



DEPARTMENT OF THE ARMY
UNITED STATES ARMY JAPAN
UNIT 45005
APO AP 96343-5005

AMIM-JNH-MT (600)

26 FEB 2024

COMMAND POLICY MEMORANDUM 23-25

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SUBJECT: Transition Assistance Program (TAP)

1. References:

- a. Title 10, U.S. Code 1142-1144.
 - b. Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011 (Public Law 112-56), which amends chapter 21 of title 5, U.S. Code by adding section 2108a.
 - c. Department of Defense Instruction (DODI) 1332.35, Transition Assistance Program (TAP) for Military Personnel, September 26, 2019.
 - d. Army Regulation 600-81, Soldier for Life - Transition Assistance Program.
 - e. Army Directive 2019-26 (Implementation of Changes to the Soldier to Life - Transition Assistance Program).
2. This policy applies to all Department of the Army (DA) Soldiers assigned or attached to U.S. Army Japan or any tenant units that receive TAP support from Camp Zama or Torii Station.
3. The TAP is a congressionally mandated program which prepares eligible Soldiers and Family members for successful transition from active duty to Civilian life. The U.S. Army Garrison Japan Transition Assistance Center is responsible for providing timely and effective transition assistance to Soldiers. The Army's intent is to meet mandated initial pre-separation counseling requirements not later than (NLT) 365 days prior to a Soldier's expiration of term of service (ETS) and all requirements met NLT 90 days prior to ETS. Preparing Soldiers for transition saves mission funds, reduces Veteran unemployment, and sustains the volunteer force by returning prepared Veterans to Civilian jobs and communities, who will share their positive experiences from their military service and continue to represent and promote the Army in a positive light after separation.
4. The TAP is a Commander's Program that requires leaders at all levels to take an active role in a Soldier's transition. The program encourages Soldiers to attend early and often. TAP is mandatory for all separating Soldiers who have completed 180 days

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of consecutive active duty service. "U.S. Army Reserve and Army National Guard (ARNG) Soldiers serving on active duty pursuant to Title 10 for training and professional education are not required to complete TAP, nor are members of the ARNG serving pursuant to Title 32."

5. Commanders will:

a. Ensure that Soldiers are afforded sufficient opportunity to complete TAP requirements. Many transitioning Soldiers do not have a DD Form 214 (Certificate of Uniformed Service) when applying for Federal jobs. The VOW Act was enacted to ensure these individuals do not lose the opportunity to be considered for Federal service (and awarded their veterans' preference entitlements if applicable) despite not having a DD Form 214 to submit along with their résumés.

b. Release eligible Soldiers during duty hours to complete the Department of Labor Employment Workshop (DOLEW) and the Veterans Affairs (VA) Benefits and Services briefings and exempt 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 workshop. Soldiers registered for the TAP workshops will be excused from all other training and may not be removed from the workshops except by the unit Commander, with coordination from the Transition Services Manager (TSM). Leaders will ensure separating Soldiers enroll in TAP, and are afforded adequate, uninterrupted duty time to attend TAP appointments and classes.

c. Require all Soldiers in the Regular Army and the Active Guard Reserve Program to complete TAP before the separation date. Soldiers who have not made a decision to reenlist will enroll in TAP as early as 18 months but NLT 12 months prior to ETS date. Retiring Soldiers will enroll in TAP as early as 24 months but NLT 12 months prior to anticipated retirement date or their Mandatory Retirement Date. Soldiers are not required to have separation or retirement orders to use any TAP services.

d. Ensure that all Soldiers being considered for involuntary separation are immediately referred to the Transition Assistance Center and begin using TAP services. These Soldiers will complete as many services as possible prior to separation as they may be at high risk for unemployment. Representatives at the Camp Zama Transition Assistance Center can be reached at 315-263-5076/3513/3940. Representatives at the Torii Station Transition Assistance Center can be reached at 315-652-4605.

e. Provide escorts for Soldiers being considered for involuntary separation if the action under consideration warrants (e.g., drugs, alcohol, Absent Without Leave), if a Soldier requires expedited transition services, or if a Soldier has missed scheduled

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appointments (no show status identified). Escorts will be a noncommissioned officer or officer of a higher grade than the separating Soldier.

f. Refer any Soldier being considered for the Integrated Disability Evaluation System (medical evaluation board) to TAP for immediate registration.

g. Appoint on orders a Unit Transition Advisor at all command levels (company to brigade) to synchronize the unit's transition program with the TAP Center and to assist with compliance requirements. Provide the TSM with copies of the unit advisor orders.

6. All Soldiers, including those being involuntarily separated, must have a DD Form 2648 (Preseparation Counseling Checklist for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR), Full Time Support (FTS), and Reserve Program Administrator (RPA) Service Members) signed by their Company Commander to be cleared. Transition Assistance Centers will not clear and issue DD Form 214 to Soldiers who fail to comply with this policy.

7. The point of contact is the Transition Services Manager at 315-263-3940.


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Commanding

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