DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND
950 JEFFERSON AVENUE
FORT EUSTIS, VIRGINIA 23604-5700

REPLY TO
ATTENTION OF

ATBO-B

21 APR 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 24, Soldier Transition Timeline

1. References:

a. Title 10, United States Code 1142, 1143, 1144.

b. Department of Defense/Department of Veterans Affairs Wounded, Ill, and Injured Senior Oversight Committee Memorandum, "Implementation of Wounded, Ill, and Injured Related Standard Definitions," 10 Dec 08.

c. AR 600-8-10 (Leaves and Passes), 15 February 2006, Rapid Action Revision issued 4 August 2011.

d. Sections 201-265 of Public Law 112-56, Veterans Opportunity to Work to Hire Heroes Act of 2011, 21 Nov 11.

e. DoD-VA Joint Task Force Implementation Plan, ANNEX Army Implementation Plan, May 12.

f. Veterans Employment Initiative DoD/VA Joint Task Force Transition GPS Pilot Report, 24 Sep 12.

g. Directive-type Memorandum – 12-007, OSD, 13 May 13, Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members, Change 1.

2. Commanders will ensure all transitioning Soldiers are provided the opportunity to fully participate and meet all transition requirements in accordance with the TRADOC timeline for the transition program (Encl).

3. Established timelines begin no later than 12 months prior to transition; however, commanders must be aware the entire Army Transition Program (ATP) process normally requires the Soldier to be away from duty approximately 10 duty days during the last 12 months of active duty.

4. I expect our Soldiers to be at their place of duty and fully supporting the TRADOC mission. Commanders at all levels will ensure our Soldiers are productive and not using the ATP as a means to be away from their duty position during the last 12 months of service.

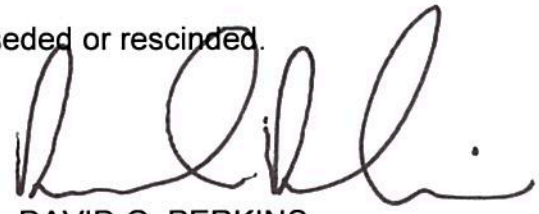
5. Transition Permissive Temporary Duty (TPTDY).

a. TPTDY is an authorization, not an entitlement and must be fully justified by the Soldier. Its purpose is to facilitate transition into civilian life for house hunting and job hunting. Commanders must ensure Soldiers have a need to either relocate or conduct job search activities during the requested dates of TPTDY. Initial TPTDY may be approved for up to 10 days, and an additional 10 days may be requested. TPTDY is not automatic and commanders must consider all factors for any TPTDY requested.

b. Commanders and supervisors must establish controls to ensure Soldiers are at the appointed place of duty prior to departing and upon return from TPTDY taken in a series of trips. TPTDY taken in a series of trips requires a duty day in between TPTDY and transition leave. Incremental TPTDY may be limited or denied based on unit mission or operational requirements. Accountability of personnel is vital. TPTDY can be taken in its entirety in conjunction with transition leave. Soldiers who elect to take the entire TPTDY and transition leave as one absence may do so without a duty day between the two absences.

6. Commanders and supervisors must monitor Soldiers' leave balances throughout each fiscal year (FY) to ensure Soldiers will not lose leave and to afford Soldiers the opportunity to take leave during the FY. Monitoring and allowing leave will prevent Soldiers from having an overwhelmingly large leave balance at transition, thus keeping our Soldiers productive until signing out on transition leave.

7. This policy letter is effective until superseded or rescinded.



Encl

DAVID G. PERKINS
General, U.S. Army
Commanding

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Deputy Chiefs of General and Chiefs of Special Staff Offices,
HQ TRADOC

TRADOC Transition Timeline

One Year Prior to Separation (Retirees Only)
- Schedule or complete Preseparation Counseling.
- Review the Preseparation Counseling Checklist (DD Form 2648 or 2648-1) with your ACAP Counselor. Identify individual service providers who will provide assistance.

12 Months Prior to Separation (Retirees Only)
- Attend a Transition Assistance Program (TAP) Employment Workshop. If a service connected disability makes you eligible or if you are planning to file for disability, attend the Disabled Transition Assistance Program (DTAP) workshop.
- Develop your Individual Transition Plan (at home, self-directed). Seek assistance from your ACAP Counselor, if needed.
- Make fundamental life decisions (continue working, change careers, volunteer, etc.) and determine future goals.
- Capitalize on current career stability to prepare for future career goals. Identify training, education and/or certification requirements and determine how to achieve goals (e.g., use tuition assistance). Start classes.
- Evaluate family requirements (college tuition, eldercare for parents, etc.)
- Determine post-retirement income requirements. Project retirement take-home pay. Identify if you need to supplement retirement take-home pay.

6-12 Months Prior to Separation (Retirees Only)
- Continue training/education needed to qualify for your objective career/pursuit.
- Investigate health and life insurance alternatives, including long-term health care coverage.
- Consider whether you will take terminal leave or cash in unused leave.
- Consider retirement locations.
- Identify medical/dental problems and arrange treatment for yourself and/or your family.
- Begin networking. Track potential network contacts you have lost or may lose contact with.
- Contact installation Retirement Services Office (RSO) to receive pre-retirement and Survivor Benefit Plan (SBP) briefing.
- Consider spouse education and career desires.
- Update legal documents (will, powers of attorney, etc.)

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Encl

TRADOC Transition Timeline

12 Months Prior to Separation (Retirees and Separatees)

•(Separatees Only) Schedule or complete Preseparation Counseling.
•Continue training/education needed to qualify for your objective career/pursuit.
•Review the Preseparation Counseling Checklist (DD Form 2648 or 2648-1) with your ACAP Counselor. Identify individual service providers who will provide assistance.
•Develop your Individual Transition Plan (at home, self-directed). Seek assistance from your ACAP counselor, if needed.
•Receive post-government (military) service employment restriction counseling.
•Attend a Transition Assistance Program (TAP) Employment Workshop. If a service connected disability makes you eligible or if you are planning to file for disability, attend the Disabled Transition Assistance Program (DTAP) workshop.
•Establish a financial plan to make ends meet during your transition to civilian life.
•Assess your job skills and interests. To determine how they relate to today's job market, take a vocational interest inventory. Contact your installation's Education Center and ACAP Center.
•Begin researching the job market. Develop a career plan, including a list of possible employers in your career field.
•If you need additional educational or vocational training to compete in the job market, explore your options for adult education.
•Learn about the education benefits you are eligible for under the Montgomery GI Bill (MGIB) and Post-9/11 GI Bill. If you enrolled in the Vietnam-era GI bill, learn how you can convert to MGIB. Contact your local Department of Veterans Affairs (VA) representative for details.
•Visit the Education Center to take academic entrance exams, college admission test or challenge exam. Remember, this is free to service members on active duty.
•Discuss with your family possible options about your career and where to live next.
•If you need help with your finances, explore the options.
•Review and make a copy of your personnel records.
•Start developing a resume.
•Join a professional association in your chosen career field and become involved in it.

180 Days Prior to Separation (Retirees and Separatees)

•Continue training/education needed to qualify for your objective career/pursuit.
•Research specific job possibilities, job markets and the economic conditions in the geographic areas where you want to live.
•Contact friends in the private sector who may help you find a job. Actively network.
•Seek assistance from your ACAP counselor after completing the first draft of your resume.
•Attend job fairs to connect with potential employers.
•Develop an alternate plan in case your first career plan falls through.
•Review and copy your medical and dental records. Get a certified true copy of each.
•Schedule medical/dental appointments, as needed.
•Go online at https://www.dmdc.osd.mil/appj/vmet/index.jsp to request your Verification of Military Experience and Training (DD Form 2586) document.

150 Days Prior to Separation (Retirees and Separatees)

•Continue training/education needed to qualify for your objective career/pursuit.
•Start actively applying for jobs. Make contact with employers with whom you will interview.
•Start assembling a wardrobe for interviewing. Check with the ACAP Center for Dress for Success information.
•Seek help if the stress of your transition to civilian life becomes too much to handle.
•If you are separating prior to fulfilling eight years of active service, you must satisfy your obligations by becoming a member of the Reserves.
•Start posting resumes to career websites.
•Research websites for posting resumes and conducting online job search (e.g., http://www.careers.org).
(Separatees Only) Schedule your separation physical examination.

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TRADOC Transition Timeline

120 Days Prior to Separation (Retirees and Separatees)

Complete training/education needed to qualify for your objective career/pursuit.
If you are considering federal employment, check online at http://www.usajobs.gov to determine the appropriate documents to submit.
Explore special federal programs and hiring opportunities for veterans.
Consider using RESUMIX, an automated tool that allows you to use an online application to create a resume for applying for federal jobs. You can print the resume for your use as well as save it to the system to retrieve and edit for future use. For some federal jobs, you may be able to submit your resume electronically. You may obtain more information from the USAJOBS website at http://www.usajobs.gov/.
Continue to network aggressively.
Visit the Relocation Assistance Program Office located at your Army Community Service Center to learn about relocation options, entitlements and assistance.
If you live in government housing, arrange for a pre-inspection and obtain termination information.
Contact appropriate offices at your installation to discuss extended medical care (if eligible) or conversion health insurance. Learn about your options for transitional health care. If you have specific questions about veterans medical care, contact the VA, use the VA website or make an appointment with your local VA counselor.
Research Reserve programs to continue to receive part-time benefits, earn a future retirement and continue to grow and train in your field. Even if you have fulfilled eight years of military service, you may want to explore the option of joining the Reserve or National Guard.
Department of Veterans Affairs website containing valuable information for veterans: http://www.va.gov.
Start a subscription to a major newspaper in the area where you plan to move. Begin replying to want ads.
Go online to conduct research; learn about areas where you plan to move, companies and careers. Apply for job openings.
Visit and evaluate the area where you plan to move. Attend job interviews there.
Visit a private employment agency or executive recruiter in the area.
Send out resumes and make follow-up phone calls to check if they arrived.
(Retirees Only) Schedule Part I of your separation physical. Part II will be scheduled upon completion of Part I.

TRADOC Transition Timeline

90 Days Prior to Separation (Retirees and Separatees)

Continue to post resumes to websites. Conduct an automated job search for you and your spouse using ACAP On-Line and other available employment data banks (e.g., http://www.careeronestop.org/).

Continue to expand your network.

Website that helps you locate a home, realtor or neighborhood (database of homes for sale): http://www.realtor.com.

Once you have chosen where you will live next, arrange for transportation counseling. Learn about your options for shipment and storage of household goods.

Schedule a final dental examination.

Determine if you are eligible for separation pay.

If you would like to update your will or if you have legal questions or problems, obtain free legal advice.

60 Days Prior to Separation (Retirees and Separatees)

- Begin planning additional visits to the area where you plan to move.
- Continue to send out your resume. Include the date you plan to move to the area in your cover letter.
- Continue to network at all levels.
- Choose your transitional health care option: use military medical facilities or sign up for TRICARE, if eligible.
- For detailed information about disability compensation, benefits and programs, call the VA at 1-800-827-1000.

30 Days Prior to Separation (Retirees and Separatees)

- Continue to network.
- Review your Certificate of Release or Discharge from Active Duty (DD Form 214) worksheet.
- Several government agencies offer special loans and programs for veterans. Check with your local VA office.
- If you are unemployed, you may qualify for unemployment compensation once you are a civilian. See your local state employment office for eligibility.
- Decide whether to sign up for the optional Continued Health Care Benefit Program medical coverage.
- Complete your Veteran's Affairs Disability Application (VA Form 21-526) and turn it in to the appropriate office. Check with your local ACAP Center or VA representative.
- Consider converting your Servicemen's Group Life Insurance to Veteran's Group Life Insurance (optional).
- Visit websites for military personnel and their families who are relocating that contain relocation information for major military installations worldwide at http://www.militaryonesource.com or http://www.MilitaryHOMEFRONT.dod.mil/moving.
- Website on the Military Health System: http://www.tricare.mil.

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