP upon receipt of a Colonel-level commander approval endorsement on their separation packet. Soldiers enrolled into the Integrated Disability Evaluation System (IDES) will begin SFL-TAP immediately. Soldiers being considered for release earlier than their contractual separation date (i.e., Chapters) will be referred to SFL-TAP immediately upon identification as a potential candidate for early release. Soldiers who are barred to reenlist will report immediately to the Soldier for Life Center to receive mandatory SFL-TAP services.

3. Commanders will ensure that all Soldiers complete the following SFL-TAP career readiness standards prior to separation:

a. Pre-separation counseling, either online at www.acap.army.mil or by appointment, no later than 12 months prior to separation.

b. 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. Transition Overview Class, Military Occupational Specialty (MOS) Crosswalk Seminar, and Department of Labor (DoL) sponsored 3-day Employment Workshop no later than 9 months prior to separation. RC Soldiers may be exempted from the employment workshop in the event their company commander provides documentation to the Soldier for Life Center that the Soldier has confirmed employment and/or is enrolled into an accredited technical training, undergraduate, or graduate degree program.

SUBJECT: U.S. Army Hawaii Policy Letter 11 – Soldier for Life-Transition Assistance Program

d. Department of Veterans Affairs (VA) Benefits I and II Briefs, and register for eBenefits at www.eBenefits.va.gov no later than 6 months prior to separation.

e. SFL-TAP approved resume of choice and uploaded 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 separation. Soldiers will receive a SFL-TAP generated DD Form 2958 which verifies that all career readiness standards have been met. The DD Form 2958 must be signed by the Company Commander, returned to the SFL-TAP office for verification, and turned in to the Transition Center prior to clearing the installation.

g. The Financial Planning Seminar, Transition Overview Class, MOS Crosswalk Seminar, DoL sponsored 3-day Employment Workshop, and VA Benefits I and II Briefs can be completed in either a 5-day consolidated curriculum or over a distributive timeframe, based on the mission requirements.

h. Commanders will also ensure that demobilizing and REFRAD Reserve Component (RC) Soldiers with at least 180 days of active Federal service, complete the following SFL-TAP career readiness standards 90 days prior to separation.

4. In accordance with the Veterans Employment Initiative, signed into law on 21 Nov 12, 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.

5. Commander responsibilities include:

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 requirements in accordance with the timelines listed above.

c. Ensure Soldiers preparing to deploy who will have 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].

APVG-CG

SUBJECT: U.S. Army Hawaii Policy Letter 11 – Soldier for Life-Transition Assistance Program

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 or First Sergeant to the SFL-TAP Manager (Soldier must immediately be rescheduled for missed training).

f. Units are required to escort Soldiers who are being considered for involuntary separation or who are barred to reenlist to their initial visit to the Soldier for Life Center to ensure timely enrollment into the program.

g. Soldiers who have not reenlisted by the conclusion of their 12-month Retention Follow-Up Counseling Appointment will be automatically enrolled in SFL-TAP services by their unit Career Counselor.

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

6. The Soldier for Life – Transition Assistance Program and In/Out Processing will not clear Soldiers who fail to comply with this policy. The installation Transition Center will not generate separation orders on 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.

7. A Soldier's decision to leave active duty cannot erase his or her sacrifices and dedication. Early and managed SFL-TAP participation minimizes the impact on unit missions; helps Soldiers to leverage their valuable Army-acquired skills, training, and experience to access higher education or technical training, obtain civilian employment, or start a small business; and assists in military recruiting for generations to come. Leaders at every level will support SFL-TAP as it helps the Army conserve fiscal resources, man the force, and take care of our National Treasures - our Soldiers.

8. Point of contact is Mr. Art Neff, Chief, Personnel Processing Branch, (808) 655-6824.



CHARLES A. FLYNN
Major General, USA
Senior Commander

DISTRIBUTION:

A