

UNCLASSIFIED//
ATTENTION INVITED TO
ROUTINE
R 282212Z FEB 13 PSN 241889K32
FM CNO WASHINGTON DC
TO NAVADMIN
INFO ZEN/CNO WASHINGTON DC
BT
UNCLAS

THIS IS A 2 SECTION MESSAGE COLLATED BY OIX GATEWAY NORFOLK VA QQQQ

SUBJ: UPDATED REQUIREMENTS FOR TRANSITION GOALS, PLANS, SUCCEED UNCLASSIFIED/
PASS TO ALL OFFICE CODES:
FM CNO WASHINGTON DC//N1//
TO NAVADMIN
INFO CNO WASHINGTON DC//N1//
UNCLAS//N01900//

NAVADMIN 053/13

MSGID/GENADMIN/CNO WASHINGTON DC/N1/FEB//

SUBJ/UPDATED REQUIREMENTS FOR TRANSITION GOALS, PLANS, SUCCEED//

REF/A/TITLE 38 U.S.C/11JUL11//
REF/B/EXECUTIVE ORDER 13518/9NOV11//
REF/C/DOC/USD (P&R)/21NOV12//
REF/D/DOC/OPNAV/9MAR07//
REF/E/MSG/CNO WASHINGTON DC/092023ZNOV12//
REF/F/OSD/31OCT12//

NARR/REF A IS THE VOW TO HIRE HEROES ACT (VOW ACT) OF 2011 MANDATING PARTICIPATION IN TRANSITION ASSISTANCE PROGRAM FOR ALL PERSONNEL. REF B IS EXECUTIVE ORDER 13518 OF 9 NOVEMBER 2011 THAT REQUIRED THE ESTABLISHMENT OF A VETERANS EMPLOYMENT INITIATIVE (VEI). REF C IS DEPARTMENT OF DEFENSE (DOD) DIRECTIVE-TYPE MEMORANDUM (DTM) 12-007 DIRECTING IMPLEMENTATION OF THE VOW ACT AND VEI. REF D IS OPNAVINST 1900.2B, TRANSITION ASSISTANCE MANAGEMENT PROGRAM. REF E IS TRANSITION GOALS, PLANS, SUCCEED (GPS) NAVADMIN 334/12. REF F IS DOD MEMO OF 31 OCTOBER 2012, ACCOUNTABILITY DATA COLLECTION AND SUBMISSION FOR THE DEPARTMENT OF DEFENSE TRANSITION ASSISTANCE PROGRAM, ESTABLISHING TAP REPORTING REQUIREMENTS.//

RMKS/1. THIS IS THE SECOND IN A SERIES OF NAVADMINS REGARDING THE CHANGES IN THE TRANSITION GOALS, PLANS, SUCCEED (GPS) PROGRAM. THIS NAVADMIN ANNOUNCES THE UPDATED REQUIREMENTS FOR THE TRANSITION ASSISTANCE PROGRAM (TAP) AS MANDATED BY LAW.

2. REFS A AND B ARE INITIATIVES TO IMPROVE THE EMPLOYMENT OPPORTUNITIES OF SEPARATING SERVICE MEMBERS AND ENHANCE THEIR TRANSITION PROCESS. REF C MANDATES ALL SERVICE MEMBERS SEPARATING AFTER SERVING 180 DAYS OR MORE OF ACTIVE DUTY MUST PARTICIPATE IN A TAP THAT INCLUDES PRE-SEPARATION COUNSELING, THE DEPARTMENT OF LABOR (DOL) EMPLOYMENT WORKSHOP, AND VETERAN'S BENEFITS BRIEFING.

3. PER REF C, THE FOLLOWING SERVICE MEMBERS MAY BE EXEMPT FROM ATTENDING THE

DOL WORKSHOP PORTION ONLY (PRE-SEPARATION COUNSELING AND VETERANS AFFAIRS (VA) BENEFITS BRIEF REQUIRED FOR ALL PERSONNEL) :

A. SERVICE MEMBERS RETIRING WITH 20 OR MORE YEARS OF ACTIVE FEDERAL SERVICE.

B. MEMBERS OF THE RESERVE COMPONENT WHO ARE BEING DEMOBILIZED OR DEACTIVATED AFTER SERVING 180 CONTINUOUS DAYS OR MORE ON ACTIVE DUTY, IF THEY MEET ONE OF THE FOLLOWING CRITERIA:

- (1) BE ABLE TO CONFIRM EMPLOYMENT,
- (2) PROVIDE DOCUMENTED ACCEPTANCE INTO AN ACCREDITED TECHNICAL TRAINING, UNDERGRADUATE, OR GRADUATE DEGREE PROGRAM,
- (3) HAVE PREVIOUSLY ATTENDED THE DOL EMPLOYMENT WORKSHOP (TAP WORKSHOP) .

C. MEMBERS WHO MEET EXEMPTION REQUIREMENTS AND WAIVE DOL WORKSHOP ATTENDANCE, SHALL SELF-CERTIFY EXEMPTION STATUS ON DD FORM 2958, INDIVIDUAL TRANSITION PLAN CHECKLIST.

D. SERVICE MEMBERS WITH SPECIALIZED SKILLS, WHO DUE TO UNAVOIDABLE CIRCUMSTANCES, ARE NEEDED TO SUPPORT A UNIT ON ORDERS TO DEPLOY WITHIN 60 DAYS. THE FIRST COMMANDER IN THE SERVICE MEMBER'S CHAIN OF COMMAND (CO, OIC) MUST CERTIFY ON THE MEMBER'S DD FORM 2958 ANY SUCH REQUEST FOR EXEMPTION FROM THE DOL EMPLOYMENT WORKSHOP. A MAKE-UP PLAN MUST ACCOMPANY THE POSTPONEMENT CERTIFICATION.

4. ADVERSE SEPARATIONS. PER REF C, THE CHARACTERIZATION OF A MEMBER'S SERVICE DOES NOT REMOVE ELIGIBILITY FOR ATTENDING CORE COMPONENTS OF TAP. SERVICE MEMBERS WHO ARE BEING ADMINISTRATIVELY SEPARATED (ADSEP) UNDER HONORABLE, GENERAL OR OTHER THAN HONORABLE CONDITIONS ARE NOT EXEMPT FROM TAP PARTICIPATION. IT IS HIGHLY RECOMMENDED THAT TRANSITION GPS QUOTAS BE OBTAINED AS SOON AS ADSEP PROCESSING IS INITIATED WHERE POSSIBLE.

5. INDIVIDUAL TRANSITION PLAN (ITP) AND ITP CHECKLIST, DD FORM 2958.

A. THE ITP IS BASED ON A STANDARD DOD TEMPLATE AND IS THE KEY DOCUMENT TO NAVIGATE THE TRANSITION GPS CURRICULUM.

B. COMPLETION OF DD 2958 IS BASED ON SERVICE MEMBERS' ABILITY TO MEET OR TECHNICAL TRAINING OBJECTIVES PRIOR TO SEPARATION. IT COINCIDES WITH THE ITP AND CERTIFIES ACHIEVEMENT OF CAREER READINESS STANDARDS (CRS). THIS CHECKLIST

MUST BE COMPLETED PRIOR TO SERVICE MEMBER'S SEPARATION, CERTIFIED BY TRANSITION COUNSELOR, APPROVED BY SERVICE MEMBER'S COMMANDER OR DESIGNATED REPRESENTATIVE AND FILED IN MEMBER'S SERVICE RECORD. THE FORM IS AVAILABLE AT

HTTPS:

[//WWW.DTIC.MIL/WHs/DIRECTIVES/INFOMGT/FORMS/EFORMS/DD2958.PDF](https://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd2958.pdf).

6. CAREER READINESS STANDARDS. THE ITP AND TRANSITION GPS CURRICULUM ARE BASED ON SET CAREER READINESS STANDARDS, A COMPLETE LIST OF CRS IS AVAILABLE ON THE NPC WEBSITE AT [HTTP://WWW.PUBLIC.NAVY.MIL/BUPERS-NPC/CAREER/TRANSITION/PAGES/TAP.ASPX](http://www.public.navy.mil/bupers-npc/career/transition/pages/tap.aspx)

7. CAPSTONE EVENT. A CAPSTONE EVENT WILL BE CONDUCTED USING THE DD FORM 2958

TO VERIFY SERVICE MEMBERS HAVE COMPLETED THEIR ITP AND MET APPLICABLE CAREER READINESS STANDARDS AS FOLLOWS:

A. PREFERRED METHOD IS TO ATTEND A CAPSTONE EVENT CONDUCTED BY TAP

COUNSELORS AT NAVY TRANSITION SITES IN SMALL GROUP (LESS THAN 25) SEMINARS (2-4 HOURS). FOR SMALL SITES AND REMOTE SAILORS, THIS MAY BE DONE INDIVIDUALLY OR BY TELEPHONE.

B. FOR THOSE UNABLE TO ATTEND A TRANSITION SITE CAPSTONE EVENT DUE TO OPERATIONAL COMMITMENT AND THOSE EXEMPTED FROM THE DOL EMPLOYMENT WORKSHOP, A LOCAL INDIVIDUAL CAPSTONE WITH A TRANSITION COUNSELOR (COMMAND CAREER COUNSELOR OR DESIGNATED REP) WILL BE CONDUCTED TO VERIFY THAT MANDATORY ELEMENTS ON THE DD FORM 2958 ARE COMPLETE.

C. THE CAPSTONE EVENT WILL BE MANDATORY FOR THOSE SEPARATING AFTER 1 JANUARY 2014.

8. REF E PROVIDED PRE-REQUISITES FOR ATTENDING TRANSITION GPS. BASED ON PRIVACY CONCERNS AND ADDITIONAL GUIDANCE FROM OFFICE OF SECRETARY OF DEFENSE (OSD), MEMBERS SHOULD REPORT TO TRANSITION GPS WITH THE FOLLOWING PRE-REQUISITES:

- A. COMPLETED DD 2648 OR DD 2648-1,
- B. VA E-BENEFITS REGISTRATION INFORMATION (DOD SELF-SERVICE LOGON) LOCATED AT [HTTPS://WWW.EBENEFITS.VA.GOV/EBENEFITS-PORTAL/EBENEFITS.PORTAL](https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal) (ALL LOWERCASE),
- C. ITP TEMPLATE WITH BLOCK 1 INITIATED.

9. IN ADDITION, IT IS ALSO RECOMMENDED THEY ALSO BRING TO TRANSITION QQQQ GPS FOR THEIR OWN PERSONAL USE:

- A. COPY OF CAREER INTEREST ASSESSMENT FROM OCCUPATIONAL INFORMATION NETWORK (ONET) INTEREST PROFILER LOCATED AT [WWW.MYNEXTMOVE.ORG/VETS](http://www.mynextmove.org/vets).
- B. COPY OF VMET LOCATED AT [HTTPS://WWW.DMDC.OSD.MIL/APPJ/VMET/INDEX.JSP](https://www.dmdc.osd.mil/appj/vmet/index.jsp) (ALL LOWERCASE),
- C. COPY OF MOST RECENT LEAVE AND EARNINGS STATEMENT,
- D. COPY OF EVALS/FITREPS,
- E. SMART TRANSCRIPT AND TRAINING RECORD,
- F. A COPY OF CREDIT REPORT FOR PERSONAL USE.

10. REPORTING:

A. PER REF F, COMMAND TRANSITION/CAREER COUNSELORS WILL USE THE DEFENSE MANPOWER DATA CENTER'S (DMDC) WEB BASED TAP APPLICATION ONLINE TOOL, AVAILABLE AT [WWW.DMDC.OSD.MIL/TAP](http://www.dmdc.osd.mil/tap) (ALL LOWERCASE). TO CONDUCT AND DOCUMENT PRE-SEPARATION COUNSELING FOR ACTIVE COMPONENT SERVICE MEMBERS AND PRE-SEPARATION COUNSELING FOR RESERVE COMPONENT SERVICE MEMBERS RELEASED FROM ACTIVE DUTY.

B. FLEET AND FAMILY SUPPORT CENTERS WILL ENTER VA BRIEFING AND DOL ATTENDANCE DATA INTO DMDC WEB BASED APPLICATION, AVAILABLE AT [HTTPS://WWW.DMDC.OSD.MIL/TACL](https://www.dmdc.osd.mil/tacl) (ALL LOWERCASE) NOT LATER THAN 5 DAYS AFTER THE END OF EACH MONTH.

C. COMMAND TRANSITION/CAREER COUNSELORS SHALL UTILIZE CAREER INFORMATION MANAGEMENT SYSTEM (CIMS) CAREER DECISION SECTION, AVAILABLE AT [HTTPS://NSIPS.NMCI.NAVY.MIL/NSIPSCLO/JSP/INDEX.JSP](https://nsips.nmci.navy.mil/nsipsclo/jsp/index.jsp) (ALL LOWERCASE) TO ENTER AND TRACK TAP COMPLETION DATA. ADDITIONAL REPORTING REQUIREMENTS ARE STILL BEING DETERMINED BY OSD.

11. NON-COMPLIANCE REPORTING. FOR PERSONNEL WHO FAIL TO COMPLETE TAP AS DIRECTED:

- A. THE COMMANDER OR DESIGNEE VERIFIES THAT THE MEMBER DID NOT MEET CAREER

READINESS STANDARDS IN THE VERIFICATION SECTION (BLOCK 33) OF DD FORM 2958.

B. COMMAND CAREER COUNSELORS WILL DOCUMENT THE SAME IN THE APPROPRIATE FIELD IN THE CIMS CAREER DECISION SECTION.

12. DEPLOYMENT PLANNING. IT IS THE COMMANDER'S RESPONSIBILITY TO ENSURE SEPARATING SERVICE MEMBERS COMPLETE TAP AND MEET THEIR CAREER READINESS STANDARDS. PRO-ACTIVE PLANNING WILL BE REQUIRED TO ENSURE MEMBERS ATTEND TRANSITION GPS BEFORE DEPLOYMENT, OR ARE RELEASED FROM DEPLOYMENT EARLY ENOUGH

TO ATTEND PRIOR TO SEPARATION.

IT IS NOT THE TRANSIENT PERSONNEL UNIT'S OR THE PERSONNEL SUPPORT DETACHMENT'S

RESPONSIBILITY TO SECURE A QUOTA FOR TRANSITION GPS, THAT RESPONSIBILITY REMAINS WITH THE PARENT COMMAND.

13. THERE IS NO AUTHORITY TO HOLD PERSONNEL PAST THEIR END OF ACTIVE OBLIGATED SERVICE TO ATTEND TRANSITION GPS. PERSONNEL MAY ATTEND TRANSITION GPS UP TO 90 DAYS AFTER SEPARATING FROM ACTIVE DUTY, IF SPACE IS AVAILABLE, AND IN A NON-PAY STATUS.

14. TRANSITION GPS VERSUS LEGACY TAP WORKSHOPS. FOR PURPOSES OF MEETING OBJECTIVES OF VOW ACT AND TRANSITION GPS, ATTENDANCE AT LEGACY TAP WORKSHOPS SUFFICE FOR MEETING THE ABOVE REQUIREMENTS.

15. FOR GENERAL POLICY QUESTIONS CONTACT MR. PERRY CHRISTIANSEN, OPNAV N135, AT (901) 874-4372 OR VIA E-MAIL AT PERRY.CHRISTIANSEN (AT)NAVY.MIL, OR MR. TOM ALBERT AT (901) 874-4254 OR VIA E-MAIL AT TOM.ALBERT(AT)NAVY.MIL. FOR SPECIFIC EXECUTION QUESTIONS, CONTACT MS. RISE RUHL, CNIC N91, AT (202) 433-6763/DSN 288 OR VIA E-MAIL AT RISE.RUHL1(AT)NAVY.MIL.

16. RELEASED BY VICE ADMIRAL S. R. VAN BUSKIRK, N1.//

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