



**TRANSITION ASSISTANCE PROGRAM**

*Start Strong • Serve Strong • Reintegrate Strong • Remain Strong*

# **Army Transition Overview**

## **Transition Services Manager**

### **23 October, 2014**



# Outline



- Transition Purpose and Associated Facts
- Transition Soldier Life Cycle Overview
- Individual Soldier Requirements for Transition
- Department of Labor Employment Workshop Exemptions
- Army Distributed Transition Timeline
- Command Team's Responsibility
- Successful Performance Indicators
- Reinforcement of What Leaders Need to Do
- ACAP XXI Commander Reporting
- Local Points of Contact



# Transition Purpose and Associated Facts



- The Soldier for Life - Transition Assistance Program (SFL-TAP), formally Army Career and Alumni Program (ACAP), is the Army's transition program responsible for providing Soldiers with the counseling, employment and education workshops, and seminars required to achieve Veterans Opportunity to Work (VOW) and Career Readiness Standards (CRS) mandated compliance.
- All Soldiers (including Reserve/Guard Students) completing 180 days of continuous Active Duty service are required to meet the VOW/CRS requirements. Eligible Soldiers will begin receiving transition counseling and employment assistance 12-18 months prior to transitioning from Active Duty, 24 months prior to retirement, or as soon as involuntarily separation is anticipated.
- The program also has virtual counselors to provide continuing support to transitioners after separation, and mobile training resources to assist National Guard and Army Reserves at both the home and demobilization stations. Our 24-hour/7-day a week (24/7) Virtual SFL-TAP Center is available at either [www.acap.army.mil](http://www.acap.army.mil) or 1-800-325-4715 respectively.
- The Army is currently renovating the way it transitions Soldiers from Active Duty in order to successfully “prepare” and “connect” them to meaningful employment and education opportunities.
- SFL-TAP is a “commander’s program” requiring direct leadership involvement during each Soldier’s transition process.



# Transition Soldier Life Cycle Overview



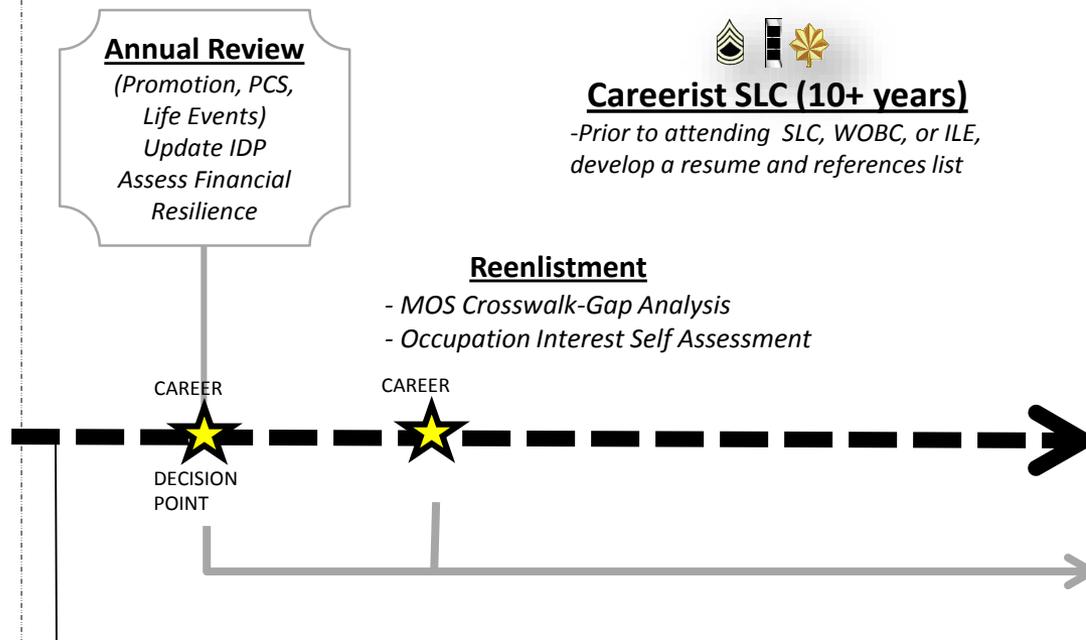
CRS introduced early and throughout a Soldier's career with touch points at the following:  
 first duty station-home station drill/first year of service/reenlistments/deployment-mobilization/promotion/transition

Initial phase  
 0-1 year

Service phase  
 1+ years

Transition phase begins  
 12-18 months prior to Transition

<b>Initial Soldier Tasks</b> (officer and enlisted)
At AIT/IET, receive MOS Credential/Information
At AIT/IET, receive 8 hrs of Financial Readiness Training
Register for eBenefits
Complete Self Assessment
Develop a budget
Develop IDP in ACT



### RC unemployed/at-risk

- Resume
- Attend Career Tracks (Education, Vocational/Technical, Entrepreneurship)

(1 yr after completing AIT or BOLC)

### Career Preparation

- Soldiers work toward their education or occupational goal through traditional education, technical training, MOS credentials, and military experience

• Begin Transition NLT 12 months prior to transition date, upon MEB referral, during mobilizations	
CRS during SLC	CRS during Transition
IDP → ITP	Pre-Sep Counseling
Budget	DOLEW (job application/job offer)
e-Benefits	VA Benefits Briefings I & II
Gap Analysis	Career Skills
Self Assessment	Career Tracks (school application/school acceptance letter)
Resume	AC to RC Continuum
Credentials	Capstone



# Individual Soldier Requirements for Transition



- All Soldiers must meet VOW/CRS compliance **prior** to the transition date on their DD Form 214.
  - The final quality control for meeting CRS is “Capstone” and the 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 (\*\*only exemption)—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
      - a. Private or Federal resume and references
      - b. Two submitted job applications
    - (9) Documented continued Military Service opportunity (AC only)
    - (10) Complete individual assessment tool
    - (11) Capstone with DD Form 2958
    - (12) Career Tracks (Accessing Higher Education, Vocational/Technical, Entrepreneurship) IAW Soldier’s ITP
      - a. 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 one-on-one counseling with a college, university, or technical institution advisor or counselor
      - b. Entrepreneurship Track
- \* Statutory mandates; remainder are policy required mandates; \*\* Only eligible exemption



# Department of Labor Employment Workshop Exemptions



- Commanders or designees must document DOL Employment Workshop (DOLEW) exemptions on the Soldier's DD Form 2958 after confirming exemption criterion is met.
- Exemption\*\* criteria for the DOLEW (only) include the following:
  - Soldiers retiring after 20 or more years of active federal service.
  - Soldiers after 180 days of consecutive Active Duty service, who have confirmed acceptance into an accredited career technical training, undergraduate, or graduate degree program; have confirmed employment; or have previously attended a DOLEW within the past 36 months.
  - Recovering Service members enrolled in DOD/VA Education and Employment Initiative (E2I) or similar transition program designed to secure employment, further education, or technical training.
  - The first commanders with (chapter 47) UCMJ authority within the Soldier's chain of command may delay mandatory participation for members possessing specialized skills who, due to unavoidable circumstances, are needed to support a unit on orders to be deployed within 60 days. **A make-up plan must accompany the postponement certification.**

\*\* Eligible Service members who qualify for an exemption may still elect to participate in the DOLEW.

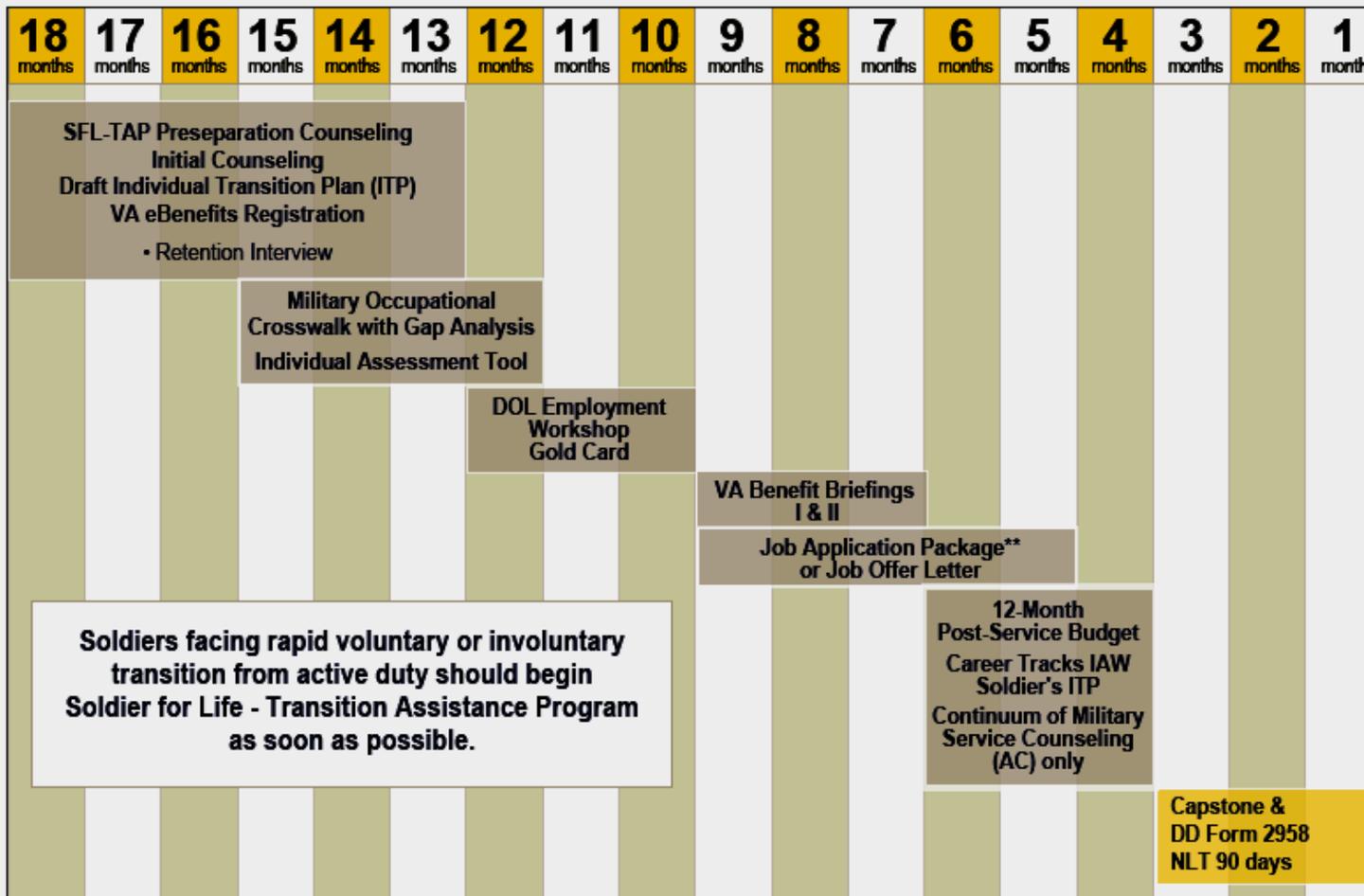


U.S. ARMY

# Army Distributed Transition Timeline



## Army Distributed Transition Timeline\*



\* Recommended transition timeline to receive maximum benefit from program

\*\* Job Application Package consists of a resume of choice, references, and two submitted job applications.

All transition services represented here can be accessed face-to-face at your local ACAP Center, through ACAP Virtual Center ([www.acap.army.mil](http://www.acap.army.mil)) or at 800.325.4715.

Acronyms: Dept. of Labor (DOL), Dept. of Veterans Affairs (VA), Individual Transition Plan (ITP)

V0314.03



# Command Team's Responsibility



## Arrival at unit

- Ensure leaders develop and/or update Soldier's **Individual Development Plan**; document within Army Career Tracker (ACT) system.

## Soldier Life Cycle

- 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

- 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

- 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).



# Successful Performance Indicators



High performing command transition programs share some common performance indicators necessary to ensure VOW/CRS compliance:

1. A local Policy Letter (BDE/BN/CO)
2. A commander notification process identifying transitioning Soldiers eligible for SFL-TAP services beginning 18 months but not less than 12 months prior to separation or retirement.
3. Ensuring early and frequent Soldier engagement with SFL-TAP 12 – 18 months prior to transition.
4. Established liaison NCO to monitor Soldier transition activities and follow up with SFL-TAP as necessary to ensure CRS requirements are met.



# Reinforcement of What Leaders Need to Do



- Appoint a Unit Transition Point of Contact to work SFL-TAP requirements
- Ensure Soldiers create an Individual Development Plan, and the chain of command and career/education counselors review it.
- Run monthly 12 - 18-month loss rosters to identify eligible Soldiers and compare with ACAP XXI.
- Provide sufficient time to participate in the transition programs.
  - Pre-separation briefing online ([www.acap.army.mil](http://www.acap.army.mil))
  - Initial Counseling appointment (DD Form 2648/-1)
  - DOL Employment Workshop, VA Benefits Briefings I & II, Resume building and additional services
  - Monitor Soldier completion of Career Readiness Standards prior to approving TLV
- Ensure Soldiers keep their appointments!



# ACAP XXI Commander Reporting



- ACAP XXI is the Army's system of record for a Soldier's transition activity.
- Commanders will obtain the information necessary to effectively manage their Soldiers in transition by reviewing ACAP XXI reports.
- Commanders and their designee(s) are authorized to receive monthly ACAP XXI commanders reports. Designee(s) can be anyone (military/civilian) the respective commander requires to be informed on Soldier transition activity.
- Commanders must coordinate with their local SFL-TAP Center at [usarmy.huachuca.imcom-central.mbx.sfl-tap@mail.mil](mailto:usarmy.huachuca.imcom-central.mbx.sfl-tap@mail.mil) or the SFL-TAP Technical Support Center at [ACAPTechnicalSupport@serco-na.com](mailto:ACAPTechnicalSupport@serco-na.com) to receive ACAP XXI reports.

Note, commanders and their designees must provide their name, AKO user name, government email, UIC, unit name, and location information to register and receive monthly reports via email.



# *Local Points of Contact*



TSM: (520) 533-7314

CIM: (520) 533-7314

Unit UIC Coordinator: (520) 533-5764

Res/NG Scheduling: (520) 533-5764