



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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WASHINGTON, DC 20350-2000

OPNAVINST 1900.2C
N17
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OPNAV INSTRUCTION 1900.2C

From: Chief of Naval Operations

Subj: TRANSITION ASSISTANCE PROGRAM

Ref: (a) 10 U.S.C.
(b) OPNAVINST 1040.11D
(c) SECNAVINST 5040.3A
(d) SECNAVINST 1754.6A
(e) DoD Instruction 1332.35 of 29 February 2016
(f) MILPERSMAN 1910-804
(g) BUPERSINST 1780.1A
(h) Veterans Employment Initiative of 2011
(i) SECNAVINST 1754.1B

1. Purpose. To implement provisions of references (a) through (i) and issue policy guidance for establishment and execution of the Navy Transition Assistance Program (TAP). This revision includes public law and policy updates issued from 2007 through 2016 and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1900.2B.

3. Policy

a. Mission. The primary mission of the TAP is to better prepare eligible Service members and their families to transition out of military service. The TAP is designed to assist all transitioning Service members with meeting their career readiness standards (CRS). CRS capitalize upon the skills and experiences gained during military service and are defined as a set of common and specific standards based on Service member-defined objectives they must achieve in order to meet their post-military service goals. Core CRS are standardized across all Military Services.

b. Delivery. Transition services are delivered to all Navy personnel through a cooperative effort involving Department of Defense (DoD), Department of Labor (DOL), Department of Veterans Affairs (VA), Small Business Association (SBA), and many State, community, and non-profit service organizations.

c. Applicability. Transition services and transition benefits are separate and distinct. As required by reference (a), participation in TAP is mandatory for every Active Component (AC) and Reserve Component (RC) Service member separating after serving 180 continuous days or more of active duty. Personnel are eligible to receive transition services as early as 24 months prior to retirement. Personnel voluntarily separating may access transition services 12 months prior to their separation date. A Service member's characterization of service, including "other than honorable," "dishonorable," or "bad conduct" discharge, does not affect eligibility to participate in the core components of TAP.

(1) For short notice separations, commanders must ensure members receive transition assistance as defined in this instruction prior to commencing separation proceedings.

(2) The TAP is standardized across DoD. Service members assigned to joint commands or who are located at a duty station near a DoD military installation offering transition services, may attend the Transition Goals, Plans, Success (GPS) course, quota dependent, to meet the requirements of this instruction.

(3) Proactive planning is required to ensure members attend Transition GPS before deployment or are released from deployment early enough to attend prior to separation. There is no authority to extend the end of active obligated service date for enlisted personnel, or date of approved separation for officers, in order to attend Transition GPS.

4. Transition Services. Core components of TAP are per subparagraphs 4a through 4f.

a. Military Life Cycle (MLC). Preparations to transition out of military service commence at the beginning of a military career and continue throughout the entire MLC. Portions of Transition GPS, CRS, and the processes that enable transitioning Sailors to meet these standards are introduced prior to pre-separation counseling or attendance at the mandatory Transition GPS course. The MLC aligns key transition activities with pre-determined "touch points" throughout the career of a Sailor. For enlisted personnel, the career development board is the primary means to implement the MLC using reference (b). For officers, mid-term counseling is used at these same "touch

points" to discuss MLC topics, in addition to normal performance counseling. For specific "touch points" and topic information, see the Navy Personnel Command's (NAVPERSCOM) Transition GPS Web site at <http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx>.

b. Individual Career Development Plan (ICDP). Per reference (b), the ICDP is developed to provide specific topics and guidance for each career development board across an enlisted Service member's career. The ICDP assists members in establishing goals and milestones and allows them to chart a roadmap to success. The ICDP transforms into an individual transition plan (ITP) when a member begins the transition process.

c. Transition GPS. Transition GPS is the package of TAP resources and services used as a vehicle to enable Service members to attain their CRS, and includes:

(1) DD Form 2648 Preseparation Counseling Checklist for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR), Full Time Support (FTS), and Reserve Program Administrator (RPA) Service Members. Command transition officers play a critical role in the transition process, particularly in the area of data collection and pre-separation counseling activities. As required by Federal law, the command transition officer is responsible for conducting mandatory pre-separation counseling and completing a DD Form 2648 or DD Form 2648-1 Transition Assistance Program (TAP) Checklist for Deactivating/Demobilizing National Guard and Reserve Service Members. Pre-separation counseling informs all separating members of the availability of permanent transition services and assists them in obtaining those services. For guidance on conducting pre-separation counseling and completing the DD Form 2648, see the NAVPERSCOM's Transition GPS Web site at <http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx>.

(a) Pre-separation counseling is not required for a Service member who is discharged or released before the completion of 180 continuous days or more of active duty.

(b) Pre-separation counseling is required for all members who retire or separate due to a disability.

(2) Transition GPS Course. Prerequisites for attending the NAVPERSCOM's Transition GPS course are located at: <http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx>. The 5-day course curriculum includes the components in subparagraphs 4c(2)(a) through 4c(2)(k).

- (a) Resilient transition.
- (b) Special issues.
- (c) Considerations for families.
- (d) Support systems.
- (e) Value of a mentor.
- (f) Stress management.
- (g) Military occupational code crosswalk gap analysis.
- (h) Financial planning.
- (i) VA Benefits Briefings 1 and 2.
- (j) DOL Employment Workshop.
- (k) ITP review.

(3) Career Tracks. Additional Transition GPS career tracks, which consist of accessing higher education, career technical training, or entrepreneurship are mandatory if determined by the member and command transition officer that participation is required in order to achieve CRS.

(4) ITP. The ITP, an evolving document created and maintained by both officer and enlisted personnel, provides the framework to establish CRS and assesses their personal and professional preparedness to achieve defined CRS prior to separating from active duty. This ITP is developed when a Service member begins the transition process.

(5) Capstone. The capstone event is designed to evaluate Service member's preparedness to successfully transition to a civilian career and determine whether CRS were met. Capstone is conducted by the transition staff at the supporting fleet and family support center (FFSC), or by the command transition officer if member cannot attend a scheduled FFSC event. Capstone must be conducted no later than 90 days prior to Service member's anticipated separation. In the event of a short notice separation, DD Form 2958 Service Member Career Readiness Standards/Individual Transition Plan Checklist must be completed no later than the date of release from active duty as reflected on DD Form 214 Certificate of Release or Discharge from Active Duty. Core components of capstone are per subparagraphs 4c(5)(a) through 4c(5)(e).

(a) Review of DD Form 2958.

(b) Evaluation of Service member's CRS to determine whether they have met CRS based on defined post-transition goals (employment, education or technical training).

(c) Command transition officer signature on DD Form 2958 upon verification of CRS.

(d) Commander's or designated representative's signature on block 30 of DD Form 2958.

(e) Warm hand-off of Service member by command transition officer to appropriate partner agencies (VA, DOL, SBA) for those deemed at risk of not meeting CRS. Service members who require additional assistance must be referred to additional training opportunities.

1. Commanders must ensure a warm handover is made to VA or DOL for transitioning Service members who, based on the commander's or his or her designee's judgment, do not have a post-transition housing plan at capstone.

2. Commanders must ensure a warm handover is made to the DOL for every transitioning Service member who does not separate with an honorable discharge.

(6) Standard Operating Procedures. Standard operating procedures for conducting capstone event are located at NAVPERSCOM's Transition GPS Web site: <http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx>.

d. Virtual Transition GPS Course. For Service members who are remotely assigned (greater than 50 miles from a supporting transition office that offers Transition GPS course), deployed, or are short notice separations with no Transition GPS quota available, a virtual Transition GPS course is available which meets the requirements of attending the 5-day course. For more information on virtual Transition GPS, see the NAVPERSCOM Transition GPS Web site at <http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx>.

e. RC Personnel. For RC specific guidance on Transition GPS execution by type of active duty orders a member is completing, see RC standard operating procedures via the NAVPERSCOM Transition GPS Web site at <http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx>.

f. Exemptions. Service members listed in subparagraphs 4f(1) through 4f(5) may be exempt from attending the DOL workshop portion only (pre-separation counseling, VA benefits brief and capstone are required for all personnel).

(1) Service members retiring with 20 or more years of active Federal Service.

(2) Service members of the AC or RC separating after serving 180 continuous days or more on active duty if they meet one of the criteria in subparagraphs 4f(2)(a) through 4f(2)(c).

(a) Able to confirm employment.

(b) Provide documented acceptance into an accredited technical training, undergraduate, or graduate degree program.

(c) Have previously attended the DOL Employment Workshop (TAP workshop).

(3) Service members who meet exemption requirements and waive DOL workshop attendance must self-certify exemption status on DD Form 2958. Members who are exempt may still participate in the DOL workshop if desired.

(4) 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 (commanding officer (CO), officer in charge (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.

(5) Flag officers are exempt from CRS, ITP, DD Form 2958, and capstone.

5. Transition GPS Documentation, Reporting and Tracking.

Transition stakeholders must accurately record Service member's participation and completion of all aspects of the TAP.

6. Benefits. Specific entitlements (extension of medical coverage, excess leave, permissive temporary duty (PTDY) for job and house hunting, hiring preference for nonappropriated fund instrumentalities (NAFI) positions) and priority affiliation RC units are granted to a limited, well-defined group of personnel who are involuntarily separated or retired. Per reference (a), previously authorized benefits (travel, transportation, household good storage, transitional commissary and exchange benefits, and transitional use of military housing) eligibility is extended to 31 December 2018.

a. Transition Benefits - Separations. Certain involuntarily separated Service members are eligible for transition benefits. Eligibility for transition benefits depends on the nature and characterization of a Service member's discharge. In general, members must meet the conditions in subparagraphs 6a(1) and 6a(2) to be eligible for benefits.

(1) On active duty and involuntary separated with a qualifying separation program designator code.

(2) Were or will be discharged under conditions characterized as either "honorable" or "general under honorable" conditions.

b. Transition Benefits - Retirement. Service members involuntarily retired after 26 March 1992, as a result of a selected early retirement board (for all officer and enlisted personnel) or downward adjustment of high year tenure limits (pay grades E-6, E-7, and E-8) are eligible for transition benefits described in subparagraphs 6b(1) through 6b(3).

(1) Excess Leave and PTDY. Involuntary retired members may receive either excess leave for a period not to exceed 30 days or PTDY for a period not to exceed 20 days (30 days outside the continental United States) to facilitate Service member's relocation activities (such as job search and residence search). Leave and PTDY is to be provided unless to do so would interfere with military missions. If members take excess leave, it must be explained to members that they will have to pay for excess leave at retirement and dollar amount at issue.

(2) One-time Hiring Preference. Involuntary retired members and their family members may be provided a one-time preference in hiring by a NAFI. A member or family member may apply for a NAFI position before or after retirement. A person eligible for preference will be referred for selection only if they are among the best-qualified candidates after a competitive screening process is completed. Preferential hiring is terminated upon placement in, or declination of (whichever occurs first), a NAFI position for which application is made. To receive this benefit, members and family members must show proof of involuntary retirement status at time of application (i.e., selected early retirement notification letter, separation orders, or letter from their CO).

(3) Implementation. Each CO must ensure separating and retiring Service members, and their family members, receive transition services and benefits to which they are entitled. To meet this requirement, each CO must designate a command transition officer who must coordinate the command's transition program and work closely with the TAP FFSC staff. The command transition officer identifies and personally counsels every prospective separating and retiring member, advising them of locally available transition and resource assistance. The

command career counselor must ensure that the transition curriculum outlined in the MLC is incorporated into the appropriate timeframe of a Service member's career, typically during career development boards for enlisted personnel. The reporting senior must ensure MLC curriculum is incorporated into mid-term counseling for officers in the appropriate timeframe of their careers.

7. Responsibilities

a. Office of the Chief of Naval Operations, 21st Century Sailor Office (OPNAV N17), must:

(1) Interface with Office of Secretary of Defense and other supporting Federal and non-federal entities.

(2) Establish transition assistance policy, and assess and advocate for program delivery that meets Service member needs.

(3) Monitor and report transition elements compliance, as required, utilizing Navy Retention Monitoring System (NRMS) analytics.

(4) Assist Navy Inspector General (OPNAV N09G) by providing guidance for inspecting and evaluating compliance with Federal laws to include recommending items for review, which could be potential interest items to Chief of Naval Operations, per SECNAVINST 5430.57G.

b. Commander, Navy Installations Command, is responsible for implementing and managing the TAP, and must:

(1) Develop, implement, and maintain an overall program that meets requirements of Federal law, DoD guidance, and this instruction, as well as the needs of separating Service members and their families.

(2) Coordinate program policies and services with OPNAV N17, Federal departments, government agencies, and Military Services.

(3) Plan for and distribute funding and resources.

(4) Develop and distribute transition support materials to commands.

(5) Develop and implement public affairs and marketing plans which publicize and promote TAP benefits and services.

(6) Monitor and assess program effectiveness and service delivery at each transition site.

(7) Provide transition services to members of other Military Services as required.

(8) Ensure that commands designated as having transition sites have an adequate number of trained staff available to provide TAP services.

(9) Provide adequate classroom facilities to support Transition GPS courses.

c. Commander, Navy Recruiting Command, must provide reserve program orientation briefings to all personnel eligible for affiliation with the Navy Reserve or who have remaining reserve obligations. Briefings must be provided as part of the Transition GPS workshop.

d. Commander, Naval Education and Training Command, must ensure:

(1) Curriculum in command career counselor course fully prepares graduates to meet all provisions of this instruction and applicable DoD transition requirements.

(2) All graduates are trained in all elements of pre-separation counseling, documentation, and reporting.

e. Echelon 2 and 3 commanders must:

(1) Ensure commands are in compliance with all applicable TAP requirements as outlined within this instruction.

(2) Ensure participation in mandatory transition programs and services by all separating Service members, including required RC personnel.

(3) Use the NRMS analytics to track, analyze, and report transition compliance of subordinate commands.

f. COs and OICs must:

(1) Designate a command transition officer.

(2) Ensure the command transition officer uses NRMS analytics to track, analyze, and report transition compliance.

(3) Ensure all separating personnel have documented pre-separation counseling, DD Form 2648, and DD Form 2648-1 using the Defense Manpower Data Center (DMDC) Web site and have placed a copy in the official military personnel file (OMPF) to be retained as a permanent part of the file after separation.

(4) Review and approve the DD Form 2958 in order to verify Service members meet CRS.

(5) Ensure participation in Transition GPS by all separating personnel as required by law and as outlined in this instruction. Personnel must be exempt from normal duty for the full 24-hour period of each workshop or briefing day and 12 hours immediately preceding attendance of Transition GPS.

(6) Ensure all involuntary separated and involuntary retired members are identified in a timely fashion, briefed on all benefits and services available, and assisted in obtaining benefits and services prior to separation as required by law.

(7) Permit members being involuntary separated with a qualifying separation program designator code, and retirees up to 30 days excess leave or up to 20 days PTDY (30 days for overseas). Excess leave and PTDY may be granted to allow members to conduct relocation and employment search.

(8) Ensure strict compliance with reference (c) if in command of a separation activity for members who are discharged, retired, or released from active duty by reason of physical disability.

(9) Ensure Service member participation in capstone.

g. COs of an installation with an FFSC transition site must also:

(1) Delegate to the FFSC director and site manager overall responsibility for local program coordination and delivery of TAP services.

(2) Ensure an installation cross-functional service committee with the responsibility to coordinate all appropriate on-base service providers meets periodically (at least quarterly) to assess needs; to plan, implement, review, and improve processes and procedures; and to evaluate TAP effectiveness. This committee must also include transition officers from Navy and DoD commands serviced by the FFSC. FFSC staff must participate in an advisory capacity. A separate TAP committee is not necessary if an installation committee or council already performs this function, a similar function, or whose function could be expanded to cover these responsibilities.

(3) Actively promote availability of transition services to all commands within area of service delivery responsibility.

h. FFSC "transition site" staff must:

(1) Manage the local Transition GPS program. Staff must coordinate, plan, develop, implement, and direct all aspects of Transition GPS and must establish installation-level program goals and procedures subject to approval of the FFSC director or site manager and CO.

(2) Assess services required by separating members and their families. Implement workshops, programs, and services listed in reference (d) as appropriate to meet the identified needs of transitioning Service members and families.

(3) Work with the local public affairs office and regional business office marketing staff to develop an internal information system that informs target population of all transition policies, programs, and services.

(4) Develop a network of resource providers (e.g., non-profit service organizations, chaplains, employment agencies, local Chamber of Commerce, Navy Reserve, Navy College offices, retired activities offices, VA benefits counselors, medical

authorities, Navy-Marine Corps Relief Society, veteran organizations, and Navy League) to produce the most effective program.

(5) Maintain a library of current transition reference materials and publicize availability of such materials.

(6) Enter Transition GPS attendance data into DMDC application available at DMDC Web site at www.dmdc.osd.mil/tacl not later than 5 days after the end of each month.

i. Command transition officer must:

(1) Conduct pre-separation counseling, document DD Form 2648 and DD Form 2648-1 completion using the DMDC Web site, provide a copy to Service member, and ensure a copy is placed in the service record and retained on file for 2 years.

(2) Assist involuntary separated and involuntary retired members in identifying and obtaining transition benefits to which they are entitled, especially benefits which require administrative action prior to separation (e.g., approval of excess leave or PTDY for job and house hunting).

(3) Assist separating members in obtaining a copy of their DD Form 2586 Verification of Military Experience and Training.

(4) Schedule Transition GPS quota and ensure Service member has course pre-requisites completed, to include:

(a) Completed DD Form 2648 and DD Form 2648-1.

(b) VA e-benefits registration information (DoD self-service logon) located at <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>.

(c) ITP template with block 1 initiated.

(5) Review the ITP for completion and verify that the Service member meets CRS prior to capstone. If there are gaps in the CRS, the Service member must immediately be connected to the appropriate resource. If eligible Service members are deemed to be at risk of not making a successful transition,

counselors must introduce them to the necessary resources for post-separation assistance. Command transition officer must electronically document completion of DD Form 2958 using the DMDC TAP Web site at www.dodtap.mil/.

j. Command career counselor must:

(1) In the absence of command transition officer, perform functions in subparagraph 7i of this instruction.

(2) Ensure that the transition curriculum outlined in the MLC is incorporated into the appropriate timeframe of a Service member's career, typically during career development boards for enlisted personnel.

k. Service members must:

(1) Keep command informed on intentions to transition as soon they are known.

(2) Complete Transition GPS pre-requisites listed at NAVPERSCOM Transition GPS Web site at: <http://www.public.navy.mil/bupers-npc/career/transition/Pages/TAP.aspx>.

(3) Attend Transition GPS bringing pre-requisites in addition to the recommended (optional) items listed in subparagraphs 7k(3)(a) through 7k(3)(f).

(a) Copy of career interest assessment from Occupational Information Network interest profiler located at www.mynextmove.org/vets.

(b) Copy of DD 2586 from the DoD TAP Web site located at <https://pki.dmdc.osd.mil/tgps/>.

(c) Copy of most recent leave and earnings statement.

(d) Copy of evaluations and fitness reports.

(e) Joint service transcript and training record.

(f) Copy of credit report for personal use.

(4) Complete ITP and attend capstone. Upon completion of DD Form 2958 deliver to personnel support detachments (PERSUPPDET) or personnel office.

1. PERSUPPDETs or other record holders must:

(1) Notify medical and dental treatment facilities in writing when an involuntary separated member is eligible for TAP health benefits.

(2) Ensure original documentation DD Form 2648 and DD Form 2648-1, certifying receipt of pre-separation counseling, and DD 2958 are entered in separating Service member's OMPF prior to Service member's discharge from active service.

8. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.

9. Review and Effective Date. Per OPNAVINST 5215.17A, Deputy Chief of Naval Operations for Manpower, Personnel, Training, and Education (CNO N1) will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years from its issuance date unless reissued or canceled prior to the 5-year anniversary date, or an extension has been granted.

10. Forms and Information Management Control

a. Forms

(1) DD Form 2586 (02-00) Verification of Military Experience and Training is available electronically at the DoD Forms Management Program Web site at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>.

(2) The forms listed in subparagraphs 10a(2)(a) through 10a(2)(c) are electronically completed and uploaded at the DoD TAP Web site at www.dodtap.mil/.

(a) DD Form 2648 Preseparation Counseling Checklist for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR), Full Time Support (FTS), and Reserve Program Administrator (RPA) Service Members

(b) DD Form 2648-1 Transition Assistance Program (TAP) Checklist for Deactivating/Demobilizing National Guard and Reserve Service Members.

(c) DD Form 2958 Service Member Career Readiness Standards/Individual Transition Plan Checklist.

b. Information Management Control. Data collections contained in subparagraphs 7a(3), 7e(3), and 7f(2) are exempt from information control per Secretary of the Navy Manual 5214.1 of December 2005, part IV, subparagraph 7j.


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Releasability and distribution:

This instruction is cleared for public release and is available electronically only via Department of the Navy Issuances Web site, <http://doni.documentservices.dla.mil/>