



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON YONGSAN
UNIT #15333
APO AP 96205-5333

IMYN-HR

14 SEP 2015

UNITED STATES ARMY GARRISON-YONGSAN (USAG-Y) POLICY LETTER 1-28

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: United States Army Garrison-Yongsan (USAG-Y) Transition Services

1. **REFERENCES:**

- a. Veteran's Opportunity to Work (VOW) Hire Heroes Act, 21 November 2011.
- b. HQDA EXORD 054-12 ISO Army Transition, 29 December 2011.
- c. Eight Army OPORD

2. **APPLICABILITY:** This policy applies to all Soldiers, Army Civilians, and Family Members of the Area II Community. Although other Services have their own implementation policies, all Service Members may avail themselves of Area II's program.

3. **POLICY:** Transition readiness is critical to the welfare of Soldiers, Civilians and Families who leave active duty. Transition readiness helps reduce the unemployment rate among Veterans who have served our nation. The Area II Military Community must integrate transition planning into all facets of the military lifecycle (i.e. permanent change of station, promotion, schooling, retirement, separation, etc.).

a. Commanders will ensure incoming Soldiers receive counseling within 30 days of arrival at their unit. During counseling, Soldiers must construct an Individual Development Plan (IDP) which maps career goals and looks toward future transition. First line supervisors must review the Soldier's plan, discuss training, career, and educational goals (both short and long term), and ensure Soldiers have a detailed and achievable timeline. Soldiers' IDPs should be reviewed with the Soldier by a leader in the chain of command and a career or education counselor no less than annually.

b. All transitioning Soldiers must prepare an Individual Transition Plan (ITP) which will point them toward civilian careers, further education and/or establishing a business. Soldiers' IDPs should migrate over a period of time into their ITPs.

c. The Soldier For Life – Transition Assistance Program (SFL-TAP) is a Commander's program. Commanders should ensure Soldiers identified to transition

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attend all scheduled SFL-TAP and transition appointments; there is no higher priority for these Soldiers. All Soldiers who are identified to transition from the Army will be enrolled in SFL-TAP, and will receive a retention briefing and pre-separation counseling ideally 18 months prior to separation, but not later than 12 months prior to separation. Participation must be synchronized with unit missions to ensure Soldiers are afforded adequate time to participate in the programs and services offered by SFL-TAP.

d. Unscheduled separations, such as Soldiers identified for involuntary separation, are at high risk for unemployment and will have limited time to receive transition services. As such, these Soldiers must be scheduled for SFL-TAP services immediately after being identified for potential separation.

e. Every Soldier must have a resume, as well as one of the following, prior to separation: Acceptance letter from a college/training institution; an actual job offer; a current list of solid job leads matched to the Soldier's knowledge, skills, and abilities; or a business plan if the Soldier plans to start a business. The SFL-TAP office will ensure that requirements are met before signing clearing papers.

f. SFL-TAP will provide units with monthly reports to keep the chain of command informed concerning the status of services for Soldiers required during transition. Units must keep the SFL-TAP office informed of any changes in separation dates listed on the reports and any unscheduled separations not included in the reports.

g. Commanders must ensure Soldiers attend scheduled appointments and that transition services for Soldiers remain a top priority in their units.

h. Commanders must appoint, in writing, a primary and alternate Transition Liaison, E6 or above, to work with installation transition personnel in tracking the status of transitioning Soldiers and working related issues. A copy of these appointment memoranda should be furnished to the garrison point of contact listed below.

4. The point of contact for this memorandum is the USAG-Y, Directorate of Human Resource, DSN 738-7322.


MARIA P. EOFF
COL, LG
Commanding

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