



COMDTINST 1900.2A
APR 17 2003

COMMANDANT INSTRUCTION 1900.2A

Subj: TRANSITION ASSISTANCE PROGRAM

- Ref: (a) National Defense Authorization Act for Fiscal Year 1995, Public Law 103-337, as Amended
 (b) Title 10, United States Code, Chapter 58, "Benefits and Services for Members Being Separated or Recently Separated"
 (c) Title 10, United States Code, Chapter 59, "Separation"
 (d) National Defense Authorization Act for Fiscal Year 1993, Public Law 102-484 as Amended
 (e) Title 10, United States Code, Section 1293, note

1. PURPOSE. To implement the provisions of reference (a) through (e) and issue policy and guidance for the establishment and execution of the Coast Guard Transition Assistance Program. This Instruction is a complete revision and should be reviewed in its entirety.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, shall ensure compliance with the provisions of this Instruction. Internet release authorized.
3. DIRECTIVES AFFECTED. Transition Assistance Program, COMDTINST 1900.2 is cancelled.
4. BACKGROUND.
 - a. Transition assistance was established for Coast Guard personnel in October 1994 to comply with reference (a), which mandated that all separating and retiring service members have access to transition assistance services and that members involuntarily separated (IVS) during the seven-year period commencing 1 October 1994 receive specific benefits. Subsequent legislation extended some of these benefits and discontinued others. A qualifying

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separation program designator (SPD) is required to establish eligibility for transition benefits.

- b. The diverse complement of individual programs, services and benefits which collectively constitute the transition assistance program can be classified into four categories: preseparation counseling, employment assistance, relocation assistance for separating members stationed overseas, and benefits for IVS members. Services are provided using resources/programs/materials from other Federal Departments (e.g., DoL and DVA), military/community subject matters, experts, government-sponsored enterprises, and private organizations, (see paragraph 5.c.(1)). The intent of these benefits and services is to enable members and their families to make an informed and effective "transition" from military service to civilian life. This instruction is intended to facilitate this transition and support the Coast Guard's traditional philosophy of caring for its own.

5. POLICY.

- a. Goal. The primary goal of this program is to provide information and assistance to all separating and retiring members to help them make an effective transition from military to civilian life. An integral aspect of this goal is to ensure that separating members are made aware of, and have access to, the numerous programs and services (military, government, nonprofit, and commercial) available to assist them in the transition process.
- b. Applicability. Transition services and transition benefits are separate and distinct. Services refer to permanent programs for all separating members (voluntarily or involuntarily) which provide information through a variety of means such as career counseling, workshops, job fairs, employment preparation skills, manuals, and automated systems. Benefits are specific entitlements (e.g., extension of medical coverage) that are granted to a limited, well-defined group of personnel who are retired or involuntarily separated. Unlike transition services which do not have a termination date, transition benefits are subject to periodic congressional renewal and amendment. The current list of benefits for personnel involuntarily separated are contained in enclosure (1).

(1) Transition Services. All members separating or retiring are eligible for transition services as described in enclosure (2). Eligibility for preseparation counseling services is not affected by length or character of service.

(2) Transition Benefits - Separations. Certain involuntarily separated members are eligible for

transition benefits described in enclosure (3). 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) were on active duty after 30 September 1994; (b) were or will be involuntarily separated with a qualifying SPD code; and (c) were or will be discharged under conditions characterized as either honorable or general under honorable conditions. Specific eligibility criteria for transition benefits are provided in enclosure (4). A transition matrix is provided in enclosure (5) summarizing the categories of personnel who are eligible for each benefit and service.

- c. Implementation. Each commanding officer (CO) has the responsibility for ensuring that separating and retiring members and their family members receive transition benefits and/or services to which they are entitled. To meet this requirement, each command will coordinate their transition program with the cognizant administrative support and Work-Life staff. The command will identify all prospective separating and retiring members, advising them of locally available transition programs and services. To provide transition assistance services, commands will implement one of two program models described briefly below and in enclosure (6).
- (1) Commands with Work-Life staffs. ISC and HSC Work-Life staffs are designated transition/assistance centers and will coordinate and/or deliver employment services as identified in enclosure (2). In providing services, Work-Life staffs may utilize resources/programs/materials provided by other Federal departments (e.g. - DoL and DVA), military/community subject matter experts, government-sponsored enterprises, and private organizations. If government-sponsored enterprise or organization materials are used, such material, must be entirely educational in nature and cannot contain the name or logo of or refer to any commercial products, service or company. A government-sponsored enterprise is an enterprise that is created by Federal statutes, has a board of Directors partially appointed by the President, is regulated by the Federal government, has a statutory purpose of increasing the supply of funds to mortgage lenders, and has no ability to originate mortgage loans to consumers. A private organization is a private, non-profit, self-insured organization that is neither financially nor legally linked to any for profit entity nor commercially underwritten by any for profit entity.

Questions to clarify whether a government-sponsored enterprise or private organization can be used to support TAP programs should be directed to Commandant (G-WKW-2).

- (2) Commands without Work-Life staffs. Each command should coordinate its transition program through commands with Work-Life staffs. TRM's may also use all available resources to supplement program delivery, such as reference material, internet, as well as services provided by state/local agencies and non-profit service organizations.
6. PROCEDURES. Delivery of the four categories of transition benefits and services (identified in enclosures (2) and (3)) are to be accomplished as described below.
- a. Preseparation Counseling. A command representative will meet with all members separating, retiring or entering the Disability Evaluation System (Initial Medical Board Initiation), officers and enlisted, approximately 180 days before separation and not later than 15 days after official notification of separation. As directed by reference (a), preseparation counseling must occur at least 90 days prior to separation. In all cases, the command will be responsible for advising service members of their entitlements and assisting them in identifying preseparation subject areas in which they desire additional assistance. Action items identified by the member during preseparation counseling shall either be addressed within the command or referred to the appropriate outside agency or office in cooperation with the servicing TRM. During preseparation counseling, the command representative is also required to assist members in the preparation of a transition plan (regional TRM may assist) to enable them to achieve their educational, training and employment objectives, and those of their spouse, if applicable. Receipt of counseling (or the offer of counseling should a member decline the counseling), and preparation of the transition plan must be documented using a DD Form 2648 (enclosure (8)). The DD Form 2648 will be used for both officers and enlisted. The command will ensure that the DD Form 2648 is properly completed and submitted for entry in the member's permanent personal data record. TRM's are available to assist commands in providing training on DD Form 2648 or providing guidance on how it is to be used.
 - b. Employment Assistance.
 - (1) ISC and HSC Work-Life staffs are designated transition/assistance centers and will coordinate and/or deliver employment services as identified

in enclosure (2). In providing services, Work-Life staffs may utilize sources/programs/materials provided by other Federal departments (e.g. - DoL and DVA), military/community subject matter experts, government-sponsored enterprises, and private organizations. If government-sponsored enterprise or organization materials are used, such material, must be entirely educational in nature and cannot contain the name or logo of or refer to any commercial products, service or company. A government-sponsored enterprise is an enterprise that is created by Federal statutes, has a board of Directors partially appointed by the President, is regulated by the Federal government, has a statutory purpose of increasing the supply of funds to mortgage lenders, and has no ability to originate mortgage loans to consumers. A private organization is a private, non-profit, self-insured organization that is neither financially nor legally linked to any for profit entity nor commercially underwritten by any for profit entity. Questions to clarify whether a government-sponsored enterprise or private organization can be used to support TAP programs should be directed to Commandant (G-WKW-2).

- (2) Employment assistance is depended upon time in service and/or medical concerns. Separating personnel should get assistance 3-6 months before discharge; retiring personnel should get assistance 6-12 months before retiring.
- (a) A 2-3 day Transition Assistance Program (TAP) workshop is available through Work-Life Staffs to provide instruction on skills identification, resume preparation, interview techniques, and veterans' entitlements. Work-Life staffs either provide the workshops in-house or refer to a DoD facility. TAP workshops are available to members who have completed more than 6 years of active duty. Work-Life staff TRM's are responsible for TAP Seminar coordination; information is to be provided in the most cost-effective appropriate manner for their AOR. Units shall send qualifying members to the closest and/or most cost-effective location to attend a TAP workshop. If members have been retired or separated for 6 months or less, he/she is responsible for funding their own travel to and from the seminar. Spouses are encouraged to attend but are not funded.
- (b) A half-day Disabled Transition Assistance

Program (DTAP) is available through the Department of Labor. DTAP is a half-day workshop for members who are being medically separated. Normally conducted in conjunction with a TAP workshop, the main objective of DTAP is to inform/enroll eligible members in appropriate VA vocational and educational programs. DTAP information can be obtained from the regional TRM.

(c) A self-paced TAP package is available for members with 6 or less years of service. In all cases TAP shall be provided in the most cost-effective manner. Members shall attend the closest seminar which is normally more cost-effective. If a TAP seminar is not available or if the cost is prohibitive, the member is to receive all information covered in a seminar from his/her regional TRM.

(3) The following priority shall be established for filling TAP seminars.

(a) Members with an approved retirement letter on file.

(b) Members involuntarily separating with 6 months.

(c) Members within 12 months of planned retirement date.

(d) Members that are retirement eligible (20+) yrs active duty.

(e) Members with more than 15 yrs of active duty.

(f) All others.

- Members unable to attend a TAP seminar will be provided with a self-paced TAP package.

- Retired members unable to attend a TAP seminar while on active duty may attend one within 6 months of retirement. Travel to and from seminars is at member's expense.

c. Relocation Assistance for Personnel Stationed Overseas (OCONUS). Commands are responsible for ensuring separating and retiring Coast Guard members and their family members stationed overseas are provided information and assistance to help them in the unique task of preparing for re-entry into civilian life while outside the continental U.S. Emphasis shall be on the special needs and requirements of each member and his/her family members, due to their overseas location.

Information shall include, to the maximum extent possible, computerized job relocation assistance and job search information. The Standard Installation Topic Exchange Service (SITES) <http://www.dmdc.osd.mil/sites> contains relocation information. Assistance in providing this information may be obtained from the cognizant TRM.

- d. Involuntary Separation/Retirement Benefits. Commands are responsible for ensuring that IVS members are identified and briefed on the benefits and services listed in enclosures (1),(2) and (3). IVS members must be identified as early as possible to allow them to take advantage of certain benefits which require administrative action prior to separation. Additional procedures for providing separation benefits (issuance of Transition Assistance (TA) identification cards, enrollment in Montgomery GI Bill (MGIB) and medical coverage) are provided in enclosures (9)and (10) respectively.

7. RESPONSIBILITIES.

- a. Director of Health and Safety (G-WK) is responsible for implementing the program. The program will be administered for G-WK by the Chief, Office of Work-Life (G-WKW), Transition and Relocation Manager, who shall:
 - (1) Establish program policy.
 - (2) Develop, implement, and maintain an overall program that meets the requirements of the law and Coast Guard guidance, as well as the needs of separating service members and their family members.
 - (3) Coordinate interdepartment program management, policies and services with other federal departments, government agencies, and military services.
 - (4) Advocate for funding appropriate new facets of program.
 - (5) Develop and distribute transition support materials to commands.
 - (6) Develop and implement a public awareness plan which publicizes and promotes transition assistance benefits and services.
 - (7) Monitor and assess program effectiveness.
 - (8) Assist the DOT Inspector General by providing guidance for inspecting and evaluating transition assistance.

- (9) Establish and maintain an annual training program for TRM members involved in transition assistance.

b. Work-Life Supervisors at ISC's and the HSC shall:

- (1) Allocate funding and resources to ensure proper service delivery.
- (2) Collect and maintain statistical data as required by a higher authority. Provide program status updates and any other reports as required to G-WKW.
- (3) Ensure the TRM attends, at a minimum, one professional training per year to keep current in their skills and abilities.

c. TRM'S on Work-Life Staffs shall:

- (1) Manage the regional transition program. The TRM will coordinate, plan, develop, implement and direct all aspects of transition assistance and will establish regional level program goals and procedures subject to the approval of the respective commanding officer.
- (2) Establish a transition assistance committee to coordinate all appropriate regional service providers through periodic (at least quarterly) meetings to assess needs; to plan, implement, review, and improve processes and procedures; and to evaluate transition assistance effectiveness.
- (3) For personnel referred by commands, assess services required by separating members and their family members. Implement workshops, programs, and services listed in enclosure (2) in response to the identified needs of transitioning members and their family members.
- (4) Work with offices to develop an internal information system which informs target population of all transition policies, programs, and services.
- (5) Develop a network of resource providers (e.g., nonprofit service organizations, chaplains, Retired Affairs Offices, Education Services Offices, DVA benefits counselors, medical authorities, and volunteers) to produce the most effective program.
- (6) Serve as the Coast Guard agent for the coordination of the regional DOL's TAP and DTAP, where available. Develop a Memorandum of Understanding/Memorandum of Agreement with the regional State Employment Commission representative for the administration of

TAP/DTAP when DoL services will be utilized. A sample memorandum of understanding is provided in enclosure (11).

- (7) Coordinate and/or conduct workshops for the purpose of providing separatees and retirees preseparation counseling and employment assistance per enclosure (2).
- (8) Maintain information on, and provide referrals to, other appropriate agencies, both private and public, which can assist members with their transition.
- (9) Maintain a library of current transition reference materials and publicize the availability of such materials.
- (10) Evaluate effectiveness of local transition programs and services and provide status reports to the chain of command, via standard TAP workshop critiques for students and TRM's.

d. Commanding Officers/Officers in Charge shall:

- (1) Encourage maximum participation by all separating service members in transition programs and services.
- (2) Ensure all separating personnel are provided with a face-to-face pre-separating counseling interview not later than 90 days prior to their date of separation. Counseling can begin as early as 24 months prior to retirement or 12 months prior to separation.
- (3) Promote full utilization of all transition assistance services identified in enclosure (2). Personnel within 6 months of separation should be allowed to attend Transition Assistance Program (TAP)/Disability Transition Assistance Program (DTAP) workshops except where prohibited by significant operational commitment. Members shall attend the closest, least expensive available TAP seminar.
- (4) Ensure all IVS members are identified in a timely fashion, briefed on all benefits and services available to them (as identified in enclosures (1), (2) and (3)), and assisted in obtaining benefits and services for which action prior to separation is required.
- (5) Ensure all separating personnel have a transition plan to enable them to achieve their educational, training, and employment objectives (and those of

their spouse, if applicable).

- (6) Permit members identified as IVS to receive either up to 30 days excess leave or up to 20 days permissive temporary duty CONUS, (30 DAYS OCONUS) to allow members to conduct relocation and employment search and/or to attend a DoD/CG approved transition program seminar prior to separation. Excessive leave or permissive temporary duty should be granted unless to do so would interfere with a significant operational commitment.
- (7) If member retires under the provisions of Temporary Early Retirement Authority (TERA) ensure that the member is registered for Public and Community Service (PACS).

e. Command Administrative Support shall:

- (1) Conduct preseparation counseling interview for all members within 90-180 days of separation/retirement and not later than 15 days after official notification of separation. During the interview, ensure:
 - (a) All members are informed of the availability of permanent transition services as identified in enclosure (2).
 - (b) Members determine the additional preseparation counseling they desire and are referred to the appropriate office/individual for receipt of counseling. Separating/retiring personnel should be referred to the cognizant TRM for additional employment assistance, and if applicable, overseas relocation assistance.
 - (c) IVS members are informed of the transition benefits (enclosures (1) and (3)) to which they are entitled and the procedures to apply for each benefit.
- (2) Use briefing and reference material furnished by Commandant and the cognizant TRM to provide preseparation counseling and employment and relocation assistance from overseas.
- (3) Ensure Preseparation Counseling documentation DD Form 2648 (enclosure (8)) is properly completed for both officer and enlisted personnel no later than 90 days before their date of discharge/separation. Forward the DD Form 2648 to the member's servicing PERSRU, for entry into the member's personal data record.

- (4) Assist IVS members in identifying and obtaining transition benefits to which they are entitled, especially benefits which require administrative action prior to separation.
- (5) Encourage members to request skill/training verification from the Coast Guard Institute, via the Educational Services Officer. The regional Career Development Adviser can explain this process.

f. Personnel Reporting Units (PERSRU)/and or Admin shall:

- (1) Assist Commands to identify transitioning members and their family members.
- (2) Issue TA identification cards to eligible members at separation.
- (3) Assist eligible members in completing the MGIB enrollment documentation. Should a member elect not to enroll, a service record entry (Page 7) which states his or her desire not to enroll in the program is required. Specific documentation guidance is provided in enclosure (9).
- (4) Ensure documentation certifying pre-separation counseling is completed and entered into the service record prior to discharge.
- (5) Assist member in retrieval of educational/training information.

g. Retiring or Separating Members shall:

- (1) Contact the cognizant TRM at least 6 months (preferably 1 year) prior to retirement or separation for transition information.

8. FORMS AVAILABILITY. See enclosure (8).

JOYCE M. JOHNSON /s/
Director of Health and Safety

- Encl:
- (1) Transition Benefit Changes For Involuntarily Separated Members
 - (2) Transition Assistance Program Permanent Transition Services
 - (3) Transition Benefits for Involuntarily Separated (IVS) Personnel
 - (4) SPD Codes Eligible for Involuntarily Separation Benefits

- (5) Transition Assistance Services & Benefits Matrix
- (6) Transition Assistance Program Implementation Matrix
- (7) Work-Life Staff Transition Sites
- (8) Preseparation Counseling Checklist DD Form 2648
- (9) Montgomery G.I. Bill Provisions For Those
Involuntarily Separated After 1 October 1994
- (10) Extended Medical and Dental Benefits For Members
Involuntarily Separated after 1 October 1994
- (11) Sample Memorandum of Agreement
- (12) TRICARE Transitional Healthcare Demonstration
Project (THCDP)
- (13) Transitional Health Care (THC) Benefits For
Service Members and Their Families

Enclosure (1) to COMDTINST 1900.2A

TRANSITION BENEFITS CHANGES FOR INVOLUNTARILY SEPARATED MBRS

The National Defense Authorization Act for FY91 established temporary benefits for personnel being involuntarily separated from active duty

The Transition benefit authority expired on 31 Dec 01 for members who are involuntarily separated with SPD codes listed in encl(4). Specific benefits terminated in 31 Dec 01 include:

- A. One year HHG Storage Benefits - Members involuntarily separated after 31 Dec 01 only have 180 days to utilize travel and transportation benefits and can no longer make a home of selection (HOS)
- B. Educational leave for public and community service
- C. Transitional Commissary and Exchange Benefits
- D. Transitional use of military housing
- E. Continued enrollment of dependents in defense dependents education system
- F. Priority affiliation with National Guard or Reserve units

Benefits for members who are involuntarily separated that remain in effect are:

- A. Relocation assistance for personnel stationed overseas
- B. Excess leave/permissive TDY for job/househunting
- C. One-time hiring preference for NAFI positions
- D. Transitional health care for members involuntarily separated (does not include dependents)
- E. Montgomery GI Bill (MGIB) Enrollment

Questions should be directed to your Transition/Relocation Manager at the nearest Integrated Support Command by calling 1-800-872-4957. If you are unable to reach them, you may call the Headquarters Transition/Relocation Program Manager at 202-267-6729.

TRANSITION ASSISTANCE PROGRAM
PERMANENT TRANSITION SERVICES

1. PRESEPARATION COUNSELING. Counseling shall be provided to all separating and retiring members in the following ten areas:
 - a. Education Assistance/Montgomery G.I. Bill (MGIB). A discussion of educational assistance benefits to which the member is entitled under the MGIB and other educational assistance programs because of the member's service in the Armed Forces.
 - b. Reserve Affiliation. An explanation of the procedures for, and advantages of, affiliating with the Selected Reserve.
 - c. Job Search. Information concerning government and private sector programs for job search and employment assistance.
 - d. Spouse Job Search. Job search and employment assistance counseling for the spouse of a separating/retiring member.
 - e. Relocation and Transition Assistance. Information concerning the availability of relocation assistance services and the DoD/DoL's Transition Assistance Program (TAP).
 - f. Medical and Dental Coverage. Information concerning the availability of medical and dental coverage following separation from active duty, including the opportunity to elect into the conversion health policy.
 - g. Career Change. Counseling (for the member and dependents) on the effect of career change on individuals and their families.
 - h. Financial Planning. Counseling on the fundamentals of financial planning and budget development.
 - i. Vocational Rehabilitation. If the member is being medically separated or retired, a description of the compensation and vocational rehabilitation benefits to which the member may be entitled through the Department of Veterans Affairs.
 - j. Transition Plan. A transition plan shall be created for each member and spouse to enable them to attempt to achieve their educational, training, and employment objectives.

2. EMPLOYMENT ASSISTANCE. Employment assistance shall be available to all separating and retiring members and their spouses during the 180-day period prior to discharge and within 6 months after separation or retirement date. Travel to and from the seminar is at the member's expense if he/she is already retired or separated. Employment assistance will be available in the following categories:
 - a. Information concerning employment and training assistance including (1) labor market information, (2) civilian work place requirements and employment opportunities, (3) instruction in resume preparation and (4) job analysis techniques, job search techniques, and job interview techniques.
 - b. Information concerning federal, state, and local programs, and military/veterans' service organization programs that may be of assistance to members after separation.
 - c. Information and assistance to members interested in obtaining loans and grants from the Small Business administration and other federal, state, and local agencies.
 - d. Information concerning job fairs sponsored by military and veterans' service organizations for separating members. Additional resource information on military <http://www.dodtransportal.org>.
 - e. Document verifying job skills and experience acquired while on active duty that may have application to employment in the civilian sector (DD FORM 295 or CGI 1560/06A).
 - f. Information about geographic areas in which separating and retiring members will relocate after separation including, to the degree possible, information about employment opportunities, the labor market, and factors affecting the cost of living in such areas (e.g., the cost and availability of housing, child care, education, and medical and dental care).
3. RELOCATION ASSISTANCE FOR PERSONNEL STATIONED OVERSEAS. Separating and retiring Coast Guard members and their dependents stationed overseas shall be provided information and assistance to help in the unique task of preparing for re-entry into civilian life while outside the U.S. This program will focus on the special needs and requirements of such members and dependents due to their overseas locations and shall include, to the maximum extent possible, computerized job relocation assistance and job search information.

TRANSITION BENEFITS FOR INVOLUNTARILY SEPARATED (IVS) PERSONNEL

1. Transition benefits were established for personnel who are involuntarily separated with a qualifying SPD code. Criteria used to determine eligibility for involuntary separation benefits is type of service (Active or Reserve).
 - a. Type of service
 - (1) To be eligible for transition benefits an officer must be a regular officer or a reserve officer on the active duty promotion list (meaning they would go before the active duty promotion board), or a Reserve officer on full-time active duty for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components.
 - (2) To be eligible for transition benefits, an enlisted member must be a regular enlisted member, or a Reserve enlisted member who is on full-time active duty for the purpose of organizing, administering, recruiting, instructing, or training the Reserve components.
2. To qualify for the benefits listed below, IVS members will need to prove their eligibility status by showing the following documents:
 - a. Before separation: Separation orders from Coast Guard Personnel Command CGPC-OPM-1 (for Officers), CGPC-EPM-1 (for enlisted members) stating that the member is eligible for transition benefits and showing the appropriate Separation Program Designator (SPD) code; or a letter from the CO stating that the member will be separated with a specific SPD code and is thus eligible for transition benefits.
 - b. After separation: DD214 with the appropriate SPD and re-enlistment codes or a Transition Assistance (TA) ID card are used to show eligibility by the member.
3. Benefits available to qualifying members (SPD codes in encl (4) separated after 30 September 1994:
 - a. Benefits which require action prior to separation:
 - (1) Excess leave/permissive TAD. IVS members may receive either excess leave for a period not to exceed 30 days or permissive temporary duty for a period not to exceed 20 days (30 days (ONCONUS) to

facilitate the member's relocation activities (such as job search and residence search). Excess leave will be granted only after a member uses all regular leave that will be earned through separation. Leave/TAD is to be provided unless to do so would interfere with significant military missions.

(a) If the member takes excess leave, during the period of excess leave, the member is not entitled to pay and allowances, annual leave does not accrue, and if injured, the member is not eligible for disability retirement or disability severance pay. If the member takes either excess leave or TDY, it must be explained that all travel costs will be at the members expense. To request either benefit, the member must submit a written request to their Commanding Officer.

(2) MGIB enrollment. Members separated with an honorable discharge will receive an opportunity to enroll in the Montgomery GI Bill (MGIB) or convert from the Veterans Educational Assistance Program (VEAP) to MGIB. Members desiring to enroll must do so before separation and must make a \$1200 lump-sum payment at time of enrollment. Enclosure (9) of this instruction provides detailed eligibility requirements and procedures.

b. Benefits that require action on separation:

(1) Medical and dental care. Medical and dental care may be provided for IVS members in DoD/USCG medical/dental facilities or medical care through the TRICARE system in the same priority as dependents of active duty personnel. Medical and dental care eligibility will be provided for a period of 60 days after separation if the member was on active duty for fewer than 6 years or 120 days after separation if the member was on active duty for 6 years or more (see enclosure(12)).

(a) Continued health care is available through the Continued Health Care Benefit Program (CHCBP). CHCBP replaces the former US VIP coverage. CHCBP offers temporary TRICARE-like health care coverage to separating members, their eligible family members, and other former beneficiaries who lose their direct care and TRICARE benefits.

- (b) Coverage in CHCBP is offered in ninety-day increments (and is automatically renewable, conditional on receipt of premium) with a maximum benefit of eighteen (18) months for former active duty members and their eligible dependents, and thirty-six (36) months for former spouses and unmarried emancipated dependents (i.e., eligibility lost due to age). Consult www.tricare.osd.mil for CHCBP enrollment information.
- 4. Dependents that become eligible for Tricare coverage prior to expiration of the member's eligibility period are eligible for TA benefits (e.g., medical care regardless of whether they become dependent before or after the member's active duty separation date. Dependents are entitled to benefits only as long as the sponsoring, separated member is within his/her eligibility period for transition benefits.

SPD CODES ELIGIBLE FOR INVOLUNTARY SEPARATION BENEFITS

1. Period of service. The FY94 Defense Authorization Act expanded eligibility for involuntary separated servicemembers (officer and enlisted) to qualify for TAP benefits. Any servicemember, who is otherwise eligible for TAP benefits and separates after 30 September 1994 is entitled to a TA identification card and all TA benefits.
2. Reason for separation. Eligibility for TAP benefits is based on a qualifying SPD code, established by DoD, used by USCG. Only the following SPD codes will establish eligibility for TAP benefits:

Involuntary Discharge

Approved Recommendation of a Board - ENLISTED

<u>Narrative Reason</u>	<u>SPD Code</u>
<u>Involuntary Discharge (Board Action)</u>	
Weight Control Failure	GCR
Parenthood or Custody of Minor Child(ren)	GDG
Erroneous Entry	GFC
Failed Physical standards	GFT

<u>Narrative Reason</u>	<u>SPD Code</u>
Conditions, not a Disability Interfering With Performance of Duty	GFV
Personality Disorder	GFY
Homosexuality Admission	GRB

Involuntary Discharge,

Directed in Lieu of Further Processing
Or Convening of a Board (Board Waiver) - ENLISTED)

Weight Control Failure	HCR
Erroneous Entry	HFC

Involuntary Discharge,

No Board Entitlement - ENLISTED

Completion of Required Active Service	JBK
Insufficient Retainability (Economic Reasons)	JBM
Reduction in Force	JCC
Alien	JCP
Weight Control Failure	JCR
Pregnancy or Childbirth	JDF
Parenthood or Custody of Minor Children	JDG
Erroneous Entry (other)	JFC
Secretarial Authority	JFF
Competent Authority Without Board Action	JFG
Disability, Severance Pay	JFL

Enclosure (4) to COMDTINST 1900.2A

Disability Existed Prior to Service, PEB	JFM
Disability Existed Prior to Service, MED BD	JFN
Disability, Other	JFR
Physical Standards	JFT
Condition, Not a Disability	JFV
Personality Disorder	JFX
Miscellaneous/General Reasons	JND

Voluntary Discharge,
Allowed By Established Directive - ENLISTED

Voluntary Separation Incentive (VSI)	KCA
Special Separation Benefit (SSB)	KCB

Involuntary Release
or Transfer to Another Service Component
(Excludes reversions to Inactive or Retired List)- ENLISTED

<u>Narrative Reason</u>	<u>SPD Code</u>
Maximum Service or Time in Grade (not used by USN)	LBC
Completion of Required Active Service	LBK
Insufficient Retainability (Economic Reasons)	LBM
Reduction in Force	LCC
Erroneous Entry (Other)	LFC
Competent Authority, Without Board Action	LFG
Parenthood or Custody of Minor Child(ren)	LDG
Secretarial Authority	LFF
Miscellaneous/General Reasons	LND

Voluntary Release
or Transfer to Another Service Component - ENLISTED

Early Release Program - Voluntary Separation Incentive (VSI)	MCA
Early Release Program - Special Separation Benefit (SSB)	MCB

Resignation Allowed in Lieu of Administrative
Separation or Board Action - OFFICER

Weight Control Failure	BCR
Parenthood or Custody of Minor Child(ren)	BDG
Military Personnel Security Program	BDK
Physical Standards	BFT
Condition, Not a Disability	BFV
Personality Disorder	BFX
Failure to Complete Course of Instruction	BHF
Homosexuality Admission	BRB

Resignation, Other - OFFICER

Early Release Program Voluntary Separation Incentive (VSI)	FCA
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Early Release Program
Special Separation Benefit (SSB) FCB

Involuntary Discharge,
Approved Recommendation of a Board - OFFICER

Parent or Custody of Minor Children GDG
Military Personnel Security Program GDK
Physical Standards GFT
Condition, Not a Disability GFV
Personality Disorder GFX
Non-Retention on Active Duty GGH
Failed to Complete Course of Instruction GHF
Homosexual Act GRA
Homosexual Admission GRB

Involuntary Discharge,
Approved Recommendation of a Board - OFFICER

Parenthood or Custody of Minor Child(ren) HDG
Military Personnel Security Program HDK
Physical Standards HFT
Condition, Not a Disability HFV
Personality Disorder HFX
Non-Retention on Active Duty HGH
Failed to Complete Course of Instruction HHF
Homosexuality Admission HRB

Involuntary Discharge-
No Board Entitlement - OFFICER

Maximum Service or Time in Grade JBC
Parenthood or Custody of Minor Children JDG
Military Personnel Security Program JDK
Failure to Accept Regular Appointment JFH
Disability - Severance Pay JFL
Disability, Existed Prior to Service, PEB JFM
Disability, Existed Prior to Service, MED BD JFN
Disability, Aggravation JFQ
Physical Standards JFT
Condition, Non-Physical Disability JFV
Failed Medical/Physical Procurement Standards JFW
Personality Disorder JFX
Non-Selection, Permanent Promotion JGB
Non-Retention on Active Duty JGH
Failure to Complete Course of Instruction JHF
Homosexuality Admission JRB

Voluntary Discharge,
Allowed By Established Directive - OFFICER

Early Release Program
Voluntary Separation Incentive (VSI) KCA
Early Release Program

Special Separation Benefit (SSB)

KCB

Involuntary Release
or Transfer to Another Service Component
(Excludes Reversion to Inactive or Retired List - OFFICER

Maximum Age (USNR only)	LBB
Weight Control Failure	LCR
Secretarial Authority	LFF
Physical Standards	LFT
Failed Medical/Physical Procurement Standards	LFW
Personality Disorder	LFX
Non-Selection, Permanent Promotion	LGB
Non-Selection, Temporary Promotion	LGB
Non-Retention on Active Duty	LGH
<u>Request for Extension of Service Denied</u>	<u>LGJ</u>

Voluntary Release
to another Service Component
(Excludes Reversions to Inactive or Retired List - OFFICER

Early Release Program	
Voluntary Separation Incentive (VSI)	MCA
Early Release Program	
Special Separation Benefit (SSB)	MCB

TRANSITION ASSISTANCE SERVICES AND BENEFITS

THEN YOU ARE ELIGIBLE FOR																
If you are	And you have	Household goods storage	Home of selection move	Home of record move	Commissary and exchange privileges for self and family	Montgomery GI bill or VEAP conversion	Teacher and teacher aide certification (note #3)	Medical and dental care for member only (note #1)	Separation pay	Retired pay	Guard and Reserve opportunities counseling and priority placement	Continued health insurance for self and family	Disability separation pay	Excess leave (note #7)	Transition and househunting stationed overseas (note #7)	Transition and househunting stationed CONUS (notes #7 and #8)
Voluntarily separating	0-19 Years of Service	180 Days	NO	YES	NO	NO	YES	NO	NO	NO	YES	18 Months	NO	NO	NA	NA
Being involuntarily separated under other than adverse conditions	fewer than 8 Years of Service	180 Days	NO	YES	NO	Note #2	YES	60 Days	NO	NO	NO	18 Months	NO	30 Days	Up to 30 Days	Up to 20 Days
Being involuntarily separated under other than adverse conditions	8-19 Years of Service	180 Days	NO	YES	NO	Note #2	YES	120 days	Note #5	NO	NO	18 Months	NO	30 Days	Up to 30 Days	Up to 20 Days
Retiring	15 or more Years of Service	1 Year	YES	NA	YES	NO	YES	YES	NO	YES	NO	Note #6	NO	NO	Up to 30 Days	Up to 20 Days
Separated due to medical condition (less than 30%)	0-19 Years of Service	180 Days	YES	NA	2 years	Note #2	YES	Note #4	NO	NO	NO	18 Months	YES	30 Days	Up to 30 Days	Up to 20 Days
Retired due to medical condition	NA	1 Year	YES	NA	Note #9	NO	YES	YES	NO	YES	NO	Note #6	NO	NO	Up to 30 Days	Up to 20 Days

Notes

1. Participation in TRICARE Family Member Dental Plan (FMDP) terminates the last day of the month of active service. It is not a transition benefit. Extended dental care is on a space available basis at a military treatment facility. Note that, for dental care, the 60 or 120 days listed in this column only refer to care at base dental clinics. Enrollment in the FMDP ceases the month of separation, provided dental premiums are deducted for that month's coverage.
2. Servicemember must pay \$1,200 and have been honorably discharged.

TRANSITION ASSISTANCE SERVICES AND BENEFITS (CONT'D)

3. Servicemember must have completed a bachelor's degree to be eligible for teacher certification. Servicemember must have completed an associate's degree to be eligible for teacher aide certification.
4. Sixty days care for servicemember who served fewer than 6 years; 120 days for servicemember who served 6-10 years.
5. Servicemember must have been involuntarily discharged under other than adverse conditions.
6. Certain dependents of retired servicemembers may be eligible. See the installations Health Benefits Advisor for details.
7. Servicemember is authorized to request excess leave or permissive TDY/TAD but not both.
8. Up to 30 days for those members who are domicillaries before entering active duty and continue to be domicillaries of States, possessions or territories of the United States located outside CONUS, including domicillaries of foreign countries and are stationed at a location other than the State, possession or territory of their domicile contingent upon commander's approval and mission requirements.
9. Commissary and exchange regulations extend unlimited privileges to a member entitled to retired pay. The same regulations offer unlimited privileges to an honorably discharged veteran with a 100 percent service connected disability. Members entitled to retired pay who are also rated by the VA as 100% disabled remain eligible for a blue ID card even if they waive retired pay to receive VA compensation.

TRANSITION ASSISTANCE PROGRAM IMPLEMENTATION MATRIX

BENEFITS AND SERVICES	COMMANDS WITH WORK-LIFE STAFFS	COMMANDS WITHOUT WORK-LIFE STAFFS
PRESEPARTATION COUNSELING		
Educational Assistance Benefits	CDA/DVA	CO/PSG/DVA/CDA
Affiliation with SELRES	ISC (pf)	ISC (pf)
Member Job Search	WLS/NPS	NPS/DoD/WLS*
Job Search for Spouse	WLS/NPS	NPS/DoD/WLS*
Relocation Assistance/TAP Availability	WLS	CO/PSG
Medical and Dental Coverage	DoD/TRICARE/HBA	DoD/TRICARE/HBA
Effects of Career Change	EAP	CO/PSG/EAP
Financial Planning Assistance	CGMA/EAP/NPS	CO/PSG/DoD
Compensation Entitlement for Medically Separated	DVA	DVA
Documentation of Counseling	CO/PERSRU	CO/PERSRU
EMPLOYMENT ASSISTANCE		
Provide member/spouse participation in TAP within 180 days of separation	DoD/WLS/DoL	DoD/WLS*/DoL
RELOCATION ASSIST OVERSEAS		
Provide OCONUS Member/Spouse With Relocation Assistance	DoD/TO	DoD/TO

CO — COMMAND

CDA — CAREER DEVELOPMENT ADVISOR

DVA — DEPARTMENT OF VETERANS AFFAIRS

TO — TRANSPORTATION OFFICER

NPS — NON—PROFIT SERVICE ORGANIZATION

WLS — WORK—LIFE STAFF

HBA — HEALTH BENEFITS ADVISOR

PSG — PRESEPARATION GUIDE

DoD — AVAILABLE DoD SITE

CGMA — CC MUTUAL ASSISTANCE

EAP — EMPLOYEE ASSISTANCE PROGRAM

DoL — DEPARTMENT OF LABOR

*WLS MAY BE AVAILABLE FOR COMMAND SITE VISITS

WORK-LIFE STAFF TRANSITION SITES

1-800-USCG-WLS

1-800-872-4957

Commandant (HSC(a-4))
U. S. Coast Guard
Work-Life Staff
2100 Second Street SW
Washington, DC 20593-0001

EXTENSION: 932
FAX: 202-267-6076

Commanding Officer
USCG ISC Alameda BLDG 16
Coast Guard Island
Alameda, CA 94501-5100

EXTENSION: 252
FAX: 510-437-5920

Commanding Officer
USCG ISC Boston
427 Commercial St
Boston, MA 02109-1027

EXTENSION: 301
FAX: 617-223-3479

Commanding Officer
USCG ISC St Louis
1222 Spruce St
St Louis, MO 63103-2832

EXTENSION: 302
FAX: 314-539-3900
ext 363

Commanding Officer
USCG ISC Portsmouth
4000 Coast Guard Blvd
Portsmouth, VA 23703-2199

EXTENSION: 305
FAX: 757-686-4030

Commanding Officer
USCG ISC Miami
15614 SW 117th Avenue
Miami, FL 33177-1623

EXTENSION: 307
FAX: 305-415-6976

Commanding Officer
USCG ISC New Orleans
4640 Urquhart St
New Orleans, LA 70117-4698

EXTENSION: 308
FAX: 504-942-4059

Commanding Officer
USCG ISC Cleveland
1240 East 9th St
Cleveland, OH 44199-2060

EXTENSION: 309
FAX: 216-902-6355

Enclosure (7) to COMDTINST 1900.2A

Commanding Officer
USCG ISC San Pedro
1001 S Seaside Ave
San Pedro, CA 90731-0208

EXTENSION: 311
FAX: 310-732-7586

Commanding Officer
USCG ISC Seattle
1519 Alaskan Way S
Seattle, WA 98134-1192

EXTENSION: 313
FAX: 206-217-6615

Commanding Officer
USCG ISC Honolulu
Sand Island Access Rd
Honolulu, HI 96819-4398

EXTENSION: 314
FAX: 808-541-1586

Commanding Officer
USCG ISC Ketchikan
PO Box 25517
Juneau, AK 99802-5517

EXTENSION: 317
FAX: 907-463-2131

Commanding Officer
USCG ISC Kodiak
PO Box 195022
Kodiak, AK 99619-5022

EXTENSION: 563
FAX: 907-487-5239

PRESEPARATION COUNSELING CHECKLIST

(Please read Privacy Act Statement below before completing this form.)

SECTION I - PRIVACY ACT STATEMENT

AUTHORITY: 10 USC 1142, E.O. 9397.

PRINCIPAL PURPOSE(S): To record preseparation services and benefits requested by and provided to Service members; to identify preseparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed preseparation counseling checklist will be maintained in the Service member's official personnel file. Title 10, USC 1142, requires that not later than 90 days before the date of separation, preseparation counseling for Service members be made available.

ROUTINE USE(S): None.

DISCLOSURE: Voluntary; however, it will not be possible to initiate preseparation services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.

SECTION II - PERSONAL INFORMATION *(To be filled out by all applicants)*

1. NAME <i>(Last, First, Middle Initial)</i>		2. SSN		3. GRADE	
4. SERVICE	5. DUTY STATION	6. EXPECTED SEPARATION DATE <i>(YYYYMMDD)</i>		7. DATE CHECKLIST PREPARED <i>(YYYYMMDD)</i>	

SECTION III. ALL TRANSITIONING SERVICE MEMBERS MUST READ AND SIGN.

I was offered preseparation counseling on the above date (Item 7) on my transition benefits and services as appropriate. I understand that this preseparation counseling is provided to assist my transition process as required by Title 10, USC 1142.

I accept decline *(X appropriate block)* further transition assistance counseling. *(If you declined further transition assistance counseling, sign and date.)* I have checked those items where I desire further information or counseling. I have also been advised where to obtain assistance in developing an Individual Transition Plan (ITP).

8a. SERVICE MEMBER SIGNATURE	b. DATE <i>(YYYYMMDD)</i>
9a. TRANSITION COUNSELOR SIGNATURE	b. DATE <i>(YYYYMMDD)</i>

SECTION IV. Please indicate (by checking YES or NO) whether you (or your spouse if applicable) desire counseling for the following services and benefits. All benefits and services checked YES should be used in developing your ITP. The following services and benefits are available to all Service members, unless otherwise specified:

	SERVICE MEMBER			SPOUSE			REFERRED TO <i>(Input is optional)</i>
	YES	NO	N/A	YES	NO	N/A	
10. INDIVIDUAL TRANSITION PLAN (ITP)							
11. EFFECTS OF A CAREER CHANGE							
12. EMPLOYMENT ASSISTANCE							
a. Dept. of Labor sponsored Transition Assistance Program and Service sponsored Transition Seminars/Programs							
b. Use of DD Form 2586 (Verification of Military Experience and Training)							
c. DoD Job Search (dod.jobsearch.org) and Public and Community Service (PACS) Register							
d. Transition Bulletin Board (TBB)							
e. Teacher and Teacher's Aide Opportunities							
f. Federal Employment Opportunities							
g. Hiring Preference in Non-Appropriated Fund (NAF) jobs (VSI, SSB, Eligible Involuntary Separatees)							
h. State Employment Agencies/America's Job Bank							
13. RELOCATION ASSISTANCE *NOTE: Status of Forces Agreement limitations apply for overseas Service members.							
a. Permissive (TDY/TAD) and Excess leave							
*b. Travel and transportation allowances							
*c. Military family housing extension (VSI, SSB, and Eligible Involuntary Separatees)							
*d. Commissary, exchange benefits extension and MWR Privileges (VSI, SSB, Eligible Involuntary Separatees)							
*e. DODDS school extension (Eligible Involuntary Separatees)							

PRESEPARATION COUNSELING CHECKLIST SECTION IV (Continued)	NAME (Last, First, Middle Initial)						SSN				
				SERVICE MEMBER			SPOUSE			REFERRED TO (Input is optional)	
				YES	NO	N/A	YES	NO	N/A		
14. EDUCATION/TRAINING											
a. Education benefits (Montgomery GI Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)											
b. Job Training Partnership Act (JTPA)											
c. Additional education or training options											
15. HEALTH AND LIFE INSURANCE											
a. 60-day or 120-day extended Military and limited Dental benefits (VSI, SSB, Eligible Involuntary Separatees)											
b. Option to purchase 18-month conversion health insurance. Concurrent pre-existing condition coverage with purchase of conversion health insurance.											
c. Veterans' Group Life Insurance											
16. FINANCES											
a. Financial Management											
b. Separation pay (VSI, SSB, Eligible Involuntary Separatees Only)											
c. Unemployment compensation											
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)											
17. RESERVE AFFILIATION/PRIORITY											
18. DISABLED VETERANS BENEFITS											
a. Disabled Transition Assistance Program (DTAP)											
b. VA Disability Benefits											
<p>As a separating Service member, after receiving basic preseparation information and completing this checklist, you and your spouse (if applicable) are entitled to receive assistance in developing an ITP and counseling based on the areas of interest you have identified on the checklist. The preseparation checklist addresses a variety of transition services and benefits to which you may be entitled. Each individual is strongly encouraged to take advantage of the opportunity to develop an ITP. The purpose of an ITP is to identify educational, training and employment objectives and to develop a plan to achieve these objectives. It is the Military Department's responsibility to offer Service members the opportunity and assistance to develop an ITP. It is the Service member's responsibility to develop an ITP based on his/her specific objectives and the objectives of his or her spouse, if appropriate.</p>											
SECTION V - REMARKS											

Enclosure (9) to COMDINST 1900.2A

MONTGOMERY G.I. BILL - PROVISIONS FOR THOSE INVOLUNTARILY
SEPARATED AFTER 1 OCTOBER 1994

1. Background. The National Defense Authorization Act for FY 95 authorized the Coast Guard to offer its workforce certain transition services and benefits beginning. Included is the opportunity for certain members to participate in the MGIB program who were otherwise not eligible.
2. Eligibility.
 - a. Members must be involuntarily separated (IVS) and have a qualifying Separation Program Designation (SPD) code (encl 4).
 - b. Categories of IVS members who may now enroll:
 - (1) Initially disenrolled from the MGIB when first entered on active duty.
 - (2) Entered active duty during the time the Veterans Educational Assistance Program (VEAP) was in effect. (1 January 1977 through 30 June 1985).
 - (3) Members who did not have any MGIB benefits (e.g. Coast Guard Academy or any federally sponsored scholarship program graduate).
 - (4) Initially entered active duty during Vietnam era, but was not eligible to convert to MGIB.
3. Action.
 - a. Commanding Officers/Officers in Charge will ensure IVS members who meet the eligibility criteria either enroll or disenroll from the MGIB.
 - (1) Members electing MGIB enrollment must submit a \$1200 lump-sum payment and evidence of eligibility to the Human Resources Service and Information Center (HRSIC) prior to separation. This payment is nonrefundable.
 - (2) Members may pay by mailing (return receipt requested) a personal check, money order or certified check direct to:

Commanding Officer (DC)
Coast Guard Human Resources
Service & Information Center
444 SE. Quincy Street
Topeka, KS 66683-3591

- (3) Members may also pay by credit card (Master Card or VISA) by calling (913) 295-2912/3/4 with authorization for the lump-sum payment. Evidence of eligibility will still be required for enrollment.
 - (4) Members meeting the eligibility criteria but electing NOT to enroll must have an approved Administrative Remarks (CG 3307) entry.
- b. Members who contributed to VEAP must apply directly to the Department of Veterans Affairs (DVA) to receive a refund of their VEAP contributions.
4. General Information.
- a. IVS conversion members cannot use MGIB benefits until they separate from active duty. The DVA will not pay "in-service" MGIB benefits. For members enrolled in VEAP, their benefit eligibility stops the day of separation.
 - b. Enrollment in the MGIB is irrevocable and monies are not refundable.
 - c. Members are entitled to one month of benefits for each month served on active duty up to 36 months. Current MGIB rates are \$404 dollars per month for full-time, prorated for less than full-time study. This amount is evaluated annually with a new effective date of 1 October.
 - d. Members who received benefits under VEAP and are converting to the MGIB, cannot exceed 36 months of total entitlement.
 - e. MGIB benefits can be used up to 10 years from date of separation.

Enclosure (10) to COMDTINST 1900.2A

EXTENDED MEDICAL AND DENTAL BENEFITS FOR MEMBERS INVOLUNTARILY
SEPARATED AFTER 1 OCTOBER 1994

1. Benefit Description. Medical and dental care may be provided for IVS members in DoD/USCG medical/dental facilities or medical care through the TRICARE system in the same priority as dependents of active duty personnel.
2. Eligibility.
 - a. Medical and dental care eligibility will be provided for a period of 60 days after separation if the member was on active duty for fewer than 6 years.
 - b. Medical and dental care eligibility will be provided for a period of 120 days after separation if the member was on active duty for 6 years or more.
 - c. Transitional health care starts on the date of separation, and is not retroactive.
3. Health Care Provider.
 - a. Continued health care is available through the Continued Health Care Benefit Program (CHCBP). CHCBP replaces the former US VIP coverage. CHCBP offers temporary TRICARE-like health care coverage to separating members, their eligible family members, and other former beneficiaries who lose their direct care and TRICARE benefits.
 - b. Coverage in CHCBP is offered in ninety-day increments with a maximum benefit of eighteen (18) months for former active duty members and their eligible dependents, and thirty-six (36) months for former spouses and unmarried emancipated dependents (eligibility lost due to age). Consult www.tricare.osd.mil for CHCBP enrollment information.
4. TRICARE Reimbursement. Submit the claim for medical expenses with copies of paid or unpaid medical bills to the TRICARE fiscal intermediary serving the region where care was received. The letters "TAP" should be printed in bottom right of Block 8a of the TRICARE form.

MEMORANDUM OF UNDERSTANDING
BETWEEN
STATE EMPLOYMENT SERVICE
(APPLICABLE COAST GUARD FACILITY)
DEPARTMENT OF VETERANS EMPLOYMENT AND TRAINING SERVICE

Purpose: This Memorandum of Understanding sets forth the conditions, stipulations, and responsibilities for initiating and/or continuing the Transition Assistance Program (TAP) 3-day workshop at (applicable Coast Guard facility).

Background: The Department of Labor (DoL) TAP workshop provides instruction, information, and assistance to members of the Armed Services who are within 180 days of separation, their spouses, and eligible Department of Transportation civilians, in this order of priority, on a regularly scheduled basis at locations designated by the Coast Guard. The goal of this program is to develop skills which will decrease the time unemployed and provide the information to make a suitable education or career choice. The objectives are the prevention of long-term unemployment problems, provision of enhanced employment services to the disabled and younger veterans most likely to encounter employment difficulties, improved active component retention, enhanced reserve component placement, and improved perceptions among service members upon separation.

Definitions: For the purpose of clarification, the following definitions are provided:

Facilitator: Person trained at the National Veterans Training Institute (NVTI) or other entity approved by the national office of the Veterans Employment and Training Service (VETS) whose primary duty is presenting instruction and providing administrative support for the 3-day workshop.

Coordinator: Person who has the responsibility for class scheduling and logistics.

Point of Contact: Representative of each of the partners who is charged with carrying out that partner's responsibilities.

Responsibilities: Program delivery leadership for the 3-day workshop is concentrated in DoL. Participation of service members and logistical control are vested in the U.S. Coast Guard. Instruction concerning veterans' rights, benefits, and obligations will be provided by the Department of Veterans Affairs (DVA).

All Parties Involved Jointly Agree:

To work together to achieve TAP goals and to resolve conflicts at the lowest level possible.

To establish frequency of workshops in accordance with available resources and number of separations.

To coordinate the support services available in the local community (e.g., other public agencies, military and veterans service organizations, the private sector).

To identify additional resources required to effectively implement and maintain a fully operational TAP/DTAP program and take necessary action to obtain those resources.

The Coast Guard Will Provide:

A POC who will represent the Coast Guard facility commanding officer.

Suitable classroom facilities on an as needed basis. Facilities will include adequate utilities (lighting, air conditioning, heat, etc.) and sufficient parking. Audiovisual equipment (projection screen, overhead projector, microphone, etc.), telephone, and janitorial services will also be provided.

Notification and registration of participants.

Ongoing publicity such as, but not limited to, posters and flyers.

Encouragement and promotion of maximum participation as stated in Title 10, United States Code, section (c).

Secondary source of qualified facilitators to substitute in the event of the short-notice, short-term absence of primary facilitators.

Supervision of facilitators provided by the facility.

State Employment Service Will Provide:

A point of contact (poc).

Management of guest speakers supplementing the assigned facilitators.

The primary source of qualified facilitators to staff the workshops, to include coverage of workshops during annual leave and temporary duty periods.

Veterans Emoloyment and Training Service Will Provide:

The State Director of Veterans Employment and Training Services (DVET) as the POC.

All training materials required for the workshop.

Training for facilitators.

Monitoring of workshop delivery to maintain a quality program.

Oversight of performance of State Employment Service activities and DoL contractors to ensure proper performance of workshop facilitator functions.

DVA Will Provide:

A POC.

Guidance on the role of all veterans service organizations.

Coordination with Vocational Rehabilitation and Education Services in implementing the Disabled Transition /Assistance Program (DTAP).

TAP Advisory Council: The POC's will meet quarterly to discuss program accomplishments, plan for the next quarter, and resolve conflicts. The meetings will be chaired by the DVET.

Termination: This MOU will be renewed automatically on the annual anniversary date unless a 30-day written notice of termination is given at any time by one of the parties.

Signatures : (Date)

Signature block
(DVET)

Signature block
(DVA)

Signature block
(State Employment Service)

Signature block
(Commanding Officer)

TRICARE TRANSITIONAL HEALTH CARE DEMONSTRATION PROJECT
(THCDP)

The 2002 NDAA contained language which extended the transitional health care program for involuntarily separated active duty members. It also added mobilized reserves as beneficiaries. However it unintentionally eliminated the coverage of an affected member's dependents. The THCDP establishes dependent eligibility.

The Transitional Health Care Program provides involuntarily separated active duty members and reservists mobilized for contingency operations for a period greater than 30 days, 60 days of continued Tricare Health Care coverage if the member had less than six years of active duty service or 120 days if they had six or more years of active service. Dependents of the above members that were eligible for Tricare when the member was involuntarily separated or demobilized and maintain their dependent status have the same transitional Tricare benefit effective January 1, 2002. This is a two-year demonstration project.

Members of the reserves who were called up in support of contingency operations for greater than 30 days and that were released before January 1, 2002, and their eligible dependents had up to 30 days of continued Tricare eligibility.

Members may also become eligible for the Continued Health Care Benefit Program (CHCBP) once their transitional health care benefit period ends. Information on the CHCBP is contained on the Tricare web WWW.TRICARE.OSD.MIL in the center drop down panel.

TRANSITIONAL HEALTH CARE (THC) BENEFITS FOR SERVICE MEMBERS AND THEIR FAMILIES

Service Member Eligibility:

Transitional health care benefits are available in the military health system for the following categories of service members honorably released from active duty on or after January 1, 2002:

- A member who is involuntarily separated from active duty
- A reserve component member who is separated from active duty and who was called up or ordered in support of a contingency operation for an active duty period of more than 30 days
- A member who is separated from active duty and is involuntarily retained in support of a contingency operation
- A member who is separated from active duty following a voluntary agreement to stay on active duty for a period of less than one year in support of a contingency mission

If the THC eligible service member has served less than six years total active federal military service, they receive the TRICARE benefit for 60 days after their separation date. If the service member has served for six years or more total active federal military service, they receive the TRICARE benefit for 120 days after their separation date. The THC program is available through TRICARE military or civilian systems depending on the TRICARE program used. Dental care is available through military dental clinics on a space available basis or through the TRICARE Dental Program for eligible reserve members. Members may apply for Continued Health Care Benefit Program coverage at the end of their THC eligibility period if needed.

Continued Health Care Benefit Program (CHCBP):

CHCBP provides a premium based conversion health plan, similar to TRICARE Standard, for 18 to 36 months (depending on beneficiary status) to former service members and their families, some unremarried former spouses, and children who no longer qualify as dependents. Eligible persons must enroll in CHCBP within 60 days after separation from active duty, loss of THC coverage, or loss of TRICARE eligibility for dependents.

For more information about CHCBP go to www.tricare.osd.mil and look up Continued Health Care Benefit Program in the drop down window. CHCBP eligibility is determined through military personnel offices.

TRICARE Transitional Health Care Demonstration Project for Family Members:

The TRICARE Transitional Health Care Demonstration Project (THCDP) provides the same level of transitional health care benefits to eligible family members (except dental benefits, which are available only under the TRICARE Dental Program, if eligible) as provided to their THC eligible service members. The THCDP is effective from January 1, 2002, and will run for two years. At the end of the demonstration project it will be reevaluated.

For more information about the THCDP, beneficiaries may visit the TRICARE Web site at www.tricare.osd.mil and look up TRICARE News Release No. 02-20 of August 2, 2002, or contact the Worldwide TRICARE Information Center toll free at 1-888-DOD-CARE (1-888-363-2273).

Voluntary Separation Benefits:

Service members who voluntarily separate under the Special Separation Benefit (SSB) or the Voluntary Separation Incentive (VSI) options will be entitled to all of the benefits provided for involuntarily separated members. Members who choose the SSB or VSI options (and their families) may continue their health benefits by enrolling in the Continued Health Care Benefit Program.