



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5000

MCBO 1800.1A
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11 Jan 96

MARINE CORPS BASE ORDER 1800.1A

From: Commanding General
To: Distribution List

Subj: TRANSITION ASSISTANCE MANAGEMENT PROGRAM

Ref: (a) MCO P1754.5

Encl: (1) DD Form 2648, Preseparation Counseling Checklist

Report Required: Career Resource Management Center (CRMC)
Quarterly Report (Report Control Symbol
DD-1754-03), par. 6a(8)

1. Purpose. To provide information and assistance to Navy and Marine Corps personnel and their families, in preparation for their transition to the civilian workforce per the reference.

2. Cancellation. MCBO 1800.1.

3. Summary of Revision. This revision updated and deleted unnecessary enclosures.

4. Background. All personnel separating from the Marine Corps are required to complete the enclosure. A copy of this form will be placed in the Marine's service record book/officer qualification record (SRB/OQR). The reference presents specific requirements and topics of mandatory counseling to be received by the separating Marine within 180 days of separation or retirement. There are nine individual topics to be presented and explained:

a. Education benefits - from Montgomery GI bill and other programs.

b. Compensation and vocational rehabilitation through certain Veterans Administration (VA) programs.

c. Reserve obligations and opportunities - including advantages to the Marine and procedures to follow.

d. Government and private sector employment - through the Employment Resource Center, concerning job search and job placement assistance, and preference in hiring in civil service area.

e. Job placement counseling for spouses.

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f. Medical and dental coverage - information on specific limits of military care, VA medical coverage, and temporary commercial coverage.

g. Counseling on the effects of career change - for the Marine, spouse, and family.

h. Financial planning assistance - including assistance with budgeting, prioritization, and money management.

i. Transition assistance programs. Attendance at the following workshops is strongly encouraged to meet individual needs:

- (1) Training opportunities
- (2) Labor market information
- (3) Employment opportunities
- (4) Resume preparation assistance
- (5) Job analysis assistance
- (6) Job search assistance
- (7) Job interviewing assistance
- (8) Federal/State/Local programs information
- (9) Verification of job skills
- (10) Small Business Administration loan and grant information
- (11) Relocation assistance
- (12) Job fairs

5. Information

a. To assist in accomplishment of this mission, a Transition Assistance Management Program (TAMP) team has been established. TAMP personnel are responsible for the scheduling, planning, and presentation of preseparation and preretirement briefings. The briefings include, but are not limited to, the topics listed in paragraph 4a through 4i.

b. The reference directs significant changes to the Preseparation and Preretirement Programs. Activity heads should familiarize themselves with the contents of the reference.

6. Action

a. Director, Manpower Division (Director, Family Service Center).

- (1) Publish a standing operating procedure delineating the duties of the TAMP team.
- (2) Publish an annual schedule of preseparation and preretirement workshops.
- (3) Arrange appropriate logistical support for preseparation and preretirement programs.
- (4) Conduct preseparation workshops monthly, and preretirement workshops quarterly.
- (5) Maintain copies of all signed Preseparation Counseling Checklists, and attendance rosters for all programs.
- (6) Coordinate workshops/seminars, as needed, in support of paragraph 4i.
- (7) Provide expertise and counseling in Transition Assistance Program areas on an individual basis to Marines, as requested.
- (8) Submit the CRMC Quarterly Report to the CMC (MHF) by the fifteenth of the month following the end of each quarter per the reference.

b. Reporting Unit Commanders

- (1) Designate by unit special order an officer, SNCO, or equivalent grade civilian as the Unit Transition Counselor on an additional duty basis. Forward a copy of the unit special order to the TAMP Manager, Family Service Center. Liaison with TAMP personnel will provide initial training of newly appointed unit transition counselors.
- (2) Comply with the provisions of paragraphs 1004.3 and 1005.1 of the reference.
- (3) Use local MMS database capabilities to extract the names of Marines who have 180 days or less remaining until separation or retirement.
- (4) Direct Marines with 180 days or less remaining until separation or retirement to attend an appropriate program.
- (5) Verify attendance roster against DD Form 2648 to ensure each attendee has a signed form.
- (6) Enter and maintain DD Form 2648 as a permanent part of each Marine's SRB/OQR.

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(7) Strongly encourage attendees to bring their spouses to the program.

C. Commandina Officer. Security Battalion. Notify and coordinate with the TAMP team the preseparation briefs, as needed, for the incarcerated Marines and Marines listed as casuals.



G. B. BROWN III
Chief of Staff

DISTRIBUTION: A

PRESEPARATION COUNSELING CHECKLIST

(Please read Privacy Act Statement on back before completing this form.)

SECTION I. 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 (Input is optional)
	YES	NO	N/A	YES	NO	N/A	
1. INDIVIDUAL TRANSITION PLAN (ITP)							
2. EFFECTS OF A CAREER CHANGE							
3. EMPLOYMENT ASSISTANCE							
a. Dept. of Labor sponsored Transition Assistance Program and Service sponsored Transition Seminars/Programs							
b. Use of DD Form 2586 (Verification Certification of Military Experience and Training)							
c. Defense Outplacement Referral System (DORS)							
d. Public and Community Service (PACS)							
e. Transition Bulletin Board (TBB)							
f. Teacher and Teacher's Aid Placement/Certification Program							
g. Federal Employment Opportunities							
h. Hiring Preference in Non-Appropriated Fund (NAF) jobs (VSI, SSB, Eligible Involuntary Separates)							
i. State Employment Agencies/Interstate Job Bank							
4. RELOCATION ASSISTANCE							
a. Excess leave and permissive (TDY/TAD)							
*b. Travel and transportation allowances							
*c. Military family housing extension (VSI, SSB, Eligible Involuntary Separates)							
*d. Commissary and exchange benefits extension (VSI, SSB, Eligible Involuntary Separates)							
*e. DODDS school extension (Eligible Involuntary Separates Only)							
5. EDUCATION/TRAINING							
a. Education benefits (Montgomery Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)							
b. Job Training Partnership Act (JTPA) (VSI, SSB, Eligible Involuntary Separates)							
c. Additional education or training options							
6. HEALTH AND LIFE INSURANCE							
a. 60-day or 120-day extended Military Medical and Dental benefits (VSI, SSB, Eligible Involuntary Separates)							
b. Option to purchase 1 8-month conversion health insurance							
c. Concurrent pre-existing condition coverage wrth purchase of conversion health insurance (VSI, SSB, Eligible Involuntary Separates)							
d. Veterans' Group Life Insurance							
7. FINANCES							
a. Financial Management							
b. Separation pay (VSI, SSB, Eligible Involuntary Separates)							
c. Unemployment compensation							
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)							
8. RESERVE AFFILIATION/PRIORITY							
9. DISABLED VETERANS							
a. Disabled Transition Assistance Program (DTAP)							
b. VA Disability Benefits							

STATUS OF FORCES AGREEMENT LIMITATIONS APPLY FOR OVERSEAS SERVICE MEMBERS

~~11-Jan-90~~

PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 1142, E.O. 9397

PRINCIPAL PURPOSE: To record preseparation services and benefits requested by and provided to service member; 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 reparation, preseparation counseling for Service members be made available.

ROUTINE USES: None

DISCLOSURE: Voluntary; however, the use of Social Security Number is strictly to assure proper identification of the individual and appropriate records

As a separating Service member, after receiving basic prereparation information and completing this checklist, you and your spouse (if applicable) are entitled to receive assistance in developing an ITP and individual counseling based on the areas of interest you have identified on the checklist. The preseparation 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 an ITP is to identify educational, training, and employment objectives and to develop a plan to 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

SECTION II - PERSONAL INFORMATION (To be filled out by all applicants)

10. NAME (Last, First, Middle Initial)		11. SSN	12. GRADE
13. SERVICE	14. U.I.C.	15. EXPECTED SEPARATION DATE (YYMMDD)	16. DATE CHECKLIST PREPARED (YYMMDD)

17. COMMENTS

SECTION III • ALL TRANSITIONING SERVICE MEMBERS MUST READ AND SIGN

I was offered preseparation counseling on the above transition benefits and assistance as appropriate. I understand that this preseparation counseling is provided to assist my transition process as required by Title 10, USC 1142. I (accept) (decline) (strike out appropriate remark) further transition assistance counseling. (If you declined further transition assistance counseling, skip to item 18.) I checked those places where I desire further information or counseling. I have also been advised where to obtain assistance in developing an ITP.

18. SERVICE MEMBER SIGNATURE	19. DATE OF SIGNATURE
20. TRANSITION COUNSELOR SIGNATURE	21. DATE OF SIGNATURE