



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0050  
AND  
2D MARINE AIRCRAFT WING  
POSTAL SERVICE CENTER 8050  
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 1700.24A  
MCCS/MFS  
11 JUL 2008

AIR STATION ORDER 1700.24A w/ch 1

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
Commanding General, 2d Marine Aircraft Wing

To: Distribution List

Subj: TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)

Ref: (a) MCO P1700.24B

(b) Memorandum from Assistant Secretary of Defense, dtd  
30 Apr 2002

(c) White Letter No. 01-04

1. Situation. To ensure Marines and family members are provided the opportunity to gain knowledge and skills needed to successfully transition to civilian life.

2. Cancellation. AirStaO 1700.24.

2. Mission. To set forth policies and procedures for the administration of the TAMP as directed by references (a) through (c).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To provide quality transition services for retiring or separating service members and their families ensuring a successful readjustment to civilian life.

(2) Concept of Operations

(a) Pre-Separation Counseling Brief

1. The purpose of the Pre-Separation Counseling Brief is to ensure all active duty separating service members have the opportunity to be made aware of the transition services

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

**11 JUL 2008**

and benefits available to them and their spouses when adjusting to civilian life. The Pre-Separation Counseling Brief is mandatory for all separating service members. However, service members anticipating retirement may attend the Pre-Retirement Seminar to meet this requirement.

2. All separating service members shall attend the Pre-Separation Counseling Brief as soon as possible during the 12-month period before separation, but not later than 90 days prior to their End of Active Service (EAS) per references (b) and (c). Dress is Uniform of the Day for military members and appropriate civilian attire for spouses.

3. The Pre-Retirement Seminar is offered to service members and their family members who are contemplating retirement (to include transfer to the Fleet Marine Corps Reserve) within two years. This seminar covers entitlements and benefits, Survivor Benefit Plan (SBP), psychological factors of retirement, household effects/transportation, disbursing, Tricare, Social Security, and Veterans Affairs benefits. This seminar will fulfill the mandatory requirement for the Pre-Separation Counseling Brief and attendance is recommended two years prior to retirement.

4. Dates and locations of Pre-Separation Counseling Brief and Pre-Retirement Seminar will be announced and provided to the Unit Transition Counselors (UTC) via e-mail, and on Marine and Family Services monthly calendars.

5. Family members are highly encouraged to attend the Pre-Separation or the Pre-Retirement briefs to the maximum extent possible. If a family member is interested, the UTC will schedule both service member and spouse for attendance in the programs. Spouse may attend all or part of the briefs.

(b) Transition Assistance Program (TAP)

1. TAP is a 2.5 day workshop that provides separating and retiring service members and their families with job search techniques to enhance their re-entry into the civilian job sector.

2. All separating and retiring service members will attend a TAP workshop within 180 days of separation. TAP is mandatory for separation.

11 JUL 2008

3. Appropriate civilian attire is encouraged for the workshop.

4. TAP is normally conducted two times a month.

5. Pre-registration is required and may be done by contacting the UTC or TAMP personnel located within the ~~PSD~~ CAR

(c) Disabled Transition Assistance Program (DTAP)

1. DTAP is specifically designed for those service members in receipt of a Physical Evaluation Board or who have a Department of Veterans Affairs (DVA) memorandum rating of 10 percent or more filing claims with DVA.

2. The DTAP class is given once a month by DVA representative and coordinated by the Naval Health Clinic.

3. DTAP is not a substitute for the Pre-Separation Counseling Brief.

(d) Transition Services. All services listed are available to all eligible patrons, but are of particular importance to the transitioning service member and their family members.

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

CAREER ASSISTANCE

AND RESOURCES

2. Career Resource Library. Located in ~~Marine and Family Services~~, Building 4335, provides numerous books and publications 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 for study and research. Also offered are numerous videos on self-empowerment and career related topics. Equipment is available on site for viewing the items.

3. Employment Assistance. Numerous local job opportunities are listed on the bulletin board in Building ~~232~~ 4335. An annual Job Fair and/or multiple Career Days are scheduled throughout the year.

4. Employment Lab. Located in building ~~232~~ 4335, the computer programs located in the employment lab are available to

11 JUL 2008

all eligible personnel on a first come, first serve basis. Computer programs include word processing software, federal application software, VA information and DoD job searches. The Lab provides a free fax service for employment related needs.

5. Supplemental Classes. Classes are provided monthly in Building 4335 on resume writing, interview skills, local employment, and the federal hiring process. Pre-registration is required.

(e) Tasks

1. Directorate, Marine Corps Community Services

a. Responsible for overall TAMP aboard the Air Station.

b. Will appoint the TAMP Coordinator position with a well qualified employee.

2. The TAMP Coordinator

a. Coordinate and oversee the operation of the installation's TAMP as outlined in the reference (a).

b. Maintain liaison with Unit Commanders and senior enlisted leaders in the implementation of TAMP.

c. Coordinate, schedule, and provide training for all assigned unit Transition Counselors (UTCs).

d. Provide unit briefings to publicize all services.

e. Provide employment assistance services to all eligible personnel. Employment assistance includes, but is not limited to, career counseling services, career resources, job search materials, a comprehensive computer lab with electronic job bulleting boards, resume and application assistance, and job search workshops.

f. Gather transition information from military and community agencies, public and private sector employers, and other federal agencies to establish a comprehensive transition program to meet the needs of separating or retiring service members and their families.

11 JUL 2009

3. Commanding Officers. Appoint UTC in writing and ensure personnel are informed of Transition Services available.

4. Unit Transition Counselors (UTCs)

a. Conduct Unit Transition Programs as outlined in the reference and this Order for the unit.

b. Email or fax a copy of his/her appointment letter to the TAMP Coordinator within 5 working days after receipt and register for appropriate TAMP training.

c. Identify and notify all separating and retiring personnel, to include Fleet Assistance Personnel (FAP) of transition programs.

d. Maintain file copies as directed by paragraph 4103.3 of reference (a) and maintain a copy of the TAMP completion roster and the Pre-Separation completion roster for a period of three years.

e. Complete Section II through block 8b of DD form 2648. UTCs will sign DD 2648 in block 5, on the bottom right corner of page 3 and provide the service member with three copies to bring to the Pre-Separation Counseling Brief.

4. Administration and Logistics. The Commanding Officers, Naval Health Clinic, Fleet Readiness East and CLC-21 concur with this Order insofar as it pertains to members of their commands.

5. Command and Signal

a. Command. This Order is applicable to all personnel.

b. Signal. This Order is effective the date signed.



C. E. HOLZWORTH  
Chief of Staff



R. D. CLINTON  
By direction

DISTRIBUTION: A



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003  
AND  
2D MARINE AIRCRAFT WING  
II MARINE EXPEDITIONARY FORCE  
CHERRY POINT, NC 28533-0050

ASO 1700.24A Ch 1  
MCCS/MFP  
**10 AUG 2011**

AIR STATION ORDER 1700.24A Ch 1

From: Commanding Officer, Marine Corps Air Station, Cherry Point  
Commanding General, 2d Marine Aircraft Wing  
To: Distribution List

Subj: TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)

1. Situation. To direct pen changes to the basic Order.
2. Execution
  - a. On page 3, paragraph 3.a.(2)(b)5., change "PSD" to "CAR."
  - b. On page 3, paragraph 3.a.(2)(d)2., change "Marine and Family Services" to "Career Assistance and Resources" and change "232" to "4335."
  - c. On page 3, paragraph 3.a.(2)(d)3., change "232" to "4335" and add "room 213".
  - d. On page 3, paragraph 3.a.(2)(d)4., change "232" to "4335" and add "room 213."
  - e. On page 4, paragraph 3.a.(2)(d)5., change "232" to "4335."
3. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.

  
R. W. REGAN  
Chief of Staff

  
E. S. WEISSBERGER  
Executive Officer

DISTRIBUTION: MCAS A  
2d MAW A