



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1ST CAVALRY DIVISION  
BUILDING 28000 761ST TANK BATTALION AVE  
FORT CAVAZOS, TEXAS 76544-5000

AFVA-CG

MEMORANDUM FOR RECORD

SUBJECT: Policy Letter, 1st Cavalry Division, Transition Assistance Program Participation

1. REFERENCES:

- a. Veterans Opportunity to Work (VOW) to Hire Heroes Act, Public Law 112-56, 21 November 2011.
- b. Office of the Secretary of Defense (OSD) Directive Type Memorandum (DTM) 12-007, 21 November 2012.
- c. Headquarters, Department of the Army Execution Order 054-12, In Support of Army Transition, 29 December 2011.
- d. Army Regulation 600-3, The Army Personnel Development System, 16 September 2019.
- e. Army Regulation 600-8-7, Retirement Services Program, 18 January 2017.
- f. Army Regulation 600-81, Soldier for Life - Transition Assistance Program, 17 May 2016.
- g. Army Regulation 350-1, Army Training and Leader Development, 10 December 2017.
- h. Department of Defense Instruction 1332.35, Transition Assistance Program (TAP) for Military Personnel, 29 February 2016.
- i. Department of Defense Instruction 1322.29, Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI), 24 January 2014.
- j. Directive -type Memorandum (DTM) 12-007, "Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members," 5 May 2015.

2. APPLICABILITY. This policy applies to 1st Cavalry Division and tenant units, organizations, Troopers, and their Family members.

### 3. POLICY.

a. TAP is the commander's program. I fully support the TAP and expect commanders and leaders at every echelon - from platoon level up - to ensure that every separating Soldier successfully completes TAP requirements IAW AR 600-81. Setting conditions for a Soldier's successful transition from the Army is leaders' business; and leaders at all levels will promote and require participation in the TAP.

b. TAP is the Army agency charged with directly assisting all commanders with the execution of their unit transition program and ensuring each is compliant with Title 10 U.S.C. 1142-1144; Public Law 112-56, Veterans Opportunity to Work (VOW) Act; and AR 600-81.

c. Regardless of a Soldier's personal decision as to how long they will serve, every Soldier will eventually leave the Army. The Army recognizes this and directs implementation of the Soldier Life Cycle (SLC). The SLC requires transition planning which begins first at the unit of assignment and continues throughout the course of the Soldier's career. All newly arrived Soldiers at Fort Cavazos will therefore attend the TAP Newcomers Briefing. First line supervisors will also work directly with their Career Counselors, Command Financial Specialist, Unit Focal Point Advisors (UFPA) and TAP to ensure all components of the SLC are fully nested within on-going professional growth and developmental counseling actions.

d. The SLC directs the Soldier's steps from their initial entry, until their decision to separate. Prior to separating though, every Soldier must complete all requisites of the Career Readiness Standards (CRS). These CRS are aligned to a specific timeline, designed for Soldiers to secure both benefits and employment prior to leaving the military, while retaining command flexibility in support of the unit's operational tempo.

e. The III Armored Corps transition team tracks and reports all TAP unit- level requirements, synchronizes within unit marketing/information sharing, maintains good order and discipline relative to Career Skills Programs (CSP), and works with brigade and battalion command teams to ensure unit TAP programs nest with III Armored Corps and USAG Fort Cavazos TAP programs.

(1) Brigade and battalion command teams will direct subordinates on the production and submission of reporting requirements to include personnel participating in TAP by name and category (ETS, retirement, chapter, etc.), and completion of mandatory requirements to meet Career Readiness Standards.

(2) Company command teams are responsible for ensuring all Soldiers

report to TAP NLT 365 days prior to their separation date, 24-months prior to Mandatory Retirement Date (MRD), and immediately upon identification for consideration of any un-programmed separations action (MEB/PEB, chapter, etc.). Company command teams will also ensure first-line leaders conduct initial and annual IDP counseling with all Soldiers as required by AR 600-81 and AR 350-1.

(3) Brigade and battalion career counselors will identify transitioning Soldiers and collaborate with UFPA and TAP to ensure compliance with AR 600-81 and this policy. Career counselors and retention personnel will not perform UFPA duties.

f. In support of successful and timely transition the TAP will send all brigade 18- month loss rosters each month. The roster will identify service members by name, who are within 18-months of programmed separation, or 24-months of their mandatory retirement date.

(1) Units will direct all Soldiers 13-18 months out from their programmed separation date to report to TAP for completion of all statutory counseling. Transition counseling must be completed NLT 365 days prior to their anticipated separation date. All Soldiers must therefore begin the TAP process NLT 12-months prior to their programmed separation date. The Soldier's personal reenlistment intentions have no bearing on participating. Only upon reenlistment or the unit's stoppage of a separation action (chapter/medical) may the Soldier then disenroll from TAP.

(2) All Soldiers with a MRD will report to TAP and begin transition planning NLT 24-months prior to that MRD. Soldiers eligible for retirement (18 years of service), but not facing MRD, are encouraged to begin the TAP process 24-months from their desired retirement date.

(3) All Soldiers in the Individual Disability Evaluation System (IDES: MEB/PEB) process, those identified for any type of voluntary separation action (REFRAD/ pregnancy), or any involuntary separation action (misconduct/standards), will be directed to TAP immediately upon notification of pursuit of that action. These Soldiers are at especially high risk of unemployment and unsuccessful transition. Units will not wait on approval of action before directing these Soldiers to TAP.

g. IAW AR 600-81, commanders are required to publish a TAP policy letter and designate a Unit Focal Point Advisor (UFPA) to work with TAP to synchronize unit TAP efforts. Commanders at all levels will publish a command

TAP policy letter. Commanders at battalion level and above will appoint UFPA. This UFPA must be a SGT or above, appointed on orders, and not in transition themselves.

h. Fort Cavazos TAP staff enter each Soldier's demographics into an Army-level database as part of initial counseling. That Army database assigns each Soldier a tier level of 1-3. The specific CRS each Soldier must complete is based on their individually assigned risk-factor number. All Soldiers, however, will be allowed to take any non-required CRS, or additional TAP courses that are beneficial to their transition plan.

i. Regardless of assigned risk level, all Soldiers in the 18-months from separation, and 24-months from MRD window will:

(1) Register and complete the initial self-assessment on the portal at <http://portal.armytap.army.mil>. After the Soldier has registered and completed the initial self-assessment on the portal, they will contact the TAP office to schedule an initial counseling (IC) by calling (254) 288-2227, 288-5627, or 553-6363. During the IC, TAP will schedule the Soldier for the pre-separation briefing and all other required briefs based off the Soldier's tier level. In addition, TAP will assist each Soldier with completing their mandatory Individual Transition Plan (ITP) and all other Career Readiness Standards.

(2) Not later than nine-months prior to separation, regardless of the Soldier's personal intentions towards reenlistment, the Soldier will complete the requisite components of the five-day VOW Transition Assistance Program workshop.

(a) The five-day VOW TAP workshops are the foundational training for Army transition. Given the annual transition population on the installation (over 10,000) limited participation number of training weeks/seats, and training hours required each day, this course is place-of-duty for all Soldiers once enrolled.

(b) All Soldiers in the five-day workshop are excused from physical and all other unit training/duty. Soldiers in VOW week will not be released for Friday's Phantom Time (at 1500), nor receive III Armored Corps and Fort Cavazos training holidays that fall on a Friday. Units will instead grant compensatory time for the missed training holiday at such a time as the unit's operational tempo can support.

(c) Soldiers attending the five-day VOW TAP workshop may only be removed from the workshop by the battalion command team.

(d) The five-day workshop is an Army Transition Course focused on training

the Soldier to ultimately transition to employment even if that occurs after college. Civilian clothing is encouraged. All civilian clothing worn will therefore conform to acceptable standards for participating in a professional job interview. The intent in authorizing civilian clothing for TAP courses is that Soldiers learn to dress in appropriate interview attire.

(e) Men may wear suits, casual slacks, dress shirts, polo or golf-style shirts with a collar, or a sweater, and laced or slip-on dress shoes. Women may wear a dress or skirt (knee-length) or casual slacks, high neck or jewel blouses, casual shirts, or sweaters, and heels or dress shoes. The wearing of the Army PT uniforms, T-shirts, jeans, shorts, sneakers, tennis shoes, or flip flops is strictly prohibited. Soldiers who do not wish to wear appropriate job interview attire must wear the Army Combat Uniform/Operational Camouflage Pattern (ACU/OCP). The grooming standards of AR 670-1 apply to all Soldiers during the course, with the exception that female Soldiers in interview attire may wear their hair down and adjust makeup and jewelry to the standards taught during the course.

(3) Not later than five-months prior to separation, all Soldiers will complete and submit a finalized resume to TAP for review/approval by a TAP counselor.

(4) Soldiers may participate in any counselor advised, two-day elective, or nonmandated TAP hosted/endorsed events. However, these events may be adjusted or rescheduled by the chain of command due to duty schedules or denied in some cases for operational reasons.

(5) Soldiers within 180-days of separation are authorized to request command approval to participate in one of Fort Cavazos' Career Skills Programs (CSP). These on-duty, industry sponsored training programs teach Soldiers valuable skills and result in the high probability of direct employment upon graduation. Program lengths vary from three to 22-weeks and are the Soldier's place of duty. Participation is limited to Soldiers separating under honorable conditions and requires command signature on the requisite MOU for the course.

(6) Not later than three-months prior to separation (90-days) TAP will prepare e-Form (DD Form 2648) for the Soldier's commander signature. This form serves as the Army's official record, documenting the level of compliance with federal law and regulation to which the commander separated that Soldier from active duty. As a CRS PILOT site, Fort Cavazos TAP will document CRS as related to risk-level on this form.

(7) In order to clear TAP, Soldiers must have commander sign e-Form verification of completion of all requirements for their level of risk and complete all requirements as provided to them at their initial counseling.

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(8) All Soldiers slated to deploy, who will redeploy with less than 12-months remaining on active duty, must complete all statutory pre-separation and individual counseling prior to deployment. Soldiers remaining at home station will report to TAP immediately. Soldiers forward deployed may use virtual means to continue to communicate with their Fort Cavazos TAP counselors. Immediately upon redeployment, the command will schedule Soldiers with 18-months or less from separation/MRD for a TAP brief and counseling as part of the unit reset process.

4. Getting Soldiers to TAP and encouraging their participation demonstrates our commitment to Soldiers and Families. Assisting them in securing post-military employment not only enables them to avoid financial hardship but highlights the value of service to the Army and to the Nation. This also saves millions of Army dollars in unemployment insurance claims.

5. EXPIRATION. This 1st Cavalry Division policy memorandum will remain in effect until superseded or rescinded.

6. The point of contact for this policy is the Transition Assistance Program (TAP), at 254-288-6735.



KEVIN D. ADMIRAL  
Major General, USA  
Commanding