

Command Team's Responsibility

Arrival at unit	<ul style="list-style-type: none">• Ensure leaders develop and/or update Soldier's Individual Development Plan; document within Army Career Tracker (ACT) system.
Soldier Life Cycle	<ul style="list-style-type: none">• Encourage Soldiers to consult Army Continuing Education Services (ACES) for civilian education and Army Community Services (ACS) for family employment and finances/budget; and use Career Counselors for MOS Crosswalk-GAP Analysis, individual self assessment, and the Army Learning Management System (ALMS) to assist in military education and training.
Transition Decision	<ul style="list-style-type: none">• Support career counselor activities to the greatest extent in accordance with current policies and regulations.• Eliminate stigma of transition decisions; support the Soldier.• Continuously engage SFL-TAP personnel and use ACAP XXI reporting system to track transition data and make informed decisions on eligible Soldiers.
Transition Actions	<ul style="list-style-type: none">• Soldier must begin NLT 12 Months prior to transition from active duty.• Be aware of exemption policies and consult SFL-TAP prior to exempting any Soldier.• Support Soldier in attending local TAP when available (or use virtual services for remote duty or Reserve units not located near installation) to assist; consult SFL-TAP to determine appropriate time requirements for Soldier.• Validate Soldier's career readiness skills (process in development; consult SFL-TAP for most current requirements).