

BASE BOSTON TGPS REQUEST

Contact the TGPS Manager at 617-223-3128 or joshua.j.braarud@uscg.mil for assistance

All personnel must complete Pre-Separation Counseling before requesting TGPS

PRE-SEPARATION COUNSELING

1. Sign into the Learning Management System at <https://elearning.uscg.mil/>
2. Search for "Separation" in the search bar. The course is 100061 – Pre-Separation Counseling.
3. There will also be a DD-2648 and an Individual Transition Plan (ITP). KEEP THOSE DOCUMENTS.

The DD-2648 is filed in the SPO PDR and EI-PDR in accordance with Enclosure (1) of [Military Personnel Data Records \(PDR\) System, COMDTINST M1080.10I](#).

The unit CO/OINC, XO, Training Officer, Personnel Officer, or YN (E-6 and above) can sign as the Transition Counselor. If they are unavailable, send the form and LMS transcript to the TGPS Manager for signature.

The ITP is used during TGPS to map out a successful transition to civilian life.

PRE-SEPARATION COUNSELING DATE:

Submit this form with the DD-2648 and LMS transcript to enroll in a TGPS course

TGPS STUDENT INFORMATION

GRADE	LAST NAME	FIRST NAME
SEPARATION DATE	SEP ORDERS APPROVED	SEPARATION TYPE
DOD ID NUMBER	SPOUSE ATTEND	SPOUSE FIRST NAME
WORK EMAIL	HOME EMAIL	HOME / CELL NUMBER
SUPERVISOR NAME	SUPERVISOR EMAIL	COMMAND APPROVAL
<p>TGPS course locations and dates are available on the Base Boston HSWL Portal page and at https://www.uscg.mil/baseboston/h/worklife/TransitionAssistance.asp</p>		
TGPS COURSE LOCATION	TGPS START DATE	