

**PRESEPARATION COUNSELING CHECKLIST  
FOR ACTIVE COMPONENT (AC), ACTIVE GUARD RESERVE (AGR), ACTIVE RESERVE (AR),  
FULL TIME SUPPORT (FTS), AND RESERVE PROGRAM ADMINISTRATOR (RPA) SERVICE MEMBERS**

*(Please read Privacy Act Statement and Instructions in Section III before completing this form.)*

**SECTION I - PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 U.S.C. 1142, Preseparation Counseling; E.O. 9397, as amended (SSN).

**PRINCIPAL PURPOSE(S):** To record preseparation services and benefits requested by and provided to Service members; to identify preseparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed preseparation counseling checklist will be maintained in the Service member's official personnel file. Title 10, USC 1142, requires that not later than 90 days before the date of separation, for anticipated losses, preseparation counseling for Service members be made available. For unanticipated losses, preseparation counseling shall be made available as soon as possible.

**ROUTINE USE(S):** None.

**DISCLOSURE:** Disclosure of SSN is mandatory. Disclosure of other information in Section II is voluntary; however, it may not be possible to initiate preseparation counseling and other transition assistance services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.

**SECTION II - PERSONAL INFORMATION** *(To be filled out by all applicants)*

<b>1. NAME</b>			<b>2. SSN</b>			<b>3. GRADE</b>		<b>4. DATE OF BIRTH</b> (YYYYMMDD)			
a. Last Name			b. First Name			c. Middle Initial					
<b>5. SERVICE</b> <i>(X one)</i>		<b>5.a. COMPONENT</b>		<b>6. DUTY STATION</b>				<b>7. ANTICIPATED DATE OF SEPARATION</b> (YYYYMMDD)			
<input type="checkbox"/> ARMY		<input type="checkbox"/> AC		a. MILITARY INSTALLATION/CITY							
<input type="checkbox"/> MARINE CORPS		<input type="checkbox"/> AGR									
<input type="checkbox"/> NAVY		<input type="checkbox"/> AR		b. STATE				7.a. I AM <i>(X one)</i>			
<input type="checkbox"/> AIR FORCE		<input type="checkbox"/> RPA		c. ZIP CODE				<input type="checkbox"/> Retiring		<input type="checkbox"/> Separating Involuntarily	
<input type="checkbox"/> COAST GUARD		<input type="checkbox"/> FTS						<input type="checkbox"/> Separating Voluntarily			
<b>8. DATE CHECKLIST PREPARED</b> (YYYYMMDD)		<b>8.a.</b> Place an X in this box ONLY if you have 89 days or less remaining on active duty before separation or retirement. <i>(Please read the following instructions: If separating or retiring and you have 89 days or less remaining on active duty before your separation or retirement, why was your preseparation counseling not conducted earlier? Please go to Section VI - REMARKS and check the response that best describes why preseparation counseling was not conducted earlier.)</i>									
<b>9.</b> Is your spouse/family member/legal guardian/designee present during preseparation counseling? <i>(X one)</i>						<input type="checkbox"/> YES		<input type="checkbox"/> NO		<input type="checkbox"/> N/A	
<b>9.a.</b> Are you willing to be contacted after separation or retirement regarding the value of the transition assistance programs and services you received? <i>(X one)</i>						<input type="checkbox"/> YES		<input type="checkbox"/> NO			

**SECTION III - INSTRUCTIONS**

**All transitioning Service members shall read these instructions before completing Sections IV, V, and VI of this form. After being counseled, Service member shall sign and date the form in items 28.a. and 28.b.**

**This form will be used for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR), Full Time Support (FTS), and Reserve Program Administrator (RPA) Service members.**

- Items checked "YES" indicate that you require additional information or referral to a subject matter expert on the installation or to an appropriate person in another agency or organization outside of DoD or attendance at a scheduled employment or VA session (Section IV).
- Shaded areas on the form mean: (a) the information is not applicable (example: item 11.b. is shaded under "Spouse" because DD Form 2586, "Verification of Military Experience and Education - VMET", does not apply to spouses); or (b) the item is referring to a Web site address and URLs require no further explanation. URLs are provided so Service members can research information at their leisure on a given topic or subject.
- Department of Labor TAP Employment Workshop:** In accordance with DoDI 1332.35, AC, AGR, AR, FTS, and RPA separating and retiring Service members who check "YES" in item 11.a. on DD Form 2648, "Preseparation Counseling Checklist", shall be released to complete the Department of Labor (DOL) Transition Assistance Program (TAP) Employment Workshop in its entirety. Service members will be exempt from normal duty the full 24 hour period of each DOL workshop day and the 12 hours immediately preceding and following the DOL workshop. In the event that a DOL Workshop is unavailable, the Service member will attend a military equivalent employment workshop conducted by the Military Services.
- Veterans Benefits Briefing:** In accordance with DoDI 1332.35, all separating and retiring Service members who check "YES" in item 19 shall be released to complete the Veterans Benefits Briefing sponsored and offered by the Department of Veterans Affairs (VA) in its entirety. Service members will be exempt from normal duty the full 24 hour period of each VA Benefits Briefing day and the 12 hours immediately preceding and following the VA Benefits Briefing.
- Disabled Transition Assistance Program (DTAP):** In accordance with DoDI 1332.35, all separating and retiring Service members who check "YES" in item 20 (with special emphasis on Wounded, Ill, or Injured) who have or think they have a service-connected disability, are awaiting a medical discharge, or have incurred an injury or illness while on active duty, or aggravated a pre-existing condition, and those referred to a Physical Evaluation Board or placed in a medical hold status by their Service, shall be released to complete the DTAP briefing sponsored by VA. Spouses/Family Member/Legal Guardian/Designee are encouraged to attend the DTAP briefing. Service members will be exempt from normal duty the full 24 hour period of each VA DTAP Briefing day and the 12 hours immediately preceding and following the VA DTAP Briefing.

<b>PRESEPARATION COUNSELING CHECKLIST FOR AC, AGR, AR, FTS, AND RPA SERVICE MEMBERS</b>	<b>NAME</b> (Last, First, Middle Initial)	<b>SSN</b>

**SECTION IV**

Please indicate (by checking either YES or NO) whether you (or if accompanied by your spouse/family member/legal guardian/designee if applicable) desire additional counseling for the following benefits and services to which you may be entitled. All benefits and services checked YES should be used to develop your Individual Transition Plan (ITP). The following benefits and services available to all Service members, unless otherwise specified, will be explained by the Transition/Command Career Counselor.

	SERVICE MEMBER		SPOUSE		REFERRED TO
	YES	NO	YES	NO	
<b>10. EFFECTS OF A CAREER CHANGE</b>					
<b>11. EMPLOYMENT ASSISTANCE</b>					
a. Do you want to attend the Department of Labor sponsored Transition Assistance Employment Workshops or Service sponsored Transition workshops/seminars?					
b. Verification of Military Experience and Training (VMET) (DD Form 2586). Do you want a copy of your VMET document? If yes, go to <a href="http://www.dmdc.osd.mil/vmet">www.dmdc.osd.mil/vmet</a> to print your VMET document and cover letter.					
c. Counselor will provide information on civilian occupations corresponding to Military occupations (see Occupational Information Network (O*NET website) at <a href="http://www.online.onetcenter.org/crosswalk">www.online.onetcenter.org/crosswalk</a> and related assistance programs) and civilian occupations related to assistance programs.					
(1) Licensing, Certifications and Apprenticeship Information.					
(a) Department of Labor <a href="http://www.careeronestop.org/CREDENTIALING/CredentialingHome.asp">www.careeronestop.org/CREDENTIALING/CredentialingHome.asp</a>					
(b) U.S. Army Credentialing On-line <a href="https://www.cool.army.mil">https://www.cool.army.mil</a>					
(c) U.S. Military Apprenticeship Program <a href="https://usmap.cnet.navy.mil/usmapss">https://usmap.cnet.navy.mil/usmapss</a>					
(d) DANTES <a href="http://www.dantes.doded.mil/dantes_web/danteshome.asp">www.dantes.doded.mil/dantes_web/danteshome.asp</a>					
(e) Navy Cool Website <a href="https://www.cool.navy.mil">https://www.cool.navy.mil</a>					
d. TurboTAP.org ( <a href="http://www.TurboTAP.org">www.TurboTAP.org</a> ) and other programs, tools, and resources					
(1) Employment Hub <a href="http://www.turboTAP.org/portal/transition/resources/employment_hub">www.turboTAP.org/portal/transition/resources/employment_hub</a>					
(2) Hire Vets First <a href="http://www.hirevetsfirst.dol.gov/">www.hirevetsfirst.dol.gov/</a>					
(3) State Job Boards <a href="http://www.careeronestop.org/jobsearch/cos_jobsites.aspx">www.careeronestop.org/jobsearch/cos_jobsites.aspx</a>					
(4) DOL REALifelines <a href="http://www.hirevetsfirst.dol.gov/realifelines/index.asp">www.hirevetsfirst.dol.gov/realifelines/index.asp</a>					
e. Public and Community Service Opportunities <a href="http://www.turboTAP.org/portal/transition/lifestyles/employment/public_and_community_service_pacs_registry_program">www.turboTAP.org/portal/transition/lifestyles/employment/public_and_community_service_pacs_registry_program</a>					
f. Teacher and Teacher's Aide Opportunities/Troops to Teachers <a href="http://www.proudtoserveagain.com">www.proudtoserveagain.com</a>					
g. Federal Employment Opportunities					
(1) <a href="http://www.usajobs.opm.gov">www.usajobs.opm.gov</a>					
(2) <a href="http://www.go-defense.com">www.go-defense.com</a>					
(3) Information on Veterans Preference in Federal Employment					
(4) Information on Veterans Federal Procurement Opportunities					
(5) Office of Personnel Management (OPM) Special Hiring Authorities					
h. Hiring Preference in Non-Appropriated Fund (NAF) jobs (Eligible Involuntary Separatees)					
i. State Employment Agencies					
(1) Career One Stop Centers <a href="http://www.careeronestop.org/jobsearch/cos_jobsites.aspx">www.careeronestop.org/jobsearch/cos_jobsites.aspx</a>					
(2) Workforce Investment Act (WIA)					
j. Information concerning veterans small business ownership and entrepreneurship programs					
(1) Small Business Administration <a href="http://www.sba.gov/aboutsba/sbaprograms/ovbd/">www.sba.gov/aboutsba/sbaprograms/ovbd/</a> and <a href="http://www.score.org">www.score.org</a> SBA Patriot Express Loan					
(2) National Veteran's Business Development Corporation <a href="http://www.veteranscorp.org">www.veteranscorp.org</a>					
k. Information on employment and reemployment rights and obligations (USERRA) for Active Duty Service Members (Chapter 43, Title 38 U.S. Code)					
l. Information on "Priority of Service" for veterans in receipt of employment, training, and placement services provided under qualified job training programs of the Department of Labor					



PRESEPARATION COUNSELING CHECKLIST FOR AC, AGR, AR, FTS, AND RPA SERVICE MEMBERS	NAME (Last, First, Middle Initial)										SSN				
<b>SECTION IV (Continued)</b>											<b>SERVICE MEMBER</b>		<b>SPOUSE</b>		<b>REFERRED TO</b>
											<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	
<b>18. RESERVE AFFILIATION</b>															
<b>19. Do you want to attend the Veterans Benefits Briefing?</b> (See section III, Instructions, item 4.)															
<b>20. DISABLED VETERANS BENEFITS</b>															
a. Do you want to attend the Disabled Transition Assistance Program (DTAP) Briefing? See Section III - Instructions, item 5 and VA Vocational Rehabilitation and Employment Service at <a href="http://www.vba.va.gov/bln/vre">www.vba.va.gov/bln/vre</a>															
b. VA Disability Benefits <a href="http://www.vba.va.gov/VBA/benefits/factsheets">www.vba.va.gov/VBA/benefits/factsheets</a>															
c. Benefits Delivery at Discharge and Quick Start <a href="http://www.vba.va.gov/predischarge">www.vba.va.gov/predischarge</a>															
<b>21. STATE VETERANS BENEFITS</b>															
<b>22. 2-YEAR COMMISSARY AND EXCHANGE PRIVILEGES</b> (Eligible Involuntary Separatees)															
<b>23. LEGAL ASSISTANCE</b>															
<b>24. POST GOVERNMENT (MILITARY) SERVICE EMPLOYMENT RESTRICTION COUNSELING</b> Information on post government (military) employment counseling (restrictions on employment, imposed by statute and regulation) shall be conducted by Services as appropriate. Transition/Command Career Counselors shall refer separating and retiring Service members to an installation legal office (Staff Judge Advocate or Counselor's Office) to ensure they receive a post government (military) employment restrictions briefing or counseling from an ethics official.															
<b>25. INDIVIDUAL TRANSITION PLAN (ITP)</b>															
a. As a separating Service member, after receiving Preseparation Counseling information and completing this checklist, you and your spouse/family member/legal guardian/designee (if applicable) are entitled to receive assistance in developing an Individual Transition Plan (ITP) based on the areas of interest you have identified on this checklist. The Preseparation Counseling Checklist addresses a variety of transition services and benefits to which you may be entitled. Each individual is strongly encouraged to take advantage of the opportunity to develop an ITP. The purpose of the ITP is to identify educational, training, and employment objectives and to develop a plan to help you achieve these objectives. It is the Military Department's responsibility to offer Service members the opportunity and assistance they need to develop an ITP. It is the Service member's responsibility to develop an ITP based on his/her specific objectives and the objectives of his or her spouse, if appropriate.															
Based upon information received during Preseparation Counseling, do you and/or your spouse/family member/legal guardian/designee desire assistance in developing your ITP? If YES, the Transition staff/counselor/Command Career Counselor is available to assist you (see <a href="http://www.TurboTap.org">www.TurboTap.org</a> website).											<b>SERVICE MEMBER</b>		<b>SPOUSE</b>		
											<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>	
b. To assist your transition counselor, choose the answer that best describes your post-military goal(s): <i>(X all that apply)</i>															
<input type="checkbox"/> I already have post-military employment.											<input type="checkbox"/> I plan to go to school and use my VA education benefits.				
<input type="checkbox"/> I plan to get a job and start work as soon as possible.											<input type="checkbox"/> I don't know what I plan to do.				
<input type="checkbox"/> Other (please describe/write in)															
<b>SECTION V - LANGUAGE SKILLS/REGIONAL EXPERTISE</b>															
Counselors will ensure all transitioning Service members, Active, Guard and Reserve with language skills and/or regional expertise complete Item 26.															
<b>26.</b> The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.															
a. Do you consent to being contacted by the Department of Defense for such purposes?													<b>YES</b>	<b>NO</b>	
b. Do you consent to having the Department of Defense share your information with other Federal agencies for such purposes?													<b>YES</b>	<b>NO</b>	

