



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140-5001

DepO 1754.1
1D5
13 MAY 1996

DEPOT ORDER 1754.1

From: Commanding General
To: Distribution

Subj: TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)

Ref: (a) MCO P1754.5

Encl: (1) Designation as Unit Transition Counselor (example)
(2) Recommended Spouse Invitation (example)
(3) Transition Inspection Checklist

Reports Required: I. Career Resource Management
Center (CRMC) Quarterly Report (Report
Control Symbol DD-1754-03)

II. Installation Quarterly Transition
Inspection Report

1. PURPOSE. Implements and provides instructions for the administration of the Transition Assistance Management Program (TAMP) Standard Operating Procedures for the Marine Corps Recruit Depot, San Diego.

2. BACKGROUND

a. TAMP is the overall program establishing the transition programs within the Marine Corps. In accordance with the above reference and for consistency with all Marine Corps installations, TAMP entails all programs, services, and benefits available to active duty separating or retiring and their families.

b. In addition, the Pre-Separation/Retirement Counseling Brief and the Transition Assistance Program (TAP) will be a four and one half-day program. The brief will be on the fourth day of the program, following the three day TAP class.

c. The TAP prepares separating service members and their families with the skills, tools, and self-confidence necessary to ensure successful reentry into the Nation's civilian work force.

d. The Transition Assistance Programs are designed to complete the military personnel "life cycle". This cycle begins with the service member's recruitment from the civilian sector, continues with training and sustainment throughout the service member's active service and ends when the service member returns to the civilian sector.

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3. POLICY. It is this installation's policy that:

a. A four and one half-day program be established to include the Pre-Separation/Retirement Counseling Brief, the three day TAP, and a half-day employer recruitment day. This will be known as the Pre-Separation Transition Program.

b. All service members within 180 days of separation will be identified and made aware of the transition assistance programs, services and benefits to which they are entitled.

c. All spouses of active duty service members will be informed and encouraged to participate in the Transition Programs to the maximum extent possible.

d. All civil service personnel affected by base closure, realignment, or reduction in force, are entitled to transition services (other than those specifically limited by law to service members). All other civil service personnel may, at a minimum, receive services on a space available basis.

4. RESPONSIBILITIES

a. The Career Resource Management Center (CRMC) shall:

(1) Coordinate and oversee the operation of the Depot's Transition Programs and Services as outlined in the reference. CRMC will coordinate and schedule Quarterly Transition Inspections.

(2) Coordinate and work with unit commanders in the implementation of the Transition Programs at the unit level.

(3) Coordinate, provide, and schedule training for all assigned Unit Transition Counselors.

(4) Provide unit briefings relating to the Career Resource Management Center and the Transition Programs.

(5) Provide employment assistance services to all eligible personnel. 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) Coordinate with military and community agencies, public and private sector employers, and other Federal agencies to ensure a comprehensive program to meet the needs of separating or retiring service members and their families.

b. Reporting Unit Commanders will:

(1) Implement a Unit Transition Program within each reporting unit. Adhere to administrative procedures established per paragraph 5011 of the reference.

(2) Designate in writing, in accordance with enclosure (1), a Unit Transition Counselor (UTC) within each unit to work with the CRMC. This individual must be an officer, staff non-commissioned officer, or a civilian of equivalent grade. The UTC will be the primary point of contact for the CRMC to disseminate information within assigned units.

(3) Effect mandatory attendance for assigned UTCs with established training at the CRMC.

(4) Effect a mandatory pre-separation/retirement counseling interview for all separating or retiring service members no later than 120 days to EAS. This interview must include an overview of DD Form 2648 (Pre-Separation Counseling Checklist), the Career Resource Management Center programs, and scheduling of attendance in programs.

(5) Effect mandatory attendance for all separating personnel at the four and one half-day Pre-Separation/Retirement Transition Program. Attendance must occur no later than 90 days prior to EAS, in accordance with procedures set forth in this Order.

(6) Ensure service member brings two completed copies of DD Form 2648 to the Pre-Separation/Retirement Transition Program. Permissive TAD orders are not necessary for program attendance.

(7) Encourage spouse participation in transition programs to maximum extent possible. Recommended invitation to spouse is included as enclosure (2).

(8) Effect mandatory check-out procedures for all transitioning personnel with CRMC.

(9) Encourage and allow maximum use of CRMC facility.

c. Unit Transition Counselor (UTC) will:

(1) Hand carry a copy of the completed UTC designation letter, signed and dated, to the CRMC within five work days of receipt and register for appropriate training.

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- (2) Maintain Record of Training for two years.
- (3) Act as primary point of contact for transition issues for assigned unit.
- (4) Distribute transition related information, schedules, calendars, flyers, messages and changes in programs and/or schedules for assigned unit.
- (5) Conduct unit transition program as outlined in the reference.
- (6) Work closely with the Administrative Officer/Chief, the Career Planner, the Separations Clerk, and the CRMC Transition Specialist to ensure timely dissemination of information to separating and retiring service members.
- (7) Identify and notify all separating and retiring service members of transition programs in accordance with para 5012 of the reference, and procedures established in this Order.
- (8) Attend scheduled CRMC training for UTCs.
- (9) Provide the Unit's Pre-Separation Counseling Interview for separating and retiring service members. Ensure original copy of DD Form 2648 is maintained in SRB/OQR. Ensure service member maintains a copy and provides two copies to the Pre-Separation/Retirement Transition Program. Ensure married service members are informed of spouses' eligibility to participate in programs by provisions of enclosure (2). A copy of this letter of invitation will be maintained by the UTC for one year.

5. UTC TRAINING

- a. CRMC will conduct UTC training monthly. Date, time and location will be announced via e-mail or Standard Naval Letter and guard mailed.
- b. After initial training, all UTCs must attend refresher/update training to be given quarterly. This requirement cannot be relegated.
- c. CRMC will report attendance to appropriate Reporting Unit Commanders for compliance and documentation. CRMC will keep training attendance records on file for two years.

6. TAMP PROGRAMS

- a. Pre-Separation/Retirement Transition Program. This is a four and one half-day program which includes the Pre-Separation Counseling Brief, Pre-Retirement Brief, TAP, and employer recruitment day. The

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first three days will be TAP, followed by one day of pre-separation/retirement counseling brief, and a half-day employer recruitment day. The three day TAP consists of a job search training program to assist in the preparation for civilian employment. The one day brief is mandated information regarding benefits, programs, and services to which the service members and their spouses are entitled. The following procedures apply:

(1) All service members will attend not later than 90 days prior to EAS.

(2) All service members must bring two copies of their completed and signed DD 2648 for program attendance. Upon completion of the program, a copy will be returned to the service member for proof of attendance. The second copy will remain on file with the CRMC. Permissive TAD orders are not required for attendance.

(3) All service members must bring their medical records, or a copy, on the first day of the program. A representative from a veteran service organization will screen, on a one-to-one basis, each medical record with the service member.

(4) UTCs should ensure that all service members attend the entire four and one half-day program. Individuals who have other commitments such as duty, physical, dental, court appearances, TMO pack out, etc., must be rescheduled to attend at the next earliest convenient date to make up the missed portion of the class.

(5) Spouses will be encouraged to attend to the maximum extent possible. Enclosure (2) is recommended to pursue this effort. During the initial pre-separation counseling interview, married service members will be given this invitation to give to their spouse. If spouse is interested, the UTC will schedule both the service member and their spouse for attendance in the program. The spouse may attend all or part of the program. Returned invitations will be kept on file for one year by the UTC.

(6) Date, time, and location of the Pre-Separation/Retirement Transition Program will be announced a month in advance by the CRMC via e-mail or Standard Naval Letter and sent via guard mail.

(7) UTC's will make every effort to ensure attendees bring a copy of their VERDOC (DD 2586) to the program.

(8) Service members will be required to wear appropriate civilian attire while attending the program.

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(9) Excessive tardiness or absence from the program as well as sleeping, unruly conduct or nonconformance to program guidelines will lead to termination from the program and return to the command.

(10) Retirees and service members from other installations may participate on a space available basis.

b. Transition Services

(1) All services listed are available at the CRMC to all eligible persons, but are of particular importance to the transitioning service member and their spouse.

(a) Individual Transition Plan (ITP). Upon request, individuals will be assisted in developing their own ITP. Presentations at the Pre-Separation/Retirement Transition Program will afford participants the opportunity to sign up for career assessment and individual counseling by either the CRMC staff or Department of Veteran Affairs contract counselors. Individuals may also utilize CRMC's computerized career assessment library to gain valuable information on career paths as well as detailed information on colleges and other institutions of higher learning.

(b) Career Resource Library. Numerous books, publications, and videos 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.

(c) Employment Assistance. In addition to the CRMC staff, a representative from the California Employment Development Department will be available at the CRMC once a week to assist with the job search. The CRMC posts numerous local, state, nationwide and overseas employment opportunities as well as arranging career fairs and monthly employer recruitment days. Two automated computerized job databases are also available to investigate National job listings. These databases are called America's Job Bank (AJB) and the Transition Bulletin Board (TBB).

(d) Computer Workcenters. The computer programs in the lab are available to all eligible personnel on a first come, first served basis. Computer programs include AmiPro, Word Perfect, Resume software programs, Federal Employment application software, a National mini resume registry called Defense Outplacement Referral System (DORS), and Dunn and Bradstreet on CD ROM, to name a few examples.

(e) Resume/Application Review. CRMC offers this service for those individuals who may want their resume or application reviewed and/or critiqued.

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(f) Employment Assistance Workshops. Classes on Resume Writing, Federal Employment Process, and Job Search Overview (networking, interviewing techniques, salary negotiations and the hidden job market) are offered on a monthly basis. Pre-registration is required by calling the CRMC.



J. M. GUERIN
Chief of Staff

DISTRIBUTION: A

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DESIGNATION AS UNIT TRANSITION COUNSELOR

From: Commanding Officer
To: (Marine appointed)

Subj: DESIGNATION AS UNIT TRANSITION COUNSELOR

Ref: (a) MCO P1754.5
(b) DepO 1754.1

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. The Career Resource Management Center Manager is another source in the pursuit of your duties and responsibilities as this organizations Unit Transition Counselor.
3. Within five workdays of receipt, you will hand carry a copy of this designation to the MCRD Career Resource Management Center, Bldg. 26, and determine the earliest possible UTC training which you will attend. While there, you will also tour the CRMC 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 without specific written approval by me.

(Commanding Officer)

Copy to:
CRMC Manager

RECEIVING ENDORSEMENT

From: (Marine appointed)
To: Commanding Officer

1. I received this appointment _____.
2. I further understand that I am to deliver a copy of this appointment to the Career Resource Management Center Manager, Bldg. 26 not later than _____ and will attend the first available training required for this position in the performance of my duties.

(name)

(date)

(Duty phone)

(EMAIL address)

ENCLOSURE (1)

[1] 3 MAY 1996

RECOMMENDED SPOUSE INVITATION

From: Commanding Officer
 To: Designated Spouse

Subj: TRANSITION ASSISTANCE PROGRAMS

1. _____, as you and your family look at the future and possibility of leaving the Corps, I want to personally extend you the opportunity to participate in the Transition Assistance Programs.

2. You have dedicated your efforts and time to support your spouse's career in the military. In recognition of those efforts, there are programs available to help you and your spouse have an effective transition to the civilian sector.

3. Your spouse will be attending a four and one half-day Preseparation/Retirement Transition Program on yy mm dd which is designed to give information on the transition benefits and services to which both of you may be entitled. The program covers a mandatory preseparation/retirement brief which gives details on specific transition benefits and services; we also provide coverage on resume writing, interview techniques, salary negotiations, sources of assistance, skill categorizing, and more job search related information. Employers are also on the agenda to discuss employment opportunities.

4. To ensure we meet your needs and schedule you for attendance, I request you respond by giving this completed invitation to your spouse to return to my Unit Transition Counselor, NAME, no later than DATE.

___YES, I will attend. ___NO, I will not attend. SIGNATURE

5. Thank you for your years of service. I hope you will take advantage of this great opportunity. There is also additional assistance available to you and your spouse at the Career Resource Management Center. You may call 524-5732 for further information.

COMMANDING OFFICER

ENCLOSURE (2)

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TRANSITION INSPECTION CHECKLIST

1. Presence of MCO P1754.5 and the subordinate DepO 1754.1.
2. Presence of written appointment letter designating a Unit Transition Counselor (UTC) as specified in DepO 1754.1.
3. Proof of UTC training by CRMC staff or scheduled for the upcoming training session.
4. Compliance of preseparation counseling interview within 120 days of EAS and proof thereof (completed DD Form 2648, Pre-Separation Counseling Checklist).
5. Compliance of assigning designated personnel to Preseparation/Retirement Transition Class within prescribed time frame.
6. Proof of encouragement for spouse attendance in Preseparation/Retirement Transition Class.
7. Command check-out form indicating mandatory check-out with CRMC.
8. Presence of publicity/marketing materials (flyers, brochures, calendars, etc.) promoting services provided by CRMC.
9. Presence of upcoming Preseparation/Retirement Transition Class schedule, point of contact, and telephone number.
10. Sufficient inventory of DD Form 2648 to accommodate separating service members for the next quarter.
11. Maintaining a log of requested Verification of Military Experience and Training document and issuance to service member.

ENCLOSURE (3)

