



UNITED STATES MARINE CORPS

MARINE CORPS BASE HAWAII
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BaseO 1754.1A
SPT

FEB 13 2004

BASE ORDER 1754.1A

From: Commanding General, Marine Corps Base Hawaii
To: Distribution List

Subj: MARINE CORPS BASE HAWAII TRANSITION ASSISTANCE PROGRAM

Ref: (a) MCO P1700.24B
(b) CMC White Letter 09-02
(c) CMC Washington DC 101045Z Jun 02 (MARADMIN 321-02)

Encl: (1) Sample Unit Transition Counselor Appointment Letter

1. Situation. To provide guidance, establish policy procedures, and assign responsibilities as outlined in reference (a) for the operation of the Transition Assistance Program (TAP) for all service members who are being discharged, retired, or otherwise released from active duty (hereafter referred to collectively as transitioning members) at Marine Corps Base Hawaii (MCBH). To ensure all transitioning Marines receive the required Marine for Life briefing, Marines stationed at Marine Forces Pacific, Camp H.M. Smith will attend MCBH, Kaneohe Bay transition seminars.

2. Cancellation. BaseO 1754.1.

3. Mission

a. The Department of Defense (DoD) Transition Assistance Program was established in November 1990 to comply with Public Law 101-510 and Title 10, U.S.C., Section 1141 and mandates that all separating, retiring, service members and their spouses have access to transition assistance services. The TAP falls under the Transition Assistance Management Program (TAMP) umbrella. TAMP was developed by the Marine Corps to assist its Marines and their families before, during, and after separation in accordance with Public Law 101-510. TAMP encompasses the Transition Assistance Program, the Relocation Assistance Program, and the Family Member Employment Assistance Program.

b. TAP was designed to complete the military personnel life cycle. The military life 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 they return to the civilian sector.

c. The quality of life of service members and their families has a major impact on combat readiness and retention levels.

d. The Marine for Life (M4L) Program was developed to expand transition assistance to Marines through enhanced communication and continued affiliation with our veteran Marines who have gone on to become successful civic and business leaders in our communities. The Commandant directed commanders to "Change the paradigm associated with the way we view our Marines who choose to leave active service" and to ensure mandatory attendance at established Transition Assistance Program events by all Marines 90 days prior to their approaching transition date. Reference (b) pertains.

e. The primary function of TAP is to provide transitioning service members with specific services, information, referral, counseling, pre-separation planning, and employment assistance in an effort to assist them with an effective transition from military to civilian life, as mandated by Public Laws.

4. Execution: Commander's Intent and Concept of Operations

a. Transition Assistance Program. The TAP is a diverse complement of individual programs, transition services and transition benefits and its delivery is achieved through a cooperative effort of personnel in the Departments of Defense (DoD), Labor (DoL), and Veterans Affairs (DVA), other federal agencies, state and community agencies and organizations, and non-profit military service organizations. Reference (a) provides information on services and benefits available to transitioning service members undergoing the transition process.

(1) Transition Assistance Program Seminar. The TAP Seminar is a mandatory three-day pre-separation seminar for service members separating from active duty receiving an honorable or a general under honorable characterization of discharge, regardless of rank. The TAP seminar will provide information to include but not limited to effects of a career change, employment assistance, education opportunities, relocation assistance, health, life insurance options, finances, reserve affiliation, Marine for Life Program, disabled veterans, job search preparation, career assessment, resume writing, interview technique, and veteran's benefits. Priority seating will be given to Marines requesting to attend who are stationed at remote sites. Attendance at the Disabled Transition Assistance Program (DTAP), offered to medical separatees at Tripler Army Hospital, does not take the place of mandatory pre-separation counseling interview or transition seminar. Reference (c) requires separating service members to attend the TAP seminar as soon as possible during the twelve month period preceding their anticipated discharge date. In no event shall attendance commence later than 90 days before the date of discharge or release. The TAP seminar is conducted twice monthly.

(2) The Executive Transition Assistance (ETAP). The ETAP seminar is a mandatory three-day seminar for anticipated retirees and fulfills the requirement to attend the TAP pre-separation seminar. ETAP provides the same information as the TAP seminar; with a special focus on issues and concerns of soon-to-be retirees, such as the Survivor Benefit Plan (SBP). Reference (c) requires retiring service members to attend the ETAP seminar as soon as possible during the twenty four month period preceding their anticipated retirement date. In no event shall attendance commence later than 90 days before the date of discharge or release. The ETAP seminar is conducted five times a year.

b. Transition Services. The Transition Staff is located in the Career Resource Management Center (CRMC) within Personal Services. The CRMC provides an array of services to transitioning service members. Services include but are not limited to:

(1) Individual Transition Plan (ITP). Upon request, individuals will be assisted in developing their ITP.

(2) Resume Assistance. The Transition Staff is available to assist in developing and reviewing resumes.

(3) Career/Vocational Assessments. The Department of Veteran Affairs administer career/vocational assessments to assist individuals in acquiring a basic sense of their academic level, in evaluation career goals and options, and in gaining an overview of their personality characteristics prior to departing the military. Test administered are: Wide Range Achievement Test-Revised, Career Assessment Inventory-Enhanced, and the Myers-Briggs Type Indicator.

(4) Medical Screening. The Disabled American Veterans Transition Officer (DAVTO) is available to screen medical records. This screening will assist in identifying medical issues and/or problems, provide guidance in completing the VA Form 21-526, and answer question about Veteran Affairs compensation and the adjudication process.

(5) Career Resource Library. Numerous books, publications, and videos are available with current information on careers and the job search process.

(6) Computer Workstations. Computer programs including resume software programs, federal employment application software, word processing software, and Internet are available.

(7) Computerized Job Banks. Numerous on-line computer job banks accessed through the Internet are available. Current listings of job openings both federal and the civilian community throughout the nation and overseas can be accessed through these job banks, one in particular, which is a local job database, is the Joint Employment Management System (JEMS). This is a joint military venture designed

to link job seekers from the military community to employers who have job openings in Hawaii. JEMS is a unique, quality of life initiative currently funded by the Air Force, Coast Guard, Marines and Navy to support their active duty, retirees and family members' efforts to find employment. JEMS provides this support by being an advocate for job seekers from the military community and serves as a central point of contact for businesses to reach these job seekers. JEMS produces an on-line Job Bank, sponsors an annual job fair and hosts biannual Hawaii Department of Education Recruitments.

(8) DD Form 2648 - Verification of Military Education and Training (VMET). Service members attending TAP/ETAP seminars will receive their DD Form 2648 (VMET). The VMET contains written verification of job skills and work experiences acquired while on active duty that may have applicability to employment in the civilian sector. Service members are encouraged to use this information to assist them in converting their military training and skills into language civilian employers will understand. Upon request, the transition staff can provide VMETs to service members desiring a copy.

(9) Monthly Workshops. Classes on Creating an Effective Resume, the Federal Employment Application, and Interviewing Skills are offered on a monthly basis.

(10) Job Fairs. Job Fairs are conducted throughout the year providing contact with community, national, and international companies with job opportunities.

5. Administration and Logistics

a. The Transition Services Manager

(1) Plans, directs, implements, and monitors the Transition Assistance Management Program.

(2) Prepares and submits the TAMP budget requirements and plans.

(3) Reviews new and proposed legislation that impact the TAMP.

(4) Provides administrative and technical supervision to the TAMP staff.

b. The TAP Manager

(1) Manages coordinates, plans, directs, implements, and evaluates all aspects of the Transition Assistance Programs.

(2) Establishes program goals and procedures subject to the approval of the Transition Services Manager.

(3) Implements, coordinates, and conducts training for commanders, Unit Transition Counselors (UTCs), and transitioning service members.

(4) Provides the UTCs copies of seminar attendance rosters.

(5) Assists all assigned UTC in the performance of their duties.

c. Reporting Unit Commanders

(1) Support and seek to enhance the quality and effectiveness of the transition seminars and services provided to transitioning service members. It is every honorably (includes general under honorable) discharged service members right to attend the transition seminar. In order to accomplish this goal, it is the responsibility of the unit commanders to ensure that transitioning service members attend the appropriate transition seminar in sufficient time to take advantage of the services offered.

(2) Designate in writing, the Career Planner/Career Retention Specialist as the UTC, as an additional duty (enclosure (1)). The UTC will act as the direct representative to the Unit Commander on all matters pertaining to transition. Ensure the appointment letter is delivered to the TAP Manager no later than five days after appointment and the UTC is scheduled to attend UTCs training, as directed. The UTC's specific duties are described in paragraph 5d of this Order. Additionally, Commanders are encouraged to designate an alternate to assist the UTCs and perform the required duties in their absence. It is recommended that the Unit Separations Chief, Clerk, or other administrative personnel who have knowledge of all separations be appointed.

(3) Ensure that transitioning Marines attend a pre-separation counseling interview; complete, sign and date the Pre-separation Counseling Checklist (DD Form 2648), and proper distribution is made on the checklist, and they attend the transition seminar as mandated by Public Laws, reference (a), and this Order. Upon assignment to a transition seminar, the transitioning service members and their unit personnel will support and adhere to that assignment.

(4) Schedule eligible transitioning service members to attend the transition seminar as soon as possible but no later than 90 days prior to the service members separation date, regardless of whether a request for reenlistment or extension is pending, per reference (c). Transitioning service members will not be authorized terminal leave or depart the island until they have attended the transition seminar.

(5) Submit to the TAP Manager a letter of justification on those Marines who did not attend the transition seminar prior to the 90-day from separation or release cutoff date. Such letter will request priority seating in the next available seminar.

(6) Upon determining that a service member will be processed for reasons other than EAS and retirement (medical, legal, or humanitarian discharge, etc.) ensure they are immediately enrolled in the next available transition seminar providing the characterization of discharge is assumed to be honorable or general (under honorable conditions).

(7) Encourage and ensure transitioning Marines are permitted sufficient time to take advantage of the transition services.

(8) Ensure the UTCs coordinate with the administrative/legal offices and Adjutant/Personnel Officer's as necessary to monitor officer and enlisted separation/retirement dates, including involuntarily, administrative, hardship transitioning Marines.

d. The Unit Transition Counselor

(1) Once appointed in writing the UTC will act as the direct representative of the Unit Commander in the performance of duties pertaining to transitioning personnel.

(2) Identify both officer and enlisted transitioning personnel 12 months prior to EAS for separating service members and 24 months prior to eligibility of retirement for retirees, or as soon as it becomes known.

(3) Conduct a mandatory pre-separation counseling interviews with all personnel identified in paragraph 5d(2). Ensure all transition service members are aware of the transition programs, services, and benefits available as identified on the pre-separation counseling checklist (DD Form 2648). The pre-separation counseling interview does not take the place of the mandatory transition seminar. This interview may take place as early as 12 months prior to EAS for separating service members and 24 months prior to anticipated retirement date for retirees, regardless of the service members intent to, or submission of a request for extension or reenlistment, or as separation becomes known. If it is known that the service member's characterization of discharge will be other than honorable, dishonorable or a bad conduct the service member will not attend a transition seminar. The UTC will conduct a one-on-one pre-separation brief and the service member will view the Pre-separation Counseling Checklist Video, complete the DD Form 2648, and contact the Transition Office for any services the service member has requested. This counseling may be conducted individually or as a group.

(a) During the interview, transitioning service members will be required to view the pre-separation counseling checklist video.

(b) Complete a DD Form 2648 (pre-separation counseling checklist).

(c) Inform member of their eligibility to attend the transition seminar, the dates of the seminars, the services available, the requirement to attend 90 days from separation date, and ensure the members spouse, if applicable, is informed and encouraged to attend.

(4) Schedule eligible transitioning service members to attend the appropriate transition seminar as soon as possible but no later than 90 days prior their separation date, regardless of whether a request for reenlistment or extension is pending, per reference (c). In the event a transitioning service member cannot attend a TAP seminar within the required timeframe, the UTC is required to submit a letter of justification to request a seat in the next available transition seminar. Procedures for seminar attendance are provided during UTC training.

(5) Ensure the following is listed in the remarks block of the DD Form 2648: Times/dates of seminar, location, prescribed attire, and to bring medical record on day one. Attendee and their command is aware that no appointments are to be scheduled during the mandatory three day seminar and that failing to meet this requirement, or any unscheduled absence will result in member being dropped and rescheduled to attend the next convenient seminar.

(6) Distribute transition-related information, schedules, calendars, and flyers, messages and changes in programs, as required.

(7) Shall establish and maintain a tracking system to ensure that the Pre-separation Counseling Checklist is properly completed, signed, dated, and mailed. Distribution of the DD Form 2648: Original - mail to MMSB-20, 2008 Elliott Road, Quantico, VA 22134. MMSB-20 shall ensure the checklist is (1) scanned into the Marine's Official Military Personnel File (OMPF), (2) signed and dated copy to member, and (3) signed and dated copy to CRMC, and (4) the UTC will maintain signed and dated file copy for three calendar years.

(8) Submit the unit count of Pre-separation Counseling Checklists completed each month to the TAP Manager no later than the 5th of the subsequent month, per reference (a). The following format is provided:

Number of Service Members completing pre-separation counseling:

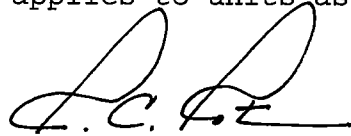
24 Months	12 months	90+ days	89- days
0	0	0	0

(9) Submit quarterly status of projected losses, actual losses, and re-enlistment for each calendar year quarter to the TAP Manager no later than the 5th of the subsequent quarter. The following format is provided:

UNIT	PROJECTED LOSSES	ACTUAL LOSSES	REENLISTMENTS
	0	0	0

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order applies to units assigned to MCBH and all tenant commands.



R. C. ROTEN
By direction

DISTRIBUTION: A



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MARINE CORPS BASE HAWAII
BOX 63002
KANEHOE BAY, HAWAII 96863-3002

SAMPLE UNIT TRANSITION COUNSELOR APPOINTMENT LETTER

From: Commanding Officer
To: (Service member appointed)

Subj: APPOINTMENT AS UNIT TRANSITION COUNSELOR

Ref: (a) MCO P1700.24B
(b) BaseO 1754.1A

1. Per references (a) and (b), you are appointed as Unit Transition Counselor (UTC). You will adhere to the guidance provided in references (a) and (b) in the performance of these duties.
2. Within 5 working days of receipt, you will deliver a copy of this appointment letter to the Career Resource Management Center (CRMC), Building 216, and schedule yourself for the earliest possible UTC training. While at the CRMC, you should tour the facilities and acquaint yourself with the personnel, services and programs.

(Commanding Officer)

Copy to: TA Specialist

RECEIVING ENDORSEMENT

From: (Service member appointed)
To: Commanding Officer

1. I received and accept this appointment as the Unit Transition Counselor.
2. I further understand that I am to deliver a copy of this appointment letter to the CRMC Manager no later than _____ and will attend the first available training required for this position.

(Name) (Date) (Duty Phone) (e-mail)