



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT STEWART/HUNTER ARMY AIRFIELD
1791 GULICK AVENUE
FORT STEWART, GEORGIA 31314

AMIM-SHG-ZA (620)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison Fort Stewart/Hunter Army Airfield Policy Memorandum **#27**,
Installation Transition Services Council (ITSC).

1. References:

- a. Army Directive 2019-16, (Implementation of changes to Soldier for Life Transition Assistance Program).
- b. National Defense Authorization Act of 2019, Section 552.
- c. AR 600-81, Soldier for Life – Transition Assistance Program.
- d. Veterans Opportunity to Work Hire Heroes Act of 2011, Public Law 112-56.

2. Purpose. To ensure command awareness of Transition Assistance Program (TAP) compliance or issues affecting transition, retention, personal well-being, and mission effectiveness. The council will be the senior commander's tool to provide an assessment of transition compliance in accordance with Army directives. I am committed to addressing the transition compliance of all members of our command.

3. Applicability. This policy applies to all Soldiers assigned or attached to the U.S. Army Garrison (USAG), Fort Stewart and Hunter Army Airfield, FORSCOM, MEDDAC, DENTAC, and tenants.

4. Policy.

a. Commanders, Command Sergeants Major, and First Sergeants will initiate command notification of TAP registration to all assigned Soldiers NLT 13 months prior to separation from active duty. All Soldiers in the Regular Army must complete self-registration/assessment (online), individual initial counseling (in person), and pre-separation briefing (in-person or virtual) before the separation date on their DD Form 214 (Certificate of Release or Discharge from Active Duty).

b. Commanders, Command Sergeants Major, and First Sergeants will work closely with TAP manager, TAP Specialists, and Transition Counselors to ensure successful Soldier participation in the transition program is in accordance with the Army Transition Timeline. Commanders, Command Sergeants Major, and First Sergeants will afford Soldiers requisite time to participate in available TAP services and partake in services available. On an annual basis, a Soldier's Individual Development Plan will be reviewed with the Soldier by the first line leader in the Soldiers chain of command and by a TAP career counselor. Progress on each Soldier's stated goals will be documented with goals revised as necessary/appropriate.

Prior to clearing Fort Stewart and Hunter Army Airfield, every transitioning Soldier will possess a compliant DD eForm 2648 (Pre-Separation/Transition Counseling and Career Readiness Standards eFORM) checklist signed by their commander validating their preparedness to transition.

c. Beginning 1st Quarter, Fiscal Year 2024, the Garrison Command team, and Director of Human Resources, USAG Fort Stewart/Hunter Airfield, will host an Installation Transition Service Council quarterly meeting with supported and supporting stakeholders to synchronize and coordinate transition services, resources, and compliance. The Transition Services Manager (TSM) will document meeting minutes, disseminate results of council meetings, and Army Transition Program metrics to all attendees/interested parties, and be available to answer questions and field RFIs (Requests for Information) as necessary.

5. Point of contact for this memorandum is the Transition Services Manager, Patrick W. Bean, at patrick.w.bean.civ@army.mil or 767-2381 or DSN 870-2381/2234.

WILLIAM G. WEAVER
COL, LG
Commanding

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SUBJECT: U.S. Army Garrison Fort Stewart/Hunter Army Airfield Policy Memorandum
#26, Installation Transition Services Council (ITSC).

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