



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 1900.2A
PERS-662
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OPNAV INSTRUCTION 1900.2A

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field addressees not having Navy personnel attached)
Subj: TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)
Ref: (a) 10 U.S.C., Sec. 1141-1150
(b) DODI 1332.36 of 14 Feb 94 (NOTAL)
(c) DODD 1332.35 of 9 Dec 93 (NOTAL)
(d) National Defense Authorization Act for FY-02 (NOTAL)
(e) Veterans Education and Benefits Expansion Act of 2001 (NOTAL)
(f) SECNAVINST 5040.3A
(g) OPNAVINST 1900.1D
(h) MILPERSMAN 1910-804
(i) BUPERSINST 1780.1
(j) SECNAVINST 1754.6
Encl: (1) Permanent Transition Services
(2) Transition Benefits for Involuntary Separated (IVS) Personnel
(3) Eligibility Criteria for Involuntary Separation Benefits
(4) Transition Assistance Services and Benefits
(5) Transition Benefits for Involuntary Retired (IVR) Personnel
(6) Transition Assistance Management Program (TAMP) Implementation Matrix
(7) Designated Transition Sites
(8) DD 2648, Pre-Separation Counseling Checklist
(9) Involuntary Separations (IVS) Enrollment in the Montgomery GI Bill (MGIB) Procedures
(10) Health Treatment Record Procedures for TAMP Personnel
(11) Sample Transition Assistance Program Memorandum of Understanding
(12) Quarterly Report Format

1. Purpose. To implement provisions of references (a) through (e) and issue policy and guidance for establishment and execution of Navy Transition Assistance Management Program (TAMP). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1900.2.

3. Background

a. TAMP was established in November 1990 to comply with federal laws contained in reference (a), which requires all separating and retiring service members, both officer and enlisted to have access to permanent transition assistance services. Additionally, members who are being involuntarily separated (IVS) or involuntarily retired (IVR) also receive specific legislated transition benefits. A qualifying separation program designator (SPD) is required to establish eligibility for transition benefits.

b. The diverse complement of individual programs, services, and benefits, which collectively constitute TAMP, can be classified into four categories

(1) pre-separation counseling.

(2) employment assistance.

(3) relocation assistance for separating members stationed overseas.

(4) benefits for members who are involuntarily separated or retired.

c. Delivery of these services to all Navy personnel will be achieved through a cooperative effort involving the Department of Defense (DOD), U.S. Department of Labor (DOL), and Department of Veterans Affairs (DVA), as well as many State, community, and non-profit service organizations. The intent of these services and benefits are to assist Sailors and their families in making informed and effective "transition" decisions as they prepare to return to civilian employment. This instruction is intended to facilitate this career change process and fully demonstrate the Navy's commitment to caring for its own.

4. Policy

a. Mission. Primary mission of TAMP is to positively impact retention and mission readiness by providing professional career development resources to the military community throughout their career lifecycle. To also impact individual lifestyles, enhance personal readiness, speed the attainment of career milestones and return ambassadors to the civilian community supporting our recruiting efforts.

b. Applicability

(1) Transition services and transition benefits are separate and distinct. Services refer to permanent programs for all separating members (voluntary or involuntary) which provide career change information through a variety of means such as

- (a) individual counseling.
- (b) workshops.
- (c) job fairs.
- (d) resources for research.
- (e) employment preparation skills.
- (f) automated systems.

(2) Benefits are specific entitlements (extension of medical coverage, excess leave/permissive TDY for job/househunting, and hiring preference for nonappropriated fund instrumentalities (NAFI) positions) that are granted to a limited, well defined group of personnel who are involuntarily separated or retired. Per reference (d), previously authorized benefits (travel, transportation, HHG storage, transitional commissary and exchange benefits, transitional use of military housing, continued enrollment in DODDS, and priority affiliation with National Guard and Reserve units) expired on 31 December 2001.

(3) Transition Services. Every Sailor is eligible for and will have full access to transition services. Eligibility to receive these services is not affected by length or character of service. As authorized by reference (e), personnel are

eligible to receive transition services as early as 24-months prior to retirement. Personnel voluntarily separating may access transition services 12-months prior to their separation date. Transition services are listed in enclosure (1).

(4) Transition Benefits - Separations. Certain involuntarily separated members are eligible for transition benefits described in enclosure (2). Eligibility for transition benefits depends on the nature and characterization of a member's discharge. In general, members must meet the following conditions to be eligible for benefits:

(a) Were on active duty or will be involuntary separated with a qualifying SPD code.

(b) Were or will be discharged under conditions characterized as either honorable or general under honorable conditions.

Specific eligibility criteria for transition benefits are provided at enclosure (3). A transition matrix is provided at enclosure (4) summarizing the categories of personnel who are eligible for each benefit and service.

(5) Transition Benefits - Retirement. Members involuntarily retired after 26 March 1992, as a result of a selected early retirement board (for all officers and enlisted personnel) or downward adjustment of high year tenure (HYT) limits (for enlisted in paygrades E-6, E-7, and E-8) are eligible for transition benefits as described in enclosure (5). Unlike transition benefits for IVS members, IVR members who retired prior to 26 March 1992 are not retroactively eligible for benefits.

c. Implementation. Each commanding officer (CO) will ensure separating and retiring members, and their family members, receive transition services and benefits to which they are entitled. To meet this requirement, each CO will designate a Transition officer, (normally Command Career Counselor (CCC) for enlisted personnel and Ship's Secretary/Administrative Officer for commissioned officers), who will coordinate command's transition program and will work closely with the TAMP Manager identified in paragraph 4c(1). TAMP officer will identify and personally counsel every prospective separating and retiring member, no later than 90 days prior to separation,

advising them of locally available transition and resource assistance. To provide TAMP services, commands will implement one of two program models described briefly below and in enclosure (6).

(1) Installations designated as transition sites. All Navy installations with a Fleet and Family Support Center (FFSC), are designated as "transition sites". Additionally, several geographical locations without a FFSC have been identified to provide TAMP service and have been designated as "transition sites" (enclosure (7)). Designation of these sites was based on size of geographical transitioning population (minimum of 500 active duty separations/retirements annually). At these sites, a civilian TAMP manager and support staff are responsible for coordinating all appropriate on and off base resources into a comprehensive, widely advertised, and accessible transition program. This program will be the primary means through which members from local and tenant commands receive transition information and services. TAMP manager and support staff will be organizational members of the FFSC, and will work closely with all command TAMP officers, within the FFSC area of responsibility, to ensure both individual and command requirements are fully identified and met.

(2) Installations not designated as transition sites. For installations and commands which do not have access to a Navy FFSC or have not been identified as a "transition site," command TAMP officer will coordinate receipt of program services with the nearest DOD military installation offering transition services. TAMP officers may also use all available resources to supplement program delivery such as reference material, internet, as well as services provided by State/local agencies and non-profit service organizations.

5. Procedures. Delivery of the four categories of TAMP benefits and services (identified in enclosures (1), (2), and (5)) are to be accomplished below.

a. Pre-Separation Counseling. Command TAMP Officer(s) play a critical role in the transition process, particularly in the area of data collection and pre-separation counseling activity. Command TAMP Officer(s) is personally responsible for conducting mandatory pre-separation counseling and completing a DD 2648, Pre-Separation Counseling Checklist, which is required by Federal law. Refer to enclosure (8) for a sample Pre-Separation

Counseling Checklist. To collect data more accurately and provide local FFSC TAMP staff with a realistic projection of client demand, following actions are required:

(1) During the incentive interview, as contained in NAVPERS 15878H, Retention Team Manual, if a servicemember is undecided about career intentions or has elected to separate, a DD 2648 will be initiated.

(2) TAMP Officer must ensure pre-separation counseling is completed on every separating individual no later than 90 days prior to separation. Requirement to provide pre-separation counseling and initiate DD 2648 should not be confused with delivery of Naval Reserve Career Information Team briefings.

(3) For all anticipated retirements, pre-separation counseling shall commence as soon as possible during the 24-month period preceding the anticipated retirement date.

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

(5) Pre-separation counseling for personnel being discharged or released before the completion of that member's first 180 days of active duty is not required.

(6) Personnel who are identified as unanticipated losses, less than 90 days prior to separation, should receive pre-separation counseling as soon as possible within the remaining period of service. Appropriate comments documenting the timeline surrounding the unanticipated loss should be included in the "Remarks" section of DD 2648.

(7) If requested on DD 2648, TAMP Officer is required by law to assist separating personnel with development of an Individual Transition Plan (ITP). Guidelines for developing an ITP are contained in NAVPERS 15878H, Retention Team Manual, chapter 14. Additional assistance and resources are available from local FFSC staff.

(8) Original DD 2648 will be filed in the field service record and retained as a required document in the record after separation.

(9) A copy of DD 2648 will be retained by the CCC for a period of 24-months following separation. A copy will be provided to the servicemember, and a copy will be provided to the TAMP Manager at the local FFSC. Afloat and deployed units will forward copies of DD 2648 to FFSC servicing their homeport.

(10) Copies of all completed DD 2648's will be provided to the local FFSC TAMP Manager no later than the 5th day of each month. The FFSC will retain submissions for 12-months.

(11) TAMP Officer will provide each separating servicemember with a personal copy of NAVPERS 155616, Pre-Separation Guide or refer servicemember to appropriate internet site for downloading and local printing.

b. Employment Assistance

(1) All Navy transition sites will coordinate/deliver assistance services required by reference (a). At a minimum, services contained in paragraph 2 of enclosure (1) will be provided. Transition site may utilize resources/programs provided by other Federal departments (specifically, DOL and DVA), non-profit service (NPS) organizations (e.g., American Association of Retired Persons (AARP), The Retired Officers Association (TROA), Disabled American Veterans (DAV), U.S. Navy League, American Legion, Veteran's of Foreign Wars (VFW) and military/community subject matter experts. Commands without access to a Navy transition site will coordinate employment assistance services with programs being offered by other military services at the nearest military installation.

(2) To assist commands in providing employment assistance and pre-separation counseling, a Transition Assistance Program (TAP) Workshop has been developed by the U.S. Department of Labor/Veterans Employment Training Service (US DOL/VETS), in cooperation with DOD and DVA. The workshop provides instruction on skills identification, resume preparation, interview techniques, and veterans' entitlements. A separate component of TAP workshop is the Disabled Transition Assistance Program (DTAP). DTAP is a half-day workshop and is designed specifically for members who are being medically separated. Normally conducted in conjunction with a TAP workshop, the main objective of DTAP is to inform/enroll eligible members in appropriate VA vocational and educational programs. Both TAP and DTAP will be established at all major

transition sites. Each separating and retiring servicemember should attend a TAP workshop well before their detachment date. Unless specifically declined in writing on DD 2648, all personnel should attend no later than 90 days prior to separation. In the case of unanticipated losses due to administrative processing or medical discharge, discharge should not be delayed solely to attend a TAP workshop. Personnel separated under unanticipated loss conditions remain eligible to attend workshops for a period of 180 days after separation. An appropriate Page 13 entry and an annotation on DD 2648 should be made advising servicemembers of their eligibility to receive transition services after separation.

c. Relocation Assistance for Members Stationed Overseas. Overseas FFSCs are responsible for providing relocation assistance (as described in enclosure (1) and required in reference (a)) to separating or retiring members and their dependents. FFSCs will provide overseas relocation assistance using automated Standard Installation Topics Exchange Services (SITES): <http://www.dmdc.osd.mil/sites>, DOD and DON developed automated transition systems, and other material provided by Navy Personnel Command (NAVPERSCOM). Overseas commands, which do not have ready access to an FFSC, must make appropriate arrangements with a Navy or other service transition site (as defined in paragraph 4c(1) to have current relocation information provided.

d. Involuntary Separation/Retirement Benefits. TAMP officers are responsible for ensuring that IVS and IVR members are identified and briefed on benefits and services listed in enclosures (1), (2), and (5). IVS/IVR members must be identified as early as possible to allow them to take advantage of certain benefits which require administrative action prior to separation (e.g., excess leave/permissive Temporary Assignment Duty (PTDY)). To fully comply with provisions of reference (a), and (e), pre-separation counseling must be conducted as soon as possible upon determination of unanticipated loss. IVS/IVR personnel will not be retained on active duty solely to attend TAP workshops. These personnel should be advised of their eligibility to attend TAP workshops for a period of up to 180 days after separation. Appropriate remarks on post-service eligibility to receive transition services should be made on a Page 13 service record entry and on DD 2648. Additional procedures for providing separation benefits (issuance of Transition Assistance (TA) identification cards, enrollment in

Montgomery GI Bill (MGIB), and medical coverage) are provided in enclosures (9), (10), and (11) respectively.

6. Responsibilities

a. Commander Navy Personnel Command (COMNAVPERSCOM) is responsible for implementation of the TAMP program. Assistant Commander, Navy Personnel Command (ACNP), Personal Readiness and Community Support (PERS-6) will administer the program for COMNAVPERSCOM who will:

(1) establish program policy.

(2) develop, implement, and maintain an overall program that meets requirements of Federal law and DOD guidance, as well as needs of separating service members and their family members.

(3) coordinate program policies and services with other NAVPERSCOM codes, Federal departments, government agencies, and military services.

(4) plan for and distribute funding/resources.

(5) develop and distribute transition support materials to commands.

(6) develop and implement a public affairs plan which publicizes and promotes TAMP benefits and services.

(7) monitor and assess program effectiveness.

(8) assist Navy Inspector General (NAVINSGEN) by providing guidance for inspecting and evaluating compliance with Federal laws. Recommended items for review, which are considered to be of such importance as to warrant designation as an interest item to Chief of Naval Operations (CNO), must be forwarded by letter or memorandum to NAVINSGEN not later than 1 June of each year.

b. Naval Inspector General (NAVIG). During command inspections and area visits, NAVIG inspectors will review the TAMP program and, if necessary, report findings in the inspection report. Following items at a minimum will be reviewed:

(1) Command's ability to provide timely and effective transition services to separating and retiring personnel.

(2) Degree to which command has implemented applicable TAMP model.

(3) Command's compliance with Federal laws requiring assistance in preparing an individual transition plan.

(4) Degree to which command allows participation in TAP/DTAP workshops well in advance of actual separation date.

(5) Command's compliance with Federal laws governing completion of pre-separation counseling no later than 90 days before separation.

Copies of command inspection reports shall be forwarded to NAVINSGEN as directed by reference (f), with copies of TAMP specific data to NAVPERSCOM (PERS-662).

c. Commander Naval Reserve Force (COMNAVRESFOR) will

(1) ensure Pacific and Atlantic Fleet Career and Information Team (CARIT) provide Naval Reserve orientation briefings, and pre-discharge assistance identified in addition to briefing requirements as specified in reference (g).

d. Chief of Naval Education and Training (CNET) will

(1) ensure curriculum in Command Career Counselor course fully prepares graduates to meet all provisions of this instruction and applicable regulations.

(2) ensure all graduates are fully prepared to administer a Transition Program at the local command.

(3) ensure all graduates are trained in elements of Pre-Separation Counseling and Quarterly reporting requirements.

e. Major Claimants will

(1) ensure commands are in compliance with all applicable TAMP provisions and Federal laws.

(2) encourage maximum participation by all separating servicemembers in transition programs and services.

(3) coordinate with NAVPERSCOM (PERS-662) and commands designated as "transition sites" to ensure adequate management-to-payroll authority for TAMP staff is obtained, distributed, and maintained.

(4) coordinate with commands to ensure reports are submitted as required.

f. Commanding Officers (COs) will

(1) designate a command Transition Officer, normally CCC for enlisted personnel and Ship's Secretary/Administrative Officer for commissioned officers.

(2) ensure all separating personnel have documented evidence of pre-separation counseling utilizing DD 2648 no later than 90 days prior to their date of discharge.

(3) ensure command compliance with provisions required by references (a) and (e).

(4) promote full utilization of all TAMP services identified in enclosure (1). Ensure all separating personnel attend U.S. DOL-sponsored Transition Assistance Program (TAP) Workshop, unless specifically declined in writing on DD Form 2648. Personnel should complete TAP/DTAP Workshop no later than 90 days prior to separation/retirement.

(5) ensure all separating personnel have a ITP as required by law, to assist them in achieving their educational, training, and employment objectives (and those of their spouse, if applicable).

(6) ensure pre-separation counseling is completed no later than 90 days prior to separation for all unanticipated losses (i.e. ADSEP, Medical, Legal). Although eligibility for transition services remains for a period of 180 days following separation, the separating command must ensure full compliance with provisions of reference (a) and (e) concerning pre-separation counseling. Ensure the original DD 2648 is placed in the service record of the separating member and retained as a permanent part of the record after separation.

(7) ensure all IVS/IVR members are identified in a timely fashion, briefed on all benefits and services available

to them (as identified in enclosures (1), (2), and (5), and assisted in obtaining benefits and services for which action prior to separation is required by law).

(8) permit members identified as involuntary separatees and retirees up to 30 days excess leave or up to 20 days permissive temporary duty (30 days for overseas). Excess leave/permissive TAD is to be granted to allow members to conduct relocation and employment search/to attend a DOD-approved transition program seminar prior to separation. Permission should be granted unless to do so would severely interfere with a significant military mission.

(9) ensure strict compliance with reference (h) if in command of a separation activity, concerning members who are discharged, retired, or released from active duty by reason of physical disability.

(10) if in command of an activity with an FFSC

(a) delegate to the FFSC Director overall responsibility for local program coordination and delivery of TAMP services.

(b) aggressively promote various means to enhance local transition program quality and effectiveness, involving other Services, community, retired military, and other volunteer resources.

(c) actively promote availability of transition services to all commands within area of service delivery responsibility.

g. Installation TAMP Manager will

(1) manage the local transition program. TAMP manager will coordinate, plan, develop, implement, and direct all aspects of TAMP and will establish installation-level program goals and procedures subject to approval of the FFSC Director and CO.

(2) establish a TAMP committee to coordinate all appropriate on-base service providers through periodic (at least quarterly) meetings to assess needs and to plan, implement, review, improve processes and procedures and to evaluate TAMP

effectiveness. This committee must also include Transition Officers from Navy/DOD commands serviced by the FFSC. Coordination can be accomplished by the establishment of a Transition Action Coordinating Committee (TACC) or in combination with an existing Relocation Action Coordinating Committee (RACC) to become a Transition Relocation Action Coordinating Committee (TRACC).

(3) assess services required by separating members and their dependents. Implement workshops, programs, and services listed in enclosure (1) in response to identified needs of transitioning servicemembers and their family members.

(4) work with local public affairs office to develop an internal information system that informs target population of all transition policies, programs, and services.

(5) develop a network of resource providers (e.g., non-profit service organizations, chaplains, employment agencies, local Chamber of Commerce, Navy Reserve Career Info Teams, Navy College offices, Retired Affairs Offices, DVA benefits counselors, medical authorities, Navy-Marine Corps Relief Society, Veteran Organizations, and Navy League) to produce the most effective program.

(6) serve as DOD agent for coordination of the local U.S. DOL-sponsored TAP/DTAP Workshops. Develop a Memorandum of Understanding /Memorandum of Agreement (MOA/MOU) with the local State Employment Commission representative for administration of TAP/DTAP Workshops. A sample MOU is provided at enclosure (12).

(7) coordinate/conduct supplemental workshops for the purpose of providing separatees and retirees employment assistance per enclosure (1).

(8) work very closely with local commands, their CCC, and personnel support activity detachment (PERSUPPDET)/personnel offices to obtain accurate statistics concerning transitioning/retiring population for the area served.

(9) maintain information on, and provide referrals to, other appropriate agencies, both private and public, which can assist members with their transition. The TAMP manager should establish working partnerships outreach efforts with the local

area Chamber of Commerce, Workforce Investment Board, and other community employment resources.

(10) maintain a library of current transition reference materials and publicize availability of such materials.

(11) provide DOD/Navy-developed automated career information systems as described in enclosure (1).

(12) budget for program operations.

(13) develop and implement measures to evaluate effectiveness of transition programs and services and provide immediate feedback to the chain of command with status reports as required.

(14) collect, maintain and report statistical data as required by higher authority. Provide program status updates and any other required reports to NAVPERSCOM (PERS-662C).

h. Command Transition Officer will

(1) coordinate with the command administrative office and local PERSUPPDET (or servicing personnel office) as necessary to monitor separation/retirement dates and status of all command personnel, including IVS members.

(2) refer prospective separatees to the CCC (if different from TAMP officer) for pre-separation counseling.

(3) assist IVS/IVR members in identifying and obtaining transition benefits to which they are entitled, especially benefits which require administrative action prior to separation (e.g., approval of excess leave/permissive temporary additional duty (PTDY)).

(4) assist separating members in obtaining a copy of their DD 2586, Verification of Military Training and Experience Document. This document is available online at website <https://www.dmdc.osd.mil/vmet>.

(5) refer all separating/retiring personnel to FFSC/TAMP manager for additional counseling, employment assistance, and if applicable, overseas relocation program as contained in reference (i).

(6) if an FFSC/TAMP manager is unavailable, use all other available resources including Pacific/Atlantic Fleet CARIT briefing and reference material furnished by NAVPERSCOM (PERS-662) to provide pre-separation counseling and employment and relocation assistance from overseas.

(7) work with command public affairs to develop an internal information system to ensure all members are informed of all transition policies and programs.

i. Command Career Counselors (CCCs) will

(1) personally conduct and document pre-separation counseling interviews for all enlisted members no later than 90 days of separation/retirement. Federal law requires completion of this interview and DD 2648. Refer to enclosure (8) for sample checklist.

(2) ensure every separating servicemember receives a copy of the Pre-Separation Counseling Handbook to assist in completion of DD 2648. The Handbook is available through the Navy Stock System (NSN: 0500-LP-010-1690) or via electronic publication media on Lifelines, at <http://www.Lifelines2000.org>.

(3) during pre-separation counseling interview, ensure

(a) all members are informed of the availability of permanent transition services as identified in enclosure (1).

(b) members determine the pre-separation counseling which they desire and are referred to the appropriate office/individual for receipt of counseling.

(c) a ITP, required by law is developed with member (and spouse) if applicable), to help achieve their educational, training, and employment objectives.

(d) IVS/IVR members are informed of the transition benefits (enclosures (2) and (5)) to which they are entitled and procedures to apply for each benefit.

(4) forward original DD 2648 to the appropriate office for entry into member's service record. Forward a copy of all completed checklists to the TAMP Manager at the local FFSC no later than the 5th day of each month.

(5) in the absence of a Transition Officer, perform functions listed under paragraph 6g.

j. Educational Services Offices (ESO)/Navy College Offices will

(1) provide counseling on educational assistance benefits to which member is entitled under the MGIB (enclosure (9)) and other educational assistance programs, as contained in reference (h).

(2) make occupational reference materials available to transitioning members.

k. PERSUPPDETs or other service record holders will

(1) assist TAMP officers to identify transitioning members and their dependents.

(2) assist eligible members in completing the MGIB enrollment documentation or, should a member elect not to enroll, signing a service record entry (page 13) which states they desire not to enroll in the program. Specific documentation guidance is provided at enclosure (9).

(3) notify medical/dental treatment facilities (MTFs/DTFs) in writing per enclosure (10) when an IVS member is eligible for TAMP health benefits.

(4) upon request, provide to transitioning member copies of items in the member's service record which will assist in preparation for job search (e.g., performance and training, awards and decoration data, security clearance and classification data).

(5) ensure original documentation (DD 2648) certifying receipt of pre-separation counseling is received from TAMP officer and entered in separating member's service record prior to member's discharge from active service. This document shall be retained as a permanent part of the closed-out record.

l. Medical and Dental Treatment Facilities (MTFs/DTFs) will

(1) ensure the Beneficiary Counseling and Assistance Coordinator (BCAC) provides counseling to transitioning members on health care benefits as identified in enclosures (1), (2), and (10).

(2) provide records screening assistance for those members completing VA 21-526, Veteran's Application for Compensation or Pension per Military Personnel Manual (MILPERSMAN) article 1910-804.

(3) provide medical and dental care for IVS members (same priority as dependents of members on active duty) for 60 days after member separates if member served fewer than 6 years on active duty, or 120 days after separation if member served 6 years or more on active duty. Procedures for processing/maintaining records are provided in enclosure (10).

(4) provide counseling to eligible transitioning members on TRICARE health care benefits and assist in claims processing.

(5) provide counseling to eligible dependents of transitioning members on expiration of benefit entitlements upon separation of the member. Authority to include dependents as beneficiaries under IVS medical/dental benefits expired on 31 December 2001 with the enactment of reference (d).

m. Nonappropriated Fund Instrumentalities (NAFIs) will grant a one-time hiring preference for IVS/IVR members and their dependents. A person eligible for preference shall be referred for selection only if they are among the best qualified candidates after a competitive screening process is completed. Transition hiring preference is terminated upon placement in or declination in a position for which a member applied.

7. Action. FFSCs/transition sites will submit a quarterly report, as required by reference (c), on the status of TAMP no later than the 15th of the month following the end of each quarter. The reporting format and instructions are contained at enclosure (12). Report will contain data from all Navy commands serviced by the FFSC/Transition site. Reports are to be submitted to NAVPERSCOM (PERS-662C). A report from each transition site is required. A consolidated claimant report is neither required nor desired.

8. Reports. The reporting requirement contained in paragraph 7 is exempt from report control by SECNAVINST 5214.2B.

9. Forms

a. Following forms are available through Naval Inventory Control Point using requisitioning procedures contained in CD-ROM NAVSUP PUB 600(NLL) or available for electronic download printing:

(1) VA 21-526 (9-84), Veterans Application for Compensation or Pension, S/N 0577-LP-543-1600. Electronically available at <http://vabenefits.vba.va.gov>

(2) VA 22-1990 (7-00), Application for Educational Benefits, S/N 0577-LP-539-7900. Electronically available at <http://www.vba.va.gov>.

(3) VA 24-5281 (Rev 8-98), Application for Refund of Educational Contributions, S/N 0577-LP-539-9900. Electronically available at <http://www.vba.va.gov/pubs/financeforms.htm>.

(4) DD 2586 (02-00), Verification of Military Experience and Training, available electronically at <https://www.dmdc.osd.mil/vmet>.

(5) DD 2648 (11-99), Pre-Separation Counseling Checklist, available electronically at <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>.

b. Following forms may be ordered through Defense Automated Printing Service (DAPS) online: <http://forms.daps.mil/order>:

(1) NAVPERS 1070/613v(10-81), Administrative Remarks (Page 13), S/N 0106-LF-010-6991.

(2) DD 2366 (9-93), Montgomery GI Bill (MGIB) Act of 1984, S/N 0102-LF-017-0400. Also available electronically at <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>

(3) NAVCOMPT 3065 (2-83), Leave Request/Authorization S/N 0104-LF-703-0656.

(4) NAVCOMPT 1336/3 (9-75), Special Request/Authorization For Permissive Temporary Duty, S/N 0106-LF-063-8633.

(5) DD 1172 (8-87), Application for Uniformed Services ID Card DEERS Enrollment, S/N 0102-LF-001-1723. Available electronically at <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>

(6) DD 1173 (3-61), Uniformed Service ID and Privilege Card, S/N 0102-LF-004-2900.

(7) DD 214 (12-00), Certificate of Release or Discharge from Active Duty, S/N 0102-LF-006-2200.

(8) NAVCOMPT 2277 (Rev. 8-88), Collection and Distribution Voucher, S/N 0104-LF-003-0800.

(9) DD 1351 (7-95), Travel Voucher or Sub-voucher, S/N 0102-LF-013-2502. Available electronically at <http://web1.whs.osd.mil/icdhome/DDEFORMS.HTM>

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Distribution:
SNDL Parts 1 and 2

PERMANENT TRANSITION SERVICES

1. Pre-Separation Counseling. Counseling shall be provided to all separating and retiring members in the following ten areas:

a. Education Assistance/Montgomery G.I. Bill (MGIB). A discussion of educational assistance benefits to which members are entitled under the MGIB and other educational assistance programs because of member's service in the Armed Forces.

b. Reserve Affiliation. An explanation of procedures for, and advantages of, affiliating with Selected Reserve.

c. Job Search. Information concerning government and private sector resources for job search and employment assistance.

d. Spouse Job Search. Job search and employment assistance counseling for spouse of a separating/retiring member.

e. Relocation and Transition Assistance. Information concerning availability of relocation assistance services and DOD/DOL's Transition Assistance Program (TAP).

f. Medical and Dental Coverage. Information concerning availability of medical and dental coverage following separation from active duty, including opportunity to elect into the conversion health policy.

g. Career Change. Counseling (for member and dependents) on effect of career change on individuals and their families.

h. Financial Planning. Counseling on fundamentals of financial planning and budget development.

i. Vocational Rehabilitation. If member is being medically separated or retired, a description of compensation and vocational rehabilitation benefits to which member may be entitled through Department of Veterans Affairs (DVA).

j. Transition Plan. A transition plan shall be created for each member and their spouse to enable them to attempt to achieve their educational, training, and employment objectives.

2. Employment Assistance. Employment assistance shall be provided to all retiring members and their spouses during the 24-month period prior to retirement. Personnel voluntarily separating, and their spouses, may access services during the 12-month period prior to separation. Employment assistance will be provided in the following categories:

a. Information concerning employment and training assistance including

(1) labor market information.

(2) civilian work place requirements and employment opportunities.

(3) instruction in resume preparation.

(4) job analysis techniques, job search techniques, and job interview techniques.

b. Information concerning Federal, State, and local programs, and military/veterans' service organization programs that may be of assistance to members after separation.

c. Information and assistance to members interested in obtaining loans and grants from the Small Business Administration and other Federal, State, and local agencies.

d. Information concerning job fairs and U.S. DOL-sponsored TAP Workshops are available at <http://www.staynavy.navy.mil>. Additional resource information on military transition is available at <http://www.dodtransportal.org>. A resource site to view "Job Announcements" from companies seeking military personnel is available on DOD Transition Bulletin Board (TBB). Website is available at <http://www.dmdc.osd.mil/ot>.

e. Information about Military Resume Writer, an automated system developed by U.S. DOL, which creates a functional resume and converts military skills into related civilian occupations. Military Resume Writer is available at <http://www.vets-atb.org/vets/owa/resumewriter>. Electronic filing of resumes are also available through the DOD-sponsored job search website at <http://dod.jobsearch.org>.

f. Information concerning DD Form 2586, Verification of Military Experience and Training Document. Document can be electronically downloaded at <https://www.dmdc.osd.mil/vmet>. This document aids servicemembers in resume preparation and related job search fields.

g. Information about labor market trends and specific employment information unique to a geographical location can be obtained from Bureau of Labor Statistics website at <http://www.bls.gov>.

h. Information concerning civilian licensing and certification can be obtained from <http://www.umet-vets.dol.gov>.

3. Relocation Assistance For Personnel Stationed Overseas. Separating and retiring Navy members and their dependents stationed overseas shall be provided information and assistance to help in the unique task of preparing for re-entry into civilian life while outside the United States. In addition to the provisions contained in reference (j), this program will focus on special needs and requirements of such members and dependents due to their overseas locations and shall include, to the maximum extent possible, computerized job relocation assistance and job search information.

**TRANSITION BENEFITS FOR
INVOLUNTARILY SEPARATED (IVS) PERSONNEL**

1. To qualify for benefits listed below, IVS members may need to prove their eligibility status by showing the following documents:

a. Before separation. Separation orders from NAVPERSCOM stating member is eligible for transition benefits and showing appropriate Separation Program Designator (SPD) code; or a letter from the CO stating member will be separated with a specific SPD code and is thus eligible for transition benefits.

b. After separation. DD 214 with appropriate SPD and re-enlistment codes or a TA ID card are used to show eligibility by the member.

2. Benefits available to qualifying members (as defined in enclosure (3) of this instruction) who separated on or after 1 October 1990:

a. Benefits which require action prior to separation.

(1) Excess leave/Permissive TDY. IVS members may receive either excess leave for a period not to exceed 30 days or permissive TDY for a period not to exceed 20 days (30 days Outside Continental United States (OCONUS)) to facilitate member's relocation activities (such as job search and residence search). Leave/TDY is to be provided unless to do so would interfere with significant military missions.

If members take excess leave it must be explained to members that they will have to pay for excess leave at separation and the dollar amount at issue. To request this benefit, members must submit a NAVCOMPT 3065, Leave Request/Authorization, with the words "excess leave" written in remarks section or a NAVPERS 1336/3, Special Request/Authorization for permissive TDY.

b. Benefits that require action on separation.

(1) Medical and Dental care. Medical and dental care will be provided for IVS members (dependents not authorized) in DOD medical/dental facilities or medical care through the TRICARE system in the same priority as dependents of active duty

personnel. Medical and dental care will be provided for a period of 60 days after separation if member was on active duty for fewer than 6 years or 120 days if member was on active duty for 6 years or more.

(a) Pre-existing condition coverage. During or within 30 calendar days subsequent to the above period of DOD-sponsored medical/dental care coverage, a member may purchase DOD-sanctioned conversion health insurance policy, Continued Health Care Benefit Program (CHCBP). For members who separate on or after 2 October 1991 and purchase CHCBP, DOD will cover the expense of a medical claim, which is denied on the grounds a condition (including pregnancy) was pre-existing. Coverage by DOD of pre-existing conditions is authorized only as long as member maintains enrollment in CHCBP, with enrollment limited to a maximum of 1 year.

(b) Pre-existing conditions defined. Pre-existing conditions are defined as injuries and sicknesses that made themselves known or were medically treated within 1 year of the effective date of the pre-existing condition coverage. Only those expenses not paid under terms of the CHCBP policy solely on the grounds the medical conditions are preexisting will be covered. Only exception is for pre-existing conditions involving pregnancy. Medical expenses for pregnancy-related conditions will be paid even though they are not covered conditions under CHCBP.

Note: To use this benefit, member and dependents must have TA ID cards and must enroll in CHCBP.

(c) Effective date. Effective date of pre-existing condition coverage will begin at 12:01 a.m. local time where the claimant lived on the day their CHCBP policy became effective. Costs incurred prior to the effective date of their CHCBP policy are not covered.

(d) Eligible dependents. Dependents eligible for pre-existing condition coverage are those defined under Title 10, U.S.C., section 1072 and include spouses, children under age 21 (under age 23, if full-time student), and qualifying parents and parents-in-law living with separatee. Children include adopted children and court-appointed wards.

(e) Enrollment. To help support CHCBP, DOD has hired a civilian Third Party Administrator to provide marketing and administrative support. Primary function of the firm is enrollments and eligibility verification. Interested beneficiaries may contact CHCBP Administrator at 1-800-444-5445, to request an application and information package.

3. In addition to benefits listed in paragraph 2, members separated on or after 5 November 1990 and their dependents shall be provided a one-time preference in hiring by NAFIs. Members or dependents may apply for a NAFI position before or after separation. A person eligible for preference shall be referred for selection only if they are among the best-qualified candidates after a competitive screening process is completed. Preferential hiring is terminated upon placement in, or declination of, (whichever occurs first) a NAFI position for which a member applied. To receive this benefit, IVS members and dependents must show proof of involuntary separation status at time of application (i.e., TA ID card, separation orders, or letter from CO). Employment options may be limited by overseas Status of Forces Agreement (SOFA) or U.S. Department of State agreements. Consult local Human Resource Office (HRO) overseas for specific employment restrictions and guidelines.

4. In addition to benefits listed in paragraphs 2 and 3, members separated with an honorable discharge on or after 3 February 1991 will receive an opportunity to enroll in the Montgomery GI Bill (MGIB) or convert from Veterans Educational Assistance Program (VEAP) to MGIB. Members desiring to enroll MUST do so before separation and must make a lump-sum payment at time of enrollment. Enclosure (10) of this instruction provides detailed eligibility criteria and procedures.

5. Dependents acquired by birth, marriage, or adoption prior to expiration of member's eligibility period are eligible for TA benefits regardless of whether they become a dependent before or after the member's active-duty separation date. Dependents acquired after member's active-duty separation date are entitled to benefits only as long as the sponsoring, separated members are within their eligibility period for transition benefits.

6. Availability of certain transition benefits may be precluded for members and dependents residing overseas due to status of forces agreements/military base treaties between the United States and certain foreign countries. TAMP managers should advise IVS members of any restrictions on availability of transition benefits.

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ELIGIBILITY CRITERIA FOR INVOLUNTARY SEPARATION BENEFITS

1. Transition benefits were established for personnel who are involuntarily separated with a qualifying SPD code. Criteria used to determine eligibility for involuntary separation benefits is type of service (Active or Reserve).

a. Type of service

(1) To be eligible for transition benefits an officer must be a regular officer (USN), or a reserve officer on the active duty list (meaning they would go before the active duty promotion board), or a Reserve officer on full-time active duty for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components.

(2) To be eligible for transition benefits, an enlisted member must be a regular enlisted member (USN), or a Reserve enlisted member who is on full-time active duty for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components.

b. Period of service. The FY-94 Defense Authorization Bill expanded eligibility for involuntary separated servicemembers (officer and enlisted) to qualify for TAMP benefits. Any servicemember, who is otherwise eligible for TAMP benefits and separates after 30 November 1993, is entitled to a TA identification card and all TA benefits.

c. Reason for Separation. Eligibility for TAMP benefits is based on a qualifying SPD code, established by DOD. Only the following SPD codes will establish eligibility for TAMP benefits:

Involuntary Discharge,
Approved Recommendation of a Board - ENLISTED

<u>Narrative Reason</u>	<u>SPD Code</u>
Weight Control Failure.	GCR
Parenthood or Custody of Minor Child(ren)	GDG
Erroneous Entry	GFC
Failed Physical Standards	GFT

Narrative Reason SPD Code

Conditions, not a Disability Interfering With Performance of Duty	GFV
Personality Disorder	GFX
Homosexuality Admission	GRB

Involuntary Discharge,
Directed in Lieu of Further Processing
or Convening of a Board (Board Waiver) - ENLISTED

Weight Control Failure	HCR
Erroneous Entry	HFC

Involuntary Discharge,
No Board Entitlement - ENLISTED

Completion of Required Active Service	JBK
Insufficient Retainability (Economic Reasons)	JBM
Reduction in Force	JCC
Alien	JCP
Weight Control Failure	JCR
Pregnancy or Childbirth	JDF
Parenthood or Custody of Minor Child(ren)	JDG
Erroneous Entry (Other)	JFC
Secretarial Authority	JFF
Competent Authority, Without Board Action	JFG
Disability, Severance Pay	JFL
Disability Existed Prior to Service, PEB	JFM
Disability Existed Prior to Service, MED BD	JFN
Disability, Other	JFR
Physical Standards	JFT
Condition, Not a Disability	JFV
Personality Disorder	JFX
Miscellaneous/General Reasons	JND

Voluntary Discharge
Allowed By Established Directive - ENLISTED

Voluntary Separation Incentive (VSI)	KCA
Special Separation Benefit (SSB)	KCB

Involuntary Release
or Transfer to Another Service Component
(Excludes reversions to Inactive or Retired List) - ENLISTED

<u>Narrative Reason</u>	<u>SPD Code</u>
Maximum Service or Time in Grade (not used by USN)	LBC
Completion of Required Active Service	LBK
Insufficient Retainability (Economic Reasons)	LBM
Reduction in Force	LCC
Erroneous Entry (Other)	LFC
Competent Authority, Without Board Action	LFG
Parenthood or Custody of Minor Child(ren)	LDG
Secretarial Authority	LFF
Miscellaneous/General Reasons	LND

Voluntary Release
or Transfer To Another Service Component - ENLISTED

Early Release Program- Voluntary Separation Incentive (VSI)	MCA
Early Release Program- Special Separation Benefit (SSB)	MCB

Resignation Allowed In Lieu of Administrative
Separation or Board Action - OFFICER

Weight Control Failure	BCR
Parenthood or Custody of Minor Child(ren)	BDG
Military Personnel Security Program	BDK
Physical Standards	BFT
Condition, Not a Disability	BFV
Personality Disorder	BFX
Failure to Complete a Course of Instruction	BHF
Homosexual Admission	BRB

Resignation, Other - OFFICER

Early Release Program Voluntary Separation Incentive (VSI)	FCA
Early Release Program Special Separation Benefit (SSB)	FCB

Involuntary Discharge,
Approved Recommendation of a Board - OFFICER

<u>Narrative Reason</u>	<u>SPD Code</u>
Parent or Custody of Minor Child(ren)	GDG
Military Personnel Security Program	GDK
Physical Standards	GFT
Condition, Not a Disability	GFV
Personality Disorder	GFX
Non-Retention on Active Duty	GGH
Failed To Complete Course of Instruction	GHF
Homosexual Act	GRA
Homosexual Admission	GRB

Involuntary Discharge-
(In Lieu of Further Processing or Convening of
a Board Action (Board Waiver) - OFFICER

Parenthood or Custody of Minor Child(ren)	HDG
Military Personnel Security Program	HDK
Physical Standards	HFT
Condition, Not a Disability	HFV
Personality Disorder	HFX
Non-Retention on Active Duty	HGH
Failed to Complete Course of Instruction	HHF
Homosexual Admission	HRB

Involuntary Discharge-
No Board Entitlement - OFFICER

Maximum Service or Time in Grade	JBC
Parenthood or Custody of Minor Child(ren)	JDG
Military Personnel Security Program	JDK
Failure to Accept Regular Appointment	JFH
Disability - Severance Pay	JFL
Disability, Existed Prior to Service, PEB	JFM
Disability, Existed Prior to Service, MED BD	JFN
Disability, Aggravation	JFQ
Physical Standards	JFT
Condition, Non-Physical Disability	JFV
Failed Medical/Physical Procurement Standards	JFW
Personality Disorder	JFX
Non-Selection, Permanent Promotion	JGB

<u>Narrative Reason</u>	<u>SPD Code</u>
Non-Retention on Active Duty	JGH
Failure to Complete Course of Instruction	JHF
Homosexual Admission	JRB

Voluntary Discharge
Allowed By Established Directive - OFFICER

Early Release Program	
Voluntary Separation Incentive (VSI)	KCA
Early Release Program	
Special Separation Benefit (SSB)	KCB

Involuntary Release
or Transfer to Another Service Component
(Excludes Reversion to Inactive or Retired List - OFFICER)

Maximum Age (USNR only)	LBB
Weight Control Failure	LCR
Secretarial Authority	LFF
Physical Standards	LFT
Failed Medical/Physical Procurement Standards	LFW
Personality Disorder	LFX
Non-Selection, Permanent Promotion	LGB
Non-Selection, Temporary Promotion	LGC
Non-Retention on Active Duty	LGH
Request for Extension of Service Denied	LGJ

Voluntary Release/Transfer
to Another Service Component
(Excludes Reversions to Inactive or Retired List) - OFFICER

Early Release Program	
Voluntary Separation Incentive (VSI)	MCA
Early Release Program	
Special Separation Benefit (SSB)	MCB

TRANSITION ASSISTANCE SERVICES AND BENEFITS

		THEN YOU ARE ELIGIBLE FOR														
If you are	And you have	Household goods storage	Home of selection move	Home of record move	Commissary and exchange privileges for self and family	Montgomery GI bill or VEAP conversion	Teacher and teacher aide certification (note #3)	Medical and dental care for member only (note #1)	Separation pay	Retired pay	Guard and Reserve opportunities counseling and priority placement	Continued health insurance for self and family	Disability separation pay	Excess leave (note #7)	Transition and househunting stationed overseas (note #7)	Transition and househunting stationed CONUS (notes #7 and #8)
Voluntarily separating	0-19 Years of Service	6 Months	NO	YES	NO	NO	YES	NO	NO	NO	YES	18 Months	NO	NO	NA	NA
Being involuntarily separated under other than adverse conditions	fewer than 6 Years of Service	NO	NO	YES	NO	Note #2	YES	60 Days	NO	NO	NO	18 Months	NO	30 Days	Up to 30 Days	Up to 20 Days
Being involuntarily separated under other than adverse conditions	6-19 Years of Service	NO	NO	YES	NO	Note #2	YES	120 days	Note #5	NO	NO	18 Months	NO	30 Days	Up to 30 Days	Up to 20 Days
Retiring	15 or more Years of Service	1 Year	YES	NA	YES	NO	YES	YES	NO	YES	NO	Note #6	NO	NO	Up to 30 Days	Up to 20 Days
Separated due to medical condition (less than 30%)	0-19 Years of Service	1 Year	YES	NA	2 years	Note #2	YES	Note #4	NO	NO	NO	18 Months	YES	30 Days	Up to 30 Days	Up to 20 Days
Retired due to medical condition	NA	1 Year	YES	NA	Note #9	NO	YES	YES	NO	YES	NO	Note #6	NO	NO	Up to 30 Days	Up to 20 Days

Notes

1. Participation in TRICARE Family Member Dental Plan (FMDFP) terminates the last day of the month of active service. It is not a transition benefit. Extended dental care is on a space available basis at a military treatment facility. Note that, for dental care, the 60 or 120 days listed in this column only refer to care at base dental clinics. Enrollment in the FMDFP ceases the month of separation, provided dental premiums are deducted for that month's coverage.
2. Servicemember must pay \$1,200 and have been honorably discharged.
3. Servicemember must have completed a bachelor's degree to be eligible for teacher certification. Servicemember must have completed an associate's degree to be eligible for teacher aide certification.

TRANSITION ASSISTANCE SERVICES AND BENEFITS (CONT'D)

4. Sixty days care for servicemember who served fewer than 6 years; 120 days for servicemember who served 6-10 years.
5. Servicemember must have been involuntarily discharged under other than adverse conditions.
6. Certain dependents of retired servicemembers may be eligible. See the installations Health Benefits Advisor for details.
7. Servicemember is authorized to request excess leave or permissive TDY/TAD but not both.
8. Up to 30 days for those members who are domiciliaries before entering active duty and continue to be domiciliaries of States, possessions or territories of the United States located outside CONUS, including domiciliaries of foreign countries and are stationed at a location other than the State, possession or territory of their domicile contingent upon commander's approval and mission requirements.
9. Commissary and exchange regulations extend unlimited privileges to a member entitled to retired pay. The same regulations offer unlimited privileges to an honorably discharged veteran with a 100 percent service connected disability. Members entitled to retired pay who are also rated by the VA as 100% disabled remain eligible for a blue ID card even if they waive retired pay to receive VA compensation.

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TRANSITION ASSISTANCE SERVICES AND BENEFITS

		THEN YOU ARE ELIGIBLE FOR																	
If you are	And you have	Pre-separation counseling	Individual transition plan (note #1)	Career Change counseling (note#1)	Verification of Military Experience and Training DD 2586 (note#5)	Sailor/Marine American Council on Education Registry transcript (SMART)	TAP/DTAP workshop (note #1)	Job search assistance	Transition Bulletin Board (TBB) (note #1)	Other employment assistance (note #1)	One time NAF hiring preference (note #1)	Relocation Assistance (note#1)	Financial planning assistance (note #1)	Extension in DODDS (note #2)	MWR Privileges (note#1)	Unemployment compensation (note #1)	Veterans Benefits	Joint Training Partnership Act (JTPA) programs	State of residence veterans programs
Voluntarily separating	0-19 years of service	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	NO	Note #3	Note #4	YES	Note #4	Note #4
Being involuntarily separated under other than adverse conditions	0-19 years of service	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	Note #3	Note #4	YES	Note #4	Note #4
Retiring	15 or more years of service	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	NO	YES	Note #4	YES	Note #4	Note #4
Separated due to medical condition (less than 30%)	0-19 years of service	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	Note #2	YES	Note #4	YES	Note #4	Note #4
Retired due to medical condition	NA	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	NO	YES	Note #4	YES	Note #4	Note #4

Notes

1. Applies to servicemembers spouse as appropriate. Overseas Status of Forces Agreement (SOFA) or U.S. Department of State agreements may limit employment options. Consult local Human Resource Office (HRO) overseas for specific employment restrictions and guidelines.
2. Authority for this involuntary separation benefit expired 31 December 2001. All others should consult local officials at overseas location. May be regulated by Status of Forces Agreement.
3. Servicemembers, who upon separation, will be entitled to a DD 2, Armed Forces of the United States Geneva Convention Identification (Reserve) card/DD 1173, Department of Defense Guard and Reserve Family Member Identification Card, shall be permitted to use revenue generating moral, welfare and recreation facilities (for example, clubs, bowling alleys, golf courses).

TRANSITION ASSISTANCE SERVICES AND BENEFITS (CONT'D)

4. Eligibility requirements vary. Contact your State or local employment or veterans office for details.
5. Servicemembers must complete a minimum of 180 days of active duty immediately prior to separation.

**TRANSITION BENEFITS FOR
INVOLUNTARILY RETIRED (IVR) PERSONNEL**

1. In addition to retirement entitlements, members involuntarily retired after 26 March 1992 as a result of a selected early retirement board (for officers and enlisted personnel) or downward adjustment of high-year-tenure limits (for enlisted in paygrades E-6, E-7, and E-8) are eligible for the following benefits:

a. Excess Leave/Permissive TDY. IVR members may receive either excess leave for a period not to exceed 30 days or permissive TDY for a period not to exceed 20 days (30 days OCONUS) to facilitate member's relocation activities (such as job search and residence search). Leave/TAD is to be provided unless to do so would interfere with military missions. If members take excess leave it must be explained to members that they will have to pay for excess leave at retirement and dollar amount at issue. To request this benefit, members must submit a NAVCOMPT 3065, Leave Request/Authorization, with the words "excess leave" written in the remarks section or NAVPERS 1336/3, Special Request/Authorization, for permissive TDY.

b. One-time Hiring Preference. IVR members and their dependents shall be provided a one-time preference in hiring by a NAFI. A member or dependent may apply for a NAFI position before or after retirement. A person eligible for preference shall be referred for selection only if they are among the best qualified candidates after a competitive screening process is completed. Preferential hiring is terminated upon placement in, or declination of, (whichever occurs first) a NAFI position for which application is made. To receive this benefit, IVR members and dependents must show proof of involuntary retirement status at time of application (i.e., selected early retirement notification letter, separation orders, or letter from CO). Employment options may be limited by overseas Status of Forces Agreement (SOFA) or U.S. Department of State agreements. Consult local Human Resource Office (HRO) overseas for specific employment restrictions and guidelines.

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2. Availability of certain transition benefits may be precluded to members and dependents residing overseas due to status of forces agreements/military base treaties between the United States and certain foreign countries. TAMP managers should advise IVR members of any restrictions on availability of transition benefits.

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**TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)
IMPLEMENTATION MATRIX**

	MODEL I FFSC OR TAMP MANAGER	MODEL II NO FFSC OR TAMP MANAGER
BENEFITS AND SERVICES		
Pre-Separation Counseling		
⇒ Educational Assistance Benefits	NCO/CARIT/VA/TAP	NCO/DOD/VA/CARIT/CCC
⇒ Affiliation with SELRES	CCC/CARIT	CCC/CARIT
⇒ Member Job Search Programs	FFSC/TAP/NPS	DOD/NPS/IT/CCC/DOL
⇒ Job Search for Spouse	FFSC/SEAP/NPS/TAP	DOD/NPS/IT/CCC
⇒ Relocation Assistance/TAP Availability	FFSC/IT/CCC	DOD/IT
⇒ Medical/Dental Coverage	HBA/TAP/CARIT	HBA/IT/DOD
⇒ Effects of Career Change	FFSC/TAP/NPS/IT	NPS/IT/DOD/DOL
⇒ Financial Planning Assistance	FFSC/CFS/NPS/IT	CFS/NPS/IT
⇒ Compensation Entitlementment for Medically Separated	HBA/VA/NPS/IT/DTAP	HBA/VA/IT/NPS
⇒ Documentation of Counseling	CCC/FFSC	CCC
Employment Assistance		
⇒ FFSC Designated Employment Centers	FFSC/CCC	DOD/CCC/IT
⇒ Info on employment within 180 days of separation	FFSC/TAP/NPS/IT/DOL	DOD/DOL/NPS/IT

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**TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)
IMPLEMENTATION MATRIX (CONT'D)**

BENEFITS AND SERVICES	MODEL I FFSC OR TAMP MANAGER	MODEL II NO FFSC OR TAMP MANAGER
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Relocation Assistance

⇒ Provide member/spouse info on relocation assistance

	FFSC/IT/CCC	DOD/IT/CCC
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Source Codes:

CCC	Command Career Counselor	
CARIT	Naval Reserve Career Information Team	
CFS	Command Financial Specialist	
DOD	Contact nearest military installation	
DOL	U.S. Department of Labor/Veterans Employment Training Service	
DTAP	Disability Transition Assistance Program Workshop	
FFSC	Fleet and Family Support Center	
HBA	Health Benefits Advisor at Military Treatment Facility	
IT	Information Technology - Websites	
NCO	Navy College Office/Educational Services Office	
NPS	Non-Profit Organizations (NCOA, TROA, Navy League, AARP, VSO's)	
SEAP	Spouse Employment Assistance Program	
TAP	DOL Transition Assistance Program Workshop	
VA	Veterans' Administration Benefits Counselor	

DESIGNATED TRANSITION SITES

Claimant: CINCLANTFLT

NSB New London, CT
NB Guantanamo Bay, CU
NAS Jacksonville, FL
NAF Key West, FL
NS Mayport, FL
NSB Kings Bay, GA
NAVSHPYD Portsmouth, NH*
NAS Keflavik, Iceland
NS Pascagoula, MA
NAS Brunswick, ME
CBC Gulfport, MS
WPNSTA Earle, NJ
NAS Roosevelt Roads, PR
NS Newport, RI
WPNSTA Charleston, SC
NS Ingleside, TX
NAVSTA Norfolk, VA
NAB Little Creek, VA
NAS Oceana, VA
WPNSTA Yorktown, VA
NS Ingleside, TX

Claimant: CINCPACFLT

NAS Lemore, CA
NS San Diego, CA
NAS North Island, CA
NSB San Diego, CA
NAVBASE Ventura County, CA
COMNAVMAIRIANAS Guam
NS Pearl Harbor, HI
CFA Sasebo, Japan
CFA Yokosuka, Japan
NAF Atsugi, Japan
NAS Fallon, NV
NS Everett, WA
NAS Whidbey Island, WA
NS Bremerton, WA
NSB Bangor, WA

Claimant: CNET

NAS Pensacola, FL
NAS Whiting Field, FL
NTC Great Lakes, IL
NAS Meridian, MS
NSU Saratoga Springs, NY
NAS Corpus Christi, TX
NAS Kingsville, TX

Claimant: CNO

NPGSCOL Monterey, CA
NSA Washington, DC
USNA Annapolis, MD
NSA Bahrain
NSA Mid-South, Millington, TN

Claimant: CINCUSNAVEUR

COMNAVACT London
NSA Gaeta
NSA La Maddalena
NS Rota
NSA Naples
NAS Sigonella
JMF St Mawgan

Claimant: COMNAVRESFOR

NAS Atlanta, GA
NSA New Orleans, LA
NAS, JRB Willow Grove, PA
NAS, JRB Fort Worth, TX

Claimant: COMNAVSEASYS COM

CSS Panama City, FL*
NSWC Dahlgren, VA

Claimant: COMNAVSECGRU

NSGA Ft Meade, MD

COMNAVFACECOM

CBC Port Hueneme, CA

*Stand-alone Transition Site. No FFSC present

FOR OFFICIAL USE ONLY (When Filled In)

PRESEPARATION COUNSELING CHECKLIST							
<i>(Please read Privacy Act Statement below before completing this form.)</i>							
SECTION I - PRIVACY ACT STATEMENT							
AUTHORITY: 10 USC 1142, E.O. 9397.							
PRINCIPAL PURPOSE(S): To record preseparation services and benefits requested by and provided to Service members; to identify preseparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). <u>The signed preseparation counseling checklist will be maintained in the Service member's official personnel file.</u> Title 10, USC 1142, requires that not later than 90 days before the date of separation, preseparation counseling for Service members be made available.							
ROUTINE USE(S): None.							
DISCLOSURE: Voluntary; however, it will not be possible to initiate preseparation services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.							
SECTION II - PERSONAL INFORMATION <i>(To be filled out by all applicants)</i>							
1. NAME <i>(Last, First, Middle Initial)</i>		2. SSN		3. GRADE			
4. SERVICE		5. DUTY STATION		6. EXPECTED SEPARATION DATE <i>(YYYYMMDD)</i>		7. DATE CHECKLIST PREPARED <i>(YYYYMMDD)</i>	
SECTION III. ALL TRANSITIONING SERVICE MEMBERS MUST READ AND SIGN.							
I was offered preseparation counseling on the above date (Item 7) on my transition benefits and services as appropriate. I understand that this preseparation counseling is provided to assist my transition process as required by Title 10, USC 1142. I <input type="checkbox"/> accept <input type="checkbox"/> decline <i>(X appropriate block)</i> further transition assistance counseling. <i>(If you declined further transition assistance counseling, sign and date.)</i> I have checked those items where I desire further information or counseling. I have also been advised where to obtain assistance in developing an Individual Transition Plan (ITP).							
8a. SERVICE MEMBER SIGNATURE				b. DATE <i>(YYYYMMDD)</i>			
9a. TRANSITION COUNSELOR SIGNATURE				b. DATE <i>(YYYYMMDD)</i>			
SECTION IV. 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 <i>(Input is optional)</i>
	YES	NO	N/A	YES	NO	N/A	
10. INDIVIDUAL TRANSITION PLAN (ITP)							
11. EFFECTS OF A CAREER CHANGE							
12. EMPLOYMENT ASSISTANCE							
a. Dept. of Labor sponsored Transition Assistance Program and Service sponsored Transition Seminars/Programs							
b. Use of DD Form 2586 (Verification of Military Experience and Training)							
c. DoD Job Search (dod.jobsearch.org) and Public and Community Service (PACS) Register							
d. Transition Bulletin Board (TBB)							
e. Teacher and Teacher's Aide Opportunities							
f. Federal Employment Opportunities							
g. Hiring Preference in Non-Appropriated Fund (NAF) jobs (VSI, SSB, Eligible Involuntary Separatees)							
h. State Employment Agencies/America's Job Bank							
13. RELOCATION ASSISTANCE *NOTE: Status of Forces Agreement limitations apply for overseas Service members.							
a. Permissive (TDY/TAD) and Excess leave							
*b. Travel and transportation allowances							
*c. Military family housing extension (VSI, SSB, and Eligible Involuntary Separatees)							
*d. Commissary, exchange benefits extension and MWR Privileges (VSI, SSB, Eligible Involuntary Separatees)							
*e. DODDS school extension (Eligible Involuntary Separatees)							

DD FORM 2648, NOV 1999 PREVIOUS EDITION MAY BE USED UNTIL EXISTING STOCK IS EXHAUSTED.

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PRESEPARATION COUNSELING CHECKLIST SECTION IV (Continued)	NAME (Last, First, Middle Initial)						SSN		
	SERVICE MEMBER			SPOUSE			REFERRED TO (Input is optional)		
	YES	NO	N/A	YES	NO	N/A			
14. EDUCATION/TRAINING									
a. Education benefits (Montgomery GI Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)									
b. Job Training Partnership Act (JTPA)									
c. Additional education or training options									
15. HEALTH AND LIFE INSURANCE									
a. 60-day or 120-day extended Military and limited Dental benefits (VSI, SSB, Eligible Involuntary Separates)									
b. Option to purchase 18-month conversion health insurance. Concurrent pre-existing condition coverage with purchase of conversion health insurance.									
c. Veterans' Group Life Insurance									
16. FINANCES									
a. Financial Management									
b. Separation pay (VSI, SSB, Eligible Involuntary Separates Only)									
c. Unemployment compensation									
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)									
17. RESERVE AFFILIATION/PRIORITY									
18. DISABLED VETERANS BENEFITS									
a. Disabled Transition Assistance Program (DTAP)									
b. VA Disability Benefits									
<p>As a separating Service member, after receiving basic pre-separation information and completing this checklist, you and your spouse (if applicable) are entitled to receive assistance in developing an ITP and counseling based on the areas of interest you have identified on the checklist. The pre-separation 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.</p>									
SECTION V - REMARKS									

DD FORM 2648 (BACK), MAR 1999

FOR OFFICIAL USE ONLY (When Filled In)

**INVOLUNTARY SEPARATIONS (IVS) ENROLLMENT IN THE
MONTGOMERY GI BILL (MGIB) PROCEDURES**

1. Background. P.L. 101-510 allows certain involuntary separated members to enroll in the MGIB program.

2. Eligibility

a. Members must be involuntary separated on or after 3 February 1991 and have a qualifying SPD code. Member must have an Honorable Discharge. (Note: Members with a General under Honorable Conditions are NOT eligible).

b. Members must have been on active duty on 30 September 1990.

c. Categories of IVS members who may now enroll.

(1) Initially disenrolled from the MGIB when first entered on active duty or, initially enrolled but did not meet the minimum time-in-service requirements due to involuntary separation.

(2) Entered active duty during time Veterans Educational Assistance Program (VEAP) was in effect. (1 January 1977 through 30 June 1985).

(3) Initially entered active duty during Vietnam era, but was not eligible to convert to MGIB.

(4) Did not have any MGIB benefits (e.g., Naval Academy or Naval Reserve Training Officer Corps (NROTC) graduate).

(5) Vietnam Era members who met conversion requirements, or enrolled in MGIB either when they first came on active duty or during the MGIB open period, NO ACTION is required.

3. Action

a. Commanding Officers (COs)/Officers in Charge (OICs) will

(1) ensure required administrative procedures are followed.

(2) designate an MGIB Coordinator.

b. MGIB Coordinator will

(1) identify IVS members who meet eligibility criteria and be responsible for having each member either enroll or disenroll from the MGIB.

(a) Members electing MGIB enrollment must complete DD 2366 and put following statement in block 3, 4 or 5 in the Service Unique Education Assistance Options block:

"I am enrolling in the MGIB based on my involuntary separation from Navy. I must make a \$1,200 dollar nonrefundable lump-sum payment. If I entered on active duty under VEAP, I understand my enrollment in MGIB is irrevocable and if I contributed to VEAP, I must apply directly to Department of Veterans Affairs (DVA) to receive a refund of my VEAP contributions."

(b) Direct member to disbursing officer to deposit lump-sum payment of \$1,200.

(c) Members meeting criteria but electing NOT to enroll must sign either a NAVPERS 1070/613 or DD 2366 in block 3A. Then, in block 4 or 5, put the following statement:

"I understand I am eligible to enroll in the MGIB based on my involuntary separation from Navy, but I elect not to enroll. I understand my decision to decline is irrevocable."

(2) give member a certified copy of DD 2366 and distribute per reference (h).

(3) report the MGIB enrollment code after you have verified the \$1,200 dollar payment. Report MGIB enrollment code of "J" for both officer and enlisted members in Category (1) (see Eligibility section 2.c.). Use code "K" for Categories (2) through (4). Use code "D" for members declining MGIB enrollment per Diary Message Reporting System (DMRS) Manual or Source Data System Procedure Manual (SDSPROMAN). SDS event/Diary message

must be completed before any loss transaction is submitted. Category (5) requires no action.

(4) ensure member's educational level is reported accurately before separation. Correct errors via a SDS event/Diary message. Counsel non-high school graduates that a high school diploma, or equivalent, or 12 college credits must be obtained before any MGIB benefits can be paid.

c. Disbursing Officers will

(1) process cash collection voucher NAVCOMPT 2277 per Defense Joint Military Pay System Procedures Training Guide (DJMS PTG) or SDSPROMAN, paragraph B70361. Give members and their command a certified copy to include in the field service record.

(2) send priority message marked FOUO to DFAS-Cleveland Center (Code FMXA) with NAVPERSCOM (PERS-602) as an information addressee, documenting member's name, social security number, collection date, amount, cash voucher number, program member is separating under (i.e., IVS), estimated or actual date of separation, and SPD code. DFAS will post collection data.

d. The member will

(1) make the full \$1,200 dollar lump sum payment, even if they serve less than 12 months of active duty.

(2) request a refund of VEAP contributions, if enrolled in VEAP, to DVA Regional Office using VA 4-5281.

(3) sign DD 2366 electing or not electing enrollment in the MGIB.

4. General Information

a. Members cannot use MGIB benefits until they separate from active duty. DVA will not pay "in-service" MGIB benefits for involuntary separatees. For members enrolled in VEAP, eligibility for VEAP benefits stops the day of separation.

b. Enrollment in the MGIB is irrevocable and monies are not refundable.

c. Members are entitled to one month of benefit for each month served on active duty, up to 36 months. Current MGIB rates are \$650 dollars per month for full-time, prorated for less than full-time study.

d. Members who received benefits under VEAP and are converting to the MGIB, cannot exceed 48 months of total entitlement.

e. Separated members who believe they are eligible to enroll should contact the MGIB Program Manager at NAVPERSCOM (PERS-604). Application for payment of benefits is made at the institution member is attending using VA 22-1990. Institution may also want a copy of their DD 214 and DD 2366. DVA can pay retroactive benefits for up to 12 months.

f. MGIB benefits can be used up to 10 years from date of separation.

5. Points of Contact

- a. Navy Personnel Command (PERS-604)
MGIB Customer Services
5720 Integrity Drive
Millington, TN 38055-0604
Phone: 1-800-962-1425 or (901) 874-4258, DSN 882
- b. DMRS: Enlisted Placement Management Center
(EPMAC) (Code 46)
Phone: (504) 678-0799, DSN 678
- c. Payment Procedures: DFAS-Cleveland Center
(Code PMMASC)
Phone: (216) 522-6701, DSN 580

HEALTH TREATMENT RECORD PROCEDURES FOR TAMP PERSONNEL

1. Via written memo, service record holder will notify medical and dental treatment facilities (MTFs/DTFs) when an involuntarily separating servicemember is eligible for TA health benefits.

2. Original TAMP memo from PERSUPPDET/service record holder is placed in original medical treatment record, with a copy of memo placed in original dental treatment record. MTF then makes a copy of the original medical record. DTF will make a copy of the original dental record if return clinical visits seem imminent or TA individual requests a copy. Original medical and dental records (dental x-rays included) are then forwarded to separating PERSUPPDET, where they will be mailed, along with field service record, to Naval Reserve Personnel Center (NRPC), Code 40, 4400 Dauphine Street, New Orleans, LA 70149-7800, per established procedures. Toll Free 1-800-535-2699.

Additionally

a. entry will be made in the original health records stating member is TA eligible.

b. a page 13 entry will be made in the personnel record stating member is TA eligible.

3. MTF/DTF records file area will have a section for records on the shelf labeled "TAMP RECORDS ONLY."

4. Health record copies will be incorporated into TAMP medical/dental folders at MTFs/DTFs.

a. Use standard health record jacket (NAVMED 6150) already in stock; stamp acronym TAMP on patient's status line on front of the jacket; and attach copy of the original health record.

b. Attach a divider (to be locally prepared by MTF/DTF) to both sides of the jacket. (See pages 3 and 4 of this enclosure for examples.) Following information should be printed on the divider: Name, Rank/Rate, SSN, Separation Date, TAMP Expiration Date. All health record documents subsequently created (post-separation) will be placed on top of the divider until TAMP eligibility expires.

c. TAMP health records will be filed on the shelf identified for "TAMP RECORDS ONLY."

5. If servicemember intends to leave area of the separating MTF/DTF, the TAMP health records will be given to member as part of the separation process. Should member seek health care at another MTF/DTF, member will turn over TAMP record to that MTF/DTF.

6. MTF/DTF personnel will track TAMP records with respect to benefits expiration date. Post-separation medical/dental documents (accumulated on top of the TAMP divider) will then be mailed to Naval Reserve Personnel Center (NRPC), New Orleans, LA in pre-addressed envelopes provided by PERSUPPDET. Health record copy will be given to member following expiration date.

7. If members have custody of their TAMP health records at time of TAMP expiration date, then it is the responsibility of the members to mail their TAMP health documents and x-rays to NRPC.

8. There will be no change as to disposition of dependent's health treatment records, which are retained for a period of 1 year by the MTF/DTF after member separates, then retired to National Personnel Records Center (NPRC), St. Louis, MO. Dependent's health records remain accessible at member's separating MTF and can be requested by another MTF.

9. Upon receipt of TAMP envelope, NRPC will locate original health record or working copy. If original health record is still at NRPC, they will include the TAMP health record documents with the original and process it normally. If working copy has already been sent to NRPC, NRPC will place the associated registry number on the TAMP health record/documents and mail to NRPC, Military Section, 9700 Page Blvd, St. Louis, MO 63132 or call (314) 538-4142/4147.

SAMPLE TRANSITION ASSISTANCE PROGRAM MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING
Between
(EMPLOYMENT SERVICE)
(INSTALLATION)
(DEPARTMENT OF VETERANS AFFAIRS)
(VETERANS EMPLOYMENT AND TRAINING SERVICE)

Purpose: This Memorandum of Understanding (MOU) between (Parties) sets forth conditions, stipulations, and responsibilities for initiating/continuing the Transition Assistance Management Program (TAMP) at (Installation). Public Law (P.L.) 101-510, the National Defense Authorization Act for Fiscal Year 1991, of 5 November 1990, authorized comprehensive transition assistance services and benefits for separating Military Service members, and their spouses. The Act required the Departments listed herein to enter into an agreement to implement the requirement of the law. Additionally, the National Defense Authorization Act of 1995 (P.L. 103-337) authorized expanding the TAP Workshops to include separating Coast Guard members and their spouses.

This MOU recommits DOL, (INSTALLATION), and VA to maintain a TAP Workshop for members of the Armed Forces who are within 180 days of their projected dates of separation from active duty, and their spouses.

Background: DOL conducts TAP Workshops that provide employment information and vocational guidance to allow separating servicemembers to make informed career choices. The VA, (INSTALLATION), partner with DOL to provide a comprehensive mix of veteran benefits and program information for the servicemembers' use in determining their future career direction. Further, the workshops provide servicemembers an array of job placement assistance and employment training services to carry out those choices and begin their transition into civilian employment prior to separation. Aim is to provide skills which will decrease the time unemployed and to provide information to make suitable educational or career choices. Its objectives are the prevention of long-term unemployment problems, enhanced employment services to disabled and younger veterans (most likely to encounter employment difficulties), improved active component retention, enhanced reserve component

placement, and improved perception of servicemembers at separation.

A component of the TAP Workshop is the Disabled Transition Assistance Program (DTAP) Workshop. DTAP Workshop provides individuals being separated due to a service connected disability or those who will be medically discharged, with benefits information and vocational guidance with respect to their job search.

Objectives: The successful readjustment of veterans into civilian life is a mutual responsibility and concern for the DOL, (INSTALLATION), and VA. To this end, these Departments are committed to maintaining a program to furnish counseling, assistance in identifying and obtaining employment and training opportunities, awareness of veteran' benefits programs, and other related information and services to separating servicemembers and their spouses.

Scope: TAP Workshops will be open to active duty members within 180 days of separation and their spouses. On a space-available basis, DOD has authorized separated servicemembers to attend up to 180 days from their date of separation. Other veterans will be referred to the nearest Disabled Veteran' Outreach Program (DVOP) Specialist or Local Veterans' Employment Representative (LVER) for assistance.

a. Separating servicemembers including retirees and their spouses are eligible to attend workshops as early as 180 days prior to separation/retirement.

b. Every effort will be made to accommodate veterans and their spouses who did not attend a workshop prior to the military members' separation from active duty.

Definitions: For clarification, "facilitator", "coordinator," and "point of contact (POC)," are defined as follows:

a. Facilitator - person, trained at National Veterans Training Institute (NVTI) or other entity approved by National Office of the Veterans' Employment and Training Service (VETS) whose primary duty is presenting and providing administrative support for the 3 day workshop.

b. Coordinator - person who has responsibility for class scheduling and logistics.

c. Point of Contact {POC} - representative of each of the partners who are charged with carrying out that partner's responsibilities. (POC and coordinator may be the same person.)

Responsibilities: This MOU concentrates program responsibility for TAP Workshop delivery on DOL. The (INSTALLATION) is responsible for servicemembers' participation, to include supporting and marketing the program to military commanders and logistical support. The VA is responsible for providing veterans' benefits information to include information that is unique to veterans being separated for medical reasons.

Joint Responsibilities: To facilitate a comprehensive program, DOL, (INSTALLATION), and VA agree to:

a. to work together to achieve TAP goals and to resolve conflicts at lowest level possible.

b. to establish frequency of workshops by available resources and number of separations.

c. to avoid duplication of programs.

d. to coordinate the support services available in the local community (other public agencies, military and veterans' service organizations, and the private sector).

e. identify additional resources required to effectively implement and maintain a fully operational TAP/DTAP program and take necessary action to obtain those resources.

f. consult on new directives issued, that may have an impact on the conduct of the TAP Workshops, with the appropriate representatives of the DOL, DOD, VA, and (INSTALLATION).

g. review and assess quarterly the overall quality of the program and the effectiveness of local delivery at participating installation, and to modify the workshop components as required.

Installation will provide:

- a. a POC to represent the base commander and provide coordination with the POCs from other parties involved.
- b. suitable classroom facilities on a regularly scheduled basis. Such facilities must include utilities (adequate lighting, air conditioning, etc.), male and female restrooms, furniture (tables, chairs, lectern, etc.), handicapped access, and sufficient parking. Audiovisual equipment (projection screen, overhead projector, microphone, etc.) telephone, and janitorial services will also be provided.
- c. Notify and register participants. Work with DOL coordinators to give seating priority to: 1) servicemembers and their spouses who are closest to their date of separation from active duty; 2) personnel returning to the United States from overseas; 3) those with an early release date of less than 180 days; 4) those assigned to remote or isolated sites; 5) those who have separated, but did not attend a TAP Workshop may attend up to 180 days after separation.
- d. (INSTALLATION) will notify the local DOL-funded Coordinator of workshop cancellations at least 14 working days prior to the start date of a TAP Workshop.
- e. ongoing publicity such as posters, flyers, news articles, E-Mail.
- f. encouragement and promotion of maximum participation as stated in P.L. 101-510, Sec. 1144.
- g. secondary source of qualified facilitator.
- h. supervision of the facilitator provided by installation.
- i. maintenance of classroom discipline.

State Employment/Job Service will provide

- a. a POC to coordinate with the POCs from the other parties involved.

b. management of guest speakers supplementing the assigned facilitator.

c. primary source of qualified facilitator to staff workshops.

Veterans' Employment and Training Service will provide

a. State Director of Veterans' Employment and Training Services (DVET) as the POC.

b. all training materials required for workshops (instructor's manuals and slides/overheads, participants' workbooks, etc.).

c. training for facilitator.

d. monitoring of workshops delivery to maintain a quality program.

e. oversight of performance of State Employment Service activities and DOL contractors to ensure proper performance of workshop facilitator functions.

f. identify potential guest speakers.

g. provide sufficient numbers of highly qualified TAP Workshop facilitators such as DVOP specialist and LVER staff, DoL contractor personnel, and Veterans' Service Organization Service Officers, to conduct TAP Workshops.

Department of Veterans Affairs Veterans Assistance Service will provide

a. a POC to coordinate with the POCs from the other parties involved. Coordinate providing guest speakers.

b. guidance on the role of all Veterans Service Organizations.

c. coordination with Vocational Rehabilitation and Education Service in implementing a Disabled Transition Assistance Program (DTAP).

TAP Advisory Council: Employment Service POC, Installation POC, Veterans Affairs POC, and DVET will meet quarterly to discuss program accomplishments, plans for future quarters, and resolution of conflicts. Meetings will be chaired by DVET.

Review/Changes: All partnerships listed herein will periodically review this MOU as needed. Changes to this MOU will be in writing and approved by the signatories or their successors. If during the review process there are no changes to this MOU, the signatories or their successors' representatives will acknowledge that the MOU was reviewed and there were no changes. This will be accomplished by the representatives signing a joint letter approving the MOU as the reviewing officials.

Termination: This MOU will automatically be renewed on the anniversary date unless 30-day written notice of termination is given by any party. Agreement can also be terminated at any time upon 30-day written notice by any party.

SIGNATURES:

State Director for Disabled
Veterans Employment and
Training

Local Employment Services
Office Manager

Installation Commander or
Authorized Representative

VA Regional Administrator or
Designated Official

Transition Assistance Program Quarterly Report RCS: DD-P&R(Q) 1927

1. Installation Level Transition Program Staff:

Source of Funding	Number of funded positions:	Number of filled positions supported:	Number of contract staff assigned:	Part Time positions supported:
DoD Reimbursable				
O&MN (includes military personnel on staff)				

a. Detailed Installation Staffing: (This data is only required on the submission of the report for the 3rd Quarter of the fiscal year. This data will be used to formulate budget requirements for the upcoming fiscal year)

a. Position Title:

- Employment status: (choose one)
 - Part time, temporary or term
 - Full time, temporary or term
 - Part time, permanent
 - Full time, permanent
 - Collateral duty
 - Contracted
- Grade/Step/Series of incumbent:
- Date Reported:
- Anticipate Vacancy: YES NO
- Position Funded by:
- Projected Compensation for next FY:
 - Annual Base Pay:
 - Annual Benefits:
 - Annual COLA:
 - Annual Total:
- % Time spent in TAMP:
- Other functions performed:
- % Time spend in other functions:
 - Funding other than OSD Spent in support of TAMP:

(Repeat paragraph as necessary to identify all personnel employed using TAMP reimbursable funds).

2. Pre-separation counseling status (DD Form 2648):

a. Total Number of servicemembers receiving Pre-separation counseling during this Quarter:

	24 months before Separation	12 months before Separation	90 Days or more to Separation	89 Days or Less to Separation *	Percent with 90 Days or More	Decline Counseling
Army						
Navy						
Air Force						
Marine Corps						
Coast Guard						
Total						

***Attach a summary, which provides general explanations given by commands for non-compliance with Federal law. This information can be obtained from the Remarks section of the completed DD Form 2648.**

b. Number of Spouses who attended Pre- separation counseling:

c. Number of Navy commands serviced by the Transition Site:

d. Number of Navy commands providing completed DD Form 2648 data:

e. Provide a listing of Navy commands not providing DD Form 2648 data:

3. Employment Assistance as it relates to the Transition Assistance Program: Total Number who received employment assistance services this Quarter:

	Initial Visit	Multiple Visits
Army		
Navy		
Air Force		
Marine Corps		
Coast Guard		
Military Spouses		
DOD Civilians		
DOT Civilians		
Total		

4. Number of total workshops conducted this quarter as they relate only to the Transition Assistance Program:

a. Number of DoL Workshops Conducted:

1. Number of Military Service members attending:
2. Number of spouses attending:

b. Number of overseas DoL Workshops conducted by the Military Services:

c. Number of other workshops/seminars/classes conducted:

1. Number of servicemembers attending:
2. Number of spouses attending:

d. Number of CONSEP Mid-Career Workshops Conducted:

1. Number of servicemembers attending:
2. Number of spouses attending:

5. Relocation Assistance as it relates to the Transition Assistance Program:

a. Number of servicemembers marking "YES" on the DD Form 2648 indicating a desire for relocation assistance information:

b. Number of spouses marking "YES" on the DD Form 2648 indicating a desire for relocation assistance information:

6. Personal Financial Management as it relates to the Transition Assistance Program:

a. Number of servicemembers marking "YES" on the DD Form 2648 indicating a desire for personal financial management information::

b. Number of spouses marking "YES" on the DD Form 2648 indicating a desire for personal financial management information:

7. Transition and Employment Counseling as it relates to the Transition Assistance Program (1 on 1 Counseling only):

- a. Total number of actual hours spent with officers:
- b. Total number of actual hours spent with enlisted members:
- c. Total number of actual hours spent with spouses:
- d. Total number of officers seen in 1 on 1 counseling:
- e. Total number of enlisted members seen in 1 on 1 counseling:
- f. Total number of spouses seen in 1 on 1 counseling:

8. Number of contacts/briefings transition staff had with key installation personnel indicated below:

- 0-7 and above
- 0-4 to 0-6
- 0-1 to 0-3
- E9
- E-7 and E-8

9. Identify the types of automated tools available in the Transition Office. This is a one-time requirement. Updates are only required when new software is added or existing software is upgrade or deleted from your inventory. Examples of the types of automated tools to list include Acclimate, Sites, Personal Financial Management, etc.

- a.
- b.
- c.
- d.

Transition Assistance Program Instructions for Military Personnel Quarterly Report RCS: DD-P&R(Q) 1927

1. Installation level transition program staff: (To be completed by Installation)

Number of DoD funded positions - The number of positions being paid with DoD reimbursable funds.

Number of Service funded positions – The number of positions being paid with Navy funds (O&MN) (this includes all military positions supporting the Transition Assistance Program).

Number of filled positions supported with DoD funds – The number of positions filled using DoD reimbursable funds to pay for the salaries.

Number of filled positions supported with Service funds – The number of positions filled using O&MN funds to pay for salaries.

Number of contract staff positions funded with DoD funds – The number of contract staff assigned using DoD funds to pay contractor salaries.

Number of contract staff positions funded with Service funds – The number of contract staff assigned using O&MN funds to pay contractor salaries.

Number of part-time positions supported by DoD funds - The number of part-time position being supporting using DOD funds to pay for salaries.

Number of part-time positions supported by Service funds – The number of part-time positions you are supporting using O&MN funds to pay for salaries.

a. Detailed Installation Staffing: - self explanatory. Submitted on the 3rd Qtr Report only.

2. Pre-separation counseling status (DD 2648) – Data will be obtained from copies of completed DD 2648's provided to the FFSC by all area Command Career Counselors within the FFSC service area. For the categories below, count each servicemember who received pre-separation counseling only once. Do not count multiple visits by the same servicemember.

a. Total number of servicemembers receiving pre-separation counseling during this quarter – Provide breakdown by military service (Army, Navy, Air Force, Marine Corps), U.S. Coast Guard and then a total.

24 Months before separation – The number of people receiving pre-separation counseling 24 months or more months prior to separation. Refer to blocks 6 & 7 of the DD Form 2648.

12 Months before separation – The number of people receiving pre-separation counseling less than 24 months but 12 months or more prior to separation. Refer to blocks 6 & 7 of the DD Form 2648.

90 Days or more before separation – The number of people receiving pre-separation less than 12 months but 90 days or more prior to separation. Refer to blocks 6 & 7 of the DD Form 2648.

89 Days or less before separation – The number of people receiving pre-separation counseling 89 days or less prior to separation. Refer to blocks 6 & 7 of the DD Form 2648.

Percent of service members receiving pre-separation counseling at least 90 days or more prior to separation – Add totals in columns 1, 2 and 3 to get the percentage required for this column.

Decline Counseling – Provide the total number of servicemembers who declined pre-separation counseling.

b. Number of spouses who attended pre-separation counseling – Self-explanatory.

c. Number of Navy commands serviced by the transition site: This figure should represent the number of Navy commands within the respective area of responsibility.

d. Number of Navy commands providing completed DD Form 2648 data: Self-explanatory.

e. Provide a listing of Navy commands not providing DD Form 2648 data: Self-explanatory.

3. Employment Assistance as it relates only to the Transition Assistance Program: Total number of individuals who **received** employment assistance services as it relates to the Transition Assistance Program. Data should be broken down into the categories indicated on the report. Provide initial visits data in the first column and all follow-on visits by the same person in the “multiple visits” column. DOT is Department of Transportation.

4. Number of total workshops conducted this quarter relating only to the Transition Assistance Program:

a. Number of Department of Labor workshops conducted:

1. Number of military servicemembers attending workshops – Self-explanatory
2. Number of spouses attending workshops – Self-explanatory

b. Number of overseas DoL TAP Workshops conducted by the military services:

1. Number of military servicemembers attending – Self-explanatory
2. Number of spouses attending – Self-explanatory

c. Number of other workshops/seminars/classes conducted:

1. Number of military servicemembers attending – Self-explanatory
2. Number of spouses attending – Self-explanatory

d. Number of CONSEP Mid-Career Workshops conducted:

1. Number of servicemembers attending - Self-explanatory
2. Number of spouses attending - Self-Explanatory

5. Relocation Assistance as it relates only to the Transition Assistance Program:

a. Number of military servicemembers requesting relocation assistance – This information is obtained from the completed DD 2648, *Pre-separation Counseling Checklist, as provided by the Command Career Counselors within the FFSC area of service*. Record the number of servicemembers who requested this service, not the number who received this service.

b. Number of spouses requesting relocation assistance – Obtain this information from the completed DD 2648, *Pre-separation Counseling Checklist, as provided by the Command Career Counselors within the FFSC area of service*. Record the number of spouses who requested this service, not the number who received this service.

6. Personal Financial Management as it relates only to the Transition Assistance Program:

a. Number of military servicemembers requesting personal financial assistance – Obtain this information from the completed DD 2648, *Pre-separation Counseling Checklist, as provided by the Command Career Counselors within the FFSC area of*

service. Record the number of servicemembers who requested this service, not the number who received this service.

b. Number of spouses requesting personal financial management assistance – Obtain this information from the completed DD 2648, *Pre-separation Counseling Checklist, as provided by the Command Career Counselors within the FFSC area of service*. Record the number of spouses who requested this service, not the number who received this service.

7. Transition and employment counseling as it relates to the Transition Assistance Program (1 on 1 counseling only):

- a. Total number of actual hours spent with officers during 1 on 1 counseling:
- b. Total number of actual hours spent with enlisted members during 1 on 1 counseling:
- c. Total number of actual hours spent with spouses during 1 on 1 counseling:
- d. Total number of officers seen during 1 on 1 counseling:
- e. Total number of enlisted members seen during 1 on 1 counseling:
- f. Total number of spouses seen during 1 on 1 counseling:

8. Number of contacts/briefings transition staff had with key installation personnel as indicated by pay grades listed below:

0-7 and above
0-4 to 0-6
01 to 0-3
E-9
E-7 and E-8

9. Self-explanatory.

10. Report submissions – The quarterly reports must reach NAVPERSCOM (PERS-662C) on the 15th of each month following the end of each quarter. Reports will be submitted with a cover Memorandum, signed and dated. Advance copy via electronic means is acceptable to meet reporting requirement. Signed original must be forwarded via mail or fax.

Report Schedule

Due Date

1 st Quarter (Oct – Dec)	Jan 15
2 nd Quarter (Jan – Mar)	Apr 15
3 rd Quarter (Apr – Jun)	Jul 15
4 th Quarter (Jul – Sept)	Oct 15