



DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION AND U.S. ARMY HAWAII
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APVG-CG

17 NOV 2022

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Hawaii (USARHAW) Policy Letter #17 - Transition Assistance Program (TAP)

1. References:

- a. 10 U.S. Code §§ 1142-44.
- b. Veterans Opportunity to Work (VOW) to Hire Heroes Act, Pub. L. No. 112-56, Sections 201-256, 125 Stat 711-733 (2011).
- c. Veterans Employment Initiative, 21 November 2012.
- d. Army Regulation 600-81, Soldier for Life – Transition Assistance Program, 17 May 2016.
- e. Army Directive 2019-26, Implementation of Changes to the Soldier for Life – Transition Assistance Program, 11 September 2019.

2. Applicability. All Soldiers assigned or attached to units that receive Soldier Support Services from USARHAW and / or U.S. Army Garrison – Hawaii (USAG-HI).

3. Intent. TAP provides timely and effective transition assistance to Soldiers, Department of the Army Civilians, and their Families. TAP training can begin as early as 24 months prior to a Soldier's retirement date, 18 months prior to a Soldier's separation date, but no later than 12 months prior to a Soldier's retirement or separation date. Early and managed TAP participation helps Soldiers leverage their valuable Army-acquired skills, training, and experience to access higher education or technical training, obtain civilian employment, or start a small business. Leaders at every level will support TAP, as it helps the Army conserve fiscal resources, man the force, and take care of our Soldiers.

4. Policy.

- a. Battalion Command Responsibilities:

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(1) Appoint on orders a Battalion Transition Advisor, typically the Retention NCO, to synchronize the unit's transition program with TAP.

(2) Review the TAP Commander's Report, distributed monthly, to ensure Soldier enrollment and compliance with the law and this policy.

b. Company Command Responsibilities:

(1) Ensure all transitioning Soldiers participate fully and meet the TAP career readiness standards in accordance with the timelines listed below. The Soldier's battalion commander, in consultation with the TAP Manager, is the exemption authority for any mandatory TAP events. The Soldier must be rescheduled for any missed training.

(2) Ensure Soldiers preparing to deploy who will have less than 12 months remaining in service upon redeployment receive TAP individual initial counseling no later than 90 days prior to deployment.

(3) 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.

(4) Ensure Soldiers enrolled into the Integrated Disability Evaluation System (IDES) begin TAP immediately. Soldiers being considered for release earlier than their contractual separation date (i.e., Chapters) will be referred to TAP immediately upon identification as a potential candidate for early release. Soldiers who are barred from reenlisting will report immediately to the TAP center.

(5) Appoint an escort for Soldiers who are being considered for involuntary separation or who are barred from reenlisting to their initial visit to the TAP center to ensure timely enrollment into the program.

(6) Ensure Soldiers and Family Members receiving services or attending classes at the TAP center are in duty uniform or business casual attire.

(7) Company commanders must e-sign the DD eForm 2648 verifying the Soldier completed all career readiness standards or verifying the Soldier received the necessary warm handover points of contact if not. Once signed the eForm can be printed for submission to the Transition Center for clearing.

c. TAP Career Readiness Standards Timeline:

(1) No later than 12 months prior to separation, register for TAP and complete self-assessment (tier assignment) online at <https://portal.armytap.army.mil>. Soldiers

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must complete in-person, by appointment, their initial counseling, individual transition plan development, pre-separation counseling (initiate DD eForm 2648), Managing Your (MY) Transition course, Military Occupational Code Crosswalk course, and Financial Planning for Transition course.

(2) No later than nine months prior to separation, complete the Department of Labor Employment Fundamentals for Career Transition course.

(3) No later than six months prior to separation, complete the Department of Veterans Affairs Benefits and Services course.

(4) No later than five months prior to separation, provide resume of choice (federal or private sector) to assigned transition counselor.

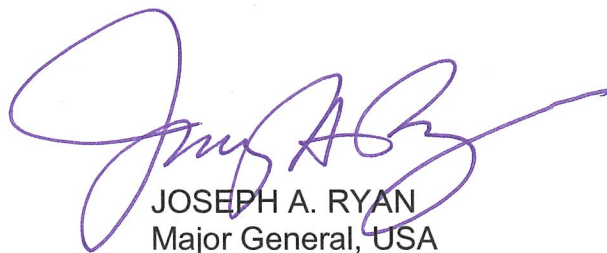
(5) No later than four months prior to separation, complete tier assigned two-day career track based on self-assessment and provide integrated 12-month post-military budget.

(6) No later than 90 days prior to separation, Soldiers will complete a TAP-sponsored capstone event to confirm they have completed items 4.c.(1)-4.c.(5) above and to ensure they are connected with the appropriate interagency parties and resources that provide post-separation benefits, services, and support. Soldiers will e-sign the DD eForm 2648, Pre-separation Counseling Checklist, which verifies that all career readiness standards have been met. Soldiers will print and submit the DD eForm 2648 to the transition center prior to clearing the installation.

d. Items 4.c.(1)-4.c.(5) can be completed in either a five-day consolidated curriculum or over a distributed timeframe, based on mission requirements.

5. In accordance with the Veterans Employment Initiative, TAP offers two-day optional career tracks to assist Soldiers with information on these transition paths (Managing Your Education, Employment Workshop, Careers and Credential Exploration, Boots to Business, and Women's Health Transition Training).

6. Proponent. Point of contact is the Deputy Chief, Military Personnel Division, Directorate of Human Resources at 808-655-6845.



JOSEPH A. RYAN
Major General, USA
Commanding

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