



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON HUMPHREYS
UNIT #15228
APO AP 96271-5228

REPLY TO
ATTENTION OF

IMHM-HR

11 March 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #83, Standards for Soldiers Transitioning from the Army

1. The proponent for this policy letter is the Directorate of Human Resources (DHR).
2. This policy becomes effective immediately and will remain in effect until rescinded or superseded.
3. References.
 - a. Memorandum, SECARMY, subject: Army Transition Policy, 29 Aug 11.
 - b. Execution Order 054-12, HQDA, subject: In Support of Army Transition, 29 Dec 11.
 - c. Execution Order 12-010, HQ TRADOC, subject: ISO Army Transition, 21 May 12.
 - d. Memorandum, HQ TRADOC, subject: TRADOC Standards for Soldiers Transitioning from the Army, 22 May 12 (attached).
4. Purpose. This policy establishes the United States Army Garrison (USAG) Humphreys and Area III standards for Soldiers transitioning from the Army.
5. Scope. This policy applies to all US Army Soldiers assigned to Area III under US Forces Korea (USFK), including USAG Humphreys tenant organizations and mission units.
6. Policy.
 - a. Commanders and directors will manage and facilitate the transition process, at least 12 months prior to separation for Soldiers leaving active duty, through the Army Career and Alumni Program (ACAP). ACAP supports the Army Transition Policy by preparing Soldiers for transition, reducing the number of unemployed veterans, and reducing the number of stressors our Soldiers and Families experience during their transition.

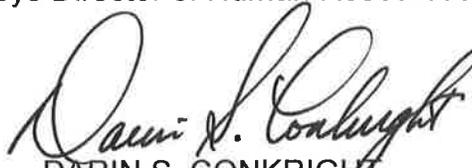
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b. Commanders, directors, and first-line supervisors will work closely with Career Counselors and ACAP to ensure successful Soldier participation in the transition program in accordance with the enclosed transition timeline. Commanders and directors will afford Soldiers requisite time to participate in available ACAP, Army Continuing Education System (ACS), and Department of Veterans Affairs (DVA) programs and partake of services available. On an annual basis, a Soldier's Individual Development Plan will be reviewed with the Soldier by a leader in the Soldier's chain of command and a career or education counselor. Progress on each Soldier's stated goals will be documented with goals revised as necessary/appropriate. Prior to clearing this installation, every transitioning Soldier will possess separation products that demonstrate preparedness to transition.

c. Beginning immediately, the Garrison Command Sergeant Major and the Director, Human Resources, USAG Humphreys, will conduct Quarterly Transition Service Councils with supported and supporting stakeholders, to synchronize and coordinate transition services, resources, and compliance. The Transition Services Manager will document meeting minutes, disseminate results of council meetings and ACAP XXI metrics to all attendees/interested parties, and be available to answer questions and field RFI (Requests for Information) from same.

7. Point of contact is the USAG Humphreys Director of Human Resources at 753-6736.


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Encl
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ENCLOSURE 1 – TRANSITION TIMELINE

Within 30 Days of a First Term Soldier's Arrival to Unit
Commanders and Directors will ensure each first term soldier creates an Individual Development Plan.
Within 30 to 60 Days of Arrival to Unit
Commanders and Directors will ensure career counselors / retention NCOs conduct interview / counseling to discuss short and long term military career goals.
No Later Than 12 Months Prior to Planned Separation
Commanders and Directors will develop a screening mechanism to ensure their Soldiers attend pre-separation counseling 12 months from projected separation date.
Commanders and Directors will ensure Soldiers complete pre-separation counseling at the ACAP either virtually or face-to-face.
Commanders and Directors will ensure that Soldiers complete pre-separation counseling (DD Form 2648 or DD Form 2648-1).
Commanders and Directors will ensure that Soldier register for eBENEFITS (WWW.EBENEFITS.VA.GOV) and myHEALTHeVET (WWW.MYHEALTH.VA.GOV).
Commanders and Directors will ensure Soldiers are afforded sufficient time to participate in the appropriate programs and services offered by ACAP, ACES, and VA.
No Later Than 10 Months Prior to Transition
Commanders and Directors will ensure Soldiers attend counseling and begin development of an individual transition plan (ITP) and résumé of choice.
Between 10 Months and Transition Date
Commanders and Directors will ensure Soldiers complete specialized training and focused transition related courses IAW their ITP. Appropriate portions of the Department of Labor (DOL) employment workshop will be completed throughout this time frame as well.
No Later than 6 Months Prior to Planned Transition
Commanders and Directors will ensure Soldiers complete the half-day VA benefits briefing which covers compensation and pension, health care, vocational rehabilitation and employment, education and training, home loan guarantee, small business seminar, life insurance, survivor benefits and burial.
Commanders and Directors will ensure Soldiers with potential or pending disabilities will complete the disabled transition assistance program (DTAP) as necessary.
Commanders and Directors will ensure Soldiers register online for DOL CareerOneStop at WWW.CAREERONESTOP.ORG
No Later than 5 Months Prior to Planned Transition
Commanders and Directors will ensure Soldiers complete their résumé of choice and continue to refine as the separation date nears.
Prior to Clearing
Commanders and Directors will ensure Soldier has completed the résumé in their possession prior to clearing the organization.
Commanders and Directors will ensure transitioning Soldiers have products that demonstrate their preparedness to transition in addition to the résumé. This can include, acceptance letter from a college/training institution, an actual job offer, or current list of solid job openings that match the Soldier's current knowledge, skills, and abilities.



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15 February 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Camp Humphreys Transition Services Council (CHTSC) Charter

1. References.

- a. Memorandum, SECARMY, subject: Army Transition Policy, 29 Aug 11.
- b. Public Law 112-56, subject: VOW to Hire Heroes Act, 21 Nov 11.
- c. Execution Order 054-12, HQDA, subject: In Support of Army Transition, 29 Dec 11.
- d. Title 10, USC, Chapter 58, subject: Benefits and Services for Members being Separated or Recently Separated, 3 Jan 12.
- e. Policy Letter #83, HQ USAG-Humphreys, IMHM-HR, subject: Standards for Soldiers Transitioning from the Army, 15 Feb 13.

2. Name. Camp Humphreys Transition Services Council.

3 Status. The CHTSC is organized with stakeholders to synchronize and coordinate transition services, resources, and compliance with the Army's Transition Program. The results of council meetings will be briefed to attendees at the last Combined Arms Center (CAC) Update Brief of each quarter.

4. Mission. The Department of the Army, in conjunction with the Department of Veterans Affairs, the Department of Labor, and other critical allies, has made a commitment to prepare individuals for transition to Civilian society. The goal of this charter is to ensure Soldiers are better prepared for transition, reduce the number of transitioning Soldiers who seek unemployment assistance, and reduce stressors for Service members and their Families during the transition process.

5. Composition. The CHTSC is comprised of leaders, influencers, and organizational representatives who affect services received by Service members and Families that are transitioning from the military, and those who have already transitioned but are still authorized transition support. At a minimum, the CHTSC will include:

- a. Director, Human Resources (DHR)
- b. Garrison Command Sergeant Major (GCSM)

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- c. Other Mission Unit/Tenant Activity Command Sergeants Major
 - d. Manager, Transition Services (TSM)
 - e. Retirement Services Officer (RSO)
 - f. Installation Career Counselor (ICC)
 - g. ACAP Installation Contract Manager (ICM)
 - h. Education Officer (ESO)
 - i. Army Community Services (ACS) Representative
 - j. Department of Labor (DOL) Representative
 - k. Department of Veterans Affairs (DVA) Representative
 - m. Other interest parties
6. Scope. Utilize stakeholders to synchronize and coordinate transition services, resources, and compliance.
7. Objectives.
- a. Reinforce that transition processing is a command and leadership responsibility.
 - b. Reaffirm partnerships between Army Career and Alumni Program, Department of Labor, and Department of Veterans Affairs entities.
 - c. Develop methods to integrate transition into the entire lifecycle of service.
 - d. Enhance integration and outreach between commanders and retention/career counselors.
 - e. Support and implement continually evolving Army transition program direction.
8. Membership Roles/Responsibilities. Members will work together to develop methods to synchronize and coordinate transition services, resources, and compliance for all eligible personnel seeking ACAP services from Camp Humphreys and Area III. The council will establish and reinforce relationships between organizational leadership, retention/career counselors, service providers, the Department of Veterans Affairs, and the Department of Labor. Continuous assessment of metrics and individual feedback will provide information to the council for recommendations regarding program structure, infrastructure, and resources to the installation leadership.

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9. Meeting Schedule. CHTSC will meet the last month of each FY Quarter. Meetings will be announced and coordinated by the TSM who, in coordination with DHR and the GCSM, will document and distribute meeting minutes, and brief senior garrison leadership on council recommendations and previous quarter's metrics.

10. Marketing/Outreach. Council members will utilize local media sources (Command Channel, Camp Humphreys' website, email, local newspaper, etc.) to reinforce current programs and to provide new information as it becomes available. The TSM will liaise with Garrison Public Affairs Officer to provide information on services or special events to local news media and city officials.



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