



# UNITED STATES MARINE CORPS

MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION  
PO BOX 18001  
PARRIS ISLAND, SOUTH CAROLINA 29905-9001

DepO 1754.6C

G-1

19 JAN 2006

## DEPOT ORDER 1754.6C

From: Commanding General

To: Distribution List

Subj: TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)

Ref: (a) MCO P1700.24B

(b) MCO 1754.8A

Encl: (1) Sample Letter of Recognition

(2) DD Form 2648

(3) TAMP Report Format

1. Situation. To publish instructions and set forth procedures for the Transition Assistance Management Program (TAMP) aboard Marine Corps Recruit Depot (MCRD) Parris Island and within the Eastern Recruiting Region.

2. Cancellation. DepO 1754.6B.

3. Mission. In order to prepare separating service members and their families for transition from military to civilian life, it is important that they be provided timely information and assistance. TAMP services shall be provided to each separating service member prior to being released from active duty.

4. Execution. The TAMP is the focal point for a variety of programs aimed at helping service members and their families during periods of transition. All military personnel who will be transitioning from the military to civilian life will be provided transition services 180 days prior to EAS, but not later than 90 days prior to EAS.

### a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Provide the necessary tools and information to enable all separating service members, and their family members, to make an effective transition from military to civilian life. The minimum essential requirements shall include information on developing an Individual Transition Plan (ITP), effects of a career change, employment assistance, education/training benefits, relocation assistance, health and life insurance needs, financial planning, benefits of

affiliation with the United States Marine Corps Reserves (USMCR), and Veteran's benefits.

(2) Provide Marines that are separating appropriate recognition through the awards program and at unit formations.

b. Concept of Operations

(1) The TAMP program represents a DOD and institutional effort to help separating service members and their family members prepare for life after active duty. References (a) and (b) apply. Together, these directives provide for formal transition assistance 180 days prior to separation from active duty.

(2) Involuntary separatees, Special Separation Benefit and Voluntary Separation Incentive (VSI) separatees are eligible for transition benefits. These benefits are temporary in nature.

(3) Separating service members will receive mandatory preseparation counseling 180 days prior to EAS, but not later than 90 days prior to EAS.

(4) Separating service members shall attend a Transition Assistance Program (TAP) workshop within a 180 days of separation. Family members are encouraged to attend.

(5) TAMP services and resources shall be provided in the Career Resource Management Center (CRMC). The CRMC is located aboard MCRD Parris Island in Bldg 923.

5. Administration and Logistics

a. Commanding Officers

(1) Assign in writing a Unit Transition Counselor (UTC) to manage the TAMP within your command. It is recommended that the UTC be the unit Career Retention Specialist (CRS).

(2) Ensure personnel who are required to receive Mandatory Preseparation Counseling and attend the TAP workshop do so within 180 and no later than 90 days of EAS as required.

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(3) Submit to the Assistant Chief of Staff, G1 (Attn: Depot CRS), a monthly report confirming attendance of all required personnel to the TAMP class within the required 90 - 180 day window prior to EAS. The TAMP report format is contained in enclosure (3).

(4) Ensure family members of separating service members are provided an opportunity to receive transition assistance if they desire.

(5) Ensure all transitioning Marines receive the appropriate level of recognition and appreciation for their contributions to the continued success of the Marine Corps.

(6) Ensure all honorably transitioning Marines receive a personalized letter of recognition. This letter should be directed to potential employers and educational institutions. A sample letter is provided as enclosure (1).

b. Unit Transition Counselor (UTC)

(1) The UTC shall track all personnel within the command to ensure that those Marines who are required to receive Mandatory Preseparation Counseling and attend the Transition Assistance Program (TAP) workshop do so within the required timeline.

(2) Coordinate and schedule with the TAMP/CRMC Manager those personnel who require mandatory preseparation counseling and TAP workshop.

(3) Post a yearly schedule of transitioning classes for all in the command to view.

(4) Establish and maintain a tracking system to ensure that the Preseparation Counseling Checklist (DD 2648) is properly completed at least 180 days prior to the individual's EAS and prior to the individual reporting to TAMP class. See enclosure (2).

(5) Keep signed and dated copies of the Preseparation Counseling Checklist on file for three calendar years.

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(6) Use attendance rosters provided by the TAMP/CRMC manager to ensure all separating Marines attended the mandatory prepreparation counseling no less than 90 days prior to separation and TAP workshop no less than 180 days prior to separation.

(7) Provide all transitioning Marines with information on Marine For Life.

c. TAMP/CRMC Manager

(1) Provide oversight for the installation's TAMP program to include: client services, recommendations for the TAMP budget, administer client feedback evaluations, and keep liaison with the installation UTCs.

(2) Counsel active duty service members and their family members on career goals, job search techniques, and the Individual Transition Plan (ITP); coordinate and facilitate seminars and workshops; research new or improved transition program procedures.

(3) Work with CRMC clients on software programs, accessing internet job sites and inputting mini-resumes into America's Job Bank (AJB); track daily CRMC client traffic, TAP and individual seminar attendance.

(4) Provide each UTC a copy of the Pre-Separation Counseling and TAP workshop attendance roster at the completion of each session.

(5) Prepare and submit mandatory Quarterly Reports to OSD.

(6) The CRMC Manager will conduct quarterly training for all UTCs and initial training to all newly appointed UTCs.

(7) Coordinate with the Commanding General Inspectors office to conduct inspections on each units Transition Assistance Management Program (TAMP).

d. Depot Consolidated Administration Center (DCAC)

(1) Provide unit UTCs, on the first of each month, a monthly EAS roster.

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(2) Ensure that the completed DD form 2648 is mailed to MMSB-20, 2008 Elliot Road, Quantico, VA 22134.

6. Command and Signal

a. This Order is effective the date signed.

b. This Order applies to all active duty personnel including 1st, 4th, and 6th MCD, including Reserve personnel on extended active duty, and transitioning personnel separating or retiring from active duty and their family members.

A handwritten signature in dark ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

J. VALENTIN  
Chief of Staff

DISTRIBUTION: A

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UNIT LETTERHEAD

SSIC

DATE

From: Commanding Officer, Unit

To: Sergeant John D. Smith

Subj: LETTER OF RECOGNITION

1. (Recognize the Marine for services rendered.)

Sergeant Smith, I would like to personally thank you for your honorable and faithful service while on active duty in the United States Marine Corps from 3 March 1997 through 15 May 2002.

2. (Describe the Marine's performance in his/her Military Occupational Specialty.)

For the past five years, you have consistently demonstrated an exceptionally high degree of military and professional excellence. Your active pursuit and in-depth knowledge of the Logistics field has been noteworthy. Your attention to detail, resourcefulness, keen insight, superb ability to develop and execute multiple tasks, and total dedication to duty has enhanced this command's morale, readiness status and ability to perform its mission effectively.

3. (Describe the Marine's personal character and qualities.)

Sergeant Smith, you have developed outstanding leadership skills and have continuously proven that you are capable of handling more responsibility. Your integrity, bearing and self-confidence make you a fine example of the caliber of Marine that provides the Marine Corps with its distinguished reputation.

4. (Describe the Marine's future growth potential.)

Sergeant Smith, you have my utmost confidence as you approach your new career and follow-on education. I believe that you will be successful in any future endeavor you choose. If you or others should require additional information, please do not hesitate to contact [provide contact information for you or designated point of contact for follow on contact up to 12-18 months in the future.] Best wishes.

H. G. WELLS  
LtCol, USMC

ENCLOSURE (1)

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**PRESEPARATION COUNSELING CHECKLIST  
FOR ACTIVE COMPONENT SERVICE MEMBERS**

*(Please read Privacy Act Statement below before completing this form.)*

**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). The signed preseparation counseling checklist will be maintained in the Service member's official personnel file. 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 (To be filled out by all applicants)**

<b>1. NAME (Last, First, Middle Initial)</b>		<b>2. SSN</b>	<b>3. GRADE</b>
<b>4. SERVICE (X one)</b> <input type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NAVY		<b>5. DUTY STATION</b>	<b>6. ANTICIPATED DATE OF SEPARATION (YYYYMMDD)</b> I am (X one) <input type="checkbox"/> Retiring <input type="checkbox"/> Separating Voluntarily <input type="checkbox"/> Separating Involuntarily
<b>7. DATE CHECKLIST PREPARED (YYYYMMDD)</b>	<b>7.a. Place an X in this box ONLY if you have less than 90 days remaining on active duty before separation or retirement. Please read the following instructions: If voluntarily separating or retiring and you have less than 90 days remaining on active duty before your separation or retirement, why was your preseparation counseling not conducted earlier? Please go to Section V - REMARKS and check the response that best describes the reason why preseparation counseling was not conducted earlier.</b>		

**SECTION III. ALL TRANSITIONING SERVICE MEMBERS MUST READ INSTRUCTIONS, SIGN AND DATE.**

- a. Items checked "YES" are mandatory for Service member to receive further information or counseling, or attend additional workshops, briefings, classes, etc. Service members that check "YES" in Item 11.a. will be released by Commanders to attend the appropriate workshop, briefing, etc. in its entirety.
- b. Shaded Areas: Areas that are shaded mean (1) the information is not applicable or (2) the information is referring to a Web site address and the URL requires no explanation. For example: 11.b. is shaded under SPOUSE because DD Form 2586 does not apply to spouses. Items 11.f.(1) and (2) are shaded because they refer to Web site addresses and they require no explanation.
- c. POST GOVERNMENT (MILITARY) SERVICE EMPLOYMENT RESTRICTION COUNSELING (Item 19): Service members cannot decline this counseling. It is required prior to separation. Therefore, no blocks exist to allow Service members the option of checking "YES", "NO", or "NA". Transition/Command Career Counselors shall refer separating and retiring Service members to an installation legal office (Staff Judge Advocate or Counsel's Office) to ensure they receive a post government (military) employment restrictions briefing or counseling from an ethics official.
- d. 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, Chapter 58, Section 1142.
- e. 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).
- f. I  accept  decline (X appropriate block) preseparation counseling. (If you check the "decline" box, you are declining preseparation counseling only on those items on this checklist where you have the option of declining.) Sign and date the checklist.

<b>8a. SERVICE MEMBER SIGNATURE</b>	<b>b. DATE (YYYYMMDD)</b>	<b>9a. TRANSITION COUNSELOR SIGNATURE</b>	<b>b. DATE (YYYYMMDD)</b>
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**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
	YES	NO	N/A	YES	NO	N/A	
<b>10. EFFECTS OF A CAREER CHANGE</b>							
<b>11. EMPLOYMENT ASSISTANCE</b>							
a. Dept. of Labor sponsored Transition Assistance Workshops and Service sponsored Transition Seminars/Workshops							
b. Use of DD Form 2586 (Verification of Military Experience and Training)							
(1) Do you want a copy of your Verification of Military Experience and Training (VMET) Document? If yes, go to <a href="http://www.dmdc.osd.mil/vmet">http://www.dmdc.osd.mil/vmet</a> to print your VMET document and cover letter.							
c. DoD Job Search Web site <a href="http://www.dod.jobsearch.org">http://www.dod.jobsearch.org</a>							
d. Transition Bulletin Board (TBB) and Public and Community Service Opportunities <a href="http://www.dmdc.osd.mil/ot/">http://www.dmdc.osd.mil/ot/</a>							
e. Teacher and Teacher's Aide Opportunities/Troops to Teachers <a href="http://www.proudtoserveagain.com">http://www.proudtoserveagain.com</a>							
f. Federal Employment Opportunities							
(1) <a href="http://www.usajobs.com">http://www.usajobs.com</a>							
(2) <a href="http://www.go-defense.com">http://www.go-defense.com</a>							
g. Hiring Preference in Non-Appropriated Fund (NAF) jobs (Eligible Involuntary Separates)							

PREPARATION COUNSELING CHECKLIST FOR ACTIVE COMPONENT SERVICE MEMBERS				NAME (Last, First, Middle Initial)			SSN			
SECTION IV (Continued)				SERVICE MEMBER			SPOUSE			REFERRED TO
				YES	NO	N/A	YES	NO	N/A	
<b>11. EMPLOYMENT ASSISTANCE (Continued)</b>										
h. State Employment Agencies/America's Job Bank										
(1) <a href="http://www.ejb.org">http://www.ejb.org</a>										
i. Career One Stop <a href="http://www.careeronestop.org">http://www.careeronestop.org</a>										
<b>12. RELOCATION ASSISTANCE *NOTE: Status of Forces Agreement limitations apply for overseas Service members.</b>										
a. Permissive (TDY/TAD) and Excess leave										
*b. Travel and transportation allowances										
<b>13. EDUCATION/TRAINING</b>										
a. Education benefits (Montgomery GI Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)										
(1) <a href="http://www.gibill.va.gov">http://www.gibill.va.gov</a>										
b. Workforce Investment Act (WIA)										
c. Additional education or training options										
(1) Small Business Administration <a href="http://www.sba.gov">http://www.sba.gov</a>										
d. Licensing, Certification and Apprenticeship Information										
(1) Department of Labor <a href="http://www.acinet.org">http://www.acinet.org</a>										
(2) U.S. Army <a href="https://www.cool.army.mil">https://www.cool.army.mil</a>										
(3) U.S. Military Apprenticeship Program <a href="https://www.cnet.navy.mil/usmap/">https://www.cnet.navy.mil/usmap/</a>										
(4) DANTES <a href="http://www.dantes.doded.mil/dantes_web/danteshome.asp">http://www.dantes.doded.mil/dantes_web/danteshome.asp</a>										
e. Defense Activity for Non-Traditional Educational Support <a href="http://www.dantes.doded.mil/dantes_web/danteshome.asp">http://www.dantes.doded.mil/dantes_web/danteshome.asp</a>										
<b>14. HEALTH AND LIFE INSURANCE</b>										
a. Transitional Health Care Benefit - for Eligibility Criteria and additional information go to: <a href="http://www.tricare.osd.mil">http://www.tricare.osd.mil</a> or <a href="http://www.tricare.osd.mil/Factsheets/viewfactsheet.cfm">http://www.tricare.osd.mil/Factsheets/viewfactsheet.cfm</a>										
b. Option to purchase 18-month conversion health insurance. Concurrent pre-existing condition coverage with purchase of conversion health insurance. <a href="http://www.tricare.osd.mil/chcbp">http://www.tricare.osd.mil/chcbp</a>										
c. Veterans' Group Life Insurance (VGLI) <a href="http://www.insurance.va.gov">http://www.insurance.va.gov</a>										
d. Veterans Centers <a href="http://www.va.gov/rcs">http://www.va.gov/rcs</a>										
<b>15. FINANCES</b>										
a. Financial Management (TSP, Retirement, SBP)										
b. Separation pay (Eligible Involuntary Separatees)										
c. Unemployment compensation										
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)										
<b>16. RESERVE AFFILIATION</b>										
<b>17. VETERANS BENEFITS BRIEFING</b>										
<b>18. DISABLED VETERANS BENEFITS</b>										
a. Disabled Transition Assistance Program (DTAP)										
b. VA Disability Benefits <a href="http://www.va.gov">http://www.va.gov</a>										
<b>19. POST GOVERNMENT (MILITARY) SERVICE EMPLOYMENT RESTRICTION COUNSELING</b> Information on post government (military) employment counseling (restrictions on employment, imposed by statute and regulation) shall be conducted by Services as appropriate. Transition/Command Career Counselors shall refer separating and retiring Service members to an installation legal office (Staff Judge Advocate or Counselor's Office) to ensure they receive a post government (military) employment restrictions briefing or counseling from an ethics official.										
<b>20. INDIVIDUAL TRANSITION PLAN (ITP)</b>										
a. As a separating Service member, after receiving basic pre-separation counseling information and completing this checklist, you and your spouse (if applicable) are entitled to receive assistance in developing an Individual Transition Plan (ITP) based on the areas of interest you have identified on this checklist. The pre-separation counseling 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 the ITP is to identify educational, training, and employment objectives and to develop a plan to help you 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.										
b. Based upon information received during Pre-separation Counseling, do you desire assistance in developing your ITP? If yes, the Transition staff/Command Career Counselor is available to assist you.				SERVICE MEMBER			SPOUSE			
				YES	NO	N/A	YES	NO	N/A	

PRESEPARATION COUNSELING CHECKLIST FOR ACTIVE COMPONENT SERVICE MEMBERS	NAME (Last, First, Middle Initial)	SSN
<p><b>SECTION V - REMARKS</b> (Attach additional pages if necessary)</p> <p>Complete the following ONLY if you placed an X in Item 7a. See page 1, Section II, Item 7a.</p> <p>21. My counseling was conducted 89 days or less before my separation or retirement because: (X one)</p> <p><input type="checkbox"/> MISSION REQUIREMENTS</p> <p><input type="checkbox"/> PERSONAL REASONS</p> <p><input type="checkbox"/> MEDICAL SEPARATION</p> <p><input type="checkbox"/> LEGAL SEPARATION</p> <p><input type="checkbox"/> CHANGE IN CAREER DECISION</p> <p><input type="checkbox"/> OTHER (Please provide a brief explanation)</p>		

