



TRANSITION ASSISTANCE PROGRAM
Start Strong • Serve Strong • Reintegrate Strong • Remain Strong

MANDATORY REQUIREMENTS TO CLEAR JOINT BASE MYER-HENDERSON HALL

Address and contact information for appointments

232 McNair Road, Building 404, Fort Myer, VA 22211

(703) 696-0973;

Website: <https://www.sfl-tap.army.mil>

Hours: 7:30am-4:00pm

SOLDIER FOR LIFE-TRANSITION ASSISTANCE PROGRAM (SFL-TAP) REQUIREMENTS

All Soldiers must meet VOW/CRS compliance prior to the transition date on their DD Form 214.

- (1) Pre-separation briefing/Initial Counseling (DD Form 2648/-1)(NLT 12 Months from Separation/Retirement)
- (2) VA Benefits Briefings I & II (NLT 6 Months from Separation/Retirement)
- (3) Department of Labor (DOL) Employment Workshop – (NLT 9 Months from Separation/Retirement)
- (4) Individual Transition Plan (ITP)
- (5) VA eBenefits registration
MyHealthVet registration
- (6) 12-month post-separation budget (NLT 10 Months from Separation/Retirement)
- (7) MOS Crosswalk-Gap Analysis (NLT 9 Months from Separation/Retirement)
- (8) Complete job application package OR received job offer letter (NLT 5 Months from Separation/Retirement)
 - 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 (NLT 3 Months from Separation/Retirement)
- (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: Business plan and SBA counseling

OTHER ARMY REQUIREMENTS

- Army Transition Exit Survey** (use link below). Once completed, print a copy of completion screen, and take it to **Out-processing** office when picking up clearing papers. **(This survey is to be completed at your own computer/location. If computer not available at your location, complete it at your S-1 office, library, Ed Center lab, Community Center, USO lounge, SFL-TAP center, out-processing office, etc.)**

<https://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey>
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Soldiers must meet all these requirements in order to be cleared by SFL-TAP.

If you have not completed all requirements call SFL-TAP immediately at (703)696-0973 to schedule appointments for those requirements to be met.