



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
2601A PAUL JONES ST
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 1754.4A
N72
2 March 1999

NTC GREAT LAKES (COMPLEX²) INSTRUCTION 1754.4A

From: Commander, Naval Training Center, Great Lakes

Subj: ESTABLISHMENT OF TRANSITION/RELOCATION ASSISTANCE
COORDINATING COMMITTEE (TRACC)

Ref: (a) SECNAVINST 1754.6
(b) OPNAVINST 1900.2

1. Purpose. To establish a combined Transition and Relocation Assistance Coordinating Committee (TRACC) per references (a) and (b).

2. Cancellation. NTCGLAKESINST 1754.4.

3. Background. The TRACC is a key element in the Relocation Assistance Program (RAP), the Transition Assistance Management Program (TAMP), and Spouse Employment Assistance Program (SEAP). The TRACC brings together military service providers on the installation into a coordinated team effort to address the Quality of Life issues related to transition and relocation for service members and their families. It is the forum where all family service issues can be raised and discussed, and it provides an opportunity for the visible demonstration of command support for these programs.

4. Responsibilities. The TRACC will:

a. Ensure active duty military personnel and their dependents, reserve personnel on extended active duty and their dependents, and retired members and their legal dependents (on a space available basis) are assisted in the transition and relocation process by providing standardized information and services per current directives.

b. Consider and coordinate issues such as time allowances for transitioning and relocating families for in/out-processing based on personal needs and mission requirements.

c. Evaluate the effectiveness of the Transition and Relocation Assistance Programs by evaluating operations feedback, and recommending and implementing standard operating procedures.

d. Be coordinated through the Tamp Manager and relocation specialists at the Family Service Center.

5. Membership. The TRACC shall meet on the third Thursday during the months of June, October, January, and April at 1000, at a place to be determined. The committee will be chaired by the (NTC) Chief of Staff, Operations.

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a. Required TRACC membership shall consist of the NTC CMC, a representative from the NTC Chaplain's department, Ombudsman Council, MWR, Housing, BEH, BOQ, Personal Property, and include an E-7 or above or civilian equivalent from all NTC Complex² commands. Further, the following organizations are encouraged to provide a representative:

Great Lakes Credit Union
Navy-Marine Corps Relief Society
American Red Cross - Great Lakes Office
USO Regional Representative

6. Action. All Commanding Officers, and Directors of the activities listed in paragraph 4 shall assign, in writing, a representative to be an active participant in the TRACC. Letters of designation shall be forwarded to TAMP Manager at the Family Service Center.


EDWARD E. HUNTER

Distribution:
NTCGLAKESINST 5216.5M
List I, II (Case B), III-A, B, C