UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION MIRAMAR
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StaO 1754.1A
MCCS
24 JUL 2002

STATION ORDER 1754.1A

From: Commanding General
To: Distribution List

Subj: TRANSITION ASSISTANCE MANAGEMENT PROGRAM STANDING OPERATING PROCEDURES (TAMP SOP)

Ref: (a) Public Law 101-510 (NOTAL)
(b) Public Law 107-103 (NOTAL)
(c) MCO P1700.24B

Report Required: Career Resource Management Center (CRMC) Quarterly Report

1. Purpose. To publish procedures regarding the Transition Assistance Management Program (TAMP) and to provide guidance to Commanders, Unit Transition Counselors, Personnel Officers, Career Retention Specialists and program participants.

2. Cancellation. StaO 1754.1.

3. Background. Reference (a) requires the Department of Defense, in conjunction with the Department of Labor and the Department of Veterans Affairs, to provide transition assistance services to military personnel and their families leaving active duty. Family Service Centers (FSC) and the Marine Corps Community Services (MCCS) Personal Service Division worldwide have been tasked with the requirement of providing assistance. Reference (b) expanded the transition and outreach provisions and changes the mandatory timing of pre-separation counseling. Reference (c) establishes policy and assigns responsibilities for operating the TAMP for active duty, separating or retiring Marines and their families. Each commander is responsible for ensuring that separating Marines receive the transition benefits and/or services to which they are entitled. It is the Installations Commander's decision to combine the one-day TAMP pre-separation briefing and the three-day Transition Assistance Program (TAP) workshop, requiring mandatory attendance all four days to receive credit for completion of this installation's Transition Program.

4. Summary. This Order amplifies the provisions of references (b) and (c). These requirements include:

a. Pre-separation counseling of each member of the armed forces whose discharge or release date from active duty is anticipated will:

(1) In the case of an anticipated retirement, pre-separation counseling shall commence as soon as possible during the 24-month period preceding the anticipated retirement date.

(2) In the case of a separation other than retirement, pre-separation counseling shall commence as soon as possible during the 12-month period preceding the anticipated separation date.

(3) Except as provided below, in no event shall pre-separation counseling commence later than 90 days before the date of discharge or release.

b. In the event that a retirement or other separation is unanticipated until there are 90 or fewer days before the anticipated retirement or separation date, pre-separation counseling shall begin as soon as possible within the remaining period of service.

c. Except in the case of a member being retired or separated for disability, pre-separation counseling shall not be provided to a member who is discharged or released before the completion of the first 180 days of active duty.

d. Commanders will 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.

e. Chapter 4, reference (c), (Marine Corps Personal Services Manual) outlines the duties and responsibilities of the Career Resource Management Center staff.

5. Information. The Department of Defense has established the TAMP to implement the programs which fall under their scope of responsibility. To achieve the goals of TAMP, all separating Marines shall be informed, and have access to, the numerous programs and services (military, government, non-profit, and commercial) available to them in the transition process.

a. The CRMC, a program within the MCCS Personal Services Division, located in building 5305, directs the TAMP. The hours of operation are Monday through Friday, from 0730 to 1800.

b. The TAMP class includes a mandatory pre-separation brief providing participants with information on financial planning, relocation assistance, change management, veterans benefits, pay and travel, household goods shipping, and reserve affiliation. All Marines pending medical or administrative separation will be scheduled to attend TAMP as soon as possible.

c. The three-day TAP workshop provides participants with up-to-date techniques for resume preparation, job searching, interviewing techniques, marketing job skills and identifying job attitudes. Participants receive information on community support services, labor market trends, goal setting, non-verbal communications, cover letters and job applications. Family members are invited and encouraged to attend all classes.

d. The Transition Program utilizes instructors from the Department of Labor, Department of Veterans Affairs and military and civilian personnel of the Department of Defense. In addition, representatives of veteran service organizations as well as professionals from the civilian community are used as instructors.

e. Due to seating limitations, these classes require a reservation. Only Career Retention Specialists or UTC's may request the reservation. These counselors will schedule attendance as soon as the 12 or 24-month eligibility occurs or when the service member becomes an administrative or medical discharge candidate.

f. The Transition Program is available to all Armed Forces personnel stationed aboard Marine Corps Air Station (MCAS) Miramar, regardless of branch of service. The CRMC resources include computer systems for research, document preparation, self-directed Career Counseling, job banks, Department of Defense programs, and Internet access. An up-to-date library of reference resources relating to job search and career development is available. Staff members provide group and one-on-one interaction.

6. Action

a. Commanders

(1) Ensure timely dissemination of all information and advertisements.

(2) Identify individuals eligible to attend TAP and coordinate their attendance, per this Order. Ensure all separating personnel have on file in their service record a completed, signed copy of DD Form 2688 upon detachment. The cooperation of all Commanders, Career Retention Specialists, and UTC's are essential to the success of the program. When the transition program is attended at the time required by law, the transition program becomes a retention tool as well.

(3) Designate in writing at least one officer, staff non-commissioned officer or civilian of appropriate grade to serve as the UTC on an additional duty basis. Provide the name and contact information to the installation CRMC manager. Direct the UTC to attend all scheduled transition assistance training classes provided by the CRMC.

b. Director, Personal Services Division. Operate the CRMC in consonance with the references. Keep appraised of new developments within the program that may go beyond the scope of the references and this Order.

c. Manager, Career Resource Management Center

(1) Act as program manager for the Transition Program.

(2) Coordinate, monitor, market and evaluate the overall process.

(3) Implement and coordinate training programs to assist all assigned UTC in the performance of their duties.

(4) Establish workshops for pre-separation counseling and employment assistance. Advertise the programs offered using any and all avenues available. These shall include, but are not limited to, the Flight Jacket, station marquee, flyers, email, and inclusion in the units' Plan of the Day.

(5) Ensure all computer-based resources are properly maintained, including the availability of Department of Defense programs for transition personnel.

(6) Submit reports as required. Retain a copy of each DD Form 2648, Preseparation Counseling Checklist, returned after validation of attendance to transition class participants, for a period of three years.

d. UTC's

(1) Assist with the completion of, and sign, each DD Form 2648, ensuring the original is delivered to the TAMP Manager on the first day of the Transition Program attended.

(2) Identify the additional duty assignment as UTC to the CRMC and provide contact information.

(3) The DD Form 2648 should document the date notice for pending separation or retirement was given or election was made, date the checklist was prepared, date the Transition Program was scheduled and seating confirmed, dates the program was attended and anticipated date of end of active service. It should also contain a statement acknowledging the service member understands he/she has up to 90 days after end of active service to take advantage of TAP workshop attendance and available CRC services.

(4) Initiate immediate placement in a transition class when an administrative or medical action may affect any service member's retention, regardless of future disposition.

(5) Provide data or reports as required to the CRMC when requested. Retain a copy of the completed DD Form 2648, showing confirmation the Transition Program was attended, for a period of three years.

7. Concurrence. The Commanding General, 3d Marine Aircraft Wing and Commanding Officer, Marine Air Group 46, concur with the provisions of this Order.

G. L. GOODMAN
Chief of Staff

DISTRIBUTION: A