



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

IN REPLY REFER TO:

CMC-MRM

18 FEB 2004

WHITE LETTER NO. 01-04

From: Commandant of the Marine Corps
To: All General Officers
All Commanding Officers
All Officers in Charge

Subj: TRANSITION ASSISTANCE MANAGEMENT PROGRAM

1. It is our responsibility to ensure Marines have the opportunity to successfully readjust to civilian life. Transitioning Marines must attend pre-separation counseling no less than 90 days prior to separation. This is a leadership issue, and is also public law.

2. Public Law 101-510 created the Transition Assistance Management Program (TAMP) and identified the requirement to initiate counseling 90 days in advance of separation. This requirement has been in place since 1991. Furthermore, Public Law 107-103 allows the transition process to begin up to 24 months in advance for retiring Marines and up to 12 months for all others. Our leadership and statutory responsibility is clear.

3. Deployments and other factors will always pose challenges, but the fact remains that we are not currently meeting this responsibility. In 2002 and 2003 respectively, 64% and 42% of our Marines attended pre-separation counseling 90 or more days prior to separation. Although most Marines ultimately receive the mandatory counseling, too many attend within weeks of transition. As a result, Marines may leave active duty without full knowledge of the benefits and entitlements they earned and without sufficient time to best prepare for a successful transition to civilian life.

4. We must remain true to our philosophy of 'taking care of our own' and ensure our Marines receive timely support through TAMP as they transition to civilian life.

A handwritten signature in black ink that reads "M. W. Hagee".
M. W. Hagee