



**UNITED STATES MARINE CORPS**

MARINE CORPS AIR STATION  
BOX 99100  
YUMA, ARIZONA 85369-9100

StaO 1754.3  
3BC10  
**02 MAR 1998**

STATION ORDER 1754.3

From: Commanding Officer  
To: Distribution List

Subj: TRANSITION ASSISTANCE MANAGEMENT (TAMP) PROGRAM

Ref: MCO P1754.5

Encl: (1) Sample Preseparation Counseling Checklist (DD 2648)

1. Purpose. To publish policy, set forth procedures and assign responsibility for the operation of the Transition Assistance Management Program (TAMP) aboard Marine Corps Air Station (MCAS) Yuma.

2. Background. MCAS Yuma is designated a Marine Corps Transition Site. The TAMP program is delivered via the Family Service Center's (FSC) Career Resource Management Center (CRMC). The CRMC manager and supporting staff are responsible for coordinating all appropriate on-base resources into a comprehensive, widely-advertised, and accessible transition program. This program will be the primary means through which servicemembers from the local tenant commands/units receive transition information and services after the initial preseparation counseling interview has been conducted at the unit level. The CRMC manager and supporting staff will work closely with the unit transition counselors to ensure both individual and unit requirements are met.

3. Applicability and Scope. This Order contains guidelines and instructions for the operations of the TAMP and applies to:

- a. All tenant commands aboard MCAS Yuma.
- b. All active duty servicemembers and their families.

4. Policy

a. A three day brief be established to include the preseparation information and the Transition Assistance Program. This will be known as the Transition Assistance Program (TAP) brief.

b. All servicemembers within 180 days of separation will be identified by their units for separation or retirement and made aware of transition programs, services and benefits to which they are entitled to include mandatory participation in the TAP brief.

c. All spouses of active duty servicemembers will be encouraged to participate in TAP.

d. All DoD civilian personnel affected by base closure or realignment may utilize base transition services. All other civilian personnel may, at a minimum, receive services on a space available basis.

e. Unit Transition Counselors (UTC's) will meet with all separating Marines no later than 120 days before the Marines expiration of active service (EAS), regardless of whether a request for reenlistment or extension has/has not been submitted.

f. Civilian clothing and names vice military uniforms and grade during the TAP briefing is strongly recommended.

g. It is the UTC's and the CRMC manager's responsibility to ensure that each separating Marine receives a Verification of Military Experience and Training (VMET), DD2586, prior to EAS.

h. TAMP services will be provided to all separating or retiring servicemembers, their spouses and DoD civilians for up to 90 days after their EAS. After 90 days, TAMP services are on a space available basis.

5. Responsibilities

a. CRMC Manager will:

(1) Oversee and coordinate the operation of the installation TAMP as outlined in the reference. Coordinate and facilitate the mandatory TAP brief. Sign the DD 2648 pre-separation checklist of each servicemember attending the TAP brief maintaining a copy for three years.

(2) Implement job preparation workshops and other employment assistance programs and services.

(3) Provide the CRMC's local employment specialist with same site facilities for the maintenance of the Family Member Employment Assistance Program (FMEAP). The CRMC's local employment specialist maintains a file of local job opportunities.

(4) Provide assistance and training for all assigned UTC's.

(5) Submit the CRMC Quarterly Report to the CMC (MHF).

(6) Request VMET, when required, no earlier than 60 days prior to a servicemembers EAS through the Marine Corps Data Network (MCDN).

(7) Implement the Defense Outplacement Referral System (DORS)/Public and Community Service (PACS) mandatory program. Separating Marines and Sailors seeking employment can complete the DORS/PACS application form (DD 2580), no earlier than 180 days prior to EAS. DORS may be renewed every 90 days.

(8) Maintain the Transition Bulletin Board (TBB). TBB is a job search database and electronic mail for DORS/PACS application transmission for transitioning servicemembers, their spouses and DoD civilian personnel. Separating personnel have access to TBB up to 90 days following their EAS.

(9) Evaluate the effectiveness of TAMP programs and services.

(10) Serve as the local Department of Defense (DoD) representative for the TAP Advisory Council consisting of representatives from the Arizona State Department of Labor (DOL), Regional Office of the Department of Veterans Affairs (DVA) and Arizona State Job Service. Establish and maintain the DoD/DOL/DVA Memorandum of Agreement (MOA) defining the general roles and responsibilities of the Advisory Council in regard to the TAP.

(11) Provide the annual schedule of TAP briefs, by December, to all concerned parties.

(12) Manage the appropriated funds designated for CRMC.

b. **Reporting Unit Commanders** will:

(1) Designate, in writing, at least one officer, staff non-commissioned officer, or civilian of equivalent grade to serve as the Unit Transition Counselor (UTC) on an additional duty basis to perform the duties as stated in the reference.

(2) Provide the name of the UTC, in writing, to the installation CRMC manager.

(3) Ensure that all involuntarily separating Marines and Sailors are identified in a timely fashion, and receive an initial preseparation counseling interview no later than 120 days before their EAS. Schedule separating members to attend the TAP briefing.

(4) Ensure that all separating personnel and their spouses have access to, and are encouraged to, utilize all the TAMP services, and are afforded the opportunity to attend the required TAP brief within 90 - 180 days prior to their EAS.

(5) Unit commanders of Marines scheduled to deploy during this period are encouraged to schedule Marines for their required TAP brief prior to deployment.

c. **Unit Transition Counselors** will:

(1) Conduct the unit's transition program, coordinating with the administrative office (S-1) and Career Planner as necessary to monitor separation/retirement dates of all unit personnel, including involuntarily separating Marines and Sailors.

(2) Schedule and conduct preseparation counseling interviews 120 - 180 days before their EAS utilizing the Preseparation Counseling Checklist (DD 2648) and the Preseparation Counseling Checklist Video. Provide the signed, completed, original Preseparation Counseling Checklist to the service record book section, one copy to the Marine, and one copy to the UTC's file.

(3) Marines should receive a VMET (DD 2586) at least 120 days prior to their EAS. If a servicemember's VMET is not received by 120 days prior to EAS, UTC's may request the VMET through MCDN. To obtain access to MCDN, contact the local Terminal Area Security Officer (TASO) or the VMET Help Desk, DSN 426-1184 or commercial (703) 696-1184.

(4) Assign personnel within 90 - 180 days of EAS for the TAP brief, relocation assistance, and other TAMP services.

(5) Follow administrative guidelines as provided in the reference, section 5012.

(6) Provide an attendance count prior to each TAP brief to the CRMC manager. Pre-registration for TAP is required through the UTC.

d. **Personnel Officers**. Personnel officers and other personnel having custody of service records will:

(1) Assist the UTC in identifying transitioning personnel.

(2) Provide, to eligible servicemembers, the application for uniformed services ID card, DEERS enrollment (DD 1172), and a TA ID card (DD 1173) at the time of separations.

(3) Ensure that the original, completed, and signed copy of the Preseparation Counseling Checklist (DD 2648) certifying that a preseparation counseling interview was received and that the individual attended the TAP brief, is placed on the document side of the separating members service record book prior to discharge.

(4) Follow administrative guidelines as provided in the reference, section 5013.

e. **Career Planners** will:

(1) Conduct EAS interviews 6 months prior to the EAS or prior to transfer to a command designated to process the servicemember for separation, ensuring that the member is informed about the benefits of joining the SMCR and participating in the TAP program.

StaO 1754.3  
02 MAR 1998

6. Concurrence. The Commanding Officers MAG-13, MAWTS-1, and CSSD-16 concur and make this Directive applicable to their respective commands.



C. J. TURNER

DISTRIBUTION: B

TAMP SOP

EXAMPLES OF APPROPRIATE REFERRALS

PREPARATION COUNSELING CHECKLIST							
(Please read Privacy Act Statement on back before completing this form.)							
SECTION I. Please indicate (by checking YES or NO) whether you or your spouse (if applicable) desire counseling for the following services and benefits. All benefits and services checked YES should be used in developing your ITP. The following services and benefits are available to all Service members, unless otherwise specified.							
	SERVICE MEMBER			SPOUSE			REFERRED TO (Input is optional)
	YES	NO	N/A	YES	NO	N/A	
1. INDIVIDUAL TRANSITION PLAN (ITP)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			CRMC
EFFECTS OF A CAREER CHANGE		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			CRMC
3. EMPLOYMENT ASSISTANCE							
a. Dept. of Labor sponsored Transition Assistance Program and Service sponsored Transition Seminars/Program	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			CRMC 16-18 NOV Bldg. 44
b. Use of DD Form 2586 (Verification Certification of Military Experience and Training)	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	CRMC Received 26 OCT
c. Defense Outplacement Referral System (DORS)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			CRMC
d. Public and Community Service (PACS)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			CRMC
e. Transition Bulletin Board (TBB)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			CRMC
f. Teacher and Teacher's Aid Placement/Certification Program		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		CRMC, State
g. Federal Employment Opportunities		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			CRMC, CPO
h. Hiring Preference in Non-Appropriated Fund (NAF) Job (VSI, SSB, Eligible Involuntary Separates)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			MWR
i. State Employment Agencies/Interstate Job Bank	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			CRMC
4. RELOCATION ASSISTANCE							
a. Excess leave and permissive (TDY/TAD)	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	S-1
*b. Travel and transportation allowances	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>	TMO
*c. Military family housing extension (VSI, SSB, Eligible Involuntary Separates)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			Housing Office
*d. Commissary and exchange benefits extension (VSI, SSB, Eligible Involuntary Separates)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			CRMC
*e. DODDS school extension (Eligible Involuntary Separates Only)		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			DoDDS
5. EDUCATION/TRAINING							
a. Education benefits (Montgomery Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			Installation Education Office
b. Job Training Partnership Act (JTPA) (VSI, SSB, Eligible Involuntary Separates)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			CRMC, DoL
c. Additional education or training options		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			DVA
6. HEALTH AND LIFE INSURANCE							
a. 60-day or 120-day extended Military Medical and Dental benefits (VSI, SSB, Eligible Involuntary Separates)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			CRMC, CHAMPUS
b. Option to purchase 18-month conversion health insurance	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			CRMC, USVIP
c. Concurrent pre-existing condition coverage with purchase of conversion health insurance (VSI, SSB, Eligible Involuntary Separates)	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			CRMC, USVIP
d. Veterans' Group Life Insurance	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			VA
7. FINANCES							
a. Financial Management		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			CRMC
b. Separation pay (VSI, SSB, Eligible Involuntary Separates)	<input checked="" type="checkbox"/>						Disbursing
c. Unemployment compensation	<input checked="" type="checkbox"/>						State, CRMC
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)	<input checked="" type="checkbox"/>						VA, SBA
8. RESERVE AFFILIATION/PRIORITY	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>			Reserve Liaison
9. DISABLED VETERANS							
a. Disabled Transition Assistance Program (DTAP)			<input checked="" type="checkbox"/>				IDVA
b. VA Disability Benefits			<input checked="" type="checkbox"/>				IDVA

\* STATUS OF FORCES AGREEMENT LIMITATIONS APPLY FOR OVERSEAS SERVICE MEMBERS

TAMP SOP

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 1142, E.O. 9397

**PRINCIPAL PURPOSE:** To record prepreparation services and benefits requested by and provided to service member; to identify prepreparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed prepreparation counseling checklist will be maintained in the Service member's official personnel file. Title 10, USC 1142 requires that as soon as possible before, but in no event later than 90 days before the date of discharge ~~unless waived in writing~~, that prepreparation counseling for Service members be made available.

**ROUTINE USES:** None

**DISCLOSURE:** Voluntary; however, the use of Social Security Number is strictly to assure proper identification of the individual and appropriate records.

As a separating Service member, after receiving basic prepreparation information and completing this checklist, you and your spouse (if applicable) are entitled to receive assistance in developing an ITP and individual counseling based on the areas of interest you have identified on the checklist. The prepreparation checklist addresses a variety of transition services and benefits to which you may be entitled. Each individual is strongly encouraged to take advantage of the opportunity to develop an ITP. The purpose of an ITP is to identify educational, training, and employment objectives and to develop a plan to achieve these objectives. It is the Military Department's responsibility to offer Service members the opportunity and assistance to develop an ITP. It is the Service member's responsibility to develop an ITP based on his/her specific objectives and the objectives of his or her spouse, if appropriate.

SECTION II - PERSONAL INFORMATION (To be filled out by all applicants)

10. NAME (Last, First, Middle Initial)		11. SSN	12. GRADE
13. SERVICE		14. U.I.C.	15. EXPECTED SEPARATION DATE (YYMMDD)
			16. DATE CHECKLIST PREPARED (YYMMDD)

17. COMMENTS

P  
L

SECTION III - ALL TRANSITIONING SERVICE MEMBERS MUST READ AND SIGN

I was offered prepreparation counseling on the above transition benefits and assistance as appropriate. I understand that this prepreparation counseling is provided to assist my transition process as required by Title 10, USC 1142. I (accept) (decline) (strike out appropriate remark) further transition assistance counseling. (If you declined further transition assistance counseling, skip to item 18.) I checked those places where I desire further information or counseling. I have also been advised where to obtain assistance in developing an ITP. I (do) (do not) (strike out appropriate remark) waive the 90-day prepreparation counseling time limit.

18. SERVICE MEMBER SIGNATURE	19. DATE OF SIGNATURE
20. TRANSITION COUNSELOR SIGNATURE	21. DATE OF SIGNATURE