



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, NATIONAL TRAINING CENTER AND FORT IRWIN
FORT IRWIN, CA 92310-5000

AFZJ-CG

23MAY12

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: NTC Policy Letter 10, Implementation Guidance in Support of the Army Transition Policy

1. PURPOSE: To provide the NTC implementation guidance in support of the Army Transition program.

2. APPLICABILITY: This policy letter applies to all Soldiers and Department of the Army Civilians at the National Training Center and Fort Irwin.

3. REFERENCES:

a. Memorandum, Secretary of the Army, dated 29 August 2011, subject: Army Transition Policy.

b. Headquarters Department of the Army (HQDA) Execution Order (EXORD) 054-12, Department of the Army, dated 29 December 2011, subject: In Support of (ISO) Army Transition.

c. Forces Command (FORSCOM) EXORD XXX-12, dated April 2012, subject: ISO Army Transition.

d. NTC Operation Order (OPORD) 120227FO2 CHANGE 2 TO 120120FO4_ ISO ARMY TRANSITION, dated 27 February 2012, subject: ISO Army Transition.

4. BACKGROUND: This memorandum implements the Army Transition Policy announced by reference 1a and supports the execution as outlined in reference 1b, 1c and 1d. The Army's transition program is integrated and coordinated with the Department of Labor (DOL) and Veterans Affairs (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, and reduce the number of stressors our Soldiers, families, and DA civilians experience during their transition.

5. POLICY:

a. Commanders will manage and facilitate the transition process for Soldiers by ensuring that Soldiers and Department of the Army (DA) Civilians are afforded sufficient opportunity to use

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ACAP services. All separating Soldiers at Fort Irwin will attend a Pre-Separation Briefing no later than 12 months before their separation date. Retiring Soldiers may attend a Pre-Separation Briefing up to 24 months prior to their retirement date. Soldiers voluntarily or involuntarily separating prior to their normal ETS and those referred for medical separation/retirement will be immediately referred to ACAP for briefing and services.

b. Commanders will monitor ACAP compliance monthly. Commanders will also include ACAP participation and timeliness in Command and Staff and other monthly reviews, as metrics to track the effectiveness of this requirement. Commanders will be able to track participation and measure success through feedback from their Career Counselors and ACAP points of contact. Commanders will provide feedback on their progress and report issues through normal commander's updates.

c. Soldiers enrolled in the Transition Assistance Program (TAP) Workshop are excused from unit requirements, including Physical Training. Only BN Commanders have the authority to remove a Soldier from the TAP Workshop.

6. Commanders will ensure first term Soldiers receive transition counseling within 30 days of their arrival to the installation and ensure Soldiers receive time to participate in transition services once they decide to leave the Army.

7. Commanders will include the Transition Program into their Commander's Inspection Program (CIP) and Organizational Inspection Program (OIP).

8. The proponent for this policy letter is the Transition Services Manager, ACAP/DHR, at 380-5648.


TERRY FERRELL
Brigadier General, USA
Commanding

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