



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAVARIA  
UNIT 28130  
APO AE 09114

AMIM-BAH-MS (100)

MEMORANDUM FOR All Soldiers transitioning from the Army

SUBJECT: USAG Bavaria Policy Memorandum #37, Transition Assistance Program Participation

1. References:

- a. Veterans Opportunity to Work (VOW) to Hire Heroes Act, Public Law 112-56, 21 November 2011.
- b. Office of the Secretary of Defense (OSD) Directive Type Memorandum (DTM) 12- 007, 21 November 2012.
- c. Headquarters, Department of the Army Execution Order 054-12, In Support of Army Transition, 29 December 2011.
- d. Army Regulation 600-3, The Army Personnel Development System, 16 September 2019.
- e. Army Regulation 600-8-7, Retirement Services Program, 18 January 2017.
- f. Army Regulation 600-81, Soldier for Life - Transition Assistance Program, 17 May 2016.
- g. Army Regulation 350-1, Army Training and Leader Development, 10 December 2017.
- h. Department of Defense Instruction 1332.35, Transition Assistance Program (TAP) for Military Personnel, 29 February 2016.
- i. Department of Defense Instruction 1322.29, Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI), 24 January 2014.
- j. Directive -type Memorandum (DTM) 12-007, "Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members," 5 May 2015.

2. This policy establishes the USAG Bavaria standards for Soldiers transitioning from the Army and applies to Army Soldiers assigned to or with duty at USAG Bavaria. This

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includes all direct reporting units, tenant activities, sister services, and all other eligible personnel who attend required and optional transition training on USAG Bavaria. A full description of this program and the process to follow is found in Enclosure 1 to this memorandum.

3. POC is the USAG Bavaria, TAP Transition Services Manager, Ms. Jonelle Boye, [Jonelle.I.boyeciv@army.mil](mailto:Jonelle.I.boyeciv@army.mil), DSN 314-599-4453 or commercial 09641-70-599-4453.



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Encls

1. Description and Processes
2. Transition Timeline
3. Appropriate Attire

## Enclosure 1: Description and Processes

### USAG Bavaria Policy Memorandum #37, Transition Assistance Program Participation

1. This policy establishes the USAG Bavaria standards for Soldiers transitioning from the Army and applies to Army Soldiers assigned to or with duty at USAG Bavaria. This includes all direct reporting units, tenant activities, sister services, and all other eligible personnel who attend required and optional transition training on USAG Bavaria.
2. The Transition Assistance Program (TAP) is a commander's program. Commanders and leaders at every echelon - from platoon level up will ensure that every separating Soldier successfully completes TAP requirements IAW AR 600-81. Setting conditions for a Soldier's successful transition from the Army is leaders' business; and leaders at all levels will promote and require participation in the TAP.
3. TAP is the Army agency charged with directly assisting all commanders with the execution of their unit transition program and ensuring each is compliant with Title 10 U.S.C. 1142-1144; Public Law 112-56, Veterans Opportunity to Work (VOW) Act; and AR 600-81. Commanders, directors, and leaders at all levels will work closely with their personnel offices, career counselors, and TAP transition counselors to track Soldier participation and progress in the training curriculum provided by the Transition Assistance Program. All military personnel are required to meet the Career Readiness Standards (CRS) outlined in AR 600-81, para 4-6.

(a) All Soldiers who have a programmed separation date will meet the timelines outlined in AR 600-81, figure 4-1 and will start the TAP process NLT 18 months from their Expiration Term of Service (ETS) date. Soldiers must complete TAP registration, Enterprise Individualized Self-Assessment (EISA), Individualized Initial Counseling (IIC), and Pre-Separation Counseling (PSC). Retirees may start up to 24 months prior to their anticipated transition. Intent to extend or reenlist does not preclude this requirement. Soldiers who do extend or reenlist will be released from transition processing after the documents are signed and verified by the TAP office.

(b) To ensure separating Soldiers have the necessary information to make an educated decision on transition or reenlisting they will attend a TAP Pre-Briefing NLT 18 months prior to their transition date. This briefing will provide information on the TAP process, transition concerns, military versus civilian cultural differences, and available resources. TAP will provide a list of Soldiers in the 18-month window to the units and commanders will ensure the Soldiers attend the TAP Pre-Brief.

#### 4. Eligibility for TAP services:

(a) All separating Soldiers who complete at least 180 days of continuous active duty services are required to process through the TAP regardless of the reason for separation. Soldiers who submit for retirement will initiate transition processing and attend required counseling sessions before their retirement paperwork is submitted to the Military Personnel Directorate (MPD) or USAREUR-AF G-1. The DD Form 2648

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Pre-separation Counseling Checklist generated from that initial counseling will accompany the retirement packet when it is submitted for processing.

(b) Soldiers who receive an administrative or early separation will be referred to TAP for transition counseling as part of the separation notification process. The DD Form 2648 generated from the transition counseling will accompany the separation packet when it is submitted for processing or approval. Early separation does not exempt a Soldier from transition processing requirements. Leadership will provide adequate time for their personnel to achieve CRS.

5. TAP workshops are designed to prepare military personnel for careers within the civilian sector. This requires workshop attendees to prepare their professional credentials in a manner that is acceptable for civilian employment and requires attendees to mentally prepare themselves to seek a meaningful career after military service. One part of the curriculum that assists with mental preparedness is the practice of wearing appropriate attire for a civilian work environment during in-class training. A professional appearance doesn't just make individuals appealing for prospective employers, it also enables job seekers to act and feel more confident and prepared. During attendance at TAP hosted workshops, attendees are required to wear clothing that is considered standard appropriate workplace attire by most industries. Examples are listed on Enclosure 3, Appropriate Attire.

6. Quarterly Transition Councils with supported and supporting stakeholders will be conducted to synchronize and coordinate transition services, resources, and compliance. All units with active-duty Soldiers on USAG Bavaria will ensure that requested subject matter experts or a representative is present at these meetings. The results of the council meetings will be presented to the Installation Management Command (IMCOM) leadership.

7. Soldiers scheduled for mandated classes are required to attend for the duration of the training. Appointments or commitments will be scheduled so they do not conflict with class dates. Eligible Soldiers will be released during duty hours to complete all mandatory TAP classes and be exempt from normal duty day for a 12-hour period prior to each workshop or briefing day. Classes will not be held on Federal holidays but may be conducted on training holidays; Soldiers scheduled for class on a training holiday will work with their leadership for an alternate day off. Soldiers missing training due to unforeseen circumstances will be scheduled for the next available session by the TAP office.



## MANAGING YOUR TRANSITION TIMELINE (MYTT)

Transition activities must begin NLT 365 DAYS before transition and may begin as early as 24 MONTHS prior to retirement  
Access Transition Online Learning (TOL) for self-paced online courses

### 24 - 18 MONTHS

- ❑ Make an appt with your local TAP Counselor to begin the TAP process
- ❑ Retiring: Schedule and attend Individualized Initial Counseling and Pre-Separation Counseling
- ❑ Identify a [mentor](#)
- ❑ Create a [LinkedIn](#) account and start to build your network
- ❑ Review your Joint Service Transcript (JST), [Verification of Military Experience and Training \(VMET\)](#), CG-4082, and other Service specific documents for accuracy
- ❑ Use [MilGears](#) to conduct career exploration
- ❑ Update your spending plan; review your emergency savings fund

### 18-12 MONTHS

- ❑ Separating: Schedule and attend Individualized Initial Counseling and Pre-Separation Counseling
- ❑ Explore [SkillBridge](#) opportunities or credentialing opportunities through [COOL](#)
- ❑ Schedule TAP workshops and tracks through your TAP Counselor/Office
- ❑ Create a [master resume](#)
- ❑ Consider taking [CLEP](#) exams

### 12-6 MONTHS

- ❑ Begin and refine your job search
- ❑ Use your master resume to begin drafting targeted resume
- ❑ Arrange for household goods (HHG) [transportation counseling](#) if necessary
- ❑ Review and update your will and other legal documents
- ❑ Retiring: meet with your Service Retirement Office
- ❑ Start attending [career fairs](#)
- ❑ Obtain copies of medical records and attend appointments to prepare to submit for [Benefits Delivery at Discharge \(BDD\)](#) or [Fully Developed VA Disability claim](#)

### 6-4 MONTHS

- ❑ Start your SHPE and SHA, visit [TRICARE](#) online for information
- ❑ Schedule final dental checkups
- ❑ Consider whether to take [terminal leave](#) or [sell back your leave balance](#)
- ❑ Determine if you are eligible for separation pay or early retirement
- ❑ Submit a BDD claim using a [vetted VSO](#)
- ❑ Connect with an [American Job Center \(AJC\)](#) near you
- ❑ Register on [VA.gov](#)
- ❑ Sign up for a free year of [LinkedIn Premium](#)
- ❑ Make an appointment with a financial counselor

### 3 MONTHS

- ❑ Review your DD 2648 and DD 214
- ❑ Research your health insurance options
- ❑ Retiring: Register for [TRICARE](#)
- ❑ Contact your medical treatment facility to get copies of your health and dental records
- ❑ Complete [VA Healthcare registration](#)
- ❑ Set up a one-on-one session with a VA Benefits Advisor
- ❑ Obtain a [Veterans' Preference letter](#) from VA
- ❑ Apply for [Personalized Career Planning and Guidance](#)

### 90 DAYS OR LESS

- ❑ Begin applying and interviewing for positions
- ❑ Submit fully developed VA Disability claim through a [vetted VSO](#)
- ❑ Retiring: Make a [Survivor Benefit Plan](#) election
- ❑ Retiring: Review and complete DD 2656 with a retirement services office or counselor
- ❑ Review [Military OneSource](#) for resources available first-year post-transition
- ❑ Retiring: Sign up for dental and vision insurance
- ❑ Schedule Capstone with a TAP Counselor and Commander/designee

DAY OF SEPARATION

- Have multiple certified copies of your DD 214 and 2656
- Update VA.gov with personal phone number, email, and address
- Apply for [VA Dental Insurance](#)
- Apply for VA [Veteran's Health Identification Card](#), if using VA healthcare
- Apply for [Veteran ID card](#) to receive Veteran discounts
- Resources available post-transition:
  - [Military OneSource](#)
  - [AJC](#) for employment needs
  - [TOL](#) for TAP courses and resources

1. Examples of Appropriate TAP Workshop Attire:

- Business or pants suit.
- Dress or casual slacks for men or women; denim pants (no holes or rips), knee-length or longer skirt, Capri pants.
- Button-up shirt with or without tie, polo, or golf style shirt or sweater for men or women; sleeved blouse for women.
- Dress or similar shoe for men or women; pumps or dress sandals for women.

2. Examples of Inappropriate TAP Workshop Attire:

- Shorts, sweatpants, any skirt that does not reach the knee, or athletic wear.
- Plain/graphic T-shirts, sweatshirts, sleeveless or spaghetti strap shirts or blouses, tube or halter tops, shirts that expose the back, chest, or midriff.
- Work boots, flip-flop style shoes, basketball shoes, Croc style shoes.
- Any clothing that exposes undergarments (including bra and bra straps), sheer or see-through clothing without appropriate covering under-layers.
- Clothing appropriate to wear to a gym, beach, cookout, or to do yard work is inappropriate for a professional work environment.

3. For military personnel, the regulatory guidance that corresponds with the individual's military branch of service will guide the personal hygienic appearance. Piercings, gauges, or hair (facial or otherwise) outside of regulatory guidelines will not be allowed. The directives on personal grooming are found within:

Army – AR 670-1

Navy – NAVPERS 15665G

Air Force – AFI 36-2903

Marines – MCO P1020.34

Coast Guard – COMDTINST M1020.6

4. If a person attending TAP is unable to dress in the manner listed above, the service duty uniform of the applicable branch of Armed Forces is acceptable. If an attendee arrives in inappropriate clothing, that person will be asked to change into appropriate attire or into their duty uniform and they will be rescheduled for the portion of the workshop that is missed. The Transition Services Manager (TSM) will notify the individual's leadership of the need to schedule make-up classes. If any questions arise on the appropriateness of an outfit or article of clothing, the TSM will make the decision whether or not it is suitable for the TAP workshop.