

RTTUZYUW RUEWMCS0000 2071811-UUUU--RUCRNAD.

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FM CNO WASHINGTON DC//N1//

TO NAVADMIN

INFO CNO WASHINGTON DC//N1//

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NAVADMIN 187/13

MSGID/GENADMIN/CNO WASHINGTON DC/N1/JUL//

SUBJ/ADDITIONAL GUIDANCE FOR TRANSITION GOALS, PLANS, AND SUCCESS//

REF/A/DOC/DOD/13MAY13//NOTAL//

REF/B/MSG/CNO WASHINGTON DC/N1/282212ZFEB13//

NARR/REF A IS DIRECTIVE-TYPE MEMORANDUM (DTM) 12-007, IMPLEMENTATION OF MANDATORY TRANSITION ASSISTANCE PROGRAM PARTICIPATION FOR ELIGIBLE SERVICE MEMBERS. REF B IS NAVADMIN 053/13, UPDATED REQUIREMENTS FOR TRANSITION GOALS, PLANS, SUCCEED.//

RMKS/1. This NAVADMIN announces the third series for Transition Assistance Program (TAP)/Transition Goals, Plans, and Success (GPS) implementation and provides additional information for the Capstone event.

2. Capstone event:

a. Per refs (a) and (b), Sailors will participate in a Capstone event to verify completion of mandatory components of Transition GPS and achievement of career readiness standards (CRS). Sailors who require additional assistance will be referred to supplemental training resources. In addition, through the Capstone event, Sailors will be referred, as required, to appropriate government agencies and organizations that provide them continued benefits, services and support as veterans. On 1 October 2013, the Capstone event will be available at all Fleet and Family Support Centers (FFSC).

b. The mandatory Capstone event will be conducted by FFSC TAP counselors at Navy transition sites in small groups (less than 25) seminars (2-4 hours). For small sites and remote Sailors, this may be done individually. Standard operating procedures (SOP) on conducting Capstone in a group setting is located at http://cnic.navy.mil/ffr/family_readiness/fleet_and_family_support_program/transition_assistance/TransitionGPSGuidance.html.

c. For those unable to attend a transition site Capstone event due to operational commitment and those exempted from the Department of Labor (DOL) employment workshop, a local individual Capstone event with a transition counselor (command career counselor or designated command representative) will be conducted to verify that mandatory elements on the DD Form 2958 are complete. SOP for conducting a one-on-one Capstone event is located at <http://www.public.navy.mil/bupers-npc/career/transition/pages/tap.aspx>.

d. Ref (b) directed completion of DD Form 2958. Following a Sailor's attendance at a FFSC transition site Capstone event or an individual review of DD Form 2958, they will complete a hard copy DD Form 2958 to document CRS. Once the command verifies CRS, use the

data from the hard copy to electronically document completion of the DD Form 2958 using the Defense Manpower Data Center's (DMDC) TAP site at <https://www.dmdc.osd.mil/tap>.

e. Capstone must be completed NLT 90 days preceding an anticipated separation/retirement. For rapid and short notice separations, Capstone shall occur NLT the date of separation as reflected on the DD-214.

3. Reporting requirements update.

a. Per ref (b), command transition/career counselors will use the DMDC web based TAP applications online tool available at <https://www.dmdc.osd.mil/tap> to conduct and document pre-separation counseling for active component Service members (DD Form 2648) and pre-separation counseling for reserve component Service members released from active duty (DD Form 2648-1).

b. FFSC will enter Transition GPS attendance data into DMDC web based application available at <https://www.dmdc.osd.mil/tacl> NLT 5 days after the end of each month.

c. Command transition/career counselors shall utilize the web version of the Career Information Management System, career decision section, available at <https://nsips.nmci.navy.mil/nsipsclo/jsp/indec.jsp> to enter and track TAP completion data.

4. Points of contact for general policy questions are: Mr. Perry Christiansen, N170 at (901) 874-4372/DSN 882 or via e-mail at perry.christiansen@navy.mil, or Mr. Tom Albert at (901) 874-4254, or 1-866-U-ASK-NPC (1-866-827-5672), or via e-mail at tom.albert@navy.mil. For specific execution questions, contact Ms. Shauna Turner, CNIC (N91), at (202) 433-4592/DSN 288, or via e-mail at shauna.turner@navy.mil.

5. Released by Vice Admiral S. R. Van Buskirk, N1//

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