

1-1 Purpose:

a. To provide basic policy and practices necessary to implement and maintain compliance with the Army Soldier for Life Transition Assistance Program. The Soldier for Life Transition Assistance Program (SFL-TAP) formerly "ACAP" is IAW DA EXORD 054-12 is the "commander's program". The Soldier for Life Transition Assistance Program (SFL-TAP) office is the installation agency responsible for assisting commanders with providing detailed, timely transition assistance to their Soldiers IAW Title 10 U.S.C. 1142-1144 and the Veterans Opportunity to Work (VOW) Act of 2011. HQ DA EXORD 054-12 States: "ACAP (Now SFL-TAP) is the Commander's program". The intent is to produce Career Ready Soldiers that are connected with resources and meet legal and policy transition requirements.

1-2. References:

- a. Title 10 U.S.C. 1142-44, Veterans Opportunity to Work (VOW) to Hire Heroes Act, Public Law 112-56, dated 21 Nov 11.
- b. HQDA EXORD 054-12, ISO Army Transition, dated 29 Dec 11.
- c. Army Directive 2014-18 (Army Career and Alumni Program) (23 June 2014)
- d. Fort Carson Commanding General Policy (SFL-TAP-01) (24 August 2015).

1-3 Federal Law

- a. Soldier for Life Transition Assistance Program office is the lead agency responsible for assisting commanders with providing detailed, timely transition assistance to their Soldiers IAW Title 10 U.S.C. 1142-1144 and the Veterans Opportunity to Work (VOW) Act of 2011.
- b. HQ DA EXORD 054-12 States: "ACAP (now SFL-TAP) is the Commander's program and requires involvement and focus by leadership. The Commanding General's Policy directs "Commanders will ensure that all Soldiers complete the SFL-TAP career readiness standards prior to separation. Early and managed SFL-TAP participation minimizes the impact on unit missions; helps Soldier leverage their valuable Army acquired skills, training, and experience to access higher education or technical training or obtain civilian employment. 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."
- c. The US Department of Veterans Affairs (VA), Department of Labor (DoL), Small Business Administration, and each state's equivalent agencies support

transitioning Soldiers. In an effort to reduce Army unemployment costs, the Soldier for Life-Transition Assistance Program office is the lead agency charged with coordinating multi-agency efforts to equip Soldiers with information/assistance need to make informed post-Army career decisions related to benefits and employment.

- 1-5.** All transitioning military members must receive mandated transition services and complete the mandated Career Readiness Standards (CRS) prior to separation. By law, transition services must be initiated NLT 365 days before separation or retirement. Failure to complete the PRESEP and IC by day 364 means the Soldier is non-compliant with federal law. Initiation of transition services is defined as completion of the Preseparation Briefing, DD Form 2648, Preseparation Counseling Checklist, and Initial Counseling appointment. Commanders are accountable for ensuring the timely completion of the CRS in accordance with DTM 12-007.
- a. Identifying programmed losses begins NLT 18 months prior to separation in order to meet the timeline. Unprogrammed losses (Chapters/MEB/PEB/REFRAD) are referred to SFL-TAP immediately upon identification or initiation of a separation action request. There is no requirement for orders or for the chapter packet to be signed to initiate services.
- 1) Programmed Loss-Service member being separated at regularly scheduled date. When officers request Release from Active Duty (REFRAD), unqualified resignation or other separation action they should immediately be referred to SFL-TAP.
 - 2) Un-programmed losses-Service Member being separated from the army prior to their scheduled release date either voluntarily or involuntarily. Officers are routinely considered because they do not have an Expiration Term of Service (ETS) date.
 - 3) Soldiers identified for early separation programs should be programmed if they started SFL-TAP on time. Once the Soldier is identified for any early separation program, SFL-TAP requirements that have been completed and review to see if any services need expedited. Many "Early Separation" programs require that the Soldier meets CRS prior to submitting the request/packet for early separation.
 - 4) Soldiers identified for early separation programs should be programmed as early as possible. Once the Soldier is identified for any early separation program, SFL-TAP Counselors will review to see if any requirements need expedited. Many "Early Separation" programs require that the Soldier meets.
- b. Retirees are encouraged to begin up to 18-24 months prior to anticipated separation but NLT 12 months prior. Retirees and their family members may

use SFL-TAP services for life at any SFL-TAP office at the transition center of another military service.

- c. All Soldiers within a deploying unit who will redeploy with less than 12 months remaining on active duty (AD) will complete statutory pre-separation counseling, individual counseling as a minimum, and as much other training as practical prior to deployment.
 - 1) Deployed Soldiers may access on line training through <https://jkodirect.jten.mil>. This training source is only available for Soldiers who are not located on an installation where an SFL-TAP office is available. (Search for Transition GPS course(s) by using the search field above column “**Course Number**” and enter “**TGPS**”.)
 - 2) Once the Soldier redeploys the Soldier must take the certificates to the SFL-TAP office to be input into TAPXXI.
- e. The SFL-TAP office tracks Soldier completion of Army Career Readiness Standards (CRS) in TAPXXI. The Army CRS and time standards are:
 - 1) Within 30-60 days of arrival to the unit the Career Counselor/Retention NCO will discuss short- and long-term military career goals with each individual Soldier.
 - 2) Leaders will utilize tools in the Army Career Tracker (ACT) web-based program to assist Soldiers to develop an Individual Development Plan (IDP), promote lifelong learning and development opportunities throughout the Soldier's lifecycle of service. Intent is for leaders to conduct an annual IDP review to make Individual Development Plan and Financial Resiliency (updated budget) reflects current life situations.
 - 3) Regardless of stated intent to reenlist, not later than 365 days prior to separation Soldiers complete the statutory Pre-separation Briefing online at <https://www.sfl-tap.army.mil/> or by appointment for Chapters.
 - 4) Within two weeks of the Pre-separation Briefing, Soldiers will contact the SFL-TAP office at (719) 526-1001 or (719) 526-1002 to schedule an Initial Counseling (IC) and meet their individual SFT-TAP Counselor. Every Soldier is assigned a SFL-TAP Counselor. Throughout the transition process, the Counselor will assist the Soldier in completing each of the mandates of the law and document completion in TAPXXI, the program database. TAPXXI serves as a record of individual progress in the transition process. Completion of the Career Readiness Standards will be annotated on the capstone document, eFORM, Service Member's Individual Transition Plan Checklist, for the commander's final signature prior to clearing.

- 5) No later than 9 months prior to separation Soldiers will complete the five-day Transition Assistance Program (TAP) Workshop. Once the training has begun, only Battalion Commander/CSM may remove Soldiers from SFL-TAP Workshop. Soldiers in the five-day SFL-TAP are exempt from all unit duty (physical training, staff duty, ranges, etc.). Soldiers do not receive Phantom Time or Training Holidays during the Workshop, but units will provide compensatory time for missed training holidays within unit mission-cycles. Senior- and Executive-level five-day SFL-TAP Workshops are available for officers and senior NCOs separating or retiring. Call the SFL-TAP office to schedule.
- 6) VA Benefits Briefing I (overview of benefits) and VA Benefits II (benefits registration) are required by law. These two briefings are included in the five-day SFL-TAP Workshop.
- 7) All Soldiers are required to complete a budget and receive briefings on financial planning, health insurance, planning for retirement, and the like. This training is included in the five-day SFL-TAP Workshop.
- 8) Five months prior to separation Soldiers finalize resumes and personal references list, register for VA/DoL benefits, and review their Individual Transition Plan (ITP) with SFL-TAP Counselors. These tasks are trained in the five-day SFL-TAP Workshop.
- 9) Soldiers may schedule other transition-related courses and seminars such as federal resume, starting a business, franchising, job search, interview practice, job fairs, applying to universities/trade schools and dressing for success.
- 10) Soldiers vary in the amount of time and how much assistance they need to complete transition tasks. Soldiers should be released for a few hours from time to time in accordance with their needs and between unit requirements to work on resume, reference list, cover letter, job search, career exploration, or other transition requirements with the help of SFL-TAP staff, as well as physical or virtual job fairs.
- 11) Soldiers must complete a resume and have one of the following prior to clearing the SFL-TAP office: a job offer, college/trade school acceptance letter, business plan or a current list of open job leads matched to their level of knowledge and skills.

Chapter 2

Command Responsibilities

2-1. Company Commander. SFL-TAP is a commander's program. Beginning immediately, leaders at all levels will embrace changes to the Army Soldier for Life Transition Assistance Program. "Commander's program" means leadership focus and involvement. Commanders will receive detailed analysis and reports via the TAPXXI tracking system. Commanders will encourage soldiers and support the transition process and set a command climate that conveys a positive message that transitioning soldiers are valued.

These officers will—

- a. Develop, implement, and sustain an Army Transition Program, accomplishing all assigned missions, tasks, functions, and fulfill responsibilities, as established by references listed in the SOP and higher headquarters. Monitor monthly, quarterly, and FY Transition statistics and trends, adjusting command emphasis and resources as required to accomplish assigned missions.
- b. Ensure that SFL-TAP is implemented in accordance with DoD policy and that all eligible Service members have full access to all SFL-TAP components.
 - 1) Ensure all soldiers are scheduled and begin the transition process (Preseparation and Initial counseling) NLT 12 months prior to departure from the army or active duty.
 - 2) Ensure all programmed loss transitions are counseled to begin the SFL-TAP process NLT 15 months prior to separation date.
 - 3) Ensure that potential unprogrammed losses receive counseling to begin transition immediately upon being identified as a "potential" unprogrammed loss. The SFL-TAP process will be terminated if adjudication allows the Soldier to be retained.
 - 4) Ensure the unit members authorized to reschedule a Soldiers' SFL-TAP appointments will verify by rescheduling the appointment or notifying the SFL-TAP Counselor that the appointment will not be met. The only unit members authorized to contact the SFL-TAP office to reschedule appointments is limited to the Commander, CSM/SGM, 1SG, Focal Point/Advisor or Soldier.

- c. Focus efforts on ensuring soldiers at risk of being unemployed receive sufficient transition preparation. The "at risk" population includes first term enlisted Soldiers who lack degrees or credentials for trade/profession and who are being involuntarily processed for separation.
- d. Identify a Focal Point/Advisor for synchronizing the unit's transition program with the SFL-TAP program. Ensure a primary Focal Point/Advisor and an alternate Focal Point/Advisor is identified and trained for each company. Ensure the Focal Point/Advisors meets the following criteria:
 - 1) E-5 or above- A respected NCO that the command team will support to direct the Unit Transition Program, Advise the Command team and Advocate for the Soldier.
 - 2) 2 years retain ability-ETS more than 2 years from date of training; prefer 18 months retain ability in the unit.
 - 3) Not a 79S Career Counselor - Per AR 601-280, 9-5, f. and HQDA Message 12-04, 5 & 6.
 - 4) Will have access to a military computer.
- e. Review the ITP with the Service member to identify weaknesses or gaps in plans, and determine if there is a need to reinforce skills through supplemental counseling or instruction.
- f. Encourage maximum attendance at elective SFL-TAP events to verify that Service members meet their Career Readiness Standards (CRS) in order to be prepared to transition from active duty.
- g. Upon reviewing the Service member's completed Individual Transition Plan (ITP) and assessing the quality of the transition products (e.g., 12-month post-separation integrated budget, job application package, resume, references, cover letter, and application to a degree completion or technical institution) aligned to the Career Standards by signing the eFORM following completion of capstone.
- h. Ensure that the ITP checklist and the pre-separation counseling checklist are filed in the Service member's personnel record.
- i. Commanders will incorporate a review of transition compliance in Organizational Inspection Programs (OIP).

2-2. Battalion Commander

- a. Authority to pull Soldiers from the 5 day workshop is limited to the Battalion CSM or Commander. The Battalion Commander will ensure
 - 1) Service member's participation in DOL and VA workshops and capstone.
 - 2) That the full intent and procedures of the SFL-TAP are carried out and documented for all eligible Service members.
 - 3) Transition Program oversight responsibility may not be delegated.
 - 4) Ensure Subordinate commanders enforce the Transition Program policies to meet Timeline compliance.
- b. Ensure commanders track transition program compliance within their units.
- c. Ensure Subordinate commanders identify Focal Point/Advisors and ensure they are trained.
- d. Ensure Career Counselors (AC and RC) and S-1 Staff communicate and collaborate with Focal Point/Advisors to ensure all are in sync with the status of losses to the unit as well as validation of TAPXXI data.
- e. Ensure the Battalions Headquarters element oversees the subordinate unit programs and conducts a Transition Program Review during the Command Inspection Program site visits. Commanders will ensure that the Higher Headquarters maintains oversight and conducts an inspection of subordinate units annually, at a minimum.

2-3. Brigade Commander

- a) Ensure BN commanders track transition program compliance within their units.
- b) Ensure BN commanders and their subordinate units identify Focal Point Advisors and ensure they are trained
- c) Ensure Career Counselors (AC and RC) and S-1 Staff communicate and collaborate with Focal Point Advisors to ensure all are in sync with the status of losses to the unit as well as validation of SFL-TAP data.
- d) Ensure the Brigade Headquarters element oversees the subordinate unit programs and conducts a Transition Program Review during the Command

Inspection Program site visits. Commanders will ensure that the Higher Headquarters maintains oversight and conducts an inspection of subordinate units annually, at a minimum.

Chapter 3

Focal Point/Advisor (FP/A) Responsibilities

3-1 Company Focal Point Advisor SGT or above

- a. Serve as advisor on matters relating to the Army Transition Program, under the operational supervision of the Battalion Focal Point Advisor.
- b. Identify Soldiers scheduled for Release from Active (REFRAD) duty NLT 18-15 months prior to separation date.
 - 1) Notify First Line Leaders (FLL) monthly of the Soldier that need to begin the SFL-TAP.
 - 2) Provide the appropriate counseling form to the FLL along with Fort Carson Commanding General Policy to ensure that the Soldier is counseled to begin SFL-TAP and has an understanding of completion requirements.
 - 3) Maintain a copy of the completed counseling.
 - 4) Follow-up with FLL to ensure the Preseparation counseling and Initial counseling with a SFL-TAP Counselor has been conducted.
- c. Synchronize unit transition initiatives with human resource managers and multiple installation transition agencies.
 - 1) Communicate with S1 to identify officers who have submitted REFRAD/Resignation requests. Ensure SFL-TAP is initiated for officers.
 - 2) Engage FLL in ensuring the transitioning Soldiers schedule SFL-TAP services according to the established timelines.

Provide data to the command team prior to lengthy training events to ensure Soldiers meet timeliness benchmarks prior to training.

- 3) Reserve Component Career Counselor (RCCC) necessary to complete "Continuum of Service counseling" on the eFORM in time for the Form to be completed NLT than 90 days prior to separation Soldiers must meet with a RCCC NLT 120 days prior to separation to ensure that Soldier has

met with a counselor prior to attending CAPSTONE. (it is also necessary for installation clearing) Know which RCCC supports your unit. Provide referrals as necessary.

- 4) Active Component Career Counselor-necessary to ensure that Soldiers who have reenlisted following start of SFL-TAP are promptly removed from TAPXXI. FPA will meet monthly with the AC Career Counselor to follow-up on reenlistment and counsel on Early Separation packets/processing updates. (Any reenlistment or extension updates of SFL-TAP participants needs to be verified that changes within TAPXXI have been made. Discrepancies will be addressed between FPA and SFL-TAP staff)
- d. Ensure FLL understand that outside agency appointments not specifically mandated by SFL-TAP may be necessary to make proper transition decisions. For example: Education briefing on GI Bill chapter 30/33 or 2 day Education Track is received by those Soldiers that plan to pursue higher education upon REFRAD.
 - f. Track individual compliance with over 21 separate Federal, DoD/DA and installation requirements.
 - 1) Maintain and provide monthly, quarterly, and FY statistics for the commander.
 - 2) Use the HRC Commanders Report to identify the status of transition Soldiers.
 - 3) Communicate with FLL and 1SG any discrepancies
 - g. Supervise the transition processing of high-risk, un-programmed losses
 - h. Train Soldiers in personal career management techniques central to post-Army career success
 - i. Serve as advocate for Soldiers throughout the SFL-TAP process.
 - j. Serve as Commanders Designee to verify the Soldier meets Career Readiness Standards and sign the eFORM, Service Members Individual Transition Plan Checklist.
 - k. Be aware of early separation programs and installation pilot programs that may require that the timelines for compliance to be modified for earlier transition processing.
 - l. Maintain Unit Transition Bulletin Board, complete with latest transition

- information.
- m. Review TAPXXI reports and relay analysis to commander monthly.
 - n. Review eFORM prior to the commander signing the form for the Soldier.
 - o. Review preceding month's loss rosters to identify what Soldiers remain on the list from the preceding and identify why the Soldiers have not completed the Preseparation and Initial Counseling with SFL-TAP staff.
 - p. At Mid Month, compare the Loss Roster with the TAPXXI Commanders report to see if the Soldiers who were directed to start SFL-TAP at the beginning of the month are now on the TAPXXI Commanders report. If not then notify the 1SG for follow-up.

3-2 Battalion Focal Point/Advisor – SGT (P)/SSG or above

- a. The Battalion Focal Point/Advisor will—
 - (1) Provide over site of the company transition programs.
 - (2) Administer daily operations of the commander's transition program.
 - (3) Ensure the commander and command sergeant major are continually updated regarding the readiness posture of the organizational Army Transition Program and compliance with HQDA and higher headquarters regulatory guidance.
 - (4) Ensure completion of all required tasks, functions, duties and program compliance with HQDA and higher headquarters guidance.
 - (5) Maintain and publish statistics on Army Transition Program status.
 - (6) Exercise operational supervision over subordinate unit transition programs and Focal Point/Advisors.
 - (7) Coordinate with SFL-TAP office to conduct formal training for subordinate personnel until the BN Focal Point/Advisors become proficient in program requirements. Ensure soldiers are trained and remain sufficiently proficient to perform their assigned duties and responsibilities in support of the Army Transition Program.
 - (8) Conduct briefings, including but not limited to, Noncommissioned Officer Development Program (NCODP) training, Commander's Call, NCO Call,

and so on, of current Transition Program information to all leaders and soldiers.

- (9) Ensure First Line Leaders are aware of transition policy and that they counsel Soldiers who are programmed losses, potential unprogrammed loss and those who will be deploying and will redeploy with less than 12 months remaining service obligation upon redeployment.
- (10) Conduct, at a minimum, quarterly site visits of subordinate unit transition programs. Units found having critical deficiencies will be provided a reasonable amount of time to correct deficiencies and scheduled for reevaluation (generally 30 days). At a minimum, annually inspect the HQ and Subordinate unit Transition Program compliance.
- (11) Advise commanders on issues that inhibit the units' ability to meet compliance standards.
- (12) Advise commanders on training conditions that may inhibit the units' ability to meet compliance standards.
- (13) Ensure company level Focal Point/Advisors understand how to use and analyze TAPXXI and HRC commanders report data.
- (14) Ensure the company level Focal Point/Advisors distribute the monthly (18 Month) Loss Roster to FLL to ensure that the FLL counsel and initiate SFL-TAP according to the mandated timelines.
- (15) Review preceding month's loss rosters to identify what Soldiers remain on the list from the preceding and identify why the Soldiers have not completed the Preseparation and Initial Counseling with SFL-TAP staff.
- (16) At Mid Month, compare the Loss Roster with the TAPXXI Commanders report to see if the Soldiers who were directed to start SFL-TAP at the beginning of the month are now on the TAPXXI Commanders report. If not then notify the 1SG for follow-up.

3-3 Brigade Focal Point Advisor – SSG (P)/SFC or above

- a. The Brigade Focal Point Advisor will—
 - (1) Provide over site of the Battalion(s) Focal Point Advisors and their transition programs.
 - (2) Administer daily operations of the commander's transition program.
 - (3) Ensure the commander and command sergeant major are continually updated regarding the readiness posture of the organizational Army

Transition Program and compliance with HQDA and higher headquarters regulatory guidance.

- (4) Ensure completion of all required tasks, functions, duties and program compliance with HQDA and higher headquarters guidance.
- (5) Maintain and publish statistics on Army Transition Program status.
- (6) Exercise operational supervision over subordinate unit transition programs and Focal Point Advisors.
- (7) Coordinate with SFL -TAP office to conduct formal training for subordinate personnel until the BN Focal Point Advisors become proficient in program requirements. Ensure soldiers are trained and remain sufficiently proficient to perform their assigned duties and responsibilities in support of the Army Transition Program.
- (8) Conduct briefings, including but not limited to, Noncommissioned Officer Development Program (NCODP) training, Commander's Call, NCO Call, and so on, of current Transition Program information to all leaders and soldiers.
- (9) Ensure command teams are aware of transition policy and that they counsel Soldiers who are programmed losses, potential un-programmed loss and those who will be deploying and will redeploy with less than 12 months remaining service obligation upon redeployment.
- (10) Conduct, at a minimum, quarterly site visits of subordinate unit transition programs. Units found having critical deficiencies will be provided a reasonable amount of time to correct deficiencies and scheduled for reevaluation (generally 30 days). At a minimum, annually inspect the HQ and Subordinate unit Transition Program compliance.
- (11) Advise commanders on issues that inhibit the units' ability to meet compliance standards.
- (12) Advise commanders on training conditions that may inhibit the units' ability to meet compliance standards.
- (13) Ensure Battalion level Focal Point Advisors understand how to use and analyze TAPXXI and HRC commanders report data.
- (14) Ensure the Battalion level Focal Point Advisors distribute the monthly (18 Month) Loss Roster to FLL to ensure that the FLL counsel and initiate TA SFL-TAP according to the mandated timelines.

- (15) Review preceding month's loss rosters to identify what Soldiers remain on the list from the preceding and identify why the Soldiers have not completed the Pre separation and Initial Counseling with SFL-TAP staff.
- (16) At Mid-Month, compare the Loss Roster with the TAPXXI Commanders report to see if the Soldiers who were directed to start SFL-TAP at the beginning of the month are now on the TAPXXI Commanders report. If not then notify the 1SG for follow-up.

Chapter 4

4-1 Programmed Loss

- a. A programmed loss is defined as a Soldier he will reach their contractual ETS through normal service. Soldiers that are identified as programmed loss will initiate the SFL-TAP process between 18 – 12 months to their contractual ETS. At a minimum, a Soldier will have initiated the SFL-TAP process by completing Preseparation and Initial Counseling Prior to the 12 month mark to ensure the unit is following HQDA EXORD guidelines for TAP compliance.
- b. S1 staff will notify Focal Point/Advisors of all administrative requests that will affect the Transition Program:
 - (1) Enlisted Soldiers who request a voluntary separation such as retirement or school drop that will affect the Soldiers ETS.
 - (2) Officers who request REFRAD an unqualified resignation or retirement will need to be directed to start SFL-TAP as soon as he/she submits a request.
- c. Career Counselor/Retention NCO will notify Focal Point/Advisor of the new ETS date for Soldiers who reenlisted. The Focal Point/Advisor will notify the SFL-TAP office to request/ensure the Soldier is removed from TAPXXI.

4-2 Un-programmed Loss

- a. An un-programmed loss is defined as any Soldier who has the potential to terminate their military service prior to their contractual separation date.
- b. As soon as the Soldier has been counseled for an event that creates "Potential" separation, the Soldier should be directed to start SFL-TAP.

4-3 TAP XXI

- a. The Commander will designate the Focal Point/Advisor access to TAPXXI to track compliance and pull reports.
- b. The Focal Point/Advisor will prepare a monthly compliance report from eMILPO reporting capabilities.
- c. Use TAPXXI to validate compliance prior to signing the eFORM. (*When it becomes available*)

4-4 Deployments and training rotations

- a. Deploying soldiers who will redeploy with less than 12 months remaining on active duty, will complete preseparation counseling, individual counseling, and begin development of their individual transition plan prior to deployment, virtually or face to face. Soldiers will also register for all on line resources when prior to meeting with their Counselor to have them benchmarked during the initial counseling. The Soldier will print screen shots and take with them to their Initial Counseling. (<https://www.ebenefits.va.gov/>; <https://www.myHEALTHvet.va.gov/>; <http://www.careeronestop.org/>; <http://www.dantes.kuder.com/>)
- b. Soldiers identified for training rotations four weeks in duration or more will have separation dates considered as part of the selection process.
 - (1) Soldiers Identified for these rotations that will return with less than 12 months remaining on active duty, will complete preseparation counseling, individual counseling, and begin development of their individual transition plan prior to departing for training. Soldiers will also register for all on line resources when prior to meeting with their Counselor to have them benchmarked during the initial counseling. The Soldier will print screen shots and take with them to their Initial Counseling. (<https://www.ebenefits.va.gov/>; <https://www.myHEALTHvet.va.gov/>; <http://www.careeronestop.org/>; <http://www.dantes.kuder.com/>)
 - (2) Soldiers who will have 120 days or less remaining upon return will be left on rear detachment when possible. When mission requires their attendance they will be directed to schedule and all SFL-TAP courses required to meet Career Readiness Standards and as many elective courses as possible to departure. Additionally the resume and 12 month budget will be completed and benchmarked as well. The Soldier should only need to job search and complete capstone upon return.

4-5 Capstone

- a. The eFORM is to be signed by the commander or designee NLT 90 days prior to separation.
- c. Soldiers will be directed to attend capstone a minimum of 30 days prior to the start of terminal/transition leave or NLT 120 days to ETS whichever comes first. This will allow the Soldier time to accomplish unmet standards prior to terminal Leave.
- d. Once the Soldier receives the eFORM it will be taken to the Focal Point/Advisor prior to the commander's review. The Focal Point/Advisor will validate registration of web sites by asking for screenshots and use of the Commanders Report to confirm compliance.
- e. If there are unmet requirements then the Focal Point/Advisor will advise with the commander of the unmet requirements and discuss with the commander if he/she wants accept the non-compliance or wants to direct the Soldier to complete the task(s) prior to signing the eFORM.
- f. The commander may designate the Focal Point/Advisor to sign the eFORM in his/her place.

4-6 Briefings

- a. Coordinate with the AC Career Counselor and Reserve Component Career Counselor to coordinate transition briefing for all Soldiers within their reenlistment window. Ideally this briefing will capture Soldiers between 18 -12 months prior to Separation. It will encompass the following:
 1. It will allow the AC Career Counselor to discuss reenlistment issues, Separation Programs.
 2. It will allow the Reserve Component Career Counselors (RCCC) to discuss Reserve Component benefits and ensure Soldiers identify who their POC will be for Continuum of Service counseling.
 3. It will allow the Focal Point/Advisor to address the SFL-TAP timelines and ensure that they have identified who need to initiate SFL-TAP. The can also ensure that those Soldiers in attendance have been counseled on the timelines and understand installation specific considerations.
 4. Transition initiatives, Career Skills Programs (CSP) opportunities and current Transition Pilot Programs should also be discussed. SFL-TAP staff can provide materials to brief or present the materials.
 5. Conduct 1 per quarter.

- b. Once the analysis of the loss roster and SFL-TAP Commanders report is complete, prepare data regarding the Transition program to provide to the command team. Brief the command team on timeliness and Soldiers needing to start SFL-TAP a minimum of once a month. Data from loss rosters and Commanders reports will be used to compile this data.
- c. Data that needs to be briefed would include:
 - 1. # of Soldiers within 6 months to ETS who have not started SFL-TAP
 - 2. # of Soldiers between 6 -12 months who have not started SFL-TAP
 - 3. # of Soldiers who are between 12 -18 months who need to start SFL-TAP.
 - 4. # of Soldiers who are between 180 -120 days to separation who need to complete Capstone.
 - 5. Upcoming events that may affect transitioning Soldiers timeliness. Discuss planning considerations to ensure Soldiers complete Transition Program requirements in advance of the upcoming events to ensure successful completion of timeliness success metrics.
 - 6. Unit Timeliness percentages.
- d. Command Teams and Focal Point/Advisors must remain engaged with the SFL-TAP office to stay current on transition initiatives and pilot programs that FT Carson is currently engaged and task to execute. (not Limited to but may include Apprenticeship Programs, On Job Training (OJT)/job shadowing programs, Internships Programs and credentialing programs Soldiers may be able to participate in while still on Active Duty or Transition leave)

Chapter 5

5-1. FT Carson Points of contact/information:

- a. Soldier for Life - Transition Assistance office: (719) 288-526-1001 or (719) 526-1002.
- b. Transition Services Specialists: (719) 526-5199 / (719)526-1829
- c. Information on SFL-TAP Events, Training, Job Fairs: Facebook (<https://www.facebook.com/FortCarsonSFLTAP>).