



DEPARTMENT OF THE ARMY
UNITED STATES ARMY EUROPE
UNIT 29351
APO AE 09014-9351

AEPE-RRD

7 January 2019

MEMORANDUM FOR All Commanders and Soldiers in the Army in Europe

SUBJECT: Army in Europe Transition Soldier Life Cycle Program (AE Cmd Memo 2018-038)

This memorandum expires in 1 year.

1. Supersession. This memorandum supersedes USAREUR tasking order 13-0080, 21 November 2012.

2. References.

- a. Veterans Opportunity to Work to Hire Heroes Act (Public Law 112-56).
- b. AR 600-20, Army Command Policy.
- c. AR 600-81, Soldier for Life – Transition Assistance Program.
- d. HQDA Execution Order 087-16, Transition Soldier Life Cycle to Coincide with the Release of New Army Transition Policy.

3. Purpose. This memorandum provides guidance for implementing and managing the Soldier Life Cycle (SLC) and Soldier for Life – Transition Assistance Program (SFL-TAP) in the Army in Europe in accordance with the [references](#).

4. General. The Army has an obligation to ensure that all transitioning Soldiers are prepared for employment, education, and other postservice opportunities and benefits. The Army meets this obligation through the SLC concept of phased training, which focuses on career readiness from the beginning of service through the transition into a postmilitary career. The SFL-TAP is a commanders program and key to managing the third SLC phase, transition. By effectively managing their Soldiers' timely and full SFL-TAP participation, commanders minimize adverse effects on unit missions and help Soldiers leverage their skills, training, and experience for their postmilitary careers. Furthermore, the SFL-TAP plays a vital role in the Army's recruiting and retention efforts while significantly reducing unemployment compensation costs for the Army.

5. Policy. All Army in Europe Soldiers, including demobilizing and Reserve Component Soldiers who are released from active duty with 180 days or more of active Federal service, will complete SFL-TAP requirements before transitioning from the military. Soldiers will receive services in person at installation SFL-TAP centers unless circumstances dictate otherwise (for example, the Soldier is at a remote location, the Soldier is undergoing unanticipated rapid separation, the Soldier is suffering a medical condition that prevents classroom training). In these situations, Soldiers will use virtual SFL-TAP services. Soldiers are encouraged to start completing SFL-TAP services at their installation SFL-TAP center as soon as they become

AEPE-RRD

SUBJECT: Army in Europe Transition Soldier Life Cycle Program (AE Cmd Memo 2018-038)

eligible to do so (that is, 18 months before separation or 24 months before the anticipated retirement date). Soldiers are required to complete the initial requirements (preseparation briefing and initial counseling) no later than 366 days before their separation or retirement date.

6. Commanders' Responsibilities. To ensure implementation of an effective SLC and SFL-TAP program, commanders will—

a. Issue a policy memorandum directing all transitioning Soldiers to fully participate in the SFL-TAP and meet all transition requirements in accordance with established timelines (AR 600-81, table 4-1).

b. Appoint on orders a primary and alternate Army Transition Plan Coordinator (ATPC) in the grade of staff sergeant (E6) or higher at the brigade, battalion, and company levels and provide the appointment orders to USAREUR and installation SFL-TAP personnel. ATPCs will synchronize their unit's transition program with mission requirements to ensure Soldiers fully participate in the SLC Program and the SFL-TAP.

c. Ensure that Soldiers who are considered for involuntary separation begin the SFL-TAP process as soon as they are identified for separation. These Soldiers will be escorted to their initial visit to the installation SFL-TAP center. They will receive as many transition services as possible before their approved involuntary separation date.

d. After a Soldier has completed all TAP requirements, review the electronic DD Form 2648 prepared by the Soldier and sign the form before the Soldier clears the installation.

e. Participate in USAREUR and installation Transition Services Council meetings.

7. Requirement. As the USAREUR Commanding General, I fully expect leaders at every level to support the SFL-TAP and manage an effective transition process for our Soldiers. Leaders will work as a team to accomplish the Army's SLC design for Soldiers to *Start Strong, Serve Strong, Reintegrate Strong, and Remain Strong*.

8. Effective Date. The policy in this memorandum is effective immediately and will remain in effect until superseded or rescinded.

9. POC. The POC is the Soldier and Family Readiness Program Manager, Personnel Readiness Directorate, Office of the Deputy Chief of Staff, G1, HQ USAREUR, at military 314-537-1212.



CHRISTOPHER G. CAVOLI
Lieutenant General, USA
Commanding