



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1800.1A
C 012
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.

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- e. Job placement counseling for spouses.
- 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.

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(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.

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

c. Commanding Officer, Security Battalion. Notify and coordinate with the TAMP team the preseparation briefs, as needed, for the incarcerated Marines and Marines listed as casualties.



G. B. BROWN III
Chief of Staff

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