



TRANSITION ASSISTANCE PROGRAM

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This supplement implements and extends the guidance of Air Force Instruction (AFI) **36-3022, *Transition Assistance Program, 1 August 1997***. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Air Force Space Command Family Support Centers, Military Personnel Flights and Civilian Personnel Flights and gives requirements which complement Air Force requirements for all bases as prescribed in AFI36-3022. The use of the name or mark of any specific manufacturer, commercial product, commodity or service in this publication does not imply endorsement by the Air Force. This supplement also applies to members of the Air Force Reserve Command and Air National Guard units. Upon receipt of this integrated supplement discard the Air Force basic publication.

2.6.1. Will include an element for the TAM requiring computer literacy capabilities. Computer capabilities should include at least the following: current Microsoft versions of Word, Powerpoint, Excel, and Access; HRD software specific to the program, FAMNET, ability to research via INTERNET, and other program specific software (i.e., DORS, TBB, etc.).

2.6.4. (Added) Will include transition program expenses in their local wing budgets.

2.7.1.2.1. (Added) Will develop performance elements and appraisals for TAP staff. Performance standards will include an element on employees' computer literacy capabilities and should include at least the following: current Microsoft versions of Word, Powerpoint, Excel, and Access; HRD software specific to the program, FAMNET, ability to research via INTERNET, and other program specific software (i.e., DORS, TBB, etc.).

2.7.2.3. Will forward HQ AFSPC/DPCF a copy of their written, prioritized budget proposal to include travel, equipment, resources, and training needs for the fiscal year no later than 1 Jan of the year prior.

2.7.2.18. (Added) Will attend the Transition Management course within 3-12 months of assuming their duties contingent upon funding and course availability.

2.7.2.19. (Added) Transition staff will provide HQ AFSPC/DPCF concept papers covering initiatives and methods of operation (i.e., automation, software, service delivery, etc.). HQ AFSPC/DPCF will crossfeed this information for possible adoption at other bases within the command.

2.10.1.12. DoD civilian employees who are directly impacted by restructuring and/or reductions may, with supervisory approval, receive excused absences to attend the TAP seminar, receive career counseling assistance, and to utilize the Employment Resource Center to actively pursue employment in the private sector. Civilians not formally impacted may use Transition services on their own time on a space available basis.

7.1.4.1. TAMs and MPFs will continuously review and improve the Preseparation Counseling process toward the goal of ensuring 100 percent of members, who receive notification of separation or retirement 90 days or more prior to separation, are counseled at least 90 days prior to separation. In the case of short notice separations, retirements, or referral to an MEB, MPFs will notify TAP staff on the same day or following duty day.

7.1.5.1.1.2. Should group counseling be necessary, individuals will also be offered the opportunity for individual assistance. TAMs will request approval to conduct group counseling from HQ AFSPC.

7.3.1. Provide one copy of the AF Form 2801, Family Support Center Interview and Follow Up Summary, to the customer with a copy maintained by the Transition staff.

8.4. (Added) The ITP can include a variety of categories (i.e., skills assessments, training, education, personal and employment goals and objectives, timelines, referrals, availability of resources, and follow-on appointments as needed).

9.3. The client population is defined as transitioning personnel who are actively seeking employment.

9.3.1. (Added) The Transition staff will use techniques such as scheduling separate DORS workshops, scheduling DORS registration during the TAP workshop, have member complete DORS application during preseparation counseling, etc., to achieve the minimum 70 percent.

12.1. The written marketing plan must target and include both military and civilian customers.

15.3. (Added) VA work studies and volunteers may be used to assist customers in the Employment Resource Center.

17.1.1. TAM will forward base-level reports to reach HQ AFSPC/DPCF no later than two calendar days after the close of the quarter.

17.2.1. TAM will add the following question to the transition exit questionnaire at Attachment 7 prior to its reproduction and distribution and report the results on the transition quarterly statistics report. **Question 15:** Overall value of the skills and knowledge gained from the transition assistance program for reentry into the private sector.54321N/A

17.2.3. (Added) Transition staffs will use questionnaire results as one tool in processing improvements.

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