



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

0 8 MAR 2019

APAJ-GA

COMMAND POLICY MEMORANDUM 19-01

FOR SEE DISTRIBUTION

SUBJECT: Transition Policy

1. References:

a. Public Law 112-56, Sections 201-265, Veterans Opportunity to Work to Hire Heroes Act of 2011.

b. Army Regulation 600-81, Soldier for Life - Transition Assistance Program, 17 May 2016.

c. United States Army Pacific Policy Memorandum 16-06, Soldier for Life, 24 June 2016.

2. Purpose. This memorandum provides policy for transitioning Soldiers, Army Civilians, and Family members.

3. Applicability. This policy applies to all US Army Japan (USARJ), Soldiers, Army Civilians, and Family members.

4. General. The Soldier for Life - Transition Assistance Program (SFL-TAP) is a congressionally mandated program which prepares eligible Soldiers, Army Civilians, and Family members for successful transition from active duty to Civilian life. Preparing Soldiers for transition saves mission funds by reducing Veteran unemployment, and sustains the volunteer force by returning prepared Veterans to Civilian jobs and communities, who will share their positive experiences and continue to represent and promote the Army in a positive light after separation.

5. Policy.

a. The SFL-TAP is commander's program which requires emphasis, engagement, and support at all levels of leadership. Preparing Soldiers for transition is a commander responsibility and a mission priority.

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b. Commanders will continually identify Soldiers who will separate or retire, ensure they enroll for SFL-TAP on time, monitor their compliance with SFL-TAP requirements, and ensure they meet Career Readiness Standards prior to separation.

c. Soldiers who have not made a decision to reenlist will enroll in SFL-TAP not later than 18 months prior to Expiration Term of Service date. Soldiers who will retire will enroll no later than 24 months from retirement date. Soldiers identified for separation for other reasons will enroll in SFL-TAP within five days of notification.

d. Commanders will ensure Soldiers attend scheduled SFL-TAP appointments. Appointments will not be canceled or changed without the commander's approval.

e. Commanders will publish a transition policy that reinforces support for transitioning Soldiers, ensures SFL-TAP appointments are not canceled or changed without the commander's approval, and places command emphasis on the completion of SFL-TAP requirements within prescribed timelines.

f. Commanders will appoint in writing a Transition point of contact to assist with identifying and monitoring transitioning Soldiers, and coordinating/synching unit efforts with the SFL-TAP Office and other stakeholders.

g. Career Counselors will assist Commanders and keep them informed of Soldiers who plan to reenlist, plan to separate or retire, or who have been identified for separation.

h. Commanders will attend regular Transition Council meetings. The Transition Council is a platform for Commanders to brief the Senior Commander on SFL-TAP performance metrics and compliance, significant issues, and local programs and initiatives.

6. This command policy supersedes Command Policy Memorandum 16-10, 12 August 2016.

7. The office of primary responsibility for this action is the G-1, USARJ, 263-3567.

VIET X. LUONG
MG, USA
Commanding

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