



# **Verbatim Script For Pre-Separation Counseling Checklist**

*Completing the DD Form 2648 TEST, JAN 2011*

*For use only upon official implementation by the Department of Defense*

## **Introduction**

**Congratulations!!** You have served your nation and now it is time for us to serve you. Through your service in the United States Military, you have earned a lot of benefits and services. Our objective for this session is to explain all of those items to you in detail so you are aware of each of them. You will use this Preseparation Counseling checklist as a quick reference in planning your transition from the military and throughout your next career.

You have done some amazing things while in the military, met some great people, and learned a lot of very useful and valuable 'transferable' skills. Skills and talents you used in the military that you also can use in the civilian sector are called transferable skills.

Citizens across America join me in thanking you for your service to our great Nation and the sacrifices you and your families have endured. There is no amount of repayment worthy of the contributions you have voluntarily made on our behalf. Throughout this session, you will be introduced to resources, tools, and a network of professionals available to help you prepare for the journey back to civilian life. The key to a successful transition rests with your strategic planning for the journey ahead.

You will be guided through the Preseparation Checklist and you will be introduced to the benefits and services you have earned. Hopefully, this will not only answer the many questions you have, but will enlighten you in the wide array of assistance in place to help you. So, let's get started!

**FOR ACTIVE COMPONENT (AC), ACTIVE GUARD RESERVE (AGR), ACTIVE RESERVE  
(AR),  
FULL TIME SUPPORT (FTS), AND RESERVE PROGRAM ADMINISTRATOR (RPA)  
SERVICE MEMBERS”, January 2011 Version**

**GENERAL INSTRUCTIONS.**

Instructions for completing this Form: Access to this information will allow the Transition Assistance Counselors the ability to provide you with individualized support for your specific needs. The DD Form 2648 Preseparation Counseling Checklist will be a part of your official military record.

Do not use a pencil, red ink or felt tip pen when completing this form. Use a black or blue ink ball point pen to complete this form.

Fill out the form completely – **including the requirement to PRINT your name and social security number at the top of pages 2 through 5 in the blocks provided. If you use the savable format it will populate this information on the top of all pages when filled out on first page.**

Write within each fields' boxes. Do not write beyond the outlines of the boxes.

Print all entries neatly.

Always begin entry with the first box, do not leave any blank spaces at the beginning of the fields' boxes.

Do not leave any spaces between words when filling out the fields' boxes.

Do not slash zeros.

Do not hyphenate the number seven.

Do not attempt to use a complete box for punctuation.

If your name or address is longer than the number of boxes, **only keep PRINTING until you have filled in all the boxes.** Do not continue printing beyond the last box.

Mark with X in those boxes that require a selection. For example the boxes in Section IV that require a YES or NO selection by the Service Member and/or Spouse will be marked with an X.

**SECTION II – PERSONAL INFORMATION**

**Block 1. NAME.**

Enter your LAST NAME first in 1.a, enter the FIRST NAME in 2.a, and then enter the MIDDLE INITIAL in 3.a. The name field will not include a designation of JR, SR, ESQ, or the Roman numerals I through X. The name will not contain any special characters nor is any punctuation permitted.

**Block 2. SOCIAL SECURITY NUMBER.**

Enter your SSN without dashes (-).

**Block 3. GRADE.**

Enter your military grade without dashes (-).

<b>Grade</b>	<b>Army</b>	<b>Navy</b>	<b>Marines</b>	<b>Air Force</b>
<b>Commissioned Officers</b>				
<b>01</b>	Second Lieutenant	Ensign	Second Lieutenant	Second Lieutenant
<b>02</b>	First Lieutenant	Lieutenant Junior Grade	First Lieutenant	First Lieutenant
<b>03</b>	Captain	Lieutenant	Captain	Captain
<b>04</b>	Major	Lieutenant Commander	Major	Major
<b>05</b>	Lieutenant Colonel	Commander	Lieutenant Colonel	Lieutenant Colonel
<b>06</b>	Colonel	Captain	Colonel	Colonel
<b>07</b>	Brigadier General	Rear Admiral (L)	Brigadier General	Brigadier General
<b>08</b>	Major General	Rear Admiral	Major General	Major General
<b>09</b>	Lieutenant General	Vice Admiral	Lieutenant General	Lieutenant General
<b>10</b>	General	Admiral	General	General
<b>Warrant Officers</b>				
<b>W1</b>	Warrant Officer			
<b>W2</b>	Chief Warrant Officer1			
<b>W3</b>	Chief Warrant Officer2			
<b>W4</b>	Chief Warrant Officer3			
<b>W5</b>	Chief Warrant Officer4			
<b>Enlisted Personnel</b>				
<b>E1</b>	Private	Seaman Recruit	Private	Airman Basic

<b>E2</b>	Private	Seaman Apprentice	Private First Class	Airman
<b>E3</b>	Private First Class	Seaman	Lance Corporal	Airman First Class
<b>E4</b>	Corporal	Petty Officer, Third Class	Corporal	Sergeant Senior Airman
<b>E5</b>	Sergeant	Petty Officer, Second Class	Sergeant	Staff Sergeant
<b>E6</b>	Staff Sergeant	Petty Officer, First Class	Staff Sergeant	Technical Sergeant
<b>E7</b>	Sergeant First Class	Chief Petty Officer	First Sergeant Master Sergeant	Senior Master Sergeant
<b>E8</b>	First Sergeant Master Sergeant	Senior Chief Petty Officer	First Sergeant Master Sergeant	Senior Master Sergeant
<b>E9</b>	Command Sergeant Major Sergeant Major	Master Chief Petty Officer	Sergeant Major Master Gunnery Sergeant	Chief Master Sergeant

**Block 4. DATE OF BIRTH.**

Enter your numerical date of birth Year (4 digits) Month (2 digits) Day (2 digits) without dashes (-).

**Block 5. SERVICE**

Select one Service by marking the appropriate box with an X.

**Block 5a. COMPONENT**

Select one Component or Status by marking the appropriate box with an X.

<b>AC</b>	Active Component
<b>AGR</b>	Active Guard Reserve
<b>AR</b>	Active Reserve
<b>FTS</b>	Full Time Support
<b>RPA</b>	Reserve Program Administrator

## Block 6. DUTY STATION

### Block 6.a. MILITARY INSTALLATION/CITY

Enter the name of the CONUS military installation that the preseparation counseling is completed. The following abbreviations will be used for the CONUS military installations.

AB	Air Base
AFB	Air Force Base
AMC	Army Medical Center
CP	Camp
FT	Fort
MCAGCC	Marine Corps Air Ground Combat Center
MCAS	Marine Corps Air Station
MCB	Marine Corps Base
MCLB	Marine Corps Logistics Base
MCRB	Marine Corps Recruit Depot
MEPS	Military Entrance Processing Station
NAB	Naval Air Base
NAS	Naval Air Station
NCBC	Naval Construction Battalion Center
NMC	Naval Medical Center
NS	Naval Station
NSA	Naval Support Activity
NSB	Naval Submarine Base
RAF	Royal Air Force
USAG	United States Army Garrison
USAREC	United States Army Recruiting Command
USCG	United States Coast Guard

- **MCB PENDLETON**

If you are not at a military installation, the U.S. city in which the preseparation counseling is conducted will be entered into 6.a.

If your address contains an Army Post Office (APO) or a Fleet Post Office (FPO), enter the designation APO or FPO.

**Block 6. b. STATE**

Enter the correct U.S. postal abbreviation for the State in which the preseparation counseling is conducted. If you are receiving your preseparation counseling at an overseas military installation enter the correct APO or FPO State. If you live outside of the 50 United States, the District of Columbia, or one of the listed trust territories, enter a default value of "XX."

AL	ALABAMA
AK	ALASKA
AS	AMERICAN SAMOA
AZ	ARIZONA
AR	ARKANSAS
CA	CALIFORNIA *
CO	COLORADO
CT	CONNECTICUT
DE	DELAWARE
DC	DISTRICT OF COLUMBIA
AE	EUROPE & CANADA
TT	FEDERATED STATES OF MARSHALL ISLANDS, PALAU
FM	FEDERATED STATES OF MICRONESIA
FL	FLORIDA
GA	GEORGIA
GU	GUAM
HI	HAWAII
ID	IDAHO
IL	ILLINOIS
IN	INDIANA
IA	IOWA
KS	KANSAS
KY	KENTUCKY
LA	LOUISIANA
ME	MAINE
MH	MARSHALL ISLANDS
MD	MARYLAND
MA	MASSACHUSETTS
MI	MICHIGAN
MN	MINNESOTA

MS	MISSISSIPPI
MO	MISSOURI
MT	MONTANA
NE	NEBRASKA
NV	NEVADA
NH	NEW HAMPSHIRE
NJ	NEW JERSEY
NM	NEW MEXICO
NY	NEW YORK
NC	NORTH CAROLINA
ND	NORTH DAKOTA
MP	NORTHERN MARIANA ISLANDS
OH	OHIO
OK	OKLAHOMA
OR	OREGON
AP	PACIFIC
PA	PENNSYLVANIA
PR	PUERTO RICO
RI	RHODE ISLAND
AA	SOUTH & CENTRAL AMERICA
SC	SOUTH CAROLINA
SD	SOUTH DAKOTA
TN	TENNESSEE
TX	TEXAS
UT	UTAH
VT	VERMONT
VI	VIRGIN ISLANDS
VA	VIRGINIA
WA	WASHINGTON
WV	WEST VIRGINIA
WI	WISCONSIN
WY	WYOMING

CA

### 6. c. ZIP CODE

Enter the correct nine-digit ZIP Code where the preseparation counseling was provided in the following format: "12345-6789." If the last four digits are unknown, leave the boxes blank. If the location of the preseparation counseling is not in one of the 50 States, the District of Columbia, or one of the listed trust territories, enter the applicable APO or FPO number. If ZIP Code is unknown, leave blank.

• 92055-5020

**Block 7. ANTICIPATED DATE OF SEPARATION**

Enter your numerical date of separation Year (4 digits) Month (2 digits) Day (2 digits) without dashes (-).

**Block 7.a. I AM**

Select one by marking the appropriate box with an X.

**Block 8. DATE CHECKLIST PREPARED**

Enter your numerical date the pre-separation counseling was completed Year (4 digits) Month (2 digits) Day (2 digits) without dashes (-).

**Block 8.a. Place an X in this box ONLY if you have 89 days or less remaining on active duty before separation or retirement.**

**Block 9. Is your spouse/family member/legal guardian/designee present during pre-separation counseling?**

Select one by marking the appropriate box with an X.

**Block 9.a. Are you willing to be contacted after separation or retirement regarding the value of the transition assistance programs and services you received?**

Select one by marking the appropriate box with an X.

**Block 10 thru Block 23** YOU will select YES or NO at the Pre-separation Brief by marking the appropriate box with an X. If available the Spouse will select YES or NO by marking the appropriate box with an X. If the box is "grayed out" no selection choice will be offered. The Marine will annotate the reference information within the REFERRED TO box if the Service Member or Spouse selects YES for more information on the topic item of interest.

## **Preseparation Checklist #25 Individual Transition Plan**

All of what we covered can be considered your Individual Transition Plan (ITP). This form, the resources, such as [www.TurboTAP.org](http://www.TurboTAP.org) and several of the other places I have mentioned to go for assistance are part of an ITP. There is assistance available to you in your transition and in completing a Transition Plan. The key is planning.

Transitioning is serious business and requires a carefully thought out Individual Transition Plan. The ITP is your game plan for a successful transition to civilian life. It's a framework used to fulfill realistic career goals based upon your unique skills, knowledge, experience, and abilities.

The ITP is not an official form. It is something created by you, for you to assist yourself each step of the way into your new life. But you don't have to go it alone. Fortunately, Transition Assistance/ACAP Office will give you a head start on the development of an ITP. A copy of the Preseparation Counseling Checklist (DD Form 2648) will serve as an outline and a road map for your plan.

If you want more assistance with an ITP, here are a couple of resources you can write down in the "referred to" column on the form. The TurboTAP.org website I mentioned has an interactive Career Decision Toolkit designed to help you plan your transition. Inside the toolkit, you will discover checklists for success in each of the six learning sections. You can use this checklist or I can also provide you with an interactive timeline. In addition, you can visit the Transition Assistance/ACAP Office. Check "yes" on block #25.

If you don't need any help with your ITP, or any further information, check "no."

### **Block 25.b.**

Select one by marking the appropriate box with an X. If "Other" is selected you must write a description in the space provided below the box.

## **SECTION V - LANGUAGE SKILLS/REGIONAL EXPERTISE**

### **Block 26.a.**

Select one by marking the appropriate box with an X.

### **Block 26.b.**

Select one by marking the appropriate box with an X.

## **SECTION VI – REMARKS**

### **Block 27. MY COUNSELING WAS CONDUCTED 89 DAYS OR LESS BEFORE MY SEPARATION OR RETIREMENT BECAUSE OF: (X one)**

Select one by marking the appropriate box with an X. If “Other” is selected you must write a description in the space provided below the box.

**\*\*this is for Marines/Sailors attending at Camp Pendleton TAMP only – the referring UTC/Unit Official will indicate date they conducted pre-separation interview, sign with name and rank (ALSO PRINT NAME )  
This same person will also indicate unit – make sure you indicate MCB, 1MARDIV, IMEF, MLG, MCAS –MAG-39, USN, TENNANT CMD, OR PARENT INSTALLATION – then the rest of it.**

### **Block 28.a. SERVICE MEMBER SIGNATURE**

Self-explanatory. First Name & Last Name – **not an unreadable chicken scratch**

### **Block 28.b. DATE (YYYYMMDD)**

Enter the numerical date the pre-separation counseling form was signed Year (4 digits) Month (2 digits) Day (2 digits) without dashes (-).

### **Block 28.c. TRANSITION COUNSELOR SIGNATURE**

Self-explanatory. This is the MCCS Transition Assistant/Specialist in red ink – NOT the UTC

### **Block 28.d. DATE (YYYYMMDD)**

Transition Assistant/Specialist will have Marine enter numerical date the pre-separation counseling form was signed Year (4 digits) Month (2 digits) Day (2 digits) without dashes