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| <b>Subject:</b>    | HQDA EXORD 054-12 ISO ARMY<br>TRANSITION   | Ref F Army<br>Transition<br>(Attachment).doc |
| <b>Originator:</b> | AOC CAT OPSWATCH G3 DAMO AOC(MC)   |  |
| <b>DTG:</b>        | 292224Z Dec 11   |  |
| <b>Precedence:</b> | PRIORITY   |  |
| <b>DAC:</b>        | General  |  |
| <b>To:</b>         | CG FP(SC), HQ IMCOM(SC), MEDCOM CDR(SC), USARSO CMD GRP(SC), SDDC<br>HQ OPS MSG CNTR SCOTT AFB(SC), NETCOM COMMANDANT GROUP(SC),<br>ARCYBER CDR(SC), CDR MDW FT MCNAIR DC(SC), SMDC ARSTRAT CG(SC),<br>USMADA WEST POINT NY, ASC HQ(SC), MSG CEN HQ USACE(SC), 5 ARMY<br>NORTH AOC(SC), ATEC HQ(SC), COMUSARCENT KU SSO CAMP DOHA KU |  |

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(U) REFERENCES:

REF/A/CHAPTER 58, TITLE 10, UNITED STATES CODE, SECTIONS 1142,  
1143, 1143A AND 1144//  
REF/B/DD FORM 2648 TEST, JAN 2011, PRESEPARATION COUNSELING  
CHECKLIST FOR ACTIVE COMPONENT SERVICE MEMBERS, JUN 05//  
REF/C/DD FORM 2648-1 TEST, JAN 2011, PRESEPARATION COUNSELING  
CHECKLIST FOR RESERVE COMPONENT SERVICE MEMBERS RELEASED FROM  
ACTIVE DUTY, JUN 05//  
REF/D/VCSA MEMORANDUM FOR LEADERS, SUBJECT: ARMY CAREER AND ALUMNI  
PROGRAM, 24 NOV 10//  
REF/E/SECRETARY OF THE ARMY TRANSITION POLICY, DATED 29 AUG 11//  
REF/F/HQDA EXORD 054-12 ATTACHMENT, LIST OF TRANSITION ASSISTANCE  
RESOURCES//

1. (U) SITUATION.

1.A. IN ORDER TO MEET CURRENT EMPLOYMENT CHALLENGES, THIS EXORD  
FOCUSES ON IMMEDIATE "WINS" RECOMMENDED BY AN ARMY-WIDE STUDY FOR  
TRANSITIONING SOLDIERS WHO ARE SEPARATING, DEMOBILIZING, OR  
CHANGING COMPONENTS. OVER 136,000 SOLDIERS USED THE ARMY'S  
TRANSITION SERVICES IN FY11, INCLUDING OVER 28,000 WHO  
RETIRED. THE ARMY HAS AN OBLIGATION TO ENSURE OUR TRANSITIONING  
SOLDIERS, FAMILY MEMBERS, AND ELIGIBLE DEPARTMENT OF THE ARMY (DA)  
CIVILIANS ARE PREPARED FOR EMPLOYMENT, EDUCATION AND OTHER POST-  
SERVICE OPPORTUNITIES AND BENEFITS. TRANSITION REQUIRES PLANNING  
THROUGHOUT THE INDIVIDUAL'S CAREER.

1.B. THE ARMY TRANSITION POLICY, SIGNED BY THE SECRETARY OF THE  
ARMY 29 AUG 11, ENCOMPASSES TRANSITIONS THROUGHOUT THE ENTIRE  
LIFECYCLE OF SERVICE, REGARDLESS OF COMPONENT. THE TRANSITION  
PROCESS MUST BE CUSTOMER FOCUSED AND MANAGED BY COMMANDERS THROUGH  
PERFORMANCE METRICS PROVIDED BY ACAP XXI. THIS EXORD SUPPORTS THE  
ARMY'S TRANSITION POLICY. FOLLOW ON FRAGOS WILL PROVIDE REFINING  
GUIDANCE AS NEEDED.

1.C. FOR THE PURPOSE OF THIS EXORD, "TRANSITION" IS DEFINED AS  
LEAVING ACTIVE DUTY. THIS EXORD IS FOCUSED ON FACILITATING THE  
BEST TRANSITION OFF OF ACTIVE DUTY FOR BOTH ACTIVE COMPONENT (AC)

AND RESERVE COMPONENT (RC) SOLDIERS. IN THIS EXORD, "SOLDIER" ALWAYS REFERS TO BOTH THE AC AND RC.

1.D. DEPARTMENT OF LABOR (DOL) AND DEPARTMENT OF VETERANS AFFAIRS (VA) ARE THE ARMY'S CRITICAL PARTNERS IN TRANSITION. A REDESIGNED DOL EMPLOYMENT WORKSHOP AND VA BENEFIT BRIEFINGS ARE SCHEDULED FOR RELEASE IN FY13 TO BETTER MEET OUR SOLDIERS' NEEDS.

2. (U) MISSION. THE ARMY, IN COORDINATION WITH DOL AND VA, CONDUCTS TRANSITION ASSISTANCE TRAINING AND TRANSITION COUNSELING FOR ARMY PERSONNEL BEGINNING NLT 12 MONTHS PRIOR TO THEIR TRANSITION DATE IN ORDER TO ENABLE A SUCCESSFUL TRANSITION INTO CIVILIAN SOCIETY.

3. (U) EXECUTION.

3.A. INTENT.

3.A(1) INFORM AND EDUCATE LEADERS AT ALL LEVELS OF THIS ARMY INITIATIVE TO IMPROVE TRANSITION SERVICES AND REDUCE THE NUMBER OF UNEMPLOYED VETERANS.

3.A(2) CREATE A STRONG AND VISIBLE CHAIN OF COMMAND ENDORSEMENT FOCUSING ON SOLDIER INDIVIDUAL TRANSITION PLANS. THESE PLANS ARE EXECUTED IN CONJUNCTION WITH UNIT TRAINING AND ARMY FORCE GENERATION (ARFORGEN) REQUIREMENTS WITH THE SUPPORT OF ACAP OR OTHER TRANSITION RESOURCES LISTED IN REFERENCE F.

3.B. KEY TASKS.

3.B(1) ACAP IS A COMMANDER'S PROGRAM. BEGINNING IMMEDIATELY, LEADERS AT ALL LEVELS WILL EMBRACE CHANGES TO THE ARMY TRANSITION PROGRAM. "COMMANDER'S PROGRAM" MEANS LEADERSHIP FOCUS AND INVOLVEMENT. COMMANDERS WILL RECEIVE DETAILED ANALYSIS AND REPORTS VIA ACAP XXI'S TRACKING SYSTEM. COMMANDERS WILL ENCOURAGE SOLDIERS AND SUPPORT IN THE TRANSITION PROCESS.

3.B(2) BEGIN TRANSITION PREPARATION BY DISCUSSING MILITARY AND LONG TERM GOALS DURING THE SOLDIER'S FIRST UNIT OF ASSIGNMENT. TRANSITION IS AN INTEGRAL COMPONENT OF ALL PROFESSIONAL DEVELOPMENT COUNSELING CONDUCTED BY LEADERS. LEADERS WILL UTILIZE TOOLS IN THE ARMY CAREER TRACKER (ACT) WEB-BASED PROGRAM TO PROMOTE LIFELONG LEARNING AND DEVELOPMENT OPPORTUNITIES THROUGHOUT THE SOLDIER'S LIFECYCLE OF SERVICE.

3.B(3) COMMANDERS WILL IDENTIFY A FOCAL POINT/ADVISOR FOR SYNCHRONIZING THE UNIT'S TRANSITION PROGRAM WITH THE ACAP PROGRAM. THE INSTALLATION RC CAREER COUNSELOR (AC TO RC TRANSITION) WILL CONTINUE TO SUPPORT COMMANDERS BY PROVIDING SUPPORT FOR SOLDIERS DESIRING TO TRANSITION FROM THE AC TO THE RESERVE COMPONENT.

3.C. END STATE: THE ARMY'S TRANSITION PROGRAM IS INTEGRATED AND COORDINATED WITH DOL AND VA TO PREPARE INDIVIDUALS FOR TRANSITION BACK INTO CIVILIAN SOCIETY. THE GOALS ARE TO BETTER PREPARE SOLDIERS FOR TRANSITION, REDUCE THE NUMBER OF UNEMPLOYED VETERANS

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AND REDUCE THE NUMBER OF STRESSORS OUR SOLDIERS, FAMILIES, AND DA CIVILIANS EXPERIENCE DURING THEIR TRANSITION.

3.D. EXECUTION OF ARMY TRANSITION:

3.D(1) COMMANDERS WILL ENSURE THAT SOLDIERS BEGIN THE FOLLOWING TASKS IAW THE BELOW TIMELINE, PRIOR TO PLANNED TRANSITION:

3.D(2) BEFORE BEGINNING ACAP:

3.D(2)(A) CAREER COUNSELORS/RETENTION NCOS CONDUCT INTERVIEW/COUNSELING AND DISCUSS SHORT AND LONG TERM MILITARY CAREER GOALS WITHIN 30 TO 60 DAYS OF ARRIVAL TO THE UNIT. THE CAREER COUNSELOR/RETENTION NCO IS AN INTEGRAL LINK IN ENSURING THAT SOLDIERS ARE ADVISED OF THEIR TRANSITION REQUIREMENTS AND OPPORTUNITIES.

3.D(2)(B) CAREER COUNSELORS/RETENTION NCOS REFER SOLDIERS TO OTHER COUNSELING SERVICES (ARMY CONTINUING EDUCATION SERVICES (ACES), ACAP, RETIREMENT SERVICES, FINANCIAL SERVICES, ETC.) AND ENCOURAGE THE USE OF VIRTUAL TOOLS (ACAP CALL CENTER 1-800-325-4715 AND ACAP ONLINE (WWW.ACAP.ARMY.MIL)). REFER SOLDIERS TO THE ARMY CREDENTIALING OPPORTUNITIES ONLINE (COOL) WWW.COOL.ARMY.MIL (ARMY'S ROADMAP TO CERTIFICATION AND LICENSURE) AT THE EARLIEST OPPORTUNITY AS CREDENTIALING/LICENSURE TIMELINES WILL VARY SIGNIFICANTLY BY VOCATION.

3.D(2)C SOLDIERS RENDER A DECISION TO REENLIST OR TRANSITION FROM THE ACTIVE COMPONENT IAW ARMY POLICY AND REGULATIONS. SOLDIERS ELECTING TO TRANSITION TO THE RESERVE COMPONENT ARE REFERRED TO THE INSTALLATION TRANSITION OFFICE AND THE RESERVE COMPONENT TRANSITION COUNSELOR.

3.D(3) NO LATER THAN 12 MONTHS PRIOR TO PLANNED SEPARATION:

3.D(3)(A) WITH FEW COMMANDER-AUTHORIZED EXCEPTIONS, SOLDIERS COMPLETE THE FOLLOWING EITHER VIRTUALLY OR FACE TO FACE. SOLDIERS WITHOUT AN ACAP CENTER AVAILABLE WILL USE THE ACAP WEBSITE OR COORDINATE TO RECEIVE SUPPORT FROM STATE ARNG, USAR RSC, OR THEIR UNIT S1/G1/J1.

3.D(3)(A)(1.) SOLDIERS COMPLETE PRESEPARATION COUNSELING (DD Form 2648 or DD Form 2648-1).

3.D(3)(A)(2.) SOLDIERS REGISTER FOR eBENEFITS (WWW.EBENEFITS.VA.GOV) AND myHEALTHeVET (WWW.MYHEALTH.VA.GOV).

3.D(4) NO LATER THAN 10 MONTHS PRIOR TO TRANSITION:

3.D(4)(A) SOLDIERS WILL ATTEND INITIAL/INDIVIDUALIZED COUNSELING AND BEGIN DEVELOPMENT OF AN INDIVIDUAL TRANSITION PLAN (ITP) AND A RESUME OF CHOICE WITH THE ASSISTANCE OF A TRANSITION COUNSELOR.

3.D(4)(B) THE ABOVE CAN BE ACCOMPLISHED EITHER VIRTUALLY OR FACE TO FACE.

3.D(5) BETWEEN 10 MONTHS AND TRANSITION DATE:

3.D(5)(A) SOLDIERS WILL COMPLETE SPECIALIZED TRAINING AND FOCUSED TRANSITION RELATED COURSES IAW THEIR INDIVIDUAL TRANSITION PLAN. THESE FOCUSED COURSES INCLUDE FINANCIAL PREPAREDNESS, PREPARING FOR A NEW CAREER, KNOWLEDGE, SKILLS AND ABILITIES

ASSESSMENT, TRANSLATING MILITARY SKILLS TO CIVILIAN SKILLS, RESUME WRITING, INTERVIEW TECHNIQUES, DRESS FOR SUCCESS, EVALUATE/NEGOTIATE JOB OFFERS, CONTINUING EDUCATION, TRAINING/CERTIFICATION/LICENSURE, EMPLOYMENT SEARCHES AND STARTING A BUSINESS.

3.D(5)(B) APPROPRIATE PORTIONS OF THE DOL EMPLOYMENT WORKSHOP WILL BE COMPLETED THROUGHOUT THIS TIME FRAME AS WELL.

3.D(6) NO LATER THAN 6 MONTHS PRIOR TO PLANNED TRANSITION:

3.D(6)(A) 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 SEMINARS, LIFE INSURANCE, SURVIVOR BENEFITS AND BURIAL.

3.D(6)(B) SOLDIERS WITH POTENTIAL OR PENDING DISABILITIES WILL COMPLETE THE DISABLED TRANSITION ASSISTANCE PROGRAM (DTAP) AS NECESSARY.

3.D(6)C SOLDIERS REGISTER ONLINE FOR DOL CAREERONESTOP AT WWW.CAREERONESTOP.ORG.

3.D(7) NO LATER THAN 5 MONTHS PRIOR TO TRANSITION:

3.D(7)(A) SOLDIERS WILL COMPLETE THEIR RESUME OF CHOICE.

3.D(7)(B) RESUME MODIFICATION WILL CONTINUE IAW INDIVIDUAL TRANSITION PLAN THROUGHOUT THE TRANSITION PROCESS.

3.D(8) PRIOR TO CLEARING:

3.D(8)(A) TRANSITIONING SOLDIERS WILL HAVE IN HIS/HER POSSESSION, PRODUCTS THAT DEMONSTRATE PREPAREDNESS TO TRANSITION; THIS MUST INCLUDE A RESUME.

3.D(8)(B) ALSO ENCOURAGED IS ONE OF THE FOLLOWING: ACCEPTANCE LETTER FROM A COLLEGE/TRAINING INSTITUTION, AN ACTUAL JOB OFFER, OR A CURRENT LIST OF SOLID JOB OPENING LEADS THAT ARE WELL MATCHED TO THE SOLDIER'S CURRENT LEVEL OF KNOWLEDGE, SKILLS AND ABILITIES.

3.D(9) DEPLOYING/REDEPLOYING SOLDIERS:

3.D(9)(A) DEPLOYING SOLDIERS WHO WILL REDEPLOY WITH LESS THAN 12 MONTHS REMAINING ON ACTIVE DUTY, WILL COMPLETE PRESEPARATION COUNSELING, INDIVIDUAL COUNSELING, AND BEGIN DEVELOPMENT OF THEIR INDIVIDUAL TRANSITION PLAN PRIOR TO DEPLOYMENT, VIRTUALLY OR FACE TO FACE.

3.D(9)(B) SOLDIERS COMPLETE THE VA BENEFITS BRIEFING AS SOON AS PRACTICAL FOLLOWING REDEPLOYMENT OR WITHIN 6 MONTHS PRIOR TO TRANSITION.

3.D(9)C DURING DEPLOYMENT, SOLDIERS ARE ENCOURAGED TO UTILIZE AVAILABLE VIRTUAL OPPORTUNITIES (ACAP CALL CENTER OR ACAP ONLINE) TO IMPROVE THEIR PREPAREDNESS FOR TRANSITION, IF PRACTICAL.

3.D(9)(D) POST-DEPLOYMENT, OR AT THE DEMOBILIZATION SITE, SOLDIERS WILL COMPLETE THE VA BENEFITS BRIEFING, DTAP, SPECIALIZED AND FOCUSED TRANSITION RELATED COURSES IAW THE INDIVIDUAL'S TRANSITION PLAN IF NOT COMPLETED PREVIOUSLY. RC SOLDIERS UNABLE TO COMPLETE THESE TASKS BY DEMOBILIZATION WILL HAVE ACCESS TO TRANSITION

SERVICES FOR SIX MONTHS FOLLOWING TRANSITION.

3.E. UNITED STATES ARMY RESERVE (USAR) AND ARMY NATIONAL GUARD OF THE UNITED STATES (ARNG) SOLDIERS WITH ORDERS THAT WILL RESULT IN AT LEAST 180 DAYS OF CONTINUOUS ACTIVE DUTY SERVICE ARE REQUIRED TO RECEIVE TRANSITION SERVICES. RC SOLDIERS ON ACTIVE DUTY LESS THAN 180 DAYS, AND NORMAL TROOP PROGRAM UNITS (TPU), INDIVIDUAL MOBILIZED AUGMENTEES (IMA), INDIVIDUAL READY RESERVE UNITS (IRR) AND RETIRED RESERVE SOLDIERS ARE ENTITLED TO TRANSITION SERVICES ON A SPACE AVAILABLE BASIS.

3.F. UNPROGRAMMED LOSSES (SOLDIERS BEING SEPARATED FROM THE ARMY PRIOR TO THEIR SCHEDULED RELEASE DATE EITHER VOLUNTARILY OR INVOLUNTARILY) CREATE A UNIQUE CHALLENGE AND ARE AT HIGH RISK FOR UNEMPLOYMENT. ONCE UNPROGRAMMED LOSSES ARE IDENTIFIED, COMMANDERS WILL IMMEDIATELY REFER UNPROGRAMMED LOSSES TO THEIR LOCAL TRANSITION OFFICE TO RECEIVE PRESEPARATION COUNSELING AND PARTICIPATE IN AS MANY TRANSITION SERVICES AS POSSIBLE PRIOR TO SEPARATION. SOME SOLDIERS WILL HAVE ACCESS TO TRANSITION SERVICES FOR SIX MONTHS FOLLOWING TRANSITION.

3.G. ENDSTATE AND METRICS:

3.G(1) "SUCCESS IN TRANSITION" IS A SOLDIER PREPARED TO MAKE SOUND, INFORMED DECISIONS FOR HIS/HER CAREER AND TAKES APPROPRIATE STEPS TO IMPLEMENT THOSE DECISIONS. SUCCESS WILL RESULT IN REDUCED STRESS LEVELS FOR TRANSITIONING SOLDIERS. SUCCESSFULLY TRANSITIONED VETERANS WILL BE ADVOCATES FOR OUR ARMY.

3.G(2) MEASURES OF EFFECTIVENESS CAPTURED BY ACAP XXI TRACKING SYSTEM AND PROVIDED TO COMMANDERS:

3.G(2)(A) PARTICIPATION AND TIMELINESS:

3.G(2)(A)(1.) NUMBER AND PERCENTAGE OF ELIGIBLE SOLDIERS WHO COMPLETED PRESEPARATION COUNSELING NLT 12 MONTHS PRIOR TO TRANSITION.

3.G(2)(A)(2.) NUMBER AND PERCENTAGE OF ELIGIBLE SOLDIERS WHO COMPLETED DOL EMPLOYMENT WORKSHOP NLT 9 MONTHS PRIOR TO SEPARATION.

3.G(2)(A)(3.) NUMBER AND PERCENTAGE OF ELIGIBLE SOLDIERS WHO COMPLETED VA BENEFITS AND DTAP BRIEFING NLT 6 MONTHS PRIOR TO SEPARATION.

3.G(2)(A)(4.) NUMBER AND PERCENTAGE OF ELIGIBLE SOLDIERS WHO REENLIST AFTER INITIATING TRANSITION SERVICES.

3.G(2)(A)(5.) NUMBER AND PERCENTAGE OF ELIGIBLE SOLDIERS WHO RECEIVE INDIVIDUAL COUNSELING AND CREATE AN INDIVIDUAL TRANSITION PLAN (ITP).

3.G(2)(A)(6.) NUMBER AND PERCENTAGE OF ELIGIBLE SOLDIERS WHO RECEIVE THEIR COMPLETED RESUME OF CHOICE NLT 5 MONTHS PRIOR TO TRANSITION DATE.

3.G(2)(A)(7.) NUMBER AND PERCENTAGE OF ELIGIBLE SOLDIERS WHO COMPLETE SPECIALIZED AND FOCUSED COUNSELING/TRAINING OFFERED BY ACAP.

3.G(2)(A)(8.) NUMBER AND PERCENTAGE OF ELIGIBLE SOLDIERS

REGISTERED IN eBENEFITS, myHEALTHYVET, AND DOL CAREERONESTOP.

3.G(2)(B) OUTCOMES THROUGH SURVEYS AT THE BEGINNING, CONCLUSION (EXIT) AND POST (FOLLOW-UP) OF TRANSITION SERVICES WITH ACAP CUSTOMERS TO DETERMINE:

3.G(2)(B)(1.) SATISFACTION WITH TRANSITION.

3.G(2)(B)(2.) SATISFACTION IN GOAL ATTAINMENT IAW 4 TRACKS (EDUCATION, TECHNICAL TRAINING, EMPLOYMENT, AND ENTREPRENEUR) (OUTCOME).

3.G(2)(B)(3.) SATISFACTION IN THEIR COMMANDER'S SUPPORT THROUGHOUT THE PROGRAM.

3.G(2)C THE CORRELATION OF UNEMPLOYMENT COMPENSATION (UCX) AND TRANSITION PARTICIPATION.

3.H. TASKS TO SUBORDINATE UNITS (ARMY SECRETARIAT, ARMY STAFF, ARMY COMMANDS (ACOM), ARMY SERVICE COMPONENT COMMANDS (ASCC), AND DIRECT REPORTING UNITS (DRU)).

3.H(1) ARMY G1:

3.H(1)(A) CHAIR A QUARTERLY TRANSITION GENERAL OFFICER STEERING COMMITTEE (GOSC) WITH GENERAL OFFICER REPRESENTATIVES FROM ASA/M&RA, ACOMS, NGB, OCAR, ASCCS, IMCOM, MEDCOM, G3, G8, FM&C AND HRC. IN ADDITION, A REPRESENTATIVE OF THE SMA WILL PARTICIPATE. REPRESENTATION FROM DOL AND VA WILL BE ENCOURAGED BEGINNING NLT 30 JUN 12.

3.H(1)(B) ESTABLISH CAPABILITY TO CONNECT SOLDIERS WITH EMPLOYERS. THIS MUST BE A CLOSED-LOOP SYSTEM THAT INFORMS THE ARMY OF THE NUMBER OF VETERANS A PARTNER INDUSTRY HIRES. THIS CAPABILITY MUST INCLUDE, BUT NOT BE LIMITED TO, A ONE STOP PORTAL FOR SOLDIERS AND INDUSTRY USE. SYNCHRONIZE THE EFFORTS OF THE EXISTING ARMY/INDUSTRY PARTNERSHIP PROGRAMS.

3.H(1)C ANALYZE DATA; PROVIDE FEEDBACK TO COMMANDERS ON ENDSTATE AND METRICS CAPTURED BY ACAP XXI.

3.H(1)(D) DEVELOP THE GOVERNING REGULATION FOR TRANSITION PROGRAMS, WHICH INCLUDES TAILORED AND UNIQUE TRANSITION SERVICES, TIMELINES, REQUIREMENTS AND DELIVERY MEANS FOR DE-MOBILIZING RC SOLDIERS, AND AC SOLDIERS WHO ARE SEPARATING WITHIN 12 MONTHS OF REDEPLOYMENT, AND REQUIREMENTS AND DELIVERY MEANS FOR UNPROGRAMMED LOSSES OR SOLDIERS IDENTIFIED FOR SEPARATION WITHIN 12 MONTHS (MEDICAL, EARLY RELEASE, ETC.) NLT 30 APR 13.

3.H(1)(E) EXPAND AND IMPROVE VIRTUAL SERVICES CAPABILITY FOR DELIVERY OF CAREER, TRANSITION AND EDUCATION SERVICES TO INCLUDE DTAP AND VA BENEFITS TO ENSURE GREATER ACCESS AND DELIVERY BEFORE, DURING AND AFTER DEPLOYMENTS AS APPROPRIATE, BEGINNING NLT 31 JAN 12.

3.H(1)(F) IN ACCORDANCE WITH LAW, REGULATION, AND WITHIN CURRENT BUDGETARY CONSTRAINTS, FACILITATE MILITARY AND INDUSTRY PARTNERSHIPS THAT SUPPORT THE CERTIFICATION, CREDENTIALING, AND TRANSFER OF MILITARY SKILLS AND EXPERIENCE TO THE CIVILIAN

COMMUNITY.

- 3.H(1)(G) UPDATE THE INDIVIDUAL TRANSITION PLAN TEMPLATE SO THAT SOLDIERS CAN EASILY CREATE THEIR INDIVIDUAL TRANSITION PLAN NLT 31 JAN 12.
- 3.H(1)(H) REPRESENT ARMY TRANSITION SERVICES AT JOINT INTERAGENCY TASK FORCE (JIATF) LEVEL MEETINGS.
- 3.H(1)(I) PROVIDE A QUARTERLY ASSESSMENT TO THE VCSA, BEGINNING NLT 1ST QTR FY12.
- 3.H(1)(J) COORDINATE ARMY-WIDE TRANSITION SERVICES PROGRAMS IN THE CONTEXT OF OTHER LIFECYCLE/WELL-BEING PROGRAMS.
- 3.H(1)(K) DEVELOP A COMMANDER AND CAREER COUNSELOR GUIDE THAT OUTLINES SPECIFIC RESPONSIBILITIES, MEASURES OF SUCCESS AND TOOLS FOR USE IN DIRECTING UNIT LEVEL PROGRAMS NLT 29 FEB 12.
- 3.H(1)(L) CREATE A MORE EFFECTIVE ALUMNI NETWORK UTILIZING EXISTING ASSOCIATIONS (82ND ABN ASSN, 3RD ACR ASSN, ETC.) BEGINNING NLT 31 MAR 12. EXPAND LOCAL INSTALLATION RETIREE COUNCIL OUTREACH TO RETIRED SOLDIERS, SPOUSES, AND SURVIVING SPOUSES.
- 3.H(1)(M) PROVIDE LEAN SIX SIGMA (L6S) ANALYTICS AS NEEDED, STARTING NLT 29 FEB 12.
- 3.H(1)(N) MAINTAIN A STANDARDIZED CAREER COUNSELING FORMAT FOCUSING ON RETENTION, TRANSITION AND CONTINUUM OF SERVICE OPTIONS.
- 3.H(1)(O) DEVELOP LEADER TEACHING POINTS ON TRANSITION SERVICES AND LEADER RESPONSIBILITIES TO BE INCLUDED IN THE INSTITUTIONAL TRAINING CURRICULUM AND LEADER COUNSELING DOCTRINE.
- 3.H(2) ACSIM/COMMANDER, IMCOM:
  - 3.H(2)(A) ENSURE QUALITY AND COMPLIANCE AT THE INSTALLATION EXECUTION LEVEL.
  - 3.H(2)(B) CONTINUE TO ENSURE FACILITIES, INFRASTRUCTURE AND OTHER REQUIRED RESOURCES ARE READILY AVAILABLE AND PROVIDED TO SUPPORT THE CONDUCT OF TRANSITION SERVICES AT INSTALLATIONS.
  - 3.H(2)(C) ESTABLISH RELATIONSHIPS AND COORDINATE BETWEEN STATE TAGS, REGIONAL SUPPORT COMMANDS (RSC) AND THE ACAP CENTERS TO CONDUCT AND REPORT TRANSITION SERVICES VIA ACAP XXI.
  - 3.H(2)(D) DETERMINE RESOURCE REQUIREMENTS BASED ON THE THROUGH-PUT OF TRANSITIONING SOLDIERS AND CLIENTS. PROVIDE INITIAL RECOMMENDATION TO THE VCSA NLT 31 JAN 12.
  - 3.H(2)(E) SUPPORT THE OVERALL SENIOR COMMANDER IN CONDUCTING QUARTERLY INSTALLATION TRANSITION SERVICES COUNCILS WITH SUPPORTED AND SUPPORTING STAKEHOLDERS (INCLUDING, BUT NOT LIMITED TO, TRANSITION SERVICES MANAGER, RETIREMENT SERVICES OFFICER, CONTRACT INSTALLATION MANAGER, VA AND DOL REPS, CAREER COUNSELORS, EDUCATION CENTER, DIRECTOR OF FAMILY MORALE WELFARE AND RECREATION, TRANSITION CENTERS DIRECTORS, DIRECTOR OF HUMAN RESOURCES, AND ARMY RESERVE REGIONAL SUPPORT COMMANDS/ARMY NATIONAL GUARD JOINT FORCES HEADQUARTERS (JFHQ) WITHIN REGION); IN ORDER TO SYNCHRONIZE AND COORDINATE TRANSITION SERVICES, RESOURCES, AND COMPLIANCE AT THE INSTALLATION LEVEL; AND PROVIDE QUARTERLY EXSUMS TO THE G1 THROUGH

THE TRANSITION PROPONENT OFFICE AT HRC BEGINNING NLT 31 MAR 12.

3.H(2)(F) THE GARRISON/INSTALLATION COMMANDER ENSURES EFFECTIVE ACCESS TO AND DELIVERY OF TRANSITION SUPPORT PROGRAMS ON THE INSTALLATION THROUGH COMMUNICATION WITH THE SENIOR COMMANDER.

3.H(2)(G) KEEP THE ACAP PROGRAM MANAGEMENT OFFICE (HRC) INFORMED OF ALL INSTALLATION TRANSITION ISSUES THAT MAY IMPACT EXECUTION.

3.H(2)(H) ASSESS TRANSITIONAL SERVICES PROVIDED BY SUPPORTING ORGANIZATIONS (ACAP AND FAMILY PROGRAMS) AT THE INSTALLATION LEVEL TO CREATE EFFICIENCIES. PROVIDE RECOMMENDATION TO TRANSITION GOSC NLT 31 MAR 12.

3.H(2)(I) COORDINATE LOCAL EMPLOYMENT OUTREACH INITIATIVES WITH LOCAL AC/RC UNITS THAT INCLUDE, BUT ARE NOT LIMITED TO, JOB FAIRS. AT THE JOB FAIRS, FOCUS ON EMPLOYERS WITH A SPECIFIC NUMBER OF JOBS THEY ARE PLANNING TO OFFER TO SOLDIERS.

3.H(2)(J) IMCOM WILL INPUT, TRACK AND REPORT TO HRC ALL DATA USING THE ACAP XXI DATA REPORTING SYSTEM.

3.H(2)(K) EVALUATE AND ANALYZE INSTRUCTION OF DOL AND VA PRESENTATION. PASS FEEDBACK, ANALYSIS, RECOMMENDATIONS, AND CONCERNS TO BOTH DOL AND VA REPRESENTATIVES AT THE LOCAL LEVEL, AND TO THE HRC ACAP PROGRAM MANAGEMENT OFFICE.

3.H(2)(L) MEMBER OF TRANSITION GOSC.

3.H(2)(M) INCLUDE ARMY TRANSITION EXORD GUIDANCE IN ANY INSTALLATION-LEVEL PRE-COMMAND COURSES.

3.H(3) ACOM LEVEL COMMANDERS; CHIEF, NGB; CHIEF, ARMY RESERVE:

3.H(3)(A) DEVELOP A WRITTEN COMMAND POLICY THAT IMPLEMENTS THIS EXORD AND PROVIDES GUIDANCE IN ORDER TO FAMILIARIZE COMMANDERS WITH THE TRANSITION PROGRAM TO ENSURE SUPPORT FOR SOLDIERS DURING TRANSITION. COMMANDERS MAY ALLOW FLEXIBILITY OF THE TIMELINES OUTLINED IN THIS ORDER AS MISSION DICTATES. PROVIDE COPY OF ANY WRITTEN GUIDANCE TO ARMY G1 TRANSITION POLICY INITIATIVE OFFICE (ATTN: DAPE-HR) NLT 31 MAR 12.

3.H(3)(B) SET A COMMAND CLIMATE THAT CONVEYS A POSITIVE MESSAGE THAT TRANSITIONING SOLDIERS ARE VALUED.

3.H(3)(C) AS DIRECTED IN THIS ORDER, ENSURE ALL SOLDIERS ARE SCHEDULED AND BEGIN THE TRANSITION PROCESS NLT 12 MONTHS PRIOR TO DEPARTURE FROM THE ARMY OR ACTIVE DUTY.

3.H(3)(D) FOCUS EFFORTS ON ENSURING SOLDIERS AT RISK OF BEING UNEMPLOYED RECEIVE SUFFICIENT TRANSITION PREPARATION. THE "AT RISK" POPULATION INCLUDES FIRST TERM ENLISTED WHO LACK DEGREES OR CREDENTIALS FOR TRADE/PROFESSION AND THOSE ELIGIBLE DEMOBILIZING SOLDIERS WHO WERE UNEMPLOYED BEFORE MOBILIZATION.

3.H(3)(E) SENIOR COMMANDER WILL CONDUCT QUARTERLY TRANSITION SERVICES COUNCILS WITH SUPPORTED AND SUPPORTING STAKEHOLDERS (TO INCLUDE, AS APPLICABLE, TRANSITION SERVICES MANAGER, RETIREMENT SERVICES OFFICER, CONTRACT INSTALLATION MANAGER, VA REPS, CAREER COUNSELORS, EDUCATION CENTER, DIRECTOR OF FAMILY MORALE WELFARE AND RECREATION, TRANSITION CENTERS DIRECTORS, DIRECTOR OF HUMAN



RESOURCES, AND ARMY RESERVE REGIONAL SUPPORT COMMANDS/ARMY NATIONAL GUARD STATE JOINT FORCE HEADQUARTERS (JFHQ) WITHIN REGION); IN ORDER TO SYNCHRONIZE AND COORDINATE TRANSITION SERVICES, RESOURCES, AND COMPLIANCE AT THE LOCAL LEVEL; AND PROVIDE QUARTERLY EXSUMS TO THE G1 THROUGH TRANSITION PROPONENT OFFICE AT HRC BEGINNING NLT 31 MAR 12.

3.H(3)(F) ARNG AND USAR WILL INPUT, TRACK AND REPORT TO HRC ALL DATA USING THE ACAP XXI DATA REPORTING SYSTEM.

3.H(3)(G) COORDINATE LOCAL EMPLOYMENT OUTREACH INITIATIVES WITH LOCAL AC/RC UNITS THAT INCLUDE, BUT ARE NOT LIMITED TO, JOB FAIRS. AT THE JOB FAIRS, FOCUS ON EMPLOYERS WITH A SPECIFIC NUMBER OF JOBS THEY ARE PLANNING TO OFFER TO SOLDIERS.

3.H(3)(H) ESTABLISH RELATIONSHIPS AND COORDINATE BETWEEN STATE TAGS, REGIONAL SUPPORT COMMANDS (RSC) AND THE ACAP CENTERS TO CONDUCT AND REPORT TRANSITION SERVICES VIA ACAP XXI.

3.H(3)(I) NGB/OCAR DETERMINE RESOURCE REQUIREMENTS BASED ON THE THROUGH-PUT OF TRANSITIONING SOLDIERS AND CLIENTS. PROVIDE INITIAL RECOMMENDATION TO THE VCSA NLT 29 FEB 12.

3.H(3)(J) MEMBER OF THE TRANSITION GOSC.

### 3.I. COORDINATING INSTRUCTIONS.

3.I(1) THE REQUIREMENTS OF THIS EXORD ARE IN EFFECT IMMEDIATELY. ACSIM/NG/AR/ACOM COMMANDERS WILL ENSURE COMPLIANCE.

3.I(2) FORWARD COMMANDER'S INSPECTION PROGRAM (CIP) RESULTS WITH ANALYSIS TO G1, VIA THE ACAP PROGRAM MANAGEMENT OFFICE (HRC/ACAP) ON A QUARTERLY BASIS

3.I(3) ACAP XXI IS THE SYSTEM OF RECORD FOR ALL ARMY (AC/RC) TRANSITION DATA. AC WILL IMPLEMENT IMMEDIATELY. RC WILL PHASE IN FOR FULL IMPLEMENTATION NLT 30 JUN 12.

3.I(4) PRIORITY OF SUPPORT IS TO THE UNPROGRAMMED LOSSES AND THOSE WHO WILL HAVE LESS THAN 12 MONTHS REMAINING IN SERVICE UPON REDEPLOYMENT. WITHIN THOSE CATEGORIES OF SOLDIERS, COMMANDERS WILL ALLOCATE SERVICES AS FOLLOWS:

3.I(4)(A) E6 AND BELOW.

3.I(4)(B) ALL SOLDIERS WITH GREATER THAN 180 DAYS OF CONTINUOUS ACTIVE DUTY.

3.I(4)C ALL SOLDIERS WITH LESS THAN 180 DAYS OF CONTINUOUS ACTIVE DUTY.

3.I(4)(D) RETIREES.

3.I(5) DA INSPECTOR GENERAL WILL INCORPORATE A REVIEW OF TRANSITION COMPLIANCE WITH INSPECTION PROGRAMS. COMMANDERS WILL INCORPORATE A REVIEW OF TRANSITION COMPLIANCE IN ORGANIZATIONAL INSPECTION PROGRAMS (OIP).

3.I(6) IN ADDITION TO THE TRANSITION TASKS OUTLINED IN THIS EXORD, RETIRING AC/RC SOLDIERS WILL COMPLETE RETIREMENT SPECIFIC TASKS IAW AR 600-8-7 AND WILL BEGIN TRANSITION PLANNING NLT 12 MONTHS PRIOR TO RETIREMENT.

4. (U) SUSTAINMENT. NOT USED.

5. (U) COMMAND AND SIGNAL.

5.A. ASA M&RA HAS OVERSIGHT AND DIRECTION FOR TRANSITION PROGRAMS.

5.B. DCS, G1 IS THE PROPONENT FOR TRANSITION POLICY.

5.C. HRC IMPLEMENTS PROPONENT POLICY FOR THE DCS, G1.

5.D. COMMANDER IMCOM, STATE TAG'S AND RSC'S SHARE RESPONSIBILITY FOR TACTICAL EXECUTION WITHIN THEIR JURISDICTIONS.

5.E. THE ACAP PROGRAM MANAGEMENT OFFICE AT HRC POC IS MR. WALTER M. HERD, 502-613-8396, EMAIL WALTER.HERD@US.ARMY.MIL.

5.F. THE RETIREMENT SERVICES POLICY PROPONENT OFFICE AT ARMY G-1 POC IS MR. JOHN W. RADKE, 703-325-9158, EMAIL JOHN.W.RADKE@US.ARMY.MIL.

5.G. THE ARMY (AC) SENIOR CAREER COUNSELOR AT HQDA POC IS SGM DEAN T. DRUMMOND, 703-695-7579, EMAIL DEAN.T.DRUMMOND@US.ARMY.MIL.

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Classified by: FOUO

Reason:

Declassify On:

- **Veterans Employment and Training Services (VETS)** - program allows the Department of Career Services (DCS) to provide Disabled Veteran's Outreach Program (DVOP) specialists and Local Veteran Employment Representatives (LVERs) at One-Stop Career Centers across their state.
- **Jobs for Veterans State Grants** - Employment and training services are available to eligible veterans through a non-competitive job for veteran's process. Under this grant program, funds are allocated to State Workforce Agencies in direct proportion to the number of veterans seeking employment within their state.
- **Dislocated Worker Funds** - This program is designed to provide quality employment and training services to assist eligible individuals in finding and qualifying for meaningful employment, and to help employers find the skilled workers they need to compete and succeed in business. (Definition of a dislocated worker: An individual who has been terminated, laid-off, displaced homemaker or was self-employed and is now eligible for or has exhausted UCX).
- **Uniformed Services Employment and Reemployment Rights ACT (USERRA)** - Federal law intended to ensure that persons who serve or have served in the Armed Forces, Reserves, National Guard or other "uniformed services" have protected civilian job rights and benefits.
- **Veterans Employment Coordination Service (VECS)** - This program provides employment services for Veterans, particularly severely injured Veterans, who have an interest in pursuing career opportunities within the Department of Veterans Affairs (VA).
- **Yellow Ribbon Program** - This is a forum to provide National Guard and Reserve Service Members and Families information, services, proactive outreach opportunities, benefits and referrals before, during and after deployments.
- **Employer Partnership Organization (EPO)** - This organization was created as a way to provide America's employers with a direct link to some of America's finest employees – RC and Guardsmen and their families. Currently, 1,000 Employers have registered with this program, and EPO provides Program Support Managers to work with eligible clients as liaisons with HR departments.
- **Employer Support of the Guard and Reserve (ESGR)** - This is a Department of Defense (DOD) organization. The ESGR was established to promote cooperation and understanding between Reserve component members and their civilian employers and to assist in the resolution of conflicts arising from an employee's military commitment.
- **State Transition Assistance Advisor** – Provides the tools and information to enable service members to make a successful transition from active duty status to reserve status. Services include effects on potential career changes; employment related rights and resources, educational opportunities and benefits; health and life insurance benefits and options; financial support and assistance, VA benefit information and access; disability support for the wounded/injured; service members relief act, and the development of an Individual Transition Plan (ITP).
- **Employment Coordination Programs** - State Dependent: *Example Only*  
State of Indiana: This program increases career opportunities for IN Guardsmen / Veterans / Reservists and Dependents by developing proactive, positive relationships with Hoosier employers and connecting Citizen-Soldiers and their dependents with employers. This program offers resume development and job fairs.
- **www.acap.army.mil** - Army transition website.
- **www.TurboTap.org** - DOL One-Stop Career Center.
- **www.vba.va.gov** - Benefits Delivery at Discharge.
- **www.servicelocator.org** - 3000 employment and training career centers across the nation.
- **www.va.gov** - Information on VA programs, veterans benefits and VA facilities worldwide.
- **www.nationalresourcesdirectory.gov** - Web-based network of care coordinators.
- **www.myarmybenefits.us.army.mil** - Army's web-based resource for all benefits information.
- **www.ebenefits.va.gov** - DOD and VA portal for benefits-related online tools and information.
- **www.aw2soldierconnection.army.mil** - Information about employers who have volunteered to assist disabled soldiers.
- **www.disability.gov** - Dedicated to building better lives for our nation's disabled Veterans and Families.
- **www.ssa.gov/woundedwarriors/** - Explanation of benefits available to Wounded Warriors.
- **www.armyg1.army.mil/rso/default.asp** - Information about retirement process, benefits, and entitlements.