Unclassified



Transition GPS/TAP



Training for Command Career Counselors

Updated: APRIL 2016



Topics

- VEI/VOW
 - Background; Exemptions; Career Readiness Standards; Compliance; CAPSTONE and Additional Tracks
- Fleet Guidance
- DMDC, Reporting & VOW Compliance
- Transition Assistance Program Website
- Required Documentation for attend TGPS/TAP
- Pre-separation Counseling
- CAPSTONE Event
 - Completion of ITP Checklist (DD Form 2958)
- Military Life Cycle
- NRMS/CIMS TGPS Reports

Veteran Employment Initiative (VEI)^{lassified} Summary



Legislative requirements of Title 10 (§1144) <u>mandate</u> all Service members provided transition assistance

(1)Pre-separation Counseling;

(2) DoL Employment Workshop

(3)Veteran Affairs Benefits briefing

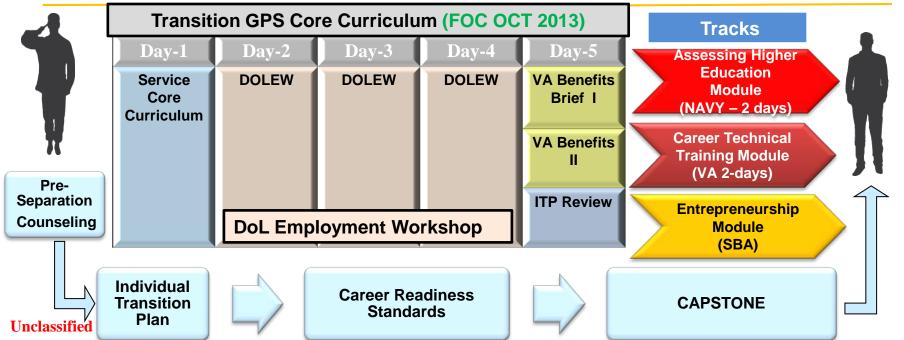


The VEI Task Force requires implementation of four overarching transition deliverables as career readiness:

- (1) Career Readiness Standards (CRS);
- (2) Transition GPS (Goals, Plans, Success) curriculum;

3

- (3) CAPSTONE event; and
- (4) Military Life Cycle (MLC)





No Service member, to include Reservist, is exempt from participating in *Pre-separation* counseling or the *VA Benefits Brief.*

Exemptions from the DoL Workshop are:

- Service members <u>retiring after 20 or more years</u> may opt out.
- Members of AC, RC and Guard who after serving their first 180 continuous days or more on Active Duty under Title 10 may opt out if they meet at least one of the following:
 - Must have confirmed employment or documented acceptance to education institution
- All Guard and Reserve members who have previously attended TAP may opt out of TAP.
- Commanders in the Service member's chain of command may waive mandatory participation where Sailors are needed to support a unit on orders to be deployed within 60 days.
 - A "make-up" plan must be developed. [exemption for time requirements]
- An exempt Service Member must formally document their decision to not participate on the DD Form 2958.

LIMITED PARTICIPATION:

- <u>Bad Conduct or dishonorable discharge</u> not eligible to attend additional tracks or CAPSTONE event.
- <u>Other than honorable discharge</u> CO determine whether can attend additional tracks or CAPSTONE event.



CAPSTONE Event

- CAPSTONE (Mandatory)
 - Verify outcome-based objectives of the Transition GPS curriculum
 - Verify service member has a viable plan for transition
- Per NAVADMIN 187/13 preferred method is to attend a CAPSTONE event conducted by transition counselors at Navy transition sites in small group (less than 25) seminars (2-4 hours).
- For those unable to attend a transition site CAPSTONE event due to operational commitment, a local CAPSTONE with a transition counselor (CCC or designated rep) will be conducted to verify that mandatory elements on the DD Form 2958 ITP checklist are complete and CRS is verified.



TGPS VC via JKO

- Transition GPS virtual curriculum is now on Joint Knowledge Online portal (JKO)
- The redesigned TGPS virtual curriculum is not to replace the 5 day brick and mortar classroom instruction, but is put into an environment where service members can access it whenever they need it from anywhere in the world.
- As always the FFSC classroom instructions is the preferred method, but for those who are in isolated or geographically separated location, and those with short fused ADSEPs the virtual curriculum is there for them on the JKO website.
- Disconnected Ops: remote or isolated areas (ships underway with unplanned separations) without internet access may complete VC TGPS curriculum via compact disc (CD).



Fleet Guidance

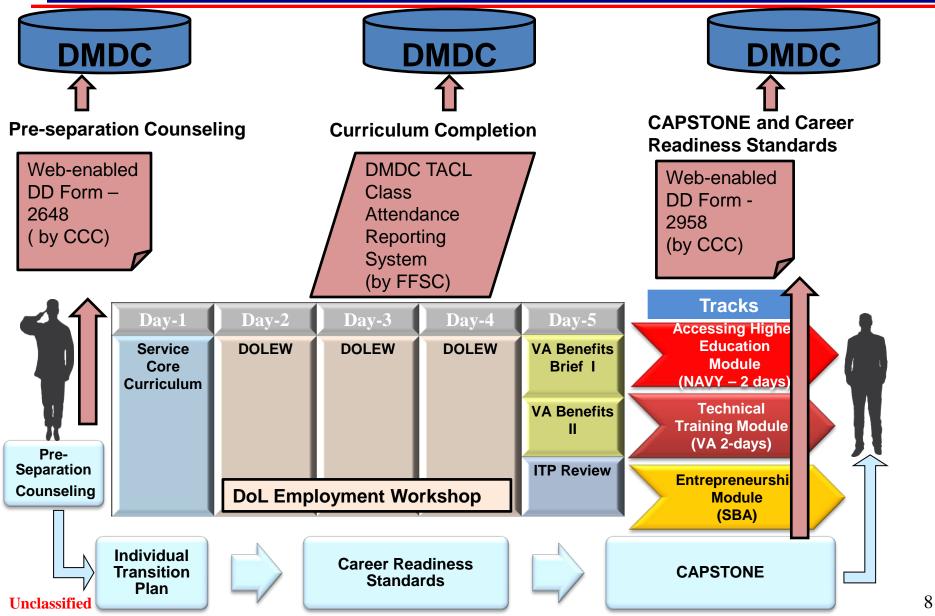
- DOD Instruction released 29 Feb; our updated OPNAVINST 1900.2 is currently in routing and awaiting signature.
 - In support of the new requirements in the DTM, the Navy has issued four NAVADMINs and a NAVRESFOR on requirements, policies and procedures of Transition GPS.

> NAVADMIN 334/12, 053/13, 187/13, 154/14, 243/14, 030/154/13

- VADM Moran released a P4 (DTG021811ZFEB15) to address command guidance for TGPS.
- In addition, developed and delivered multiple Transition GPS execution guidance briefings to field staff, command leadership triads, and Command Career Counselors.
 - CNIC Initial Transition GPS Town Hall: VOW/VEI TF Background; Transition GPS CORE (Pre-separation counseling), Transition Overview, MOC Crosswalk, Financial Planning; DOL Employment Workshop curriculum; VA Benefits curriculum; and planned pilots of the model.
 - Provided VOW/VEI TF and TGPS training to over 800 Command Career Counselors during the Navy Counselors Association's annual training symposium.
 - Ongoing CNIC hosted Transition GPS Town Halls: provide a review of service delivery process; roles/responsibilities of Command Career Counselors and FFSC Staff; update on DOL and VA revised curriculum; and the expected outcomes.



Transition GPS Reporting Systems





VOW Compliance

Servicemember	Separation Date	Pre-sep Counseling	DoL Workshop	VA Benefits Brief	Compliance
Joe Smith	12 Jan 2013	12 Feb 2012	20 Nov 2012	21 Nov 2012	YES
Al Jones	20 Feb 2013	09 Mar 2012	EXEMPT	13 Sep 2012	YES
Jane Doe	07 Mar 2013		13 Oct 2013	14 Oct 2012	NO

Career Readiness Standards (CRS)

- Goal: 100% of eligible Service members meeting all CRS
- Purpose: Ensure Service members depart the military "career-ready"
- Captured during CAPSTONE with Individual Transition Plan Checklist (DD Form 2958)
- Documents exemptions





- Issue:
 - Use of DoD reporting systems.
 - Inherent "near term" problems with DoD Compliance Monitoring (i.e., measuring compliance with separating Sailor who went through TAP prior to TACL reporting, 21 Nov; no feedback method from DMDC to commands)
- Solutions:
 - Modify Navy IT system for common operational picture
 - TYCOMs, ISICs and commands can now track and monitor their own VOW compliance. As part of NSIPS release 1.3.20 a capability was created for web interface with DMDC and field entry of all data needed to support reporting capabilities using the current CIMS Product.
 - CNIC deploying CAC scanning software/hardware to reduce data entry errors



Supporting Website

	Navy Person	nel Command	
Boards Career Info	Officer Enlisted Support & Services Organization Reference Library		
Navy Personnel Command >	Career Info > Transition > Transition GPS		
Augmentation	Transition GPS		
Career Counseling			
Career Toolbox		Related	
Education	TRANSITION GPS	Documents	
Enlisted Career	TRANSITION GPS	CDB Military Life	
Admin	Formerly known as Transition Assistance Program (TAP)	Cycle Fact Sheet	
Language & Culture	Formerty known as transition Assistance Program (TAP)	-	
Limited Duty	Transition GPS provides separating/retiring service members and their	Officer Military Life Cycle Fact Sheet	
Officer Career Prog	families with the skills, tools and self-confidence necessary to successfully		
Pay and Benefits	re-enter into the civilian work force.	CO's Guide for TAP	
Performance		Plain Talk for	
Evaluation	Transition GPS Brief (16 April 2014)	Sailors	
Personnel Conduct		FAQ	
and Separations	The goal of the program is to provide professional career development resources throughout the career lifecycle. Per <u>OPNAVINST 1900.2 (Series</u>)	Pre-Sep 2648	
Records Management	and Veterans Opportunity to Work (VOW) to Hire Heroes Act of 2011,	Counseling Guide	
Reserve Personnel	every service member is eligible for and will have full access to transition	Access DMDC TAP	
Mgmt	services and must meet Career Readiness Standards (CRS) prior to	Online Tool	
Retirement/TDRL	separation.	SAAR DD Form	
Transition		<u>2875</u>	
Transition GPS	VOW Compliance Reports	Capstone SOP	
Career Transition Office		Capstone	
(CTO) - Officer	NSIPS Analytics, using the Navy Retention Monitoring System (NRMS), now provides the capability to report and analyze active and reserve,	Presenter's Guide	
Career Transition Office	officer and enlisted GPS data via ad hoc and standardized reports down to	Instructions on	
(CTO) - Enlisted	the UIC level.	uploading	
Reserve Affiliation		Transition observed appr	
Benefits	GPS Reports Screenshots CIMS GPS Tracking Screenshots	Checklist PDF	
Command Career		Related Links	
Counselors	 Directive Type Memorandums (DTM): <u>12-007 CH2</u> 	Reserve Affiliation	
CTO FAQs		Benefits	
	- NAVADMINS: <u>334/12; 53/13; 187/13; 154/14; 243/14</u>	Transition GPS	
	- Pre-separation Counseling (DD Form <u>2648</u> , <u>2648-1</u>)	Reserve Video	
	-16 separation Counseling (DD Form 2046, 2040-1)	Onet Resource	
	- Individual Transition Plan (ITP) Forms:	Center	
		VA eBenefits	
	- DD Form 2958 - service member's ITP checklist	VMET Welcome	
	- ITP Block 1: needs, finances, training, certification;	Annual Credit Report	
	- ITP Block 2: employment:	DOL Gold Card	



Documentation for Attending Transition GPS/TAP

- Personnel attend Transition GPS or TAP with the following required pre-requisites:
 - (1) Completed DD Form 2648/ DD Form 2648-1
 - (2) VA E-benefits registration
 - (3) Individual Transition Plan (ITP) template (with a block 1 initiated)
- In addition, to assist members in meeting Career Readiness Standards (CRS) and to obtain the most benefit from the course, it is recommended they bring the following documentation for their own personal use during various modules of the class.
 - (1) Copy of Career Interest Assessment from O*Net "Interest Profiler"
 - (2) Copy of VMET
 - (3) Copy of most recent LES
 - (4) Copy of Evals/FITREPS
 - (5) Joint Service transcript and training record
 - (6) <u>A copy of your credit report (personal use)</u>



Pre-Separation Counseling

- Pre-separation should be conducted 9-12 months from EAOS
- Per <u>NAVADMIN 300/11</u> All 2648/2648-1s have to be completed via the DMDC website <u>www.dmdc.osd.mil/tap</u>
 - Print a copy and have member sign it, two copies to member and maintain one for your retain file
- Counseling shall include at a minimum:
 - VA e Benefits registration
 - Issuing of <u>DD Form 2958 (ITP checklist</u>) and ITP
 - ITP block 1 to be initiated
 - Discuss required documentation for attending TGPS/TAP
 - Schedule member for TGPS or VA Benefits (for exempt members only)
 - Attendance at legacy TAP suffice for meeting the requirements of VOW Act/VEI.



Individual Transition Plan (ITP)

- Print and issue ITP to Service member during pre-sep counseling.
- The ITP is an evolving document that is reviewed and modified throughout the entire transition process.
- Complete page 1 of block 1 with member. Attach DD Form 2648/2648-1 (as appropriate) to ITP.
- Inform member to bring ITP to Transition GPS and update accordingly.
- ITP will be reviewed by Command Representative during Career Readiness verification.



DD Form 2958 ITP Checklist

- Section I Member Information (completed by CCC w/mbr)
 - Block 20 required for documentation of Exemption

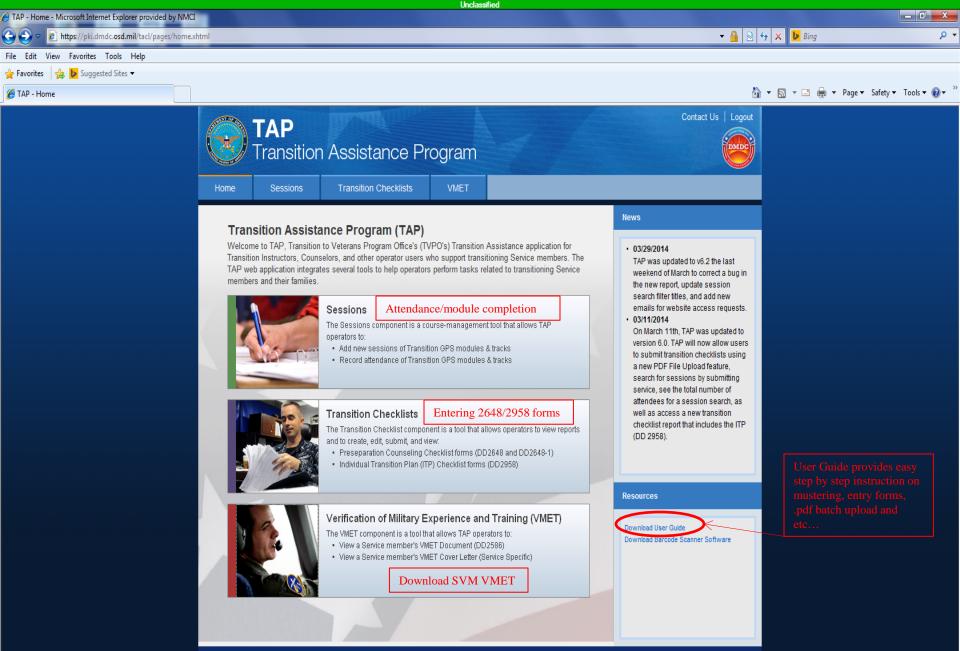
- Section II, III & IV To be meet as member goes through transition process and documented in their ITP
 - Bold items indicate CRS and must be met
 - Member needs to understand requirements of 2958 review at Capstone



CAPSTONE

Completion of DD Form 2958 ITP Checklist

- Section II, III & IV To be completed based on members ITP
 - Bold items indicate CRS and must be met
- Section V <u>Warm-handover required for those at risk or may</u> need more assistance
- Section VI Upon review of sections II-IV and member's ITP the Transition Counselor and member's command representative must verify whether or not CRS has been met.
 - Either FFSC Staff or CCC may sign block 29a
 - Block 30a must be signed by member's CO or designated rep
- MUST BE electronically entered in DMDC and a copy with the DMDC watermark turned into PSD to be filed in member's service record.



Privacy Act Information | TAP is maintained by DMDC.

Trusted sites | Protected Mode: Off

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Navy Transition Career Development Life Cycle Delivery Model



A qualified Sailor is a sought after employee





- NAVADMIN 243/14 announced the implementation of Transition into the Military Life Cycle (MLC).
- Incorporate aspects of the transition assistance program into MLC:
 - Enlisted Career Development Boards (CDBs)/ Individual Career Development Plans (ICDP) and
 - Officer semi-annual performance reviews for both Active and Reserve components.
- Introduce portions of the Career Readiness Standards (CRS) and the processes that enable transitioning Service members to meet those standards prior to pre-separation counseling or attending the mandatory 5 day Transition GPS course.

Navy is fully committed to the cultural change to help Sailors become career ready prior to their retirement/separation



Military Life Cycle Process

- Entry level (Bootcamp and Accession Training)
 - E-benefits registration;
 - Servicemember Group Life Insurance (SGLI) election;
 - Budget preparation/ personal finance;
 - Active duty VA benefits
 - Introduction to MOC crosswalk

First Duty Station/Subsequent Duty Stations:

- Officer Performance Reviews semiannual and Command CDBs (within 45 days of reporting; 12mo First Tour Sailors; 24mo; 15mo prior to EAOS/PRD; transfer/separation)
- Navy will cover:
 - Individual Career Development Plan
 - Documentation of requirements and eligibility for licensure, certification and apprenticeship
 - ✓ Personal Financial Management
 - ✓ Off duty Education (VOLED)
 - ✓ Continuum of service counseling
 - ✓ GI Bill transferability
 - ✓ VA home loans and education benefits

Military Life Cycle

eBenefits Registration (DS Logon)

Description: Joint VA/DOL web portal providing self-service capabilities to service members, veterans, and their families to research, access and manage VA and military personal information.

CDB: Reporting

Discussion: Did member obtain DS Logon at boot camp? Has member registered in e-Benefits? If not, refer service member to website.

References:

https://www.ebenefits.va.gov/

Service member Group Life Insurance (SGLI) Election

Description: SGLI provides low-cost term life insurance coverage to eligible service members. If qualified, member is automatically enrolled at the maximum level. Member can change coverage, decline coverage, select a lesser amount .designate beneficiaries, etc.

CDB: Reporting, SLE

Discussion: Verify member's Record of Emergency Data and Dependency Application (Page 2) is up-to-date with current family status.

References:

- http://benefits.va.gov/insurance/sqli.asp
- CPC, Personnel Office/PSD

Military Occupational Crosswalk (MOC)

Description: Helps service members "cross walk" their military skills, experience, credentials, and education to civilian opportunities. MOC gap analysis helps identify the skills members have, compared with the skills they need, to obtain the civilian career they desire.

CDB: Reporting

Discussion: Encourage member to complete MOC Crosswalk via JKO or TGPS DVD. (Note: MOC module also introduces members to credentialing and certifications.)

References:

- http://iko.iten.mil/: TGPS MOC Crosswalk Course # TGPS-US002-V2
- http://www.onetcenter.org/veterans.html
- https://usmap.cnet.navy.mil/
- https://www.navycool.navy.mill/

Active Duty VA Benefits

Description: Service members qualify for VA benefits while on active duty.

CDB: Reporting

Discussion:

- VA Home Loan Guaranty
- Burial benefits
- Education Benefits (to include Post 9/11 GI Bill, Montgomery GI Bill, Montgomery GI Bill Selected Reserve, Reserve Education Assistance Program, Veterans Education Assistance Program)
- Education and Career Counseling Automobile and Adaptive Equipment Allowances
- Life Insurance Benefits (to include Servicemembers Group Life Insurance (SGLI), SGLI Traumatic Injury Protection (TSGLI), Family SGLI (FSGLI), Veterans Mortgage Life Insurance)
- Pre-Discharge Disability Compensation Program (to include Integrated Disability Evaluation System, Benefits Delivery and Discharge and Quick Start).
- VA Health Care (In emergency situations or upon referral by TRICARE)

References:

- http://www.benefits.va.gov/homeloans/
- http://www.prosthetics.va.gov/psas/HISA2.asp
- http://www.benefits.va.gov/compensation/claimsspecial-burial.asp
- http://www.benefits.va.gov/gibill/index.asp
- http://www.benefits.va.gov/vocrehab/edu voc couns eling.asp
- http://www.benefits.va.gov/vocrehab/index.asp
- http://www.benefits.va.gov/compensation/claimsspecial-auto-allowance.asp
- http://www.benefits.va.gov/insurance/ - http://www.benefits.va.gov/predischarge/
- http://www.va.gov/health/
- Description: Active Component members can elect to make a one time, irrevocable transfer of Post 9/11 GI Bill educational benefits to a family member. Member must have served a minimum of 6 years and be willing to agree to an additional active duty service commitment. Transfer must be completed prior to retirement or separation.

CDB: 48mo, 60mo, SLE

GI Bill Transferability

Discussion: If enrolled in the Post-9/11 GI Bill program, member can transfer unused educational benefits to spouse or children, if certain criteria is met.

References:

http://www.benefits.va.gov/gibill/post911_transfer.asp

*SLE is marriage/dependent change, promotion, etc..

Product of N17. Send feedback to Mr. Tom Albert (901) 874-4254; tom.albert@navy.mil.

Off-duty Voluntary Education

Description: The Navy College provides service members with opportunities to earn college degrees through a variety of options. The program's mission is to provide continual academic support to members while they pursue a technical or college degree, regardless of their location or duty station.

CDB: All

Discussion: The Navy has several Voluntary Education programs to help members reach their education and career goals. Refer member to command ESO. local Navv College office and web link.

References:

https://www.navycollege.navy.mil/

Personal Financial Management (PFM) Program

Description: Provides information and tools needed to identify financial responsibilities, obligations, and goals for a successful career during and after separation from the military.

CDB: All

Discussion: Does member have a current spending plan? Does member need assistance with personal finance? If so, refer to appropriate resources.

References:

- http://jko.jten.mil/: TGPS Personal Financial Planning Course # TGPS-US003-V2
- http://www.cnic.navy.mil/ffr/family_readiness/fleet_ and family support program/personal finances.ht ml
- Command CFS or FFSC PFM

CDBs.

References: - http://www.public.navy.mil/bupers-

- npc/career/transition/Pages/TAP.aspx - http://www.public.navv.mil/bupers-
- npc/career/transition/Pages/ReserveAffiliationBenefits .aspx
- http://www.navyreserve.com/

Individual Career Development Plan

Description: The Individual Career

Development Plan (ICDP), located in CIMS, is the only authorized form to be utilized for

CDB: All

Discussion: Updating the ICDP as a result of the CDB and providing a copy to the member allows Sailor to monitor and track their personal and professional development.

References:

https://nsips.nmci.navy.mil/nsipsclo/jsp/index.jsp



Continuum of Service (Reserve Affiliation)

Description: All Active Component members must receive Continuum of Service Benefits counselina.

CDB: C-Way 15mo; Separation

Discussion: Discuss benefits of Reserve Affiliation. Have member view Transition GPS Reserve benefits video and Reserve Affiliation Benefits, using links on the NPC website (see below).

Military Life Cycle

eBenefits Registration (DS Logon)

Description: Joint VA/DOL web portal providing self-service capabilities to service members, veterans, and their families to research, access and manage VA and military personal information.

Mid-term: Initial Operational Assignment

Discussion: Did member obtain DS Logon at boot camp? Has member registered in e-Benefits? If not, refer service member to website.

References:

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Service member Group Life Insurance (SGLI) Election

Description: SGLI provides low-cost term life insurance coverage to eligible service members. If qualified, member is automatically enrolled at the maximum level. Member can change coverage, decline coverage, select a lesser amount , designate beneficiaries, etc.

Mid-term: Initial/SLE

Discussion: Verify member's Record of Emergency Data and Dependency Application (Page 2) is up-to-date with current family status.

References:

- http://benefits.va.gov/insurance/sqli.asp
- CPC, Personnel Office/PSD

Military Occupational Crosswalk (MOC)

Description: Helps service members "cross walk" their military skills, experience, credentials, and education to civilian opportunities. MOC gap analysis helps identify the skills members have, compared with the skills they need, to obtain the civilian career they desire.

Mid-term: prior to Transition

Discussion: Encourage member to complete MOC Crosswalk via JKO or TGPS DVD. (Note: MOC module also introduces members to credentialing and certifications.)

References:

- http://iko.iten.mil/: TGPS MOC Crosswalk Course # TGPS-US002-V2
- http://www.onetcenter.org/veterans.html
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- https://www.navycool.navy.mill/

Active Duty VA Benefits

Description: Service members qualify for VA benefits while on active duty.

Mid-term: Initial Operational Assignment

Discussion:

- VA Home Loan Guaranty
- Burial benefits
- Education Benefits (to include Post 9/11 GI Bill, Montgomery GI Bill, Montgomery GI Bill Selected Reserve, Reserve Education Assistance Program. Veterans Education Assistance Program)
- Education and Career Counseling Automobile and Adaptive Equipment Allowances
- Life Insurance Benefits (to include Servicemembers Group Life Insurance (SGLI), SGLI Traumatic Injury Protection (TSGLI), Family SGLI (FSGLI), Veterans Mortgage Life Insurance)
- Pre-Discharge Disability Compensation Program (to include Integrated Disability Evaluation System, Benefits Delivery and Discharge and Quick Start).
- VA Health Care (In emergency situations or upon referral by TRICARE)

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- http://www.benefits.va.gov/gibill/index.asp
- http://www.benefits.va.gov/vocrehab/edu_voc_couns eling.asp
- http://www.benefits.va.gov/vocrehab/index.asp
 - http://www.benefits.va.gov/compensation/claimsspecial-auto-allowance.asp
- http://www.benefits.va.gov/insurance/
- http://www.benefits.va.gov/predischarge/ -- http://www.va.gov/health/

pursue a technical or college degree, regardless of their location or duty station. Discussion: The Navy has several Voluntary

Continuum of Service (Reserve Affiliation)

Description: All Active Component members must receive Continuum of Service Benefits counseling.

Mid-term: prior to Transition

Discussion: Discuss benefits of Reserve Affiliation. Have member view Transition GPS Reserve benefits video and Reserve Affiliation Benefits, using links on the NPC website (see below).

References:

- http://www.public.navy.mil/bupersnpc/career/transition/Pages/TAP.aspx
- http://www.public.navy.mil/bupersnpc/career/transition/Pages/ReserveAffiliationBenefits .aspx
- http://www.navyreserve.com/

Description: Active Component members can elect to make a one time, irrevocable transfer of Post 9/11 GI Bill educational benefits to a family member. Member must have served a minimum of 6 years and be willing to agree to an additional active duty service commitment. Transfer must be completed prior to retirement or separation.

Mid-term: 6 years + of service/ SLE

Off-duty Voluntary Education

Mid-term: All

References:

Program

Mid-term: All

References:

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Description: The Navy College provides

academic support to members while they

service members with opportunities to earn

college degrees through a variety of options.

The program's mission is to provide continual

Education programs to help members reach

their education and career goals. Refer

Personal Financial Management (PFM)

Description: Provides information and tools

obligations, and goals for a successful career

during and after separation from the military.

Discussion: Does member have a current

assistance with personal finance? If so, refer

- http://jko.jten.mil/: TGPS Personal Financial

- http://www.cnic.navy.mil/ffr/family_readiness/fleet_

and family support program/personal finances.ht

Planning Course # TGPS-US003-V2

- Command CFS or FFSC PFM

GI Bill Transferability

spending plan? Does member need

to appropriate resources.

needed to identify financial responsibilities,

member to command ESO. local Navv

College office and web link.

https://www.navycollege.navy.mil/

Discussion: If enrolled in the Post-9/11 GI Bill program, member can transfer unused educational benefits to spouse or children, if certain criteria is met.

References:

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*SLE is marriage/dependent change, promotion, etc..

Product of N17. Send feedback to Mr. Tom Albert (901) 874-4254; tom.albert@navy.mil.

Officer Mid-term Counseling FACT SHEET





- DoD SkillBridge is a voluntary employment skills training program
- This initiative connects civilian businesses and companies with available training or internship opportunities that offer a high probability of employment with Sailors who are separating ; these services are to be provided at little or no cost to the Sailor. There is no exclusion, our original draft was following USMC outline.
- NAVADMIN 222/15

Unclassified



Questions before we get into NRMS/CIMS

Unclassified

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GPS REPORTS VIA NRMS

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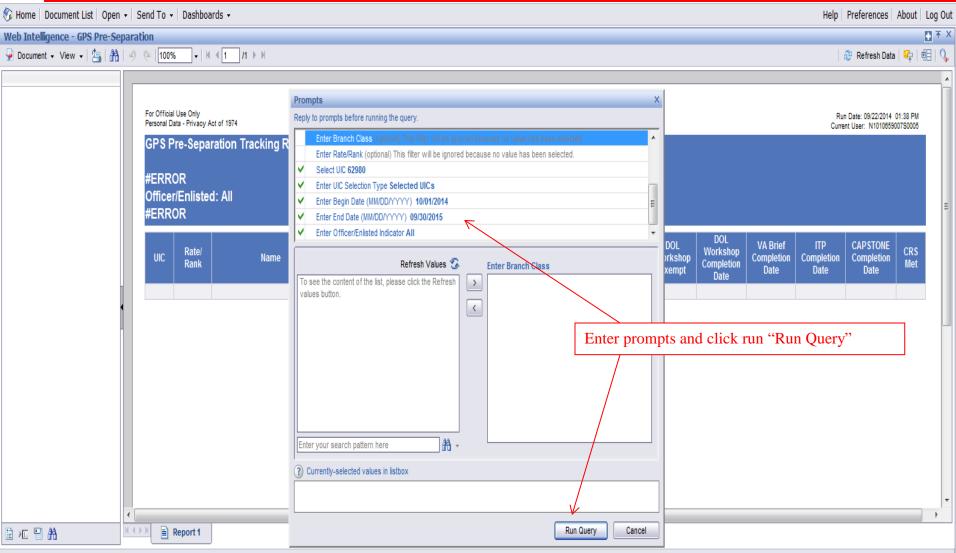


Pre-Separation Tracking Report

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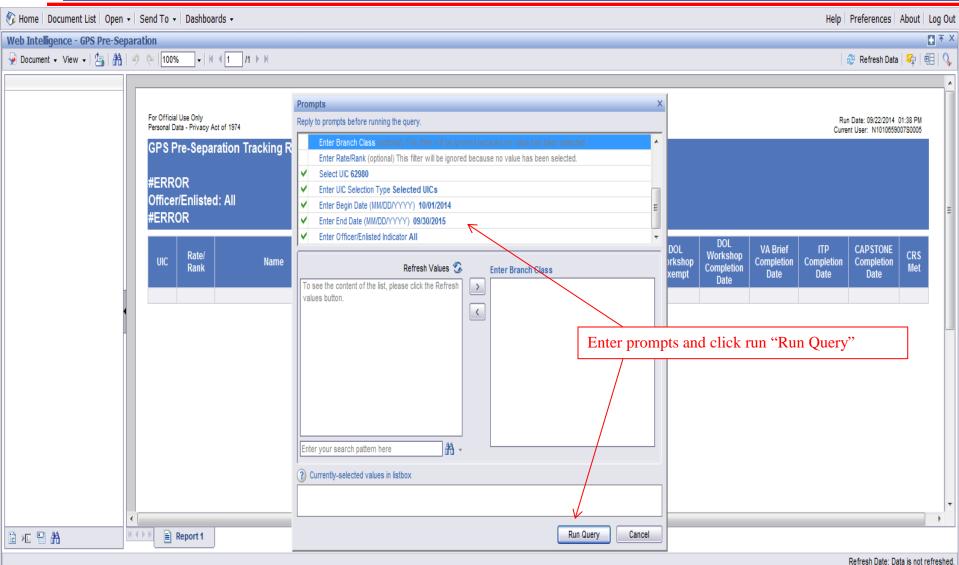


GPS Transition Compliance Report

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