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FM COMDT COGARD WASHINGTON DC
TO ALCOAST
BT

UNCLAS

ALCOAST 256/24

SSIC 1754

SUBJ: MANDATED TRANSITION ASSISTANCE PROGRAM (TAP)

A. Transition Assistance Program, COMDTINST 1900.2B

1. This ALCOAST is a reiteration of the mandatory requirements of REF (A), to include conducting the TAP Initial counseling and Pre-separation counseling with a service member 365 days prior to separation/retirement and the service member attending a TAP seminar in person whenever possible.

2. REF (A) explains the major policy changes including the mandatory components of TAP that are applicable for all service members who have at least 180 continuous days or more on active duty; this includes the Reserve component.

3. Separating and retiring members must complete the new TAP processes in REF (A) with support from their regional Transition and Relocation Manager (TRM). The TRM will assist service members with their Initial Self-Assessment, Pre-separation Counseling and development of their individual transition plan.

4. Commanding Officers or command designees are responsible for ensuring the Command and members comply with the mandatory requirements in REF (A). They must verify that members have met their Career Readiness Standards, completed the Transition Assistance Program, and issue Administrative Remarks form, CG-3307, if members refuse to complete the requirements.

5. Commands are directed in REF (A) to work with their regional TRM to send qualifying members to an in person TAP seminar either at a CG unit or DOD Installation. Funding is available from the CG TAP Program for members to travel to attend a TAP seminar in person when there is no local TAP seminar available within a 50 mile radius of their duty station. Contact your regional TRM to discuss available options.

6. This message will be cancelled on 26 JUN 2025.

7. POC: Mr. Rodney Whaley, USCG TAP Program Manager, (202) 475-5158, or via e-mail at Rodney.B.Whaley@USCG.mil.

8. RADM Shane C Steiner, Acting Assistant Commandant for Health, Safety, and Work-Life (CG-1K), sends.

9. Internet release is authorized.