



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE NC 28542-0004

BO 1754.5B
MCCS
OCT 31 2011

BASE ORDER 1754.5B

From: Commanding Officer
To: Distribution List

Subj: TRANSITION ASSISTANCE MANAGEMENT PROGRAM

Ref: (a) MCO P1700.24B

Encl: (1) Unit Transition Counselor Appointment Letter Sample

1. Situation. The Transition Assistance Management Program (TAMP) has proven to be a successful tool of assistance in transitioning from the military to civilian lifestyle for separating, to include retiring, service members, whether voluntary or involuntary. Key features of the program are pre-separation counseling, resume preparation, automated job assistance information, computer support, and job fairs for employment assistance. TAMP is provided as a collective effort by personnel in the Departments of Defense, Labor, and Veterans Affairs (VA). The primary coordination and operation of the program is within the Career Assistance Branch (CAB), Building 40.

2. Cancellation. BO 1754.5A.

3. Mission

a. To promulgate policies and procedures for the administration of the TAMP as directed by the reference.

b. Summary of Revision. This Order has been revised and should be reviewed in its entirety.

4. Execution

a. Commander's Intent

(1) All service members are eligible for transition services within 12 months of separation or 24 months of

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retirement and are encouraged to seek out such services. Services are to be provided for up to 90 days following the date of separation from active duty.

(2) All civilian employees affected by base closure or realignment will receive transition services (other than those specifically limited by law to service members) in the same priority as active duty service members.

(3) Family members of active duty service members are encouraged to participate in the Transition Programs.

b. Concept of Operations

(1) TAMP Programs

(a) Pre-Separation Counseling Brief

1. The Pre-Separation Counseling Brief offers counseling to service members 12 or 24 months, per Public Law 107-103, prior to separation or retirement from active duty to address effects of career change, employment, relocation, education and training assistance, health insurance, finances, reserve affiliation, veterans' benefits, and assistance in developing individual transition plans to meet education, training, or employment objectives. Attendance by all separating service members is mandatory.

2. All service members must go through the Unit Transition Counselor (UTC) to register for the Pre-Separation Counseling Brief. Service members must bring three copies of their completed and signed DD Form 2648, Pre-Separation Counseling Checklist, to the Brief. Upon completion of the Brief, two copies will be returned to the service member for proof of attendance.

3. Uniform of the day is required for the Pre-Separation Counseling Brief.

4. All service members will attend the entire one day Pre-Separation Counseling Brief no later than 90 days to their End of Active Service (EAS), per the reference. Tardiness, absence, sleeping, unruly conduct, or nonconformance to program guidelines will lead to the service member's termination from the Brief and return to his/her unit.

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Attendance will be taken randomly throughout the day. If a service member is not accounted for at any attendance, he/she will not receive the DD Form 2648. Service members will not be released from the Brief unless there is a bona fide emergency.

5. Spouses are highly encouraged to attend the Brief to the maximum extent possible. Spouses may attend all or part of the Brief.

6. Dates and locations of the Pre-Separation Counseling Brief will be announced via LAN, WAN, Marine Corps Community Services (MCCS) website, and CAB calendars provided to the UTC.

7. Retirees and service members from other installations may participate on a space-available basis. Priority seating will be given to those service members who are from a remote site that has no Transition Assistance Office.

(b) Transition Assistance Program (TAP)

1. TAP is a two-and-a-half day Workshop that provides separating service members and their families with job search techniques to enhance their transition into the civilian job sector. Tardiness, absence, sleeping, unruly conduct, or nonconformance to program guidelines will lead to the service member's termination from the Workshop and return to his/her unit. Attendance will be taken randomly throughout the day. If a service member is not accounted for at any attendance, he/she will not receive the DD Form 2648. Service members will not be released from the Workshop unless there is a bona fide emergency.

2. All service members shall attend a TAP Workshop within 12 or 24 months of separation.

3. UTCs will ensure attendees bring a copy of their DD Form 2586, Verification of Military Experience and Training (VMET), to the TAP Workshop.

4. Appropriate civilian attire is authorized for the Workshop.

5. TAP Workshop is conducted weekly. Date, time, and location will be announced in advance by LAN, WAN, MCCS website, CAB flyers, and The Globe.

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(c) Disabled Transition Assistance Program (DTAP)

1. DTAP is specifically designed for those service members in receipt of a physical evaluation board or who have a Department of Veterans Affairs (DVA) memorandum rating of 10% or more and will be filing claims with DVA.

2. The DTAP class is given bi-monthly by a DVA representative. Date, time, and location can be obtained from the Physical Evaluation Liaison Board at the Naval Hospital. Service members should bring a copy of their medical record to the DTAP brief.

3. DTAP is not a substitute for the Pre-Separation Counseling Brief or TAP Workshop.

(d) Pre-Retirement Seminar

1. The Pre-Retirement Seminar is a four-and-a-half day Seminar offered to service members and their spouses who are contemplating retirement. This Seminar covers concerns that are specific to the retiring population, such as Survivors Benefit Plan (SBP), financial planning, household effects/transportation, disbursing, TRICARE, Social Security, and VA benefits.

2. The Pre-Retirement Seminar is given quarterly. Date, time, and location will be announced by LAN, WAN, MCCS website, CAB flyers, and The Globe.

3. Retirees must go through the or UTC to register for the Pre-Retirement Seminar and bring three copies of their completed and signed DD Form 2648, Pre-Separating Counseling Checklist, for attendance. Upon completion of the Brief, two copies will be returned to the service member for proof of attendance.

4. Appropriate Civilian clothing is authorized for attendees.

5. This Seminar will satisfy the requirement for the Pre-Separation Counseling Brief and TAP Workshop for any retiree who is within 24 months to retirement. The retiree must attend all portions of the Seminar to receive certification of attendance. Service members who attend the Seminar more than

24 months before retirement must attend the Pre-Separation Counseling Brief at the appropriate time or attend the Pre-Retirement Seminar again within the designated time requirements.

(e) Transition Services. All services listed are available at the CAB to all eligible persons, but are of particular importance to the transitioning service member and his/her spouse.

1. Individual Transition Plan (ITP). Upon request, individuals will be assisted in developing their own ITP. Individuals may also utilize CAB's computerized career assessment programs to obtain valuable information on career paths as well as detailed information on colleges and other institutions of higher learning.

2. Career Resource Library. Numerous books and publications are available to assist in the information gathering process. The library does not have the capability to check out books and publications but does offer ample room and atmosphere for study and research.

3. Employment Assistance. The CAB has a database of job opportunities and coordinates two major job fairs a year, as well as smaller recruitment opportunities throughout the year.

4. Computer Lab. The computer programs in the CAB are available to all eligible patrons on a first-come, first-served basis. Computer programs include word processing software, skills analysis programs, and internet.

5. Resume Review. CAB offers a drop-off service where an individual may drop off a resume or application and it will be reviewed and critiqued by a CAB staff member and be available for pickup within three to four working days.

6. Supplemental Classes. Classes on resume writing, interviewing, self-analysis, goal setting, and the Federal Hiring Process are offered on a monthly/quarterly basis. Pre-registration is required by contacting the CAB staff.

7. Family Member Employment Assistance Program (FMEAP). A resource center designed for active duty spouses,

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family members, and retirees is available (on a space-available basis) to explore employment options and pursue opportunities in their chosen career field. The FMEAP office is located in the Tarawa Terrace Housing complex and offers employment assistance, career counseling, and personal career goals identification.

(2) Program Structure

(a) A UTC will be assigned for each major command at Camp Lejeune. UTCs will:

1. Conduct unit transition programs as outlined in the reference and this Order for the unit.

2. UTCs are required to hand deliver a copy of his/her appointment letter to the CAB within five working days after receipt (refer to enclosure (1)).

3. Attend CAB training for UTCs.

4. Identify and notify all separating and retiring service members of transition programs in accordance with Paragraph 4103 of the reference and the procedures established in this Order.

5. Provide the unit's Pre-Separation Counseling Interview for separating and retiring service members. Complete numbers 1-8b and sign the DD Form 2648 on the third page during the Pre-Separation Counseling Interview and ensure three copies of the DD Form 2648 accompany the service member to the assigned Pre-Separation Counseling Brief. Ensure married service members are informed of spouse eligibility to participate in all TAMP programs. Upon completion of the Brief, the DD Form 2648 will be stamped and signed by a CAB staff member to be given to the Installation Personnel Administrative Center (IPAC) for placement in the service member's OQR/SRB. The second copy is the service member's copy. The third copy will remain on file with the CAB.

6. Contact CAB to register service members for a designated Pre-Separation Counseling Brief and TAP Workshop.

7. Work closely with the IPAC and the CAB to ensure timely dissemination of information to separating and retiring military service members.

(b) The CAB Manager shall:

1. Coordinate and oversee the operation of the installation's TAMP as outlined in the reference.

2. Maintain liaison with unit commanders in the implementation of TAMP.

3. Coordinate, schedule, and provide training for all assigned UTCs.

4. Provide unit briefings to publicize CAB services.

5. Provide employment assistance services to all eligible service members and civilians. Employment assistance includes, but is not limited to, career counseling services, career resources and job search materials, a comprehensive computer lab with electronic job bulletin boards and resume/application software, and job search related workshops.

6. Gather transition information from military and community agencies, public and private sector employers, and other federal agencies to establish a comprehensive transition program to meet the needs of separating or retiring service members and their families.

(3) UTC Training

(a) CAB staff will conduct UTC training monthly or as the need arises. Date, time and location will be announced via LAN and WAN.

(b) CAB staff and UTC will keep training attendance records on file for three years.

c. Tasks

(1) Commanding Officers

(a) Ensure widest dissemination of the contents of this Order. Incorporate TAMP into the Troop Information Program.

(b) Establish a Unit Transition Program.

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(c) Appoint in writing the unit's UTC that should be an officer, staff noncommissioned officer, or a civilian of equivalent grade. Enclosure (1) provides a sample appointment letter.

(d) Ensure attendance for all assigned UTCs at established training provided by the CAB.

(e) Ensure a mandatory Pre-Separation Counseling Interview for all separatees or retirees no later than 12 or 24 months to EAS. This interview must include an overview of the DD Form 2648 and the CAB programs. Service members must also be informed of uniform requirements and the schedule of attendance by Career Planners or UTCs.

(f) Ensure attendance of all separatees at the one-day Pre-Separation Counseling Brief, two and a half day TAP Workshop, and four and a half day Pre-Retirement Seminar. Attendance must occur no later than 90 days to EAS in accordance with procedures set forth in this instruction and the reference.

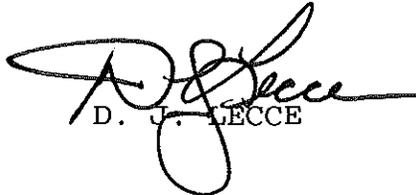
(2) Director, Marine Corps Community Services. Provide supervision as needed for the execution of TAMP in accordance with the Order.

5. Administration and Logistics. Not Applicable.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Base, Camp Lejeune and all tenant commands.

b. Signal. This Order is effective the date signed.



D. J. LECCE

DISTRIBUTION: A

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UNIT TRANSITION COUNSELOR
APPOINTMENT LETTER SAMPLE

UNIT LETTERHEAD

Date

From: Commanding Officer
To: Unit Transition Counselor (SSgt or above)
Subj: APPOINTMENT AS UNIT TRANSITION COUNSELOR
Ref: (a) MCO P1700.24B
(b) BO 1754.5B

1. In accordance with references (a) and (b), you are appointed as the Unit Transition Counselor (UTC).
2. You will adhere to the guidance provided in references (a) and (b) in the performance of these duties.
3. Within five days of receipt of this appointment, you will hand deliver a copy of this letter to the Camp Lejeune Career Assistance Branch (CAB), Building 40, and determine the earliest UTC training available for your attendance. While there, you will also tour the CAB to acquaint yourself with its personnel, services and programs.
4. You will not relegate or delegate any requirement or responsibility of this position to anyone below the rank of Staff Sergeant nor without my specific written approval.

Signature

Enclosure (1)