DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAV INSTRUCTION 1900.2B

From: Chief of Naval Operations

Subj: TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)

Ref: (a) 10 U.S.C., 1141-1150
(b) DOD Instruction 1332.36
(c) DOD Directive 1332.35
(d) National Defense Authorization Act for FY-02
(e) Veterans Education and Benefits Expansion Act of 2001
(f) SECNAVINST 1754.1B
(g) SECNAVINST 5040.3A
(h) MILPERSMAN 1910-804
(i) BUPERSINST 1780.1A
(j) SECNAVINST 1754.6A
(k) NAVPERS 15878J, Career Counselor Handbook

1. Purpose. To implement provisions of references (a) through (k) and issue policy and guidance for establishment and execution of the Navy Transition Assistance Management Program (TAMP). This revision includes public law policy updates from 2002 through 2005 and should be reviewed in its entirety. Further guidance will be promulgated from the Department of Defense (DOD) to incorporate legislative provisions from the National Defense Authorization Acts of 2006 and 2007.

2. Cancellation. OPNAVINST 1900.2A.

3. Background

a. TAMP was established in November 1990 to comply with Federal laws contained in reference (a) requiring all active and reserve component separating and retiring servicemembers, 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 TAMP services to all Navy personnel will be achieved through a cooperative effort involving 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 is 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. The primary mission of TAMP is to improve retention and mission readiness by providing professional career development resources to the military community throughout the career lifecycle. Transition assistance services prepare separating servicemembers and their families with the skills, tools, and self-confidence necessary to ensure successful reentry into the Nation's civilian work force. TAMP is also intended to improve individual quality of life, enhance personal readiness, speed the attainment of career milestones, and return ambassadors to the civilian community that supports Navy's recruiting efforts.

b. Applicability. Transition services and transition benefits are separate and distinct.

(1) 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 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. Specific entitlements (extension of medical coverage, excess leave/Permissive Temporary Additional Duty (PTDY) for job/house hunting, and hiring preference for non-appropriated fund instrumentalities (NAFI) positions) are granted to a limited, well-defined group of personnel who are involuntarily separated or retired. Per reference (d), previously authorized benefits (travel, transportation, household good storage, transitional commissary and exchange benefits, transitional use of military housing, continued enrollment in Department of Defense Dependents Schools (DODDS), and priority affiliation with National Guard and Reserve units) expired on 31 December 2001.

(a) Transition Benefits - Separations. Certain IVS servicemembers are eligible for transition benefits. 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:

1. Were on active duty or will be involuntarily separated with a qualifying SPD code.

2. Were or will be discharged under conditions characterized as either honorable or general under honorable conditions.

(b) Transition Benefits - Retirement. Unlike transition benefits for IVS members, IVR members who retired prior to 26 March 1992 are not retroactively eligible for benefits. Members involuntarily retired (IVR) after 26 March 1992, as a result of a selected early retirement board (for all officer and enlisted personnel) or downward adjustment of high year tenure (HYT) limits (pay grades E6, E7, and E8) are eligible for transition benefits as described below:

1. 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/TEMADD 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 of NAVPERS 1336/3, Special Request/Authorization, for permissive TDY.

2. One-time Hiring Preference. IVR members and their family members shall be provided a one-time preference in hiring by a NAFI. A member or family member 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 family members must show proof of involuntary retirement status at time of application (i.e., selected early retirement notification letter, separation orders, or letter from their commanding officer (CO)). Employment options may be limited by overseas SOFAs or U.S. Department of State agreements. Consult local Human Resource Office (HRO) overseas for specific employment restrictions and guidelines.

(3) Implementation. Each 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 Command Transition Officer (CTO) (normally the command career counselor (CCC) for enlisted personnel and ship's secretary/administrative officer for officers), who will coordinate the command's transition program and will work closely with the TAMP staff identified in the paragraph below. The CTO 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:

(a) Installations designated as transition sites. All Navy installations with a Fleet and Family Support Center (FFSC) are designated as "transition sites" for delivery of TAMP services per reference (f). Transition sites that deliver TAMP services may be located at: http://www.dodtransportal.dod.mil/dav/lsnmedia/LSN/dodtransportal/. Designation of these sites was based on size of geographical transitioning population (minimum of 500 active duty separations/retirements annually). At these sites, FFSC/Fleet and Family Support Office (FFSO) staff with subject matter expertise in TAMP 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. FFSC staff will work closely with all CTOs, within the FFSC area of responsibility, to ensure both individual and command requirements are fully identified and met.

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

5. Program Components. There are four TAMP components which must be provided to all separating and retiring personnel as detailed below:

a. Pre-separation Counseling. The CTOs play a critical role in the transition process, particularly in the area of data collection and pre-separation counseling activities. As required by Federal law, the CTO is responsible for conducting mandatory pre-separation counseling and completing a DD 2648, Pre-separation Counseling Checklist for Active Component Servicemembers or DD 2648-1, Pre-separation Counseling Checklist for Reserve Component servicemembers Released from Active Duty. Pre-separation counseling is intended to inform all separating members of the availability of permanent transition services and assist them in obtaining those services to improve the transition from active duty to civilian life. Pre-separation counseling responsibilities shall include the following:

(1) Initiate a DD 2648/DD 2648-1 as directed in reference (k).

(2) Ensure pre-separation counseling is completed on every separating individual no later than 90 days prior to separation.

(3) For all anticipated retirements, conduct pre-separation counseling 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 is not required for personnel being discharged or released before the completion of that member's first 180 days of active duty.

(6) Personnel who are identified as unanticipated losses with 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, the CTO is required by law to assist separating personnel with development of an Individual Transition Plan (ITP). Guidelines for developing an ITP are contained in reference (k). Additional assistance and resources are available from local FFSC staff.

(8) The original DD 2648/DD 2648-1 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/DD2648-1 will be retained by the CTO for a period of 24 months following separation. A copy will be provided to the servicemember.

(10) All personnel attending a DOL Transition Assistance Program (TAP) Employment Workshop must present a copy of the completed DD 2648/DD 2648-1 on the first day of the workshop.

(11) The CTO will ensure that each separating servicemember has access to the DOD Pre-separation Guide available for download/printing at www.dodtransportal.dod.mil.

(12) Ensure members determine the pre-separation counseling which they desire and refer to the appropriate office/individual for receipt of counseling.

(13) Develop an ITP, required by law, with member (and spouse) if applicable), to help achieve educational, training, and employment objectives.

(14) Inform IVS/IVR members of the transition benefits to which they are entitled and procedures to apply for each benefit.

b. Employment Assistance

(1) All Navy transition sites will coordinate/deliver assistance services required by reference (a). The transition site may utilize resources/programs provided by DOL and DVA, military/community subject matter experts, and non-profit service (NPS) organizations (e.g., American Association of Retired Persons (AARP), Military Officers Association of America (MOAA), Disabled American Veterans (DAV), U.S. Navy League, American Legion, Veterans of Foreign Wars (VFW)). 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 TAP workshop has been developed by the U.S. DOL/Veterans Employment Training Service (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 the 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 provided at all major transition sites. Each separating and retiring servicemember shall attend a TAP workshop well before their detachment date. Unless specifically declined in writing on DD 2648, all personnel shall attend no later than 90 days prior to separation.

c. Relocation Assistance for Members Stationed Overseas. Overseas FFSCs are responsible for providing relocation assistance to separating or retiring members and their family members per reference (a) by using the automated Standard Installation Topics Exchange Services (SITES) (http://www.dmdc.osd.mil/sites), DOD and Department of the Navy (DON) developed automated transition systems, and other material provided by Commander, Navy Installations Command (CNIC). Overseas commands, which do not have ready access to an FFSC, must make appropriate arrangements with another Navy or other service transition site, defined earlier in this instruction, to have current relocation information provided.

d. IVS/IVR Benefits. CTOs are responsible for ensuring that IVS and IVR members are identified and briefed on benefits and services. 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/PTDY). To fully comply with provisions of references (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. IVS/IVR personnel will 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 shall be made on a NAVPERS 1070/613 and on DD 2648/DD 2648-1.

6. Responsibilities

a. Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education) (DCNO) (MPT&E) (N1) shall:

(1) Interface with Office of Secretary of Defense and other supporting Federal and non-Federal entities.

(2) Establish policy, assess and advocate for program delivery that meets servicemember needs.

b. CNIC Military Career Readiness Program Manager is responsible for implementing and managing the TAMP program and shall:

(1) Develop, implement, and maintain an overall program that meets requirements of Federal law and DOD guidance, as well as the needs of separating servicemembers and their family members.

(2) Coordinate program policies and services with Commander, Navy Personnel Command departments, Federal departments, government agencies, and military services.

(3) Plan for and distribute funding/resources.

(4) Develop and distribute transition support materials to commands.

(5) Develop and implement public affairs and marketing plans which publicize and promote TAMP benefits and services.

(6) Monitor and assess program effectiveness and service delivery. Recommend and implement improvements.

(7) Assist Navy Inspector General (NAVINSGEN) by providing guidance for inspecting and evaluating compliance with

Federal laws to include recommending items for review, which could be potential interest items to Chief of Naval Operations (CNO), per reference (g).

c. NAVINSGEN. During command inspections and area visits, NAVINSGEN inspectors will review the TAMP program and, if necessary, report findings in the inspection report. At a minimum, the following items will be reviewed:

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

d. Commander, Navy Recruiting Command (COMNAVCRUITCOM) shall ensure Navy Reserve Career Information Teams (CARIT) provide Reserve Program orientation briefings to all personnel eligible for affiliation with the Navy Reserve or who have remaining Reserve obligations. Briefings shall be provided as part of the TAP workshop. In areas where there is no physical presence of a CARIT representative, the installation CCC shall be trained to present information. Personnel separated under other than honorable conditions or not recommended for retention are not eligible to receive CARIT briefings. Personnel retiring or transferring to the Reserve are not required to attend a CARIT briefing.

e. Commander, Naval Education and Training Command (CNETC) shall ensure:

(1) Curriculum in CCC course fully prepares graduates to meet all provisions of this instruction and applicable DOD pre-

separation counselor training requirements. The DOD prescribed training curriculum will be included in the formal training.

(2) All graduates are fully prepared to administer TAP at the local command.

(3) All graduates are trained in elements of pre-separation counseling and quarterly reporting requirements.

f. Echelon 2 and 3 Commanders shall:

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

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

(3) Ensure that commands designated as having transition sites have an adequate number of trained staff available to provide TAMP programs and services.

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

g. Non-appropriated Fund Instrumentalities (NAFIs) shall grant a one-time hiring preference for IVS/IVR members and their family members. 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.

h. Commanding Officers (COs) shall:

(1) Designate a CTO, normally the 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/DD 2648-1 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 and ensure all separating personnel attend a DOL-sponsored TAP Workshop, unless specifically declined in writing on DD 2648. Personnel shall complete TAP/DTAP Workshop no later than 90 days prior to separation/retirement.

(5) Ensure all separating personnel have an 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 prior to separation for all unanticipated losses (i.e., ADSEP, medical, legal, etc.) Although eligibility for transition services remains for a period of 180 days following separation, the separating command must ensure full compliance with provisions of references (a) and (e) concerning pre-separation counseling. Ensure the original DD 2648/DD 2648-1 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, and assisted in obtaining benefits and services for which action prior to separation is required by law.

(8) Permit members being involuntarily separated and retirees up to 30 days excess leave or up to 20 days permissive temporary duty (30 days for overseas). Excess leave/PTDY 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 this 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) Commanders of an activity with an FFSC or FFSO transition site shall also:

(a) Delegate to the FFSC director/site manager 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) Establish an installation cross-functional service committee with the responsibility to coordinate all appropriate on-base service providers through periodic (at least quarterly) meetings to assess needs; 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. FFSC staff will participate in an advisory capacity.

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

i. FFSC/FFSO "transition site" staff shall:

(1) Manage the local TAP per the information provided in the Transition Assistance Career Navigation Atlas (Desk Guide) of Jun 06 (issued by CNIC). Staff 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/site manager and CO.

(2) Assess services required by separating members and their families. Implement workshops, programs, and services listed in reference (k) as appropriate to meet the identified needs of transitioning servicemembers and families.

(3) Work with the local public affairs office and Regional Business Office marketing staff to develop an internal information system that informs target population of all transition policies, programs, and services.

(4) Develop a network of resource providers (e.g., non-profit service organizations, chaplains, employment agencies, local Chamber of Commerce, Navy Reserve CARIT, Navy College

Offices, Retired Activities Offices, DVA benefits counselors, medical authorities, Navy-Marine Corps Relief Society, Veteran Organizations, and Navy League) to produce the most effective program.

(5) Serve as DOD agent for coordination of the local U.S. DOL-sponsored TAP/DTAP Workshops. If required by local agencies, 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 can be downloaded from the TAMP Web site at www.ffsp.navy.mil/tap.

(6) Coordinate/conduct supplemental workshops for the purpose of providing separating members and retiree's employment assistance.

(7) 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.

(8) Maintain information on, and provide referrals to, other appropriate agencies, both private and public, which can assist members with their transition. Staff shall establish working partnerships with the local area Chamber of Commerce, Workforce Investment Board, and other community employment resources.

(9) Maintain a library of current transition reference materials and publicize availability of such materials.

(10) Provide DOD/Navy-developed automated career information systems.

(11) 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.

(12) Collect, maintain and report statistical data as requested by higher authority.

j. CTOs shall:

(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) Conduct pre-separation counseling in full compliance with the provisions of this instruction.

(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/PTDY for job/house hunting).

(4) Assist separating members in obtaining a copy of their DD 2586, Verification of Military Training and Experience.

(5) Ensure all separating servicemembers receive access to the Reference Guide to Post-Government Service Employment Activities (NAVSO P-1778 (Rev. April 2000)).

(6) Refer all separating/retiring personnel to FFSC/TAMP staff for additional counseling, employment assistance, and if applicable, overseas relocation program as contained in reference (j).

(7) Use all available resources and reference material furnished by CNIC to provide pre-separation counseling, employment and relocation assistance from overseas when an FFSC/FFSO site TAMP staff member is unavailable.

(8) Work with commands to develop an internal information system to ensure members are informed of all transition policies and programs.

k. CCCs shall:

(1) Pre-separation counseling shall be made available at least 90 days before separation to all servicemembers who are being discharged, retired, or other wise released from active duty. Federal law requires completion of this interview and DD 2648/DD 2648-1.

(2) Ensure that every separating servicemember receives a copy of the Pre-separation Counseling Guide (Quick Series) to assist in completion of DD 2648. A more comprehensive Pre-separation Guide is also available electronically at www.dodtransportal.dod.mil.

(3) Forward original DD 2648/DD 2648-1 to the appropriate office for entry into member's service record.

(4) Provide a copy of the DD 2648/DD 2648-1 to the servicemember.

(5) Maintain a copy of the DD 2648/DD 2648-1 on file for two years.

(6) In the absence of a CTO, perform functions listed under paragraph 6j of this instruction.

l. Host Installation Career Counselors shall:

(1) Collect a copy of the completed DD 2648/DD 2648-1 from every TAP workshop participant on the first day of the scheduled workshop.

(2) Prepare quarterly report submission that contains data derived from collected documents and forward information to CNIC Regional Career Counselor.

(3) Serve as the area advocate to ensure supported commands/units fully understand the requirement for personnel attending a TAP workshop to have in their possession a copy of the completed DD 2648/DD 2648-1 for collections.

(4) Serve as the area advocate to supported commands/units to ensure each fully understands the requirements to conduct pre-separation counseling in full compliance with reference (a), chapter 58, section 1142.

(5) Ensure proper explanation is included on all appropriate documentation when mandated counseling was conducted less than 90 days prior to separation/retirement.

m. Educational Services Offices (ESO)/Navy College Offices shall:

(1) Provide counseling on educational assistance benefits to which member may be entitled under the MGIB Program and other educational assistance programs, as contained in reference (i).

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

n. PERSUPPDETs or other service record holders shall:

(1) Assist CTOs in identifying transitioning members and their family members.

(2) Assist eligible IVS members in completing MGIB program election documentation.

(3) Notify medical/dental treatment facilities (MTFs/DTFs) in writing 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/DD 2648-1) certifying receipt of pre-separation counseling is 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.

o. MTFs/DTFs shall:

(1) Ensure the Beneficiary Counseling and Assistance Coordinator (BCAC) provides counseling to transitioning members on health care benefits.

(2) Provide records screening assistance for those members completing VA 21-526, Veteran's Application for Compensation or Pension per reference (h).

(3) Provide medical and dental care for IVS members (same priority as family members 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.

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

(5) Provide counseling to eligible family members of transitioning members regarding expiration of benefit entitlements upon separation of the member.

7. Required Reports

a. FFSC/Transition sites quarterly report. FFSCs/transition sites will submit a quarterly report, as required by reference (c), on the status of the delivery of transition services no later than the 15th of the month following the end of each quarter as prescribed by CNIC. Reports are to be submitted electronically to the CNIC Military Career Readiness Programs Manager. A report from each transition site is required; consolidated regional reports are neither required nor desired.

b. Pre-separation counseling quarterly report. Every installation-level CCC participating in FFSC or FFSO transition site TAP workshop shall complete this report as directed by the Office of the Under Secretary of Defense (Military Community and Family Policy). The report shall be submitted electronically to the CNIC Military Career Readiness Programs Manager via the Regional Career Counselor by the 15th day following the end of the reporting quarter.

8. Reports and Forms

a. The reporting requirements contained in paragraph 8 are exempt from reports control per SECNAV M-5210-1 of December 2005.

b. The following forms are available electronically at http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm.

(1) DD 2586 (02-00), Verification of Military Training and Experience.

(2) DD 2648 (06-05), Pre-separation Counseling Checklist for Active Component Service Members.

(3) DD 2648-1 (06-05), Pre-separation Counseling Checklist for Reserve Component Service Members Released from Active Duty.

c. NAVPERS 1070/613 (10-81), Administrative Remarks (Page 13), S/N 0106-LF-010-6991 is available at http://www.daps.dla.mil.

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