



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON STUTTGART
UNIT 30401
APO AE 09107-0401

IMSG-ZA

2 April 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Stuttgart Command Policy Letter # 40, Transition Services

1. References:

- a. VOW to Hire Heros Act, Public Law 12-56. 21 Nov 2011.
- b. HQDA EXORD 054-12 ISO Army Transition, 29 Dec 2011.
- c. USAREUR TASKORD 13-0080, 21 Nov 2012, Subject Army Transition Program in Europe.

2. Applicability. This policy applies to all Soldiers, Army Civilians, and Family Members of the Stuttgart Military Community. Although other Services have their own implementation policies, all Service Members may avail themselves of Stuttgart's program on a space available basis.

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 Stuttgart Military Community must integrate transition planning into all facets of the military lifecycle (i.e. permanent change of station, promotion, schooling, separation, etc.).

- a. Commanders should ensure incoming Soldiers receive counseling that includes transition preparation within 30 days of arrival to 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 morph over a period of time into their ITPs.

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c. The Army Career and Alumni Program (ACAP) is a Commander's program. Commanders should ensure Soldiers identified to transition attend all scheduled ACAP 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 ACAP 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 ACAP.

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 ACAP 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 ACAP office will ensure that requirements are met before signing clearing papers.

f. ACAP will provide units with monthly reports to keep the chain of command informed concerning the status of services for Soldiers required to transition. Units must keep the ACAP 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 is USAG Stuttgart, Director of Human Resources, DSN: 431-2406.

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JOHN P. STACK
COL, SF
Commanding