



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY, PACIFIC
FORT SHAFTER, HAWAII 96858-5100

REPLY TO
ATTENTION OF

APCG

18 October 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army, Pacific Transition Policy - Policy Memorandum 11-28

1. Reference memorandum, Secretary of the Army, 29 August 2011, subject: Army Transition Policy.

2. Applicability. This policy applies to all Soldiers, DA Civilians, and Family members of USARPAC as appropriate.

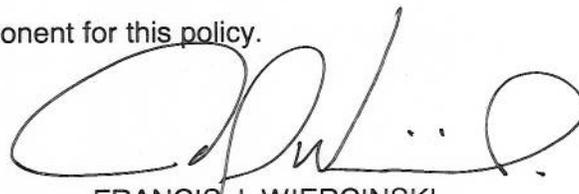
3. Policy. The USARPAC Transition Policy will encompass transitions throughout the lifecycle of service (e.g. permanent change of station, promotions, schooling, and separation):

a. Ensure first term Soldiers receive counseling within 30 days of arrival to their unit. During counseling, Soldiers will construct a written Individual Development Plan (IDP). First line supervisors will review the Soldier's Career Plan (both military and Civilian), training and educational goals with an objective to refine the detailed steps and ensure an achievable timeline is followed. Soldier's IDP will be reviewed with the Soldier by a leader in the chain of command and a career or education counselor annually.

b. The Army Career and Alumni Program (ACAP) is a commander's program. Soldiers who decide to transition from the Army will receive a retention briefing and pre-separation counseling not later than 12 months prior to separation. Participation must be synchronized with ARFORGEN to ensure Soldiers are afforded adequate time to participate in the appropriate programs and services offered by ACAP.

c. Every Soldier will have a resume and one of the following prior to separation: Acceptance letter from a college/training institution, an actual job offer, a current list of solid job opening leads that are well matched to the Soldier's current level of knowledge, skills and abilities, or a business plan if he/she plans to start a business.

4. Proponent. The DCS, G-1 is the proponent for this policy.



FRANCIS J. WIERCINSKI
Lieutenant General, USA
Commanding

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