JBLM

Service Member for Life – Transition Assistance Program

(SFL-TAP) Handbook

February 2015

“Once a Service Member, Always a Service Member…a Service Member for Life!”

This handbook belongs to: ________________________________
Preface

Leaders at every level must ensure that Service Members (SMs) transitioning out of the Armed Services are prepared for an effective transition from active duty into the civilian workforce. The SFL-TAP initiative is designed to support the successful transition of SMs.

Leaders at all levels must synchronize unit efforts with SFL-TAP and ensure SMs complete the Department of Defense mandated transition tasks IAW established transition timelines. The SFL-TAP center will track each individual’s completion of the Career Readiness Standards (CRS) in TAP XXI. Commanders also have the ability to track progress at the unit level. Engaged and active leadership will empower leaders to build resilience in their formations while also providing SMs the appropriate resources during transition. These resources will help to create a positive transition and effectively develop future ambassadors of military service in our transitioning population.
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SFL-TAP Foreword / Problem Statement

According to current U.S. Department of Labor data, there are 3.4 million job openings in the United States. Yet, many employers are finding that workers do not have the skills or training necessary for many positions.

There are nearly 900,000 unemployed Veterans in the United States and the latest Department of Labor unemployment report shows that the average unemployment rate among Veterans was 4.5% and 12.1% for Veterans younger than 24 years old. Unemployment is a challenging issue that causes high levels of stress and leads to depression and homelessness. Veterans between the ages of 35 and 64, the group with the highest financial obligations and the fewest available VA education and training options, make up nearly two-thirds of all unemployed Veterans.

At JBLM in FY14, 8,000 SMs left military service. Current data indicates that a significant percentage of those SM are not fully utilizing, or utilizing in a timely manner, the employment preparation, employment referral, continuing education and healthcare services. This has the potential to leave SMs unprepared for their next challenge as they reintegrate into civilian society.

The SFL-TAP Program connects Army, governmental and community efforts to build relationships that facilitate successful reintegration of our Active and retired SMs, Veterans and their Families.

This handbook outlines the key tasks and resources that are available during the transition process. It is important to understand that this handbook provides a quick “one-stop” resource for leaders to assist SMs in the transition from military service. The purpose of this handbook is twofold:

1) To provide command teams and supervisors information and resources to support the transition process and;

2) To provide transitioning SMs an outline of the required steps in support of a successful transition.

This handbook does not supersede or replace any Army or Department of Defense (DoD) regulations. As of the publication date, the information in this handbook is current. However, regulations are subject to change.

Before taking any final actions, leaders must refer to the appropriate Service-specific regulations.
Chapter 1 – SFL-TAP Introduction

The SFL-TAP Program, formally the Army Career and Alumni Program (ACAP), is the Army's Transition Program responsible for providing SMs with the counseling, employment and education workshops, and seminars required to achieve the Veterans Opportunity to Work (VOW) and Career Readiness Standards (CRS) mandated compliance. This is a key initiative based on the Service Member Lifecycle (SLC), which carries SMs from initial enlistment through separation or retirement.

The SLC promotes lifelong learning, individual development and transition-related requirements throughout a SM's military career. The Transition SLC further demonstrates the Army's commitment to supporting SMs in all stages of their military career and beyond.

The overarching mission of SFL-TAP is to prepare and connect SMs to ensure the greatest opportunities for successful personal and career achievement upon transition from active duty and to create lifelong ambassadors of military service.

Eligibility

All SMs completing 180 days of continuous Active Duty service are required to meet VOW/CRS compliance. Eligible SMs will begin receiving transition counseling and employment assistance 18 months prior to transitioning from Active Duty or 24 months prior to retirement. Eligible Family members may participate in SFL-TAP services as soon as their SM is registered with SFL-TAP.

SMs going through MEB/IDES proceedings for medical separation or retirement and those SMs being administratively separated from military service must begin the transition process at the earliest available opportunity.

Active duty SMs and their eligible Family members may participate in SFL-TAP services up to 180 days following their release from active duty. If retiring, SFL-TAP services are available on a space available basis for life.

The program has counselors and staff world-wide located on most Army installations. Visit the SFL-TAP homepage at http://ServiceMemberforlife.army.mil for additional information. The SFL-TAP Virtual Center is available by visiting https://www.SFL-TAP.army.mil/, or by calling 1-800-325-4715.

Scan the Code for a direct link!
Veterans Opportunity to Work Act of 2011

The “VOW to Hire Heroes Act” is a series of comprehensive legislation, laws and Veterans’ tax credits that will address the high rate of Veterans’ unemployment by:

• Expanding Education & Training: The VOW to Hire Heroes Act of 2011 provides nearly 100,000 unemployed Veterans with up to 1-year of additional Montgomery GI Bill benefits to qualify for jobs in high-demand sectors, from trucking to technology. It also provides disabled Veterans who have exhausted their unemployment benefits up to 1-year of additional VA Vocational Rehabilitation and Employment benefits.
• Improving the Transition Assistance Program (TAP): Too many SMs don’t participate in TAP and enter Civilian life without a basic understanding of how to compete in a tight job market. Therefore, the VOW to Hire Heroes Act makes TAP mandatory for SMs transitioning to civilian status, upgrades career counseling options and job hunting skills. It also ensures the program is tailored to individuals for the current job market.
• Facilitating Seamless Transition: Getting a civil service job can often take months which often forces a Veteran to seek unemployment benefits. To shorten the time to start a Federal job after discharge, this bill allows SMs to begin the Federal employment process by acquiring Veterans preference status prior to separation. This facilitates a more seamless transition to civil service jobs at VA or other Federal agencies that would benefit from hiring our Veterans.
• Translating Military Skills and Training: This bill also requires the Department of Labor to take a hard look at how to translate military skills and training to civilian sector jobs, and will work to make it easier to get the licenses and certification our veterans need.
• Veterans Tax Credits: The VOW to Hire Heroes Act provides tax credits for hiring Veterans and disabled Veterans who are out of work.

Want to know more? Scan it!
Career Readiness Standards

Career Readiness Standards (CRS) are a series of gateways and deliverables that will help to ensure that SMs leave military service ready to immediately transition into a new career. When executed properly, the SM stands a higher likelihood for success and a lower likelihood for needing to file a claim for unemployment benefits.

SMs must meet VOW/CRS compliance prior to the transition date on the DD 214. The final quality control for meeting CRS is "Capstone," which must be completed NLT 90 days prior to separation. Requirements are as follows:

1. Pre-separation Counseling (DD Form 2648/-1)
2. VA Benefits Briefings I & II
3. Department of Labor (DOL) Employment Workshop - Receive DOL Gold Card
4. Individual Transition Plan (ITP)
5. VA eBenefits registration
6. 12-month post-separation budget
7. MOS Crosswalk - Gap Analysis
8. Complete job application package OR received job offer letter
   - Private or Federal resume and references
   - Two submitted job applications
9. Documented continued Military Service opportunity (Active Component only)
10. Complete individual assessment tool
11. Capstone exercise with DD Form 2958
   - Accessing Higher Education / Vocational/Technical Training; requirements are:
     ▪ Assessment to identify aptitudes, interests, strengths, and skills
     ▪ Comparison of academic or training institution choice
     ▪ College, university, or technical training application or acceptance letter
     ▪ Confirmation of 1:1 counseling with a college, university or technical institution advisor or counselor
   - Entrepreneurship Track

TO MEET CRS, SERVICE MEMBERS MUST:
- Complete pre-separation counseling (DD Form 2648)
- Prepare a DoD standardized 12-month budget
- Complete a standardized DoD Individual Transition Plan (ITP)
- Register on eBenefits (www.ebenefits.va.gov)
- Complete Continuum of Military Service counseling
- Evaluate transferability of military skills to the civilian workforce (complete Military Occupational Code Crosswalk and DoD standardized gap analysis)
- Document requirements and eligibility for licensure, certification, and apprenticeship (as applicable)
- Complete an assessment tool to identify personal interests and leanings regarding career selection
- Complete a job application package or present a job offer letter
- Receive a Department of Labor (DOL) Gold Card and demonstrate understanding of post 9/11 Veteran priority American Job Centers
- Attend VA Benefits I and II Briefings
- Attend the DOL Employment Workshop
- Complete Transition GPS Training Tracks (as applicable)
  - Accessing Higher Education
  - Career Technical Training
  - Entrepreneurship

www.DoDTAP.mil
Chapter 2 – Voluntary Retirement

This chapter provides a brief synopsis on the procedures, roles and responsibilities of those SMs who will retire from military service. Retirement takes planning that should include both the SM and their Family. Each SM and their Family should look ahead toward that day when retirement is possible – and consider all the options. If you plan to retire in the next two years, it’s a good idea to review the following steps and subjects. While the thought of retiring is daunting to some, proper planning will help to reduce much of the anxiety associated with the transition.

Preparing to Retire

SMs should start gathering information and planning their military retirement 12-24 months before submitting the retirement application. In a survey of recently retired SMs, 88% indicated their pre-retirement briefing was "extremely" or "critically" important to their retirement planning. Changing from military to civilian lifestyles is not always an easy task, but effective planning can be a big help. Upon military retirement, SMs often change locations, careers and lifestyles.

SMs can begin the SFL-TAP process 24 months prior to retirement, an approved retirement is not needed to start the process. This allows SMs to begin the process well in advance of the actual retirement packet being submitted. The SFL-TAP program provides specialized retirement (all ranks) and executive level (E-8 and above, CW3 and above and O-4 and above) coursework to assist in the retirement planning process.

At least 12 months before the planned retirement, SMs must attend a pre-retirement briefing provided by a Retirement Services Officer. SMs are encouraged to attend a pre-retirement briefing before a retirement application is submitted and another shortly before an actual retirement date. Spouses are strongly encouraged to attend the briefing.

SMs cannot physically file their request for retirement until they are within the 9-12 month window from their requested retirement date. The only exception to this is SMs who meet the Time in Service (TIS) requirement (19 years, 6 months of Active Federal Service) and request retirement in lieu of a DA-directed PCS Move. If this applies, SMs can submit a retirement request with a retirement date effective the first day of the sixth month after the request.

Your JBLM point of contact for retirements is the Department of Human Resources – Military Personnel Division – Retirement Services Office. The RSO team may be reached at (253) 966-5884 or at (253) 966-5881. Alternatively, the JBLM-RSO group email address is:

usarmy.jblm.imcom.list.dhr-mpd-retirement-services@mail.mil

The JBLM RSO team website can be found at:

http://www.lewis-mcchord.army.mil/dhr/rsos
Retirement Planning Documents

As you plan for retirement, it will be important to understand the timelines, military pay audits, retirement benefits and entitlements, concurrent retirement and disability payments (CRDP), retired pay; the Survivor Benefit Plan (SBP), health benefits, whether you opted in for the Career Status Bonus and more.

Retirement packets will be submitted through S1 channels. Unit S1s process completed packets to the RSO for further processing. The list below contains some helpful resources with direct links to online briefings:

- **DA Pre-Retirement Briefing Slides or PDF version** - This briefing is mandatory; all SMs should receive NET 12 months before retiring and NLT 4 months prior to the start of transition leave and/or Transition Permissive Temporary Duty (TPTDY). Link: [http://soldierforlife.army.mil/sites/default/files/content/docs/static/Pre/New%20DA%20Pre-Retirement%20Slides%202014.pptx](http://soldierforlife.army.mil/sites/default/files/content/docs/static/Pre/New%20DA%20Pre-Retirement%20Slides%202014.pptx)


- **Get Ready For Retirement** Brochure that outlines subject areas SMs should know about when planning for their retirement. Link: [http://soldierforlife.army.mil/sites/default/files/content/docs/static/Pre/Get_Ready_For_Retirement.pdf](http://soldierforlife.army.mil/sites/default/files/content/docs/static/Pre/Get_Ready_For_Retirement.pdf)


- **Retiring on the Same Day as a Basic Pay Change** – From the Army G-1 RSO: How Federal law applies to SMs who retire on the same day as a basic pay change (usually January 1st). Link: [http://soldierforlife.army.mil/sites/default/files/content/docs/2014/RetiringSameDay.pdf](http://soldierforlife.army.mil/sites/default/files/content/docs/2014/RetiringSameDay.pdf)

Your JBLM RSO is your direct link to retirement services prior to and after your retirement. There are many opportunities available through your RSO to serve on various retirement committees and councils as a retired volunteer.
Enlisted Retirement Documents

- DA Form 4187 indicating request for voluntary retirement
- DA Form 31 for Transition Leave
- DA Form 31 for TPTDY
- DD Form 2648
- DA Form 1506 (in case of breaks in service or service in multiple components)

Warrant and Commissioned Officer Documents

- Retirement MFR
- Pre-Retirement Information MFR
- DA Form 31 for Transition Leave
- DA Form 31 for TPTDY
- DD Form 2648
- DA Form 1506 (in case of breaks in service or service in multiple components)

For further questions regarding your retirement, or to verify that you have sufficient time in service (TIS) to retire, contact your unit-level S-1. Remember to check to see if you have an Active Duty Service Obligation (ADSO) as the result of a military school or a Post 9-11 GI Bill transfer.
Chapter 3: 18 to 12 months prior to Separation

This chapter provides a brief overview of the procedures and responsibilities of a transitioning SM in the 18-15 month window prior to separation. The transition process begins with registration in the SFL-TAP program and mandatory pre-separation counseling. As you work your way through the transitions process, you will work closely with SFL-TAP to help guide you along your schedule of events to ensure the most effective transition possible. Generally speaking, these events are completed in order. A monthly schedule of classes is available on the SFL-TAP website at [http://www.lewis-mcchord.army.mil/dhr/SFL-TAP/](http://www.lewis-mcchord.army.mil/dhr/SFL-TAP/).

The below table visually depicts a Service Member’s Transition timeline.

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<th>18</th>
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Service members with a shortened timeline may complete all training requirements in a condensed format.

| Service Member, Family, & Unit | Service Member & SFL-TAP | Service Member & Outside Agency |
MOC Crosswalk

The Military Occupational Code (MOC) Crosswalk demonstrates how to translate your military skills, training and experience into credentialing appropriate for civilian jobs. You will be able to document your military career experience and skills, translate your military occupation experience to civilian sector occupations and skills and identify gaps in training or experience to meet your personal career goals.

The MOC Crosswalk takes place at the Hawk Transition Center, building 11577 on JBLM-North. A monthly schedule of classes is available on the SFL-TAP website at http://www.lewis-mcchord.army.mil/dhr/SFL-TAP/.

Financial Planning Seminar

It is important that you meet with a financial planner to ensure that you have a clear understanding of your direct and indirect military compensation. Additionally, you should build a transition budget to ensure your financial obligations are fulfilled as you transition from military service.

The financial planning workshop takes place at the Hawk Transition Center, building 11577 on JBLM-North. A monthly schedule of classes is available on the SFL-TAP website at http://www.lewis-mcchord.army.mil/dhr/SFL-TAP/.

Pre-Separation Counseling

The Pre-Separation Counseling process starts with completion of the checklist which provides an overview of the programs and services available during your transition. You will receive in-depth counseling from trained and qualified TAP professionals which will allow you to prepare effectively for all aspects of transition. You will be introduced to the Individual Transition Plan (ITP) requirement which will help determine the actions necessary to achieve your post-service career goals. The counseling services cover a range of topics including education and training, employment and career goals, financial management, health, wellbeing and relocation and housing. The pre-separation counseling may be completed in person at the JBLM SFL-TAP Center or online at https://www.SFL-TAP.army.mil. Completion of the counseling generates the DD Form 2648, a transition requirement.

Pre-separation Counseling takes place at building 3271 on 2nd Division Drive. This office is open from 0800 to 1700 Monday-Wednesday and Friday and 1000-1700 on Thursday. The office is open on DONSA but closed on Federal holidays.

Getting Started

<table>
<thead>
<tr>
<th>OPTION 1 CALL IN</th>
<th>OPTION 2 WALK IN</th>
<th>OPTION 3 ANY COMPUTER</th>
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<tbody>
<tr>
<td>253-967-3258/5599</td>
<td>BLDG 3271 LEWIS MAIN</td>
<td>GO TO <a href="http://www.acap.army.mil">www.acap.army.mil</a></td>
</tr>
<tr>
<td>SCHEDULE APPT</td>
<td>USE COMPUTER LAB</td>
<td>LOG IN W/ AKO</td>
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<td></td>
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<td>Take Pre-Separation Brief</td>
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**Resilient Transitions Overview**

The Resilient Transitions Overview highlights some of the challenges inherent with any life changing event and the opportunities to receive information and engage with professional and supportive staffs throughout the Transition Assistance Program (TAP).

Resilient Transitions will introduce you to resources on transition-related issues, including considerations for Families, support systems, the value of a mentor and special issues that eligible SMs and their Families may encounter as they prepare for post-military life. The focus of the curriculum is to connect you with professional agencies based on the need for support and guidance before you separate.

This chapter provides an overview of the procedures and responsibilities of transitioning SMs within 12 - 9 month window prior to separation.

**Pre Separation Counseling**

SMs preparing to transition from military to civilian life are required by law to attend a pre-separation counseling briefing. The pre-separation brief is designed to make transitioning military members aware of all the services and benefits available to them and their Family members.

**Department of Labor Employment Workshop**

The Department of Labor Employment Workshop (DOLEW) is a mandatory and comprehensive three-day curriculum that covers best practices in career development. The workshop is engaging, relevant and addresses the unique challenges facing transitioning SMs. SMs receive vital skills in this workshop, including learning interview skills, building effective resumes and using emerging technology to network and search for employment. JBLM offers separate DOLEW workshops to meet the needs of specialized populations. Each month there are DOLEW workshops for retirees, executives, medical boards and administratively-separating SMs.

The DOLEW workshop takes place at the Hawk Transition Center, building 11577 on JBLM-North.

Chapter Five: 6 to 5 month window prior to Separation

This chapter provides a synopsis on the procedures, roles and responsibilities of a transitioning SM in the 6-5 month window prior to separation.

VA Benefits Briefings I and II

These VA-led mandatory workshops will provide you with information on available Veterans benefits and services. Upon completion, you should know how to apply for Veterans health, education, home loan guaranty, insurance, and disability benefits. These benefits are subject to certain availability restrictions based on the type of discharge that you are receiving.

After these briefings, you will also know how to connect with VA staff for further assistance. A SM who was injured or who has developed a disease/illness while on active duty, or feels their health conditions were made worse (aggravated) by active duty military service, will file a VA disability claim between 180 and 60 days prior to retirement or separation.

SMs in this phase of transition should confirm their enrollments in eBenefits, My HealtheVet and the Department of Labor (DoL) Career One Stop.

The VA Benefits workshops take place at the Hawk Transition Center, building 11577 on JBLM-North. A monthly schedule of classes is available on the SFL-TAP website at http://www.lewis-mcchord.army.mil/dhr/SFL-TAP/.

Resume

A key document in the transition process is the SM’s Resume. A resume is a key way to advertise your skills and abilities to a potential employer. The Department of Labor Employment Workshop will provide you information required to complete your resume. A completed resume is required five months from separation.

SMs may contact SFL-TAP staff for scheduling the advanced resume writing class. Assistance is also available for the Federal resume.
Chapter Six: 5 to 3 months prior to Separation

This chapter provides a brief overview of the procedures and responsibilities of a transitioning SM in the 6-3 month window prior to separation.

Department of Labor statistics show that it takes, on average, 6 months for a transitioning SM to secure employment. As a result, the final six months of the program are dedicated to introducing the SM to the appropriate resources that will introduce and connect them to their next opportunity.

In order for a SM to execute a successful transition, the final six months must be focused on the implementation of the Individual Transition Plan (ITP) based on the track they are focused on (Employment Track, Higher Education (HE) Track, Entrepreneur Track or Career Technical Track (CTT)). Track-specific coursework and events are scheduled and facilitated by the SFL-TAP program staff on a weekly basis. All tracks, with the exception of the Employment track, require attendance at a 3-day workshop that immerses transitioning personnel in track-specific activities.

There exists a suite of enhanced services that have been made available at JBLM. Some of these opportunities include:

- Site Visits (HE, CTT, Entrepreneurship)
- Apprenticeship Programs – 100% Placement/Interview
  - VIP Program (Veterans in Plumbing/Heating, Ventilation and Air Conditioning (HVAC)/Welding)
  - MSSA (Microsoft Software and Systems Academy)
  - IUPAT (Industrial Union of Painters and Allied Trades)
- Career Days/Networking Events
- NW Edge Program
- Transition Enabler Partnerships: There exist a great number of opportunities that are available to you as part of the cooperation between JBLM and various external agencies. See your assigned SFL-TAP counselor for the most current list of opportunities and resources offered by our Transition Enabler Partnerships.
- For a current listing of all events check out the JBLM SFL-TAP Facebook Page at: https://www.facebook.com/JBLMUnlimited
Chapter Seven: Separation Capstone Exercise

This chapter provides a brief synopsis on the procedures, roles and responsibilities of transitioning personnel in the final 90 day window prior to separation. It is important to ensure that they have met all transition gateways and prepared a plan for post-military life.

In this phase, personnel will execute the transition capstone. However, it is important that the unit-level administrative functions are also completed during this time frame as well. This includes your ETS or Retirement Award, final evaluation (if applicable), and the approval of Transition Permissive Temporary Duty (TPTDY) and transition leave.

HOMEWORK for ACAP to successfully meet CRS

!!! Please ensure that you provide a valid contact phone number & email to receive notices and updates!!!

- Register for EBENEFITS (https://www.ebenefits.va.gov/ & Print confirmation)
- Register for MyHealthEvet (https://www.myhealth.va.gov/ & Print confirmation)
- Submit for GOLD Card at One Stop/jobcenter USA (jobcenter.usa.gov/ & Print confirmation)
- Print VMET at https://www.dmdc.osd.mil/tgpsy/ and Joint Service Transcript (JST) at https://jst.doded.mil/smart/welcome.do for use during the MOC Crosswalk seminar
- Complete Gap Analysis, pp 86-88 in the VOW Book
- Complete Financial Readiness Worksheet, pp 189-198 in VOW Book, AND Budget reviewed by Financial Counselor
- Bring in copy of resume, references and two SUBMITTED job applications or job offer letter
- Complete assessment tool at http://www.mynextmove.org/vets/ (bottom right O*NET Interest Profiler) or Kuder-Journey (www.dantes.kuder.com) and print assessment results
- See Transition Assistance Team in ACAP Main, BLDG 3271, Rm 114 to complete # 10, Continuum of Military Service
- Bring in copy of application letter/acceptance letter/class schedule for college/tech/trade school (when applicable)
- Complete mandatory ACAP curriculum: TO/MOC, VA I & II, Financial Readiness, DOL/TAP workshop
- Complete Track relevant workshop (Employment, Higher Ed, Career/Technical, Entrepreneur)
- Schedule CAPSTONE workshop (253-967-3258) within 90 days of separation in order to complete your DD Form 2958
- Bring back copy of DD2958 signed by COMMANDER when you Clear
Transition Capstone

The Capstone is a mandatory component of Transition GPS where Commanders, or Commanders’ designees, verify that transitioning SMs have met Career Readiness Standards (CRS) and have a viable Individual Transition Plan (ITP). The purpose of the Capstone event is to evaluate a SM’s preparedness to successfully transition from a military to a civilian career. If a SM requires or desires follow-on assistance, the Commander will facilitate a “warm handover” to appropriate helping partners such as the Department of Veterans Affairs (VA) or the Department of Labor (DoL).

Once all capstone activities are complete, to include the VA and DoL warm handover, the SM will be issued a DD Form 2958 which must then be signed by the SM’s Commander. The SM will provide a copy of the completed and signed DD Form 2958 to the SFL-TAP staff upon receipt of the installation clearing papers.

Further, a copy of the DD Form 2958 will also be turned in to the transition counter at Waller Hall when the SM picks up their DD Form 214. The DD Form 2958 will become a part of the SM’s permanent file and will be loaded to the Army Military Human Resource Record (AMHRR).

All capstone activities are located at Waller Hall, building 2140 on Liggett Avenue. These activities are scheduled through the SFL-TAP staff.

Transition Capstone Compliance

SMs will conduct a final SFL-TAP counseling session (Capstone) with an SFL-TAP counselor to validate completion of their SFL-TAP Track and ITP in order to complete the DD Form 2958 and identify whether or not the SM has met CRS. If the SM has not met CRS, he or she will be provided documentation to annotate shortcomings. This will serve as a final transition preparedness check. SFL-TAP staff will not sign installation clearing papers for SMs who have not completed all required transition activities associated with their SFL-TAP Transition Track.
Chapter Eight: Commander’s Guide to Separation

This chapter provides a guide to assist Commanders and leaders at all levels in ensuring that all critical tasks and gateways are easily identifiable and are completed in a timely fashion. A leader’s involvement in the transition activities will help to improve the process for SMs in their organization.

It is imperative that Commanders at every level understand that all transitioning SMs must be afforded adequate, uninterrupted duty time to meet all transition requirements and appointments. SMs enrolled in SFL-TAP workshops may not be pulled from the workshop.

Getting SMs to SFL-TAP and encouraging their participation demonstrates our commitment to them and their Families. Assisting them in securing post-military employment not only enables them to avoid financial hardship, but highlights the value of service to the Nation.

The table below visually depicts the mandatory gateways that all SMs must complete in order to successfully complete the CRS and SFL-TAP transition requirements.

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO</th>
<th>WHEN</th>
<th>WHERE</th>
<th>DURATION</th>
</tr>
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<tbody>
<tr>
<td>Financial Planning Seminar</td>
<td>All</td>
<td>NLT 15 months prior to separation</td>
<td>Building 11577</td>
<td>6 Hours</td>
</tr>
<tr>
<td>Transition Overview and MOC Crosswalk,</td>
<td>All</td>
<td>NLT 15 months prior to separation</td>
<td>Building 11577</td>
<td>2 Hours</td>
</tr>
<tr>
<td>Attend Pre-Separation Briefing, Initial Counseling and sign up for eBenefits, My Health e Vet and DOL Career One Stop</td>
<td>All</td>
<td>NLT 12 Months prior to separation</td>
<td>Building 3271</td>
<td>4 Hours</td>
</tr>
<tr>
<td>Attend DOL Employment Workshop</td>
<td>All</td>
<td>NLT 9 Months prior to separation</td>
<td>Building 11577</td>
<td>3 Days</td>
</tr>
<tr>
<td>Attend VA Benefits I and II Briefings</td>
<td>All</td>
<td>NLT 6 Months prior to separation</td>
<td>Building 11577</td>
<td>6 Hours</td>
</tr>
<tr>
<td>Produce resume of choice</td>
<td>All</td>
<td>NLT 5 Months prior to separation</td>
<td>Building 3271</td>
<td>N/A</td>
</tr>
<tr>
<td>Attend 3 intermediate individual counseling sessions</td>
<td>All</td>
<td>3 - 12 months prior to separation</td>
<td>Building 3271</td>
<td>1 Hour each</td>
</tr>
<tr>
<td>Additional Mandatory Requirements are based on the SMs track</td>
<td>Employment Track Higher Education Track Entrepreneur Track Career Technical Track</td>
<td>Deadlines vary based on track requirements and individual transition plan.</td>
<td>HE at Stone Education All remaining at building 11577</td>
<td>Based on ITP</td>
</tr>
<tr>
<td>Attend final counseling session (Capstone) to review ITP success and sign clearing papers</td>
<td>All</td>
<td>NLT 90 days prior to separation date</td>
<td>Building 2140</td>
<td>2 hours</td>
</tr>
</tbody>
</table>
Chapter Nine: Un-programmed Losses

This chapter provides a brief guideline for Commanders of SMs who are considered “un-programmed losses,” or those being separated administratively from the service within a 90 day timeframe.

SMs who are undergoing an involuntary administrative discharge (Chapter Proceeding), will still have the opportunity to complete a portion of the SFL-TAP program. There exists a truncated timeline which allows maximum participation in the SFL-TAP program. This option occurs each week over 5 consecutive days and must be scheduled by the SM’s Command team. At a minimum, SMs who are being administratively separated through chapter actions will complete pre-separation counseling with an SFL-TAP counselor and complete DD Form 2648, which will be included in the final approved separation packet.

For SMs separating for medical reasons or medical retirement, there are VOW-mandated courses that are set aside to enable them to complete the transition process in a timely manner. A limited number of courses are available at the Soldier and Family Assistance Center (SFAC) on a monthly basis.

SMs who are expeditiously removed from service and are unable to complete SFL-TAP requirements due to incarceration or absence without leave (AWOL) will conduct transition activities at the discretion of the Commander.

Commanders must closely coordinate the process of all un-programmed losses with administrative and legal channels that serve their organizations. This will ensure that there are no delays as an un-programmed loss moves towards separation.
Appendix A: References

- JBLM Circular 600-6, Joint Base Lewis-McChord SFL-TAP, 2015 (DRAFT)

- Army Regulation 600-20. Army Command Policy, 6 November 2014

- Army Regulation 600-8-7, Retirement Services Program, 6 June 2010

- Army Regulation 600-8-24, Officer Separations and Discharges, 13 September 2011 (RAR of 12 April 2006 version)

- Field Manual 1-0, Human Resources Support, April 2014


- Title 10, United States Code, sections 1142-44.


- Department of Defense/Department of Veterans Affairs Wounded, Ill, and Injured Senior Oversight Committee Memorandum, December 10, 2008, subject: Implementation of Wounded, Ill, and Injured-Related Standard Definitions.


- Memorandum, Secretary of the Army, 29 August 2011, subject: Army Transition Policy.

- Execution Order 051-12, HODA G3 DAMO AOC (MC), 29 December 2011, Subject: “ISO Army Transition”
Appendix B – Social Media Feeds

Twitter.com/JBLM_SFL-TAP - Twitter Feed

http://jblmunlimited.com/ - Job Board

https://www.linkedin.com/in/jblmSFL-TAP

https://www.facebook.com/JBLMUnlimited - FB Page
## Appendix C: Points of Contact

| LOCATION/MAILING ADDRESS | SFL - TAP Center  
Building 3271, 2nd Division Drive  
JBLM, WA 98433 |
|--------------------------|--------------------------------------------------|
| General Information: Main Desk | Commercial: (253) 967-3258/5599  
DSN: 357-3258/5599 |
| Transition Services Manager (TSM) | Commercial: (253) 477-4752  
DSN: 357-4752 |
| SFL - TAP Center Site Manager (CIM) | Commercial: (253) 967-3919  
DSN: 357-3919 |
| Like Us | [Facebook](https://www.facebook.com) |
| Visit Us | [Twitter](https://twitter.com) |
| Join Us | [LinkedIn](https://www.linkedin.com) |
| Email | usarmy.jblm.imcom.list.dhr-acap@mail.mil |
| OFFICE HOURS | 0800-1700 Mon, Tues, Wed, Fri  
1000-1700 Thu |
| CLOSED | Closed on all Federal Holidays and Day of Non  
Scheduled Activities (DONSA) in conjunction with  
Federal Holidays.  
Please call for Holiday and DONSA schedules |
| ADDITIONAL LOCATIONS: | 11577 41st Division Drive, Lewis North  
174 Pitsenbarger Blvd, McChord Field  
Waller Hall, Lewis Main |
Appendix D - SFL-TAP Transition Map & Checklist

SMs on JBLM Main call (253) 967-3258 or (253) 967-5599 to make appointments to start the process. Remotely stationed SMs can register on the SFL-TAP Online Homepage at https://www.sfl-tap.army.mil, accessing the SFL-TAP Virtual Center at: https://www.sfl-tap.army.mil/virtual/pages/virtual/default.aspx, or visiting the JBLM SFL-TAP Center, Building 3271 on 2nd Division Drive. SMs who are deployed or are remotely located from an SFL-TAP center can use the SFL-TAP website or can coordinate to receive support from their State ARNG, USAR Regional Support Commands, or their unit S1/G1/J1.

PHASE I
1. Reserve Affiliation Orientation
2. DD FORM 2648 Preseparation Briefing
3. eBENEFITS Registration
4. Initial Counseling
5. Individual Transition Plan

PHASE II - TAP WEEK
1. Transition Overview
2. MOC Crosswalk
3. VA Benefits Briefing I
4. VA Benefits Briefing II
5. Financial Management Workshop
6. Employment Workshop (DOLEW)

PHASE III - 3-DAY SPECIAL TRACKS
1. ITP Review
2. Higher Education Track
3. Employment Track
4. Entrepreneurship Track
5. Career Technical Track

PHASE IV - ACCESS RESOURCES
1. Career Counseling
2. Employer Days
3. Local Job Fairs
4. Virtual Job Fairs
5. Computer Use
6. Resume Writing Appointment with your SFL-TAP counselor

PHASE V - CAPSTONE
1. ETS Briefing
2. RSO Briefing
3. VA Disability Claim / Retirement Physical

CAPSTONE is the mandatory final QC to ensure completion of the CRS. SM MUST bring: Gap Analysis, Budget, ITP, Resume, school or job application, and signed DD Form 2958 for counselor’s signature.

PHASE VI SEPARATION / CLEARING – Bldg. 2140
1. DD Form 2648 (AC) or DD Form 2648-1
2. DD Form 2958
3. Online Survey

Disclaimer: SFL-TAP does NOT schedule any of these briefings. You must contact the appropriate office to make an appointment: AG, RSO, Central Exams, or VA.

10 Days before Separation

START
M, W, F. 0800-1700, Th 1000-1700
Bldg. 3271

NLT 12 months before Separation

12 to 6 months before Separation

12 to 4 months before Separation

12 to 4 months before Separation

NLT 90 days before Separation

12 to 6 months before Separation

12 to 4 months before Separation

6 - 3 months before Separation

10 Days before Separation
The events mandated for completion of the Career Readiness Standards are scheduled on a recurring basis as listed below. Changes can occur to the schedule on short notice. Always check with the SFL-TAP Center for prior to the scheduled appointment to verify the appointment time, date, and location; or possible cancellations. (253) 967-3258 or (253) 967-5599. SFL-TAP is open weekly Monday - Wednesday and Friday from 0800-1700 and Thursday from 1000-1700. SFL-TAP is located on Lewis Main at BLDG 3271, Lewis North at BLDG 11577 and McChord Field at BLDG 174.

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DAY</th>
<th>FREQUENCY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserve Affiliation Orientation</td>
<td>Monday – Friday</td>
<td>By Appointment</td>
<td>Operating Hours</td>
<td>Hawk</td>
</tr>
<tr>
<td>DD FORM 2648 Pre-Separation Briefing</td>
<td>Monday – Friday</td>
<td>Daily</td>
<td>Operating Hours</td>
<td>SFL-TAP Locations</td>
</tr>
<tr>
<td>eBENEFITS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initial Counseling</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual Transition Plan</td>
<td></td>
<td></td>
<td></td>
<td>Included as part of Pre-separation Briefing</td>
</tr>
</tbody>
</table>

**PHASE II – TAP WEEK (Can be taken as a 5 day course or as individual blocks)**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DAY</th>
<th>FREQUENCY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA Benefits Briefing Phase I</td>
<td>Monday and Tuesday</td>
<td>Weekly</td>
<td>0800 -1200</td>
<td>Hawk Transition Center</td>
</tr>
<tr>
<td>Transition Overview</td>
<td>Mon, Tues and Wed</td>
<td>Weekly</td>
<td>Varies</td>
<td>Hawk Transition Center</td>
</tr>
<tr>
<td>VA Benefits Briefing Phase II</td>
<td>Monday and Tuesday</td>
<td>Weekly</td>
<td>1300-1530</td>
<td>Hawk Transition Center</td>
</tr>
<tr>
<td>Military Occupational Code Crosswalk</td>
<td>Mon, Tues and Wed</td>
<td>Weekly</td>
<td>Varies By Location</td>
<td>Hawk Transition Center</td>
</tr>
<tr>
<td>Financial Management Workshop</td>
<td>Tuesday</td>
<td>Weekly</td>
<td>0800-1230</td>
<td>Hawk Transition Center</td>
</tr>
<tr>
<td>Employment Workshop (DOLEW)</td>
<td>Mon-Wed, Tues-Thurs, Wed-Fri</td>
<td>Weekly</td>
<td>0800 - 1630</td>
<td>Hawk Transition Center</td>
</tr>
<tr>
<td>Executive TAP Week (Bachelor's Degree Required for attendance)</td>
<td>Monday - Friday</td>
<td>Bi-Weekly</td>
<td>0800-1630</td>
<td>McChord Field, Bldg 174</td>
</tr>
</tbody>
</table>

**PHASE III - TRACKS**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>FREQUENCY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ITP Review</td>
<td>By Appointment</td>
<td>Daily</td>
<td>0800-1700</td>
</tr>
<tr>
<td>Entrepreneurship Track</td>
<td>Once a Month</td>
<td>0800 - 1600</td>
<td>Hawk Transition Center</td>
</tr>
<tr>
<td>Education Track</td>
<td>Weekly</td>
<td>0800 - 1630</td>
<td>Stone Ed Center</td>
</tr>
<tr>
<td>Career Technical Track</td>
<td>3Xs a month</td>
<td>0800 - 1630</td>
<td>Hawk Transition Center</td>
</tr>
</tbody>
</table>

**PHASE III A – SPECIAL REQUIREMENTS FOR OTHER AGENCIES**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>FREQUENCY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETS Briefing</td>
<td>1st &amp; 3rd Monday</td>
<td>Bi-Weekly</td>
<td>1500 - 1630</td>
</tr>
<tr>
<td>RSO Briefing</td>
<td>Twice Monthly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VA Disability/Retirement Physical</td>
<td>Daily</td>
<td>0730 - 1600</td>
<td>Madigan Clinics</td>
</tr>
</tbody>
</table>

**PHASE IV – RESOURCE ACCESS**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>FREQUENCY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume Writing/Interview Prep</td>
<td>Individual Appt.</td>
<td>Daily</td>
<td>Operating Hours</td>
</tr>
<tr>
<td>Employer Days/Job Fairs/Virtual Events</td>
<td>Vary</td>
<td>Vary</td>
<td>Vary</td>
</tr>
</tbody>
</table>

**PHASE V – CAPSTONE**

<table>
<thead>
<tr>
<th>EVENT</th>
<th>FREQUENCY</th>
<th>TIME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPSTONE</td>
<td>Weekly</td>
<td>0800, 1000, 1300</td>
<td>Bldg. 2140 Waller Hall</td>
</tr>
</tbody>
</table>
## Annex E – SM / Leader’s Guide to CRS and the SFL-TAP Process

### PHASE I - NLT 12 months prior to Separation

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DAY/TIME</th>
<th>LOCATION</th>
<th>DESCRIPTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>START HERE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Reserve Affiliation Orientation</td>
<td>Daily</td>
<td>Bldg 3271 Rm114 or Waller Hall</td>
<td>Provide individual counseling to transitioning SMs on Reserve Component benefits and opportunities</td>
<td></td>
</tr>
<tr>
<td>2. DD FORM 2648 Pre-Separation Briefing</td>
<td>Daily</td>
<td>SFL-TAP</td>
<td>SMs will complete the statutory pre-separation briefing <strong>DD FORM 2648 (*)</strong> either by appointment at the SFL-TAP Center or online at the following link: <a href="https://www.sfl-tap.army.mil">https://www.sfl-tap.army.mil</a>.</td>
<td></td>
</tr>
<tr>
<td>3. eBENEFITS</td>
<td>Daily</td>
<td>SFL-TAP</td>
<td>SMs must register on <a href="https://www.ebenefits.va.gov">(WWW.EBENEFITS.VA.GOV)</a> and <a href="https://www.myhealth.va.gov">(WWW.MYHEALTH.VA.GOV)</a> (*). Conducted as part of Pre-Separation</td>
<td></td>
</tr>
<tr>
<td>4. Initial Counseling</td>
<td>Daily</td>
<td>SFL-TAP</td>
<td>Immediately following the briefing complete an Initial Counseling (IC); Schedule all SFL-TAP briefings and events.</td>
<td></td>
</tr>
<tr>
<td>5. Individual Transition Plan</td>
<td>Daily</td>
<td>SFL-TAP</td>
<td>SFL-TAP Counselor will assist SMs in filling out sections 1 &amp; 6 of the ITP. SMs MUST bring to MOC, Financial Planning and DOLEW.</td>
<td></td>
</tr>
</tbody>
</table>

### PHASE II - Scheduled months 12 to 6 either as a 5 day course or as individual blocks; but NLT 6 months prior to Separation

<table>
<thead>
<tr>
<th>EVENT</th>
<th>DAY/TIME</th>
<th>LOCATION</th>
<th>DESCRIPTION</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Transition Overview</td>
<td>Varies By Location</td>
<td>Hawk Transition Center</td>
<td>Will receive the <strong>Participants Guide – must bring</strong> to MOC, Financial Planning, and DOLEW seminars</td>
<td></td>
</tr>
<tr>
<td>2. VA Benefits Briefing Phase I</td>
<td>Mon or Tues 0800-1200</td>
<td>Hawk Transition Center</td>
<td>A prerequisite to attending is registration on eBENEFITS and myHEALTHeVET.</td>
<td></td>
</tr>
<tr>
<td>3. VA Benefits Briefing Phase II</td>
<td>Mon or Tues 1300-1530</td>
<td>Hawk Transition Center</td>
<td>A prerequisite to attending is registration on eBENEFITS and myHEALTHeVET</td>
<td></td>
</tr>
<tr>
<td>4. MOC Crosswalk</td>
<td>Varies By Location</td>
<td>Hawk Transition Center</td>
<td>Military Occupational Crosswalk. Must have the completed <strong>GAP ANALYSIS (*)</strong> at the conclusion of seminar.</td>
<td></td>
</tr>
<tr>
<td>5. Financial Management Workshop</td>
<td>Mon or Tue: 0800-1230</td>
<td>Hawk Transition Center</td>
<td>Must create the <strong>12-MONTH TRANSITION BUDGET (*)</strong>: confirmed by SFL-TAP Financial Counselor.</td>
<td></td>
</tr>
<tr>
<td>6. Employment Workshop (DOLEW)</td>
<td>Wed - Fri or Tues-Thurs 0800-1630</td>
<td>Hawk Education Center</td>
<td>Prerequisites &amp; bring to class: (1) MOS Crosswalk, (2) DD 2648, (3) ITP Modules 1 &amp; 6 completed, (4) Education Record, (5) DD Form 2586, (6) AARTS, (7) NCOER / OER. SMs register online for DOL Career OneStop at: <a href="http://www.careeronestop.org">www.careeronestop.org</a></td>
<td></td>
</tr>
<tr>
<td>EVENT</td>
<td>DAY/TIME</td>
<td>LOCATION</td>
<td>DESCRIPTION</td>
<td></td>
</tr>
<tr>
<td>-------</td>
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<td></td>
</tr>
<tr>
<td><strong>PHASE III</strong> - Can be scheduled between 6 and 12 months; but <strong>NLT 6 months prior to Separation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. ITP Review</td>
<td>Individually by appointment</td>
<td>SFL-TAP</td>
<td>Voluntary mid-process review of the ITP process to assist in ensuring SM is on track to complete Career Readiness Standards</td>
<td></td>
</tr>
<tr>
<td>2. Higher Education Track</td>
<td>Mon-Wed (weekly) 0830-1630</td>
<td>Stone Ed Center; BLDG 174 McChord Field</td>
<td>Higher Education Track includes: Preparation, College Credits, Researching Schools, Applications, Campus Life and Using Campus Resources – off-site visits 3rd Day</td>
<td></td>
</tr>
<tr>
<td>3. Career Technical Track (CTT)</td>
<td>Mon-Wed twice per month 0800-1630</td>
<td>Hawk Transition Center; BLDG 174 McChord Field</td>
<td>CTT will assist transitioning SM in identifying civilian technical occupations, establishing career goals, highlight VA education benefits and beginning applications for credentialing and vocation training – off-site visits 3rd Day</td>
<td></td>
</tr>
<tr>
<td>4. Entrepreneurship Track:</td>
<td>Tues-Thurs. once a month 0830-1600</td>
<td>Hawk Transition Center</td>
<td>Provide transitioning SMs the knowledge, tools and resources they need to evaluate opportunities as entrepreneurs – off-site visits 3rd Day</td>
<td></td>
</tr>
<tr>
<td>5. Advanced Resume Writing</td>
<td>Mon or Tues: 1300-1600</td>
<td>BLDG 3271</td>
<td>Resume produced in the workshop must be reviewed by an SFL-TAP Counselor; you cannot get credit on the CRS until it is reviewed.</td>
<td></td>
</tr>
<tr>
<td><strong>PHASE IIIA</strong> - Can be scheduled between at 6 month; but <strong>NLT 3 months prior to Separation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. ETS Briefing</td>
<td>1st &amp; 3rd Mon 1500 -1630</td>
<td>Waller Hall</td>
<td>The Transition Center will publish ETS orders upon SMs attending the separation briefing</td>
<td></td>
</tr>
<tr>
<td>7. RSO Briefing</td>
<td>Thursdays</td>
<td>Waller Hall</td>
<td>NOTE: Survivor Benefit Plan is mandatory for married SMs No appointment necessary.</td>
<td></td>
</tr>
<tr>
<td>8. Retirement Physical</td>
<td></td>
<td></td>
<td>NOTE: Physical is mandatory for retiring SM appointments.</td>
<td></td>
</tr>
<tr>
<td><strong>PHASE IV</strong> - Can be scheduled at any time during process; but <strong>NLT 3 months prior to Separation</strong> completed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Career Counseling</td>
<td>Varies IAW Supporting Agency</td>
<td>Various Locations</td>
<td>SFL-TAP, ACES, VA, SBA, ACS, ESD</td>
<td></td>
</tr>
<tr>
<td>2. Employer Days</td>
<td>Vary Each Month – See List of Upcoming Events</td>
<td>Vary</td>
<td>There are new companies appearing on a weekly basis. Flyers are posted on the SFL-TAP JBLM Facebook page <a href="https://www.facebook.com/jblm.SFL-TAP">https://www.facebook.com/jblm.SFL-TAP</a></td>
<td></td>
</tr>
</tbody>
</table>
### PHASE V - CAPSTONE – 120 to 90 days prior to Separation

1. **CAPSTONE**
   - **By Appointment During Normal Operating Hours**
   - **BLDG 3271**
   - **Description**
     - CAPSTONE is the mandatory final QC to ensure completion of the CRS. SM MUST bring: Gap Analysis, Budget, ITP, Resume, school or job application, and signed DD Form 2958 for counselors signature.

### PHASE VI - SEPARATION

**PRIOR TO going to Waller Hall to get clearing papers:** **All SMs must confirm that they have in their possession:**

1. DD Form 2648 (AC) or DD Form 2648-1
2. DD Form 2958
3. **Online Survey:** Go to the following web address to complete the 12-question survey and print off the verification:
   - [http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey](http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey)

1. SMs may schedule focused transition-related training, counseling, and computer lab appointments throughout their transition. Counselor and computer lab appointments provide time for assisted resume writing, job search, and career research.

2. **Disclaimer:** This handout is only meant as a quick guide and checklist for transitioning SMs and their commanders. For complete information about procedures and exemptions to policy refer to JBLM Policy Memo 23 and other references cited above.

3. Mandatory SFL-TAP transition assistance training will begin for all SMs no sooner than 18 months and no later than 12 months prior to their separation date (those retiring may begin 2 years prior and continue for life).

4. SMs being considered for release earlier than their contractual separation date (e.g., administrative or medical separation) will be referred to SFL-TAP immediately upon identification as a candidate for early release.

**POC:** Robin J. Baker, SFL-TAP Services Manager, JBLM, WA; E-Mail robin.j.baker10.civ@mail.mil; Office Phone: (253) 477-4752
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