



COMDTINST 1900.2B
03 NOV 2021

COMMANDANT INSTRUCTION 1900.2B

Subj: TRANSITION ASSISTANCE PROGRAM

- Ref:
- (a) Benefits and Services for Members Being Separated or Recently Separated, 10 U.S.C. Chapter 58
 - (b) Veterans Opportunity to Work to Hire Heroes Act of 2011, 38 U.S.C. §101 note (Pub. L. 112-56, title II, § 201)
 - (c) National Defense Authorization Act for Fiscal Year 2019, Pub. L. No. 115-232, § 552
 - (d) Pre-separation Counseling; Transmittal of Medical Records to Department of Veterans Affairs, 10 U.S.C. § 1142
 - (e) National Defense Authorization Act for Fiscal Year 1993, Pub. L. No. 102-484, § 4401
 - (f) Separation, 10 U.S.C. Chapter 59
 - (g) National Defense Authorization Act for Fiscal Year 1995, Pub. L. No. 103-337, § 542-43
 - (h) Veterans Education and Benefits Expansion Act of 2001, Pub. L. No. 107-103
 - (i) Military Assignments and Authorized Absences, COMDTINST M1000.8 (series)
 - (j) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)

1. PURPOSE. To implement the provisions of References (a) through (j) and issue policy and guidance for the establishment and execution of the mandatory Coast Guard Transition Assistance Program (TAP).
2. ACTION. All Coast Guard personnel shall comply and be knowledgeable on the contents of this Instruction. Internet release is authorized.
3. DIRECTIVES AFFECTED. Pre-Separation Counseling, COMDTINST 1900.1 and Transition Assistance Program, COMDTINST 1900.2A are hereby cancelled.

DISTRIBUTION SDL No. 170

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	X	X	X	X	X	X	X		X	X			X	X	X	X	X		X		X					
B		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
C	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
D	X	X	X	X	X			X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X			
E	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X		X	X			X	X		
F																	X	X	X							
G		X	X	X	X																					
H																										

NON-STANDARD DISTRIBUTION

4. DISCUSSION. The TAP was established in 1990 to comply with Federal laws contained in Reference (a) requiring separating and retiring servicemembers (officer and enlisted) of active and reserve components, to have access to transition assistance services.
 - a. In November 2011, the President of the United States signed into law Reference (b), mandating participation in a TAP for all separating and retiring members of the Armed Forces, to include: Pre-separation Counseling, a Department of Labor Employment Workshop (DOLEW), Veteran Affairs (VA) Briefing, and registration in for VABenefits.
 - b. Additional changes were made by Reference (c) to the transition program to include a pre-assessment and one-on-one, or face-to-face video counseling with the Transition Manager to assist in the development of an individual pathway and track for the servicemember. This requirement is to be met 365 days prior to the member's separation or retirement date.
 - c. The primary objectives of the Coast Guard TAP are to fulfill the requirements of Reference (b), and to improve retention and mission readiness by providing professional career growth and transitional resources to the military community throughout each member's career lifecycle. Transition assistance services provide separating and retiring members and their families with the skills, tools, and self-confidence necessary to ensure successful reentry and effective transition to civilian life and into the nation's civilian workforce. This instruction is intended to facilitate this process and demonstrate the Coast Guard's commitment to caring for its own.
5. DISCLAIMER. This guidance is not a substitute for applicable legal requirements, nor is it itself a rule. It is intended to provide operational guidance for Coast Guard members and is not intended to, nor does it impose, legally binding requirements on any party outside the Coast Guard.
6. MAJOR CHANGES. Major changes to this Instruction include:
 - a. Establishes the requirement for mandatory participation in the TAP;
 - b. The five-day transition seminar is changed to a three-day seminar with instruction tracks available, requires pre-assessment at least 365 days prior to transition, and adds a one-on-one or face-to-face video requirement to assist members with paths in accordance to Reference (c);
 - c. Removes Enclosure (4) of the cancelled Transition Assistance Program, COMDTINST 1900.2A; Separation Program Designators (SPD) Codes Eligible for Involuntary Separation Benefits. The SPD codes and involuntary separation benefits are not determined by the TAP;
 - d. Establishes policy and procedures for the transition process; and,
 - e. Clarifies roles and responsibilities for the TAP.

7. IMPACT ASSESSMENT. This Directive, and the statutory requirement for mandatory participation in transition services by all separating and retiring members, will increase the workload for unit personnel and administrative offices providing pre-separation counseling, and for Transition and Relocation Managers (TRMs) who will be required to manage additional transition seminars and provide related services to all active duty and reserve members. The addition of the one-on-one counseling required by Reference (c) will increase the workload and amount of counseling needed to comply. Commands will be responsible for their separating member's career readiness and attendance at a transition seminar.
8. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS.
 - a. Commandant (CG-47) reviewed the development of this Instruction, and the general policies contained within it, and determined that this policy falls under the Department of Homeland Security (DHS) categorical exclusion A3. No further environmental analysis is necessary in accordance with the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
 - b. This Instruction will not result in any substantial change to existing environmental conditions or violation of any applicable federal, state, or local laws relating to the protection of the environment. It is the responsibility of the action proponent to evaluate all future specific actions resulting from this policy for compliance with the National Environmental Policy Act (NEPA), other applicable environmental mandates, and the U.S. Coast Guard Environmental Planning Policy, COMDTINST 5090.1 (series).
9. DISTRIBUTION. No paper distribution will be made of this Instruction. An electronic version will be located on the following Commandant (CG-612) web sites: Internet: <http://www.dcms.uscg.mil/directives/>. CGPortal: <https://cg.portal.uscg.mil/library/directives/SitePages/Home.aspx>.
10. PROCEDURE. There are distinct and separate differences between transition benefits and transition services. Not all members are eligible for transition benefits, but they are eligible for transition services to include separation counseling and seminars.
 - a. Transition Benefits.
 - (1) Transition benefits are specific entitlements (e.g., extension of medical coverage, extension of use of military housing) that are granted to a limited, well-defined group of members who are involuntarily separated; not all involuntary separating members are authorized transition benefits.
 - (2) Eligibility for transition benefits depends on the nature and characterization of a member's discharge. In general, members must meet the following conditions to be eligible for benefits:
 - (a) Served on active duty after 30 September 1994;

- (b) Involuntarily separated or separating with a qualifying SPD code (SPD codes are assigned by Personnel Support Center (PSC) to the member, but the determination of what SPD codes are eligible is not); and,
- (c) Were or will be discharged under conditions characterized as either honorable or under honorable conditions.

b. Transition Services.

- (1) Transition services are programs which provide career related information and services (e.g., resume assistance, employment search, and interviewing techniques) through a variety of means such as local trainings, one-on-one assistance with a TRM and online resources. These services are available to all separating and retiring members.
- (2) As authorized by Reference (c), members are eligible to receive transition services as early as 24 months prior to retirement. Members who are voluntarily separating for reasons other than retirement may access transition services as early as 12 months prior to their separation date.
- (3) For involuntary and short notice separations, commanders must ensure members receive transition assistance services upon notification as defined in this Instruction prior to commencing separation proceedings.
- (4) As required by Reference (a), Pre-separation Counseling, participation in a TAP seminar, and capstone are mandatory for every Active Component (AC) and Reserve Component (RC) servicemember separating after serving 180 continuous days or more on active duty. All members must complete these requirements at least 90 days prior to separation. Process must begin 365 days prior to separation date.

c. Initial Counseling: Initial counseling is required no later than 365 days prior to separation/retirement unless short notice separation which will commence upon notification.

- (1) Servicemembers must complete an Initial Self-Assessment prior to setting one-on-one meeting with their servicing TRM. The self-assessment will be provided by TRM.
- (2) Servicemembers will meet with their TRM to discuss their Self-Assessment worksheet and assist with determining pathways and tracks for individual transition and develop plans.

d. Pre-separation Counseling. Pre-separation counseling is intended to inform all separating and retiring Service members of the availability of transition services and assist them in obtaining those services. Commands must ensure all separating or retiring members complete the following as a part of the Pre-separation Counseling:

- (1) Servicemembers must complete the Pre-separation Counseling Training Modules on the Coast Guard Learning Management System (LMS); and,

- (2) Upon completion of Pre-separation Counseling on LMS, the servicemember will log into the website, <https://milconnect.dmdc.osd.mil/milconnect/> and initiate the Pre-separation/Transition Counseling and Career Readiness Standards E-Form for Servicemembers Separating, Retiring, Released from Active Duty (RELAD), DD Form 2648.
- e. Transition Seminar. The TAP seminar consists of the required components of the DOLEW, VA brief, and VA Benefits registration. Whenever possible, servicemembers should attend in person. Proactive planning is required to ensure servicemembers attend a TAP seminar prior to separation. There is no authority to extend the expiration of enlistment or date of approved separation for officers in order to attend a TAP. Commands must work with the TRM in their AOR to send qualifying members to the nearest and/or most cost-effective location to attend a brick and mortar TAP seminar, (either a Coast Guard base or DOD installation). Commands are responsible for funding the servicemember if travel is authorized. If a brick and mortar TAP seminar is not available, the servicemember is unable to attend, or if attendance is cost prohibitive, the servicemember will receive all the information covered in a TAP seminar virtually which can be accessed by visiting <https://www.tapevents.org/courses> . This will provide listing of all the seminar modules.
- (1) DOLEW: Mandatory 1-day Department of Labor (DOL)-led employment assistance workshop.
- (a) DOLEW Exemption. DOLEW is the only portion of the TAP Seminar from which a servicemember can be exempt. Pre-separation Counseling, VA Briefings I and II, and registration in eBenefits remain mandatory. Eligible servicemembers who qualify for an exemption may still elect to participate in the DOLEW. The following exemptions apply:
- 1) Eligible servicemembers retiring after 20 or more years of qualifying military service; or
 - 2) Eligible servicemembers who, after serving their first 180 continuous days or more on active duty, meet at least one of the following criteria:
 - a) Able to provide documented evidence of civilian employment; or,
 - b) Are determined to be prepared for employment through one-on-one counseling session; or
 - c) Able to provide documented acceptance into an accredited career technical training, undergraduate, or graduate degree program; or,
 - d) Possess specialized skills, which, due to unavoidable circumstances, are needed to support a unit on orders scheduled to deploy within 60 days. The first commander in the eligible servicemembers' chain of command must certify completion of the Individual Transition Plan (ITP) Checklist; the Servicemember Pre-separation/Transition Counseling and Career

Readiness Standards E-Form for Servicemembers Separating, Retiring, Released from Active Duty (RELAD); DD Form 2648; and any request for exemption from the DOLEW.

- 3) Servicemembers who are recovering from injury; separating, retiring, or being released from active duty; and, are enrolled in the education and employment initiative, or similar transition program designed to secure employment, higher education, or career technical training post-separation such as the Yellow Ribbon Program.
 - 4) Flag officers are exempt from DOLEW, Career Readiness Standards, ITP, and Capstone.
 - 5) Eligible Reserve servicemembers who have previously participated in the DOLEW may request an exemption.
- (b) TRMs will document the decision of eligible servicemembers who qualify for an exemption and elect not to participate in the DOLEW on their Transition Assistance E-Form DD Form 2648.
- (2) Veteran Affairs Brief. VA-led mandatory briefings that provide eligible servicemembers with information on available veterans' benefits and services.
 - (3) Service Day: Service-led briefings to include crosswalk, financial planning, and other information to prepare member for their transition.
 - (4) Two-day Tracks: As determined from member's self-assessment and one-on-one counseling, members may be required to attend one of the available four tracks. Members may attend any or all tracks voluntarily.
 - (a) Preparation for Employment: Department of Labor-led track to further prepare members for employment after separation/retirement.
 - (b) Preparation for Education: Service-led track to prepare members for college, continuing education, and education goals.
 - (c) Preparation for Vocational-Technical: Department of Labor- led track to assist members with vocational education, technical schools, credentialing and professional licensing.
 - (d) Preparation for Entrepreneurship: Small Business Administration (SBA)-led track to provide information on small business for veterans, business plans, and successful techniques to owning a business.
 - (5) VA Benefits Registration. Members must also register for VA benefits using VA.gov.

- f. Capstone. Capstone is a mandatory component of TAP where commanders, or commanders' designees, verify that servicemembers have met Career Readiness Standards (CRS). The purpose of the capstone is to evaluate a servicemember's preparedness to successfully transition from a military to a civilian career. The capstone event is designed to evaluate servicemember preparedness to successfully transition to a civilian career and determine whether Career Readiness Standards (Enclosure (1)) were met. Note: Flag officers are not required to complete Pre-separation, ITP, TAP Seminar, Career Readiness Standards or Capstone.

11. RECORDS MANAGEMENT CONSIDERATIONS. Records created as a result of this Instruction, regardless of format or media, must be managed in accordance with the records retention schedules located on the Records Resource Center CGPortal site: <https://cg.portal.uscg.mil/units/cg61/CG611/SitePages/Home.aspx>.

12. DEFINITIONS. Terms used in this Instruction are defined in Enclosure (2).

11. ROLES AND RESPONSIBILITIES.

- a. The Director of Health, Safety, and Work-Life, Commandant (CG-11), must promulgate policy and guidance regarding TAP.
- b. The Office of Work-Life, Commandant (CG-111) and Family Services Division (CG-1112), must: provide oversight of the TAP policy development and implementation; advocate for funding of approved TAP activities; and support collaborative efforts between Coast Guard units, DOD, DOL, Department of Veterans Affairs (VA), Department of Education, Small Business Administration (SBA), and other federal, state, and local agencies, including both public and private, to ensure maximum awareness and delivery of transition resources for our members and their families.
- c. Commandant (CG-1112), Transition Program Manager must:
- (1) Develop policy and guidance for program implementation and compliance in conjunction with Health, Safety, and Work-Life Service Center;
 - (2) Manage program resources, maintain program elements and materials, and ensure effectiveness and efficiency through periodic review and update;
 - (3) Coordinate interdepartmental program management, policies, and services with other Federal agencies and military services;
 - (4) Provide sufficient training in coordination with FORCECOM, where appropriate, and approve marketing materials for commands and TRMs to increase attendance;
 - (5) Assist the Department of Homeland Security (DHS) Inspector General (IG) by providing guidance for inspecting and evaluating transition assistance;
 - (6) In conjunction with Health, Safety, and Work-Life (HSWL) Service Center (SC) develop Standard Operating Procedures (SOP)/HSWL SC Technical Directives;

- (7) Collaborate with HSWL SC to develop material to assist commands with tools and marketing materials to ensure highest visibility of program requirements and maximum participation. Post tools and marketing materials in the TAP Toolkit on the office of Work-Life, Transition Assistance Program website;
 - (8) Collaborate with Health, Safety, and Work-Life (HSWL) Service Center (SC) to develop Quality Assurance (QA) monitoring items to assess compliance with policy and HSWL SC SOPs/Technical Directives. Participate in no less than one annual site visit;
 - (9) Participate in all TRM hiring panels;
 - (10) Collaborate with HSWL SC to identify data points and establish metrics to assess achievement of program goals and objectives;
 - (11) Provide prior year compliance to Commands and leadership for visibility and marketing of the program, and;
- d. Health, Safety, and Work-Life (HSWL) Service Center (SC) must:
- (1) Provide technical oversight to the HSWL Regional Practices (RP) for implementation of the TAP in accordance with this Instruction and HSWL SC SOPs/Technical Directives;
 - (2) In collaboration with the Transition Program Manager, identify data points and establish metrics to assess achievements of program goals and objectives;
 - (3) In collaboration with Commandant (CG-1112), develop and implement: SOPs, Tactics, Techniques and Procedures (TTPs) and/or technical directives as needed to ensure standard implementation of TAP;
 - (4) Collect and maintain TAP data and metrics monthly using designated metrics collection tools and respond to data requests to support operational and programmatic reporting;
 - (5) Ensure HSWL Regional Practices develop a comprehensive outreach and marketing plan to educate commands, personnel and administrative offices, servicemembers, and their families about TAP;
 - (6) In collaboration with the Transition Program Manager develop Quality Assurance (QA) monitoring items to assess compliance with policy, TTPs and HSWL SC SOPs/Technical directives;
 - (7) Participate in all TRM hiring panels; and,

- (8) In collaboration with Commandant (CG-1112), ensure TAP quality assurance program emphasizes policy compliance, customer satisfaction, and best practices.
- e. HSWL Regional Managers (RM) must:
- (1) Allocate available funding and resources to ensure proper and complete TAP service delivery;
 - (2) Develop comprehensive outreach and marketing plan to educate commands, personnel and administrative offices, servicemembers, and their families about TAP;
 - (3) Ensure the TRM complies with all responsibilities and requirements of this Instruction, TTPs, and HSWL SC SOPs/Technical Directives;
 - (4) Ensure the TRM proactively markets program services and resources throughout the RP and in accordance with the marketing plan;
 - (5) Ensure that the Transition Program Manager and HSWL SC participate on the TRM hiring panel and selection process;
 - (6) Ensure the TRM collects, prepares, and maintains statistical data in accordance with Reference (b) and DOD-VEI (Veterans Employment Initiative) requirements or as otherwise required by law;
 - (7) Ensure TRM reports monthly program data to HSWL SC using the designated metrics collection tool; and,
 - (8) Ensure the TRM provides status updates and any other reports as required by Commandant (CG-1112) and the HSWL SC.
- f. HSWL Regional Practice, TRMs must:
- (1) Coordinate, implement, and maintain a regional TAP program to meet the requirements of Federal law and Coast Guard guidance, as well as the needs of separating/retiring members and their family members based of this Instruction and HSWL SC SOP/Technical Directives;
 - (2) Collaborate with other agencies and organizations, such as: Veterans' Employment and Training Service (VETS), DOL, VA, DOD, SBA, Veteran Service Organizations (VSO), and colleges, to coordinate with appropriate regional service providers;
 - (3) Participate in periodic program meetings to assess needs, plan, implement, review, and improve processes and procedures; and evaluate transition assistance effectiveness;
 - (4) Collaborate with Commandant (CG-1112), the HSWL SC, and TRM peers to develop best practice, which informs target populations of all transition policies, programs, and services;

- (5) Develop a network listing of resource providers, such as nonprofit service organizations, chaplains, retired affairs offices, education services offices, VA benefits counselors, medical authorities, and volunteers to make referrals and assist members with their transition;
 - (6) Serve as the Coast Guard's agent for the coordination, delivery, implementation, and/or training of the regional DOLEW, where available;
 - (7) Produce and maintain a schedule of all Transition Seminars within the AOR;
 - (8) Assist Base Commanding Officers with the development of a local Memorandum of Understanding/Agreement (MOU/MOA) with the state employment commission representative(s) for the administration of TAP when Department of Labor services are to be utilized, if required, and maintain a copy of the signed MOU/MOA;
 - (9) Coordinate, conduct and produce a schedule of workshops or trainings within the AOR for the purpose of providing separating and retiring members employment assistance;
 - (10) Advise commands, personnel and administrative offices on the transition assistance process, to include initial self-assessment and one-on-one counseling requirement, Pre-separation Counseling and TAP seminars;
 - (11) Provide and document one-on-one counseling to servicemembers 365 days prior to separation or retirement and assist with development of servicemember pathway and track for servicemember;
 - (12) Maintain and publicize a list/virtual library of the most current employment reference materials libraries with to meet the needs in the area of responsibility, as required by Reference (a);
 - (13) Proactively market program services and resources throughout the AOR and in accordance with the marketing plan;
 - (14) Collect, prepare, maintain, and report statistical data in accordance with Reference (b), and DOD-VEI requirements or as otherwise required by law; and,
 - (15) Report program data to the HSWL SC monthly using the designated metrics collection tools.
- g. COs/OICs must:
- (1) Ensure commands comply with all applicable TAP provisions and federal laws as required by References (a) through (j) and outlined here;
 - (2) Initial Self-Assessment and one-on-one counseling:
 - a) Ensure member completes initial self-assessment and sends to TRM;

- b) Ensure member schedules one-on-one initial counseling with TRM.
- (3) Pre-separation Counseling:
- a) Ensure all voluntarily separating members receive Pre-separation Counseling no later than 365 days before each member's final date of active duty in order to comply with Federal law, per Reference (c); and,
 - b) Ensure all involuntarily separating members complete Pre-separation Counseling prior to separation. Although eligibility for transition services remains for a period of 180 days following separation, the command must ensure full compliance with the provisions of References (a) and (f) concerning Pre-separation Counseling;
- (4) TAP Seminars:
- a) Ensure transitioning members unable to attend brick and mortar TAP seminars complete all mandated classes through DoD sponsored website, Transition Online Learning (TOL), as required in this Instruction, and send certificates of completion to their regional TRM; and,
 - b) Provide adequate facilities and support for the delivery of TAP seminars and services.
- (5) Capstone:
- a) Verify that servicemembers have met Career Readiness Standards (CRS) and have a viable Individual Transition Plan (ITP) and if a servicemember requires or desires follow-on assistance, in conjunction with the Transition manager, facilitate a transfer to appropriate partners such as the Department of Veterans Affairs or the Department of Labor; and,
 - b) Digitally sign the completion of Career Readiness Standards section of the Servicemember's Pre-separation/Transition Counseling and Career Readiness Standards e-Form for Servicemembers Separating, Retiring, or Released from Active Duty (RELAD), on DD Form 2648:
 - 1) COs (or command designees) must evaluate members' Career Readiness Standards to ensure they have met Career Readiness Standards based on their post-transition goals in the member's ITP and will receive an email containing a web link to the servicemembers e-Form to verify Career Readiness Standards and digitally sign form for completion.
 - 2) Ensure transfer of servicemember to appropriate partner agencies (VA, DOL, SBA) for those deemed at risk of not meeting CRS and servicemembers who require additional assistance must be referred to additional training opportunities.

- 3) Upon completion of transfer, the COs or designees should return to the web link to sign and verify that the member has completed Career Readiness Standards.
 - c) Ensure members complete the requirements of the TAP, and issue an Administrative Remarks, Form CG-3307 if the member refuses to attend a seminar or complete the requirements.
- h. Personnel and Administrative Offices must:
- (1) Assist commands with identifying transitioning servicemembers and their families;
 - (2) Refer servicemembers to Pre-separation Counseling training on the Coast Guard Learning Management System (LMS) and to initiate servicemember Pre-separation/Transition Counseling and Career Readiness Standards E-Form for Servicemembers Separating, Retiring, Released from Active Duty (RELAD), DD Form 2648;
 - (3) Refer servicemembers to Pre-separation Counseling training in Learning Management System, for those who are pending retirement, during the 24-month period preceding the anticipated retirement date;
 - (4) In the case of a separation other than a retirement, refer servicemembers to LMS as soon as possible during the 12-month period preceding the anticipated separation date but not less than 90 days prior to separation;
 - (5) Ensure members complete Pre-separation Counseling in LMS in the case of unanticipated losses, as soon as possible;
 - (6) Pre-separation Counseling is not required for members being discharged or released before the completion of that member's first 180 days of active duty;
 - (7) Ensure that servicemembers with Involuntary Separation/Involuntary Retirement (IVS/IVR) orders are identified as early as possible to allow them to take advantage of certain benefits which require administrative action prior to separation (such as, excess leave to facilitate relocation and job search) and to comply with the provisions of References (a) through (e), Pre-separation Counseling must be conducted as soon as possible upon determination of an unanticipated separation;
 - (8) Verify the completion of the Pre-Separation Counseling:
 - (a) Log into the manager section located at <https://dodtap.mil/login.html>.
 - (b) Under Transition Documents create/open e-Form section, using the DOD number provided by the servicemember.
 - (c) Complete Section IV, item 2 by verifying completion of Pre-separation Counseling and sign digitally in all Transition Counselor blocks.

- (d) Refer members to the local TRM to register for a TAP seminar after digitally signing the Pre-separation E-Form.
 - (e) Refer each separating and retiring member to the Coast Guard Pre-separation website, available at <http://www.dcms.uscg.mil/tap/TAP-Resources>.
 - (f) Refer member and spouse (if applicable) to guidance for developing an ITP available at <http://www.dcms.uscg.mil/tap/TAP-ITP-Deliverables/>.
- (9) Ensure the servicemember's Pre-separation/Transition Counseling and Career Readiness Standards E-Form for Servicemembers Separating, Retiring, Released from Active Duty (RELAD), DD Form 2648 is properly completed and submitted for entry in the member's Personnel Data Record (PDR) and that the member has completed the ITP;
- (10) Notify the TRM when a member is eligible to request the scheduling of a TAP seminar; and,
- (11) Ensure the member registers for a premium account in VA Benefits.
- i. Retiring or separating servicemembers must:
- (1) Inform their command of their intention to separate or retire as soon as this decision is made;
 - (2) Complete initial self-assessment and send to their servicing TRM to schedule one-on-one initial counseling and facilitate transition services;
 - (3) Complete the Pre-separation Counseling Training Module in LMS;
 - (a) Log on to website <https://milconnect.dmdc.osd.mil/milconnect/> and complete the E-Form;
 - (b) Using either Common Access Card (CAC) or DS Login, initiate the Servicemember Pre-separation/Transition Counseling and Career Readiness Standards E-Form for Servicemembers Separating, Retiring, Released from Active Duty (RELAD), DD Form 2648, and complete:
 - i. Section I, Verify all existing personal information for accuracy and input all remaining data,
 - ii. Section II, mark 'yes' or 'no' based on Career Readiness Standards items completed to date (all items marked "YES" will require a date),
 - iii. Section IV, digitally sign the form, save, and print a screenshot of the E-Form to indicate initiation.

- (c) Provide the personnel and administrative office the completed LMS certificate and DOD ID card number (located on back of CAC) so personnel and administrative staff can complete Pre-separation.
 - (4) Contact their servicing TRM for transition assistance;
 - (5) Provide their TRM their DOD ID card number;
 - (6) Schedule a TAP seminar with their TRM;
 - (7) Complete a TAP participant assessment upon completion of the seminar;
 - (8) Bring completed ITP to the TAP seminar and continue to complete the form throughout the seminar. The TRM may assist members with questions during, and after class, as necessary;
 - (9) Members must also register for VA benefits using VA.gov website; and,
 - (10) If the servicemember was unable to attend an onsite TAP seminar, they must send (via email) their certificates from TOL, indicating completion of the virtual TAP modules, to their regional TRM.
12. FORMS/REPORTS. The forms referenced in this Instruction are available in USCG Electronic Forms on the Standard Workstation or on the Internet: <https://dcms.uscg.afpims.mil/Our-Organization/Assistant-Commandant-for-C4IT-CG-6/The-Office-of-Information-Management-CG-61/Forms-Management/> and CGPortal: <https://cgportal2.uscg.mil/library/forms/SitePages/Home.aspx>. The Department of Defense (DOD) forms can be found here: <http://www.dtic.mil/whs/directives/forms/index.htm>.
13. SECTION 508. This Instruction was created to adhere to Accessibility guidelines and standards as promulgated by the U.S. Access Board. If changes are needed, please communicate with the Coast Guard Section 508 Program Management Office at: Section.508@uscg.mil.
14. REQUEST FOR CHANGES. Units and individuals may recommend changes by email via their chain of the command to Commandant (CG-1112).

/D. L. THOMAS/
Rear Admiral, U.S. Coast Guard
Director, Health, Safety and Work-Life

- Encl: (1) CAREER READINESS STANDARDS
(2) DEFINITIONS
(3) CHECKLIST FOR RETIREMENT
(4) CHECKLIST FOR SEPARATION

CAREER READINESS STANDARDS

- A. Completed Individual Transition Plan (ITP)
- B. Documented 12-month post-separation budget
- C. Completed VABenefits online registration
- D. Completed Military Occupational Code (MOC) Crosswalk gap analysis of military to civilian skills transferability.
- E. Documented identification of what civilian credentials relate to a servicemember's MOC and training, and the relevant licensure, certification and/or apprenticeship required to attain a job in the member's desired civilian career field
- F. Completed individual assessment tool that identifies aptitudes, interests, strengths, and skills
- G. Completed job application or job offer letter of acceptance
- H. Documented comparison of higher education and/or career technical training options
- I. Completed application to an accredited college, university, or technical training program or receipt of an acceptance letter from such an institution
- J. Documented attendance at Pre-separation Counseling (DD Form 2648)
- K. Documented attendance at the DOLEW (DD Form 2648) if not exempt
- L. Documented attendance at VA briefings (DD Form 2648)
- M. Documented participation in Continuum of Service Opportunity

DEFINITIONS

- A. Brick and mortar workshop. A learning environment where participants attend a TAP module in a traditional classroom facility led by an in-person instructor or facilitator.
- B. Capstone. Capstone is a mandatory component of Transition GPS where commanders, or commanders' designees, verify that servicemembers have met Career Readiness Standards (CRS) and have a viable Individual Transition Plan (ITP). The purpose of the Capstone is to evaluate a servicemember's preparedness to successfully transition from a military to a civilian career. If a servicemember requires or desires follow-on assistance, the Commander will facilitate a "warm handover" to appropriate helping partners such as the Department of Veterans Affairs or the Department of Labor.
- C. Career Readiness Standards (CRS). A set of common and specific activities and associated relevant deliverables (documented within the last 12 months) that must be achieved to demonstrate servicemembers are prepared to transition effectively to pursue their personal post-separation higher education, career technical training, and civilian employment goals. See Enclosure (1).
- D. Department of Labor Employment Workshop (DOLEW). A mandatory 3-day Department of Labor (DOL)-led employment assistance workshop.
- E. DOD ID card number. This is a unique 10-digit identifying number found on the back of a member's Common Access Card (CAC). This is different from a member's EMPLID.
- F. DODTAP. The online portal in which completion of Career Readiness Standards is recorded. This portal contains the Transition Assistance E-Form (DD2648), and is accessible to servicemembers and veterans, Transition Managers and Counselors, and Commanders and their designees, all of whom may log in by CAC or DOD Logon.
- G. Individual Transition Plan (ITP). An Office of the Secretary of Defense (OSD) standardized document that is created, evolves, and is maintained by the servicemember that provides the framework to perform detailed assessments of their personal and professional preparedness to achieve realistic career goals after separation/retirement from active duty.
- H. Pre-separation Counseling. A comprehensive overview of benefits and programs for which a separating or retiring member may be eligible. Pre-separation Counseling can be completed online in LMS (preferred), in a classroom environment, or one-on-one with a qualified transition counselor.
- I. Separation Program Designator (SPD) code. A code that lists the condition under which a servicemember is separated from military service. This appears in Block 26 of a member's DD-214. SPD codes are assigned to the member by the Personnel Support Center (PSC), but the determination of what SPD codes are eligible for assignments is not done by the PSC.
- J. Transition. The preparation and process for moving from military service to the civilian sector.

- K. Transition Assistance E-Form (DD-2648). The online form in which all elements of transition preparedness are recorded. This E-Form has superseded the paper forms DD-2648/-1 (Pre-separation counseling checklist) and DD-2958 (Individual Transition Plan Checklist). This form is accessible at www.dodtap.mil.
- L. Transition Assistance Program (TAP) Seminar. A package of activities and curriculum specifically designed to provide eligible servicemembers with the targeted set of knowledge, skills, documentation, and assistance required to meet the CRS before transition and enable a successful transition from active duty back to civilian life.
- M. TAP Participant Assessment. A web-based assessment of the execution of the TAP modules, tracks, and virtual curriculum. It includes curriculum and instruction materials, learning outcomes, facilitator performance, facilities, and logistics. Participant feedback from the assessment ensures that TAP meets the needs and expectations of transitioning servicemembers, and is outcome based. Information collected in the assessment will support the performance monitoring, evaluation, and reoccurring modifications to TAP.
- N. Unanticipated losses. Servicemembers released from active duty before completion of enlistment, contract, or orders.
- O. Veterans Affairs (VA) Benefits Briefings. VA-led mandatory briefings that provide eligible servicemembers with information on available veterans' benefits and services.
- P. Virtual Seminar. A web-based version of the TAP curriculum that provides an alternate delivery method for servicemembers who cannot attend installation-based training to access TAP seminars.

CHECKLIST FOR RETIREMENTS*OPTIONAL ITEMS ARE IN ITALIC*

AT LEAST 6 MONTHS BEFORE RETIREMENT / DEPARTURE ON TERMINAL LEAVE			
TASK	REFERENCE	COMPLETE	NOTES
Inform Command of Retirement Intention	(a) Chapter 1		Unit Personnel & Admin Staff
Submit Retirement Request	(a) Chapter 1		
Complete Pre-Separation Counseling	(b)		https://elearning.uscg.mil/
Sign Up For VA Benefits Premium Account	(b)		VA.gov
Initiate DODTAP Documentation	(b)		DODTAP Site
Start Individual Transition Plan (ITP)			DODTAP Site
Attend Transition: GPS	(b)		Transition & Relocation Manager
Attend Additional Transition Tracks			Transition & Relocation Manager
Physical Exam	(c) Chapter 3		Good for 12 months
<i>Create USA Jobs Account / Apply for Jobs</i>			https://usajobs.gov/
Unit Completes Pre-Separation Interview	(d) Chapter 3		
Review Awards and Training in Direct Access			Data used to create DD-214
Make Copy of CG and DOD Medical Record	(c) Chapter 4		Use for VA claim
Initiate Pre-Discharge (BDD) VA Claim	VA Website		Submit claim 180 to 90 prior to separation date

AT LEAST 3 MONTHS BEFORE RETIREMENT / DEPARTURE ON TERMINAL LEAVE			
TASK	REFERENCE	COMPLETE	NOTES
Command Completes Follow-Up Interview	(c) Chapter 3		
Submit Career Intentions Worksheet	(d) Chapter 3		CG-2045
Submit PCS Departing Worksheet	(d) Chapter 3		CG-2000
Submit PCS Entitlements Advance Worksheet	(d) Chapter 3		CG-2003
Request Statement of Service Memo	(d)		Use in lieu of DD-214 for job search
Receive Retirement Orders	(d) Chapter 3		Must have submitted worksheets listed above
Review Draft DD-214	(d) Chapter 3		Must have submitted worksheets listed above
Book Household Goods Move	(e)		www.move.mil
<i>Apply for College or Trade School</i>			
Discuss Survivor Benefit Plan with Family			PPC SBP Web Site

AT LEAST 2 MONTHS BEFORE RETIREMENT / DEPARTURE ON TERMINAL LEAVE			
TASK	REFERENCE	COMPLETE	NOTES
Request Copy of Electronic PDR	(f)		CG PSC (PSC-BOPS-C-MR) Site
Update State Taxes to New Residence	(d) Chapter 8		
<i>Apply for Jobs</i>			Use résumé guide in DOLEW Handbook

This is not an official checklist or guideline. These are recommendations based on individual programs. You, the member, are responsible for contacting support offices to ensure all items are complete before leaving the Coast Guard.

CHECKLIST FOR RETIREMENTS*OPTIONAL ITEMS ARE IN ITALIC*

AT LEAST 1 MONTH BEFORE RETIREMENT / DEPARTURE ON TERMINAL LEAVEL			
TASK	REFERENCE	COMPLETE	NOTES
Request LinkedIn Premium Account			Vets LinkedIn Premium Request Page
Receive Retirement Memos	(d) Chapter 3		
Sign Retirement CG-3307 Entries	(d) Chapter 3		

LAST MONTH BEFORE RETIREMENT / DEPARTURE ON TERMINAL LEAVE			
TASK	REFERENCE	COMPLETE	NOTES
Turn in Government Travel Charge Card	(g) Chapter 1		
Request 90-Day Refills of Medications	(c) Chapter 10		
Sign DD-214 and Receive Copies 1 and 4	(h)		
Receive Pre-Addressed Envelope to PPC	(d) Chapter 3		Used to submit travel claim
Receive SPO and Unit PDRs	(f)		
<i>Transfer Clearance to New Federal Agency</i>	<i>(i)</i>		<i>If accepting federal employment</i>
Close Out Clearance with Security Officer	(i)		
Close Special Needs Case	(j)		Work/Life Family Resource Specialist
Complete Unit Checkout Process			

AFTER RETIREMENT			
TASK	REFERENCE	COMPLETE	NOTES
Complete HHG Move	(e)		
File Travel Claim	(d) and (e)		Mail to PPC
File HHG Damage Claim	(e)		Due within 70 days of delivery
Obtain New ID Cards	(k)		Member and Dependents
<i>Sign Up for VGLI if applies</i>	VA Website		<i>Sign up through eBenefits within 120 days</i>
<i>Enroll in TRICARE Retiree Dental Program</i>			https://www.trdp.org

References:

- (a) Military Separations, COMDTINST M1000.4 (series)
- (b) Transition Assistance Program, COMDTINST 1900.2 (series)
- (c) Medical Manual, COMDTINST M6000.1 (series)
- (d) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)
- (e) The Joint Travel Regulations (JTR) Uniformed Servicemembers and DOD Civilian Employees
- (f) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)
- (g) Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (series)
- (h) Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series)
- (i) Personnel Security and Suitability Program, COMDTINST M5520.12 (series)
- (j) Special Needs Program, COMDTINST 1754.7 (series)
- (k) Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel, COMDTINST M5512.1 (series)

This is not an official checklist or guideline. These are recommendations based on individual programs. You, the member, are responsible for contacting support offices to ensure all items are complete before leaving the Coast Guard.

CHECKLIST FOR SEPARATIONS*OPTIONAL ITEMS ARE IN ITALIC*

AT LEAST 6 MONTHS BEFORE SEPARATION / DEPARTURE			
TASK	REFERENCE	COMPLETE	NOTES
Inform Command of Separation Intention	(a) Chapter 1		Unit Personnel & Admin Staff
Submit Resignation/Separation Request	(a) Chapter 1		
Complete Pre-Separation Counseling	(b)		https://elearning.uscg.mil/
Sign Up For eBenefits Premium Account	(b)		eBenefits Site
Initiate DODTAP Documentation	(b)		DODTAP Site
Start Individual Transition Plan (ITP)			DODTAP Site
Attend Transition: GPS	(b)		Transition & Relocation Manager
Attend Additional Transition Tracks			Transition & Relocation Manager
Physical Exam	(c) Chapter 3		Good for 12 months
<i>Create USA Jobs Account / Apply for Jobs</i>			https://usajobs.gov/
Unit Completes Pre-Separation Interview	(d) Chapter 3		
Review Awards and Training in Direct Access			Data used to create DD-214
Make Copy of CG and DOD Medical Record	(c) Chapter 4		Use for VA claim
Initiate Pre-Discharge (BDD) VA Claim	VA Website		Submit claim 180 to 90 days before separation date

AT LEAST 3 MONTHS BEFORE SEPARATION / DEPARTURE ON TERMINAL LEAVE			
TASK	REFERENCE	COMPLETE	NOTES
Command Completes Follow-Up Interview	(c) Chapter 3		
Submit Career Intentions Worksheet	(d) Chapter 3		CG-2045
Submit PCS Departing Worksheet	(d) Chapter 3		CG-2000
Submit PCS Entitlements Advance Worksheet	(d) Chapter 3		CG-2003
Request Statement of Service Memo	(d)		Use in lieu of DD-214 for job search
Receive Separation Orders	(d) Chapter 3		Must have submitted worksheets listed above
Review Draft DD-214	(d) Chapter 3		Must have submitted worksheets listed above
Book Household Goods Move	(e)		www.move.mil
<i>Apply for College or Trade School</i>			

AT LEAST 2 MONTHS BEFORE SEPARATION / DEPARTURE ON TERMINAL LEAVE			
TASK	REFERENCE	COMPLETE	NOTES
Request Copy of Electronic PDR	(f)		CG PSC (PSC-BOPS-C-MR) Site
Update State Taxes to New Residence	(d) Chapter 8		
<i>Apply for Jobs</i>			Use résumé guide in DOLEW Handbook

AT LEAST 1 MONTH BEFORE SEPARATION / DEPARTURE ON TERMINAL LEAVE			
TASK	REFERENCE	COMPLETE	NOTES
Request LinkedIn Premium Account			Vets LinkedIn Premium Request Page
Receive Separation Memos	(d) Chapter 3		
Sign Separation CG-3307 Entries	(d) Chapter 3		

This is not an official checklist or guideline. These are recommendations based on individual programs. You, the member, are responsible for contacting support offices to ensure all items are complete before leaving the Coast Guard.

CHECKLIST FOR SEPARATIONS*OPTIONAL ITEMS ARE IN ITALIC*

<i>Confirm Continued Health Care Benefit Prgm</i>	<i>(g) / Tricare</i>		
<i>Confirm TAMP Benefits</i>	<i>(d)</i>		<i>Must be listed on Separation Authorization</i>
LAST MONTH BEFORE SEPARATION / DEPARTURE			
TASK	REFERENCE	COMPLETE	NOTES
Turn in Government Travel Charge Card	(h) Chapter 1		
Request 90-Day Refills of Medications	(c) Chapter 10		
<i>Enlist/Reenlist into Reserves</i>	<i>(i) and (j)</i>		
<i>Complete Officer Appointment into Reserves</i>	<i>(i) and (k)</i>		
Sign DD-214 and Receive Copies 1 and 4	(l)		
Receive Pre-Addressed Envelope to PPC	(d) Chapter 3		Used to submit travel claim
Receive SPO and Unit PDRs	(f)		Discharge personnel only
<i>Transfer Clearance to New Federal Agency</i>	<i>(m)</i>		<i>If accepting federal employment</i>
Close Out Clearance with Security Officer	(m)		
Close Special Needs Case	(n)		Work/Life Family Resource Specialist
Complete Unit Checkout Process			

AFTER SEPARATION			
TASK	REFERENCE	COMPLETE	NOTES
Complete HHG Move	(e)		
File Travel Claim	(d) and (e)		Mail to PPC
File HHG Damage Claim	(e)		Due within 70 days of delivery
<i>Obtain New ID Cards</i>	<i>(o)</i>		<i>Reserve personnel only</i>
<i>Sign Up for VGLI</i>	<i>VA Website</i>		<i>Sign up through Benefits within 120 days</i>
<i>Report In To Reserve Unit</i>	<i>(i) Chapter 5</i>		

References:

- (a) Military Separations, COMDTINST M1000.4 (series)
- (b) Transition Assistance Program, COMDTINST 1900.2 (series)
- (c) Medical Manual, COMDTINST M6000.1 (series)
- (d) Personnel and Pay Procedures Manual (PPPM), PPCINST M1000.2 (series)
- (e) The Joint Travel Regulations (JTR) Uniformed Servicemembers and DOD Civilian Employees
- (f) Military Personnel Data Records (PDR) System, COMDTINST M1080.10 (series)
- (g) Tricare
- (h) Government Travel Charge Card (GTCC) Program Policies and Procedures, COMDTINST M4600.18 (series)
- (i) Reserve Policy Manual, COMDTINST M1001.28 (series)
- (j) Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series)
- (k) Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)
- (l) Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 (series)
- (m) Personnel Security and Suitability Program, COMDTINST M5520.12 (series)
- (n) Special Needs Program, COMDTINST 1754.7 (series)
- (o) Identification Cards for Members of the Uniformed Services, their Eligible Family Members, and other Eligible Personnel, COMDTINST M5512.1 (series)

This is not an official checklist or guideline. These are recommendations based on individual programs. You, the member, are responsible for contacting support offices to ensure all items are complete before leaving the Coast Guard.