

**TRANSITION ASSISTANCE PROGRAM (TAP) CHECKLIST  
FOR DEACTIVATING/DEMobilIZING NATIONAL GUARD  
AND RESERVE SERVICE MEMBERS**

*(Please read Privacy Act Statement and Instructions below before completing this form.)*

**SECTION I - PRIVACY ACT STATEMENT**

**AUTHORITY:** 10 USC 1142, E.O. 9397.

**PRINCIPAL PURPOSE(S):** To record pre-separation services and benefits requested by and provided to Service members; to identify pre-separation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed pre-separation 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, pre-separation counseling for Service members be made available.

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

**DISCLOSURE:** Voluntary; however, it will not be possible to initiate pre-separation services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.

**NEEDS DD 67**

**SECTION II - INSTRUCTIONS**

This form will be used for eligible deactivating/demobilizing National Guard and Reserve Service members.

All eligible National Guard and Reserve Service members shall read these instructions before completing any portion of this form. After being counseled, Service member shall sign and date the form.

(1) Items checked "YES" indicate that you require additional information or referral to a subject matter expert from the active component installation where National Guard or Reserves are being deactivated or from an appropriate person in another agency or organization outside of DoD (Section IV).

(2) All eligible National Guard and Reserves shall receive a Uniformed Services Employment and Reemployment Rights Act (USERRA) Briefing prior to being released from active duty (item 11.k.).

(3) Department of Labor (DOL) TAP Employment Workshop: Eligible National Guard and Reserve Service members being released from active duty, after serving a minimum of 180 continuous days on active duty, who check "YES" in item 11.a. on DD Form 2648-1, "Transition Assistance Program Counseling Checklist", should request a DOL TAP Employment Workshop through their Unit Commander. Unit Commanders shall make arrangements with the supporting local DOL office to provide a DOL TAP Employment Workshop that meets the needs of the Service members that requested the employment workshop. The Unit Commander should arrange for the workshop to be provided within a reasonable time after the unit and Service member(s) have returned to home station (30 - 90 days). The workshop should take place at the unit home station or at a location mutually agreed upon by the Unit Commander and the supporting local DOL official representative (item 11.a.)

(4) 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 (item 11.b.).

(5) **Post Government (Military) Service Employment Restrictions Counseling** (item 20). Service members are required to receive this counseling prior to separation. Transition/Command Career Counselors shall refer separating and retiring Service members to an installation legal office (Staff Judge Advocate or Counsel's Office) to ensure Service members receive guidance on post government (military) employment restrictions from an ethics official. Transition/Command Career Counselors can coordinate with their supporting Staff Judge Advocate or Solicitor General Office or an Ethics Official to ensure they provide this counseling at demobilization sites prior to National Guard and Reserves being released from active duty (item 20).

(6) Transitioning National Guard and Reserve Service members shall be released during duty hours to complete the Veterans Benefits Briefing sponsored and offered by the Department of Veterans Affairs (VA) in its entirety (item 17).

(7) **Disabled Veterans Benefits/DTAP:** Transitioning National Guard and Reserve Service members 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 during duty hours to complete the Disabled Transition Assistance Program (DTAP) sponsored by VA (item 18).

(8) By signing and dating this form, you, the Service member, are acknowledging that you received Transition Counseling, on the date below (item 9.b.), and that you understand the transition benefits and services available to assist you in your transition as required by Title 10, U.S.C., Chapter 58, Section 1142.

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AND RESERVE SERVICE MEMBERS**

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

<b>1. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>2. SSN</b>	<b>3. GRADE</b>	<b>4. AGE</b> <i>(Indicate age range)</i>
<b>5. SERVICE</b> <i>(X one)</i> <input type="checkbox"/> ARMY NATIONAL GUARD <input type="checkbox"/> MARINE CORPS RESERVE <input type="checkbox"/> AIR NATIONAL GUARD <input type="checkbox"/> AIR FORCE RESERVE <input type="checkbox"/> ARMY RESERVE <input type="checkbox"/> COAST GUARD RESERVE <input type="checkbox"/> NAVAL RESERVE		<b>6. PLACE OF RELEASE FROM ACTIVE DUTY</b>	
<b>8. DATE CHECKLIST PREPARED</b> <i>(YYYYMMDD)</i>		<b>7. ANTICIPATED DATE OF SEPARATION</b> <i>(YYYYMMDD)</i>	
<b>8.a. Place an X in this box ONLY if you have less than 90 days remaining on active duty before transitioning.</b> <i>(Please read the following instructions: If voluntarily separating or retiring and you have less than 90 days remaining on active duty before your separation or retirement, why was your pre-separation counseling not conducted earlier? Please go to Section V - REMARKS and check the response that best describes the reason why transition counseling was not conducted earlier.)</i>			
<b>8.b. IS YOUR SPOUSE PRESENT DURING TRANSITION COUNSELING?</b> <i>(X one)</i>		<b>YES</b>	<b>NO</b>
<b>9.a. SERVICE MEMBER SIGNATURE</b>		<b>c. TRANSITION COUNSELOR SIGNATURE</b>	<b>d. DATE</b> <i>(YYYYMMDD)</i>

**SECTION IV**

Please indicate *(by checking YES or NO)* whether you *(or your spouse if applicable)* desire additional counseling for the following benefits and services to which you may be entitled. All items checked YES should be used to develop your Individual Transition Plan (ITP). The following benefits and services are available to all Service members, unless otherwise specified:

	SERVICE MEMBER			SPOUSE			REFERRED TO
	YES	NO	N/A	YES	NO	N/A	
<b>10. EFFECTS OF A CAREER CHANGE</b>	<b>NEEDS</b>						<b>DD</b>
<b>11. EMPLOYMENT ASSISTANCE</b>	<b>DD</b>						<b>67</b>
a. Department of Labor sponsored Transition Assistance Employment Workshops or Service sponsored Transition workshops/seminars							
b. VMET: Counselor will explain use of DD Form 2586 (Verification of Military Experience and Training)							
(1) Do you want a copy of your VMET document? If yes, go to <a href="http://www.dmdc.osd.mil/vmet">http://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							
d. Counselors will provide information on civilian occupations and related assistance programs							
(1) Licensing, Certifications and Apprenticeship Information.							
(a) Department of Labor <a href="http://www.acinet.org">http://www.acinet.org</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://www.cnet.navy.mil/usmap/">https://www.cnet.navy.mil/usmap/</a>							
(d) Defense Activity for Non-Traditional Educational Support (DANTES) <a href="http://www.dantes.doded.mil/dantes_web/danteshome.asp">http://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>							
e. TurboTAP.org (Counselors explain web site <a href="http://www.TurboTAP.org">http://www.TurboTAP.org</a> )							
(1) Employment Hub							
(2) Hire Vets First							
(3) USAJobs							
(4) State Job Boards							
(5) REALifelines							
f. Transition Bulletin Board (TBB) and Public and Community Service Opportunities <a href="http://www.dmdc.osd.mil/ot/">http://www.dmdc.osd.mil/ot/</a>							
g. Teacher and Teacher's Aide Opportunities/Troops to Teachers <a href="http://www.proudtoserve.com">http://www.proudtoserve.com</a>							
h. Federal Employment Opportunities							
(1) <a href="http://www.usajobs.opm.gov">http://www.usajobs.opm.gov</a>							
(2) <a href="http://www.go-defense.com">http://www.go-defense.com</a>							

TRANSITION ASSISTANCE PROGRAM (TAP) CHECKLIST FOR DEACTIVATING/DEMobilizing NATIONAL GUARD AND RESERVE SERVICE MEMBERS	NAME (Last, First, Middle Initial)						SSN
SECTION IV (Continued)	SERVICE MEMBER			SPOUSE			REFERRED TO
	YES	NO	N/A	YES	NO	N/A	
<b>11. EMPLOYMENT ASSISTANCE (Continued)</b>							
h. (3) Provide information on Veterans Preference in Federal Employment							
(4) Provide information on Veterans Federal Procurement Opportunities							
i. Explain Hiring Preference in Non-Appropriated Fund (NAF) jobs (Eligible Involuntary Separatees)							
j. State Employment Agencies							
(1) Explain "Priority of Service" for Veterans							
(2) Explain Career One Stop Centers <a href="http://www.careeronestop.org">http://www.careeronestop.org</a>							
(3) Explain Workforce Investment Act (WIA)							
k. Uniformed Services Employment and Reemployment Rights Act (USERRA) - Transition/Command Career Counselors shall ensure that a qualified subject matter expert provide information on employment and reemployment rights and obligations for National Guard and Reserve Service Members (Chapter 43, Title 38 U.S. Code) - <a href="http://www.dol.gov/elaws/userra.htm">http://www.dol.gov/elaws/userra.htm</a> . Subject matter experts may be a DOL employee, a representative from the Employer Guard and Reserve, a military lawyer, etc.							
l. Employer Support for the Guard and Reserves (ESGR) <a href="http://www.esgr.org">http://www.esgr.org</a>							
m. Career One Stop Centers <a href="http://www.careeronestop.org">http://www.careeronestop.org</a>							
n. Provide information concerning veterans small business ownership and entrepreneurship programs							
(1) Small Business Administration - <a href="http://www.sba.gov">http://www.sba.gov</a>							
(2) National Veteran's Business Development Corporation							
o. Provide 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							
<b>12. Provide contact information for Housing Counseling Assistance</b>							
<b>13. EDUCATION/TRAINING</b>							
a. Education benefits (Montgomery GI Bill for Selected Reserve, Reserve Education Assistance Program (REAP), and more)							
(1) <a href="http://www.gibill.va.gov">http://www.gibill.va.gov</a>							
(2) MGIB Active Duty Eligibility for National Guard and Reserves (See Chapter 6, Transition Guide)							
b. U.S. Department of Education Federal Aid Programs (See Chapter 6, Transition Guide)							
c. Other Federal, State, or local education/training programs and options							
d. DANTES: <a href="http://www.dantes.doded.mil/dantes_web/danteshome.asp">http://www.dantes.doded.mil/dantes_web/danteshome.asp</a>							
e. Loan Relief for Military Personnel Called to Active Duty: <a href="http://www.defenselink.mil/ra/mobil/pdf/sections.pdf">http://www.defenselink.mil/ra/mobil/pdf/sections.pdf</a> (See Section 8 of this document, go to page 21 and read section under Students on Loan Relief for Military Personnel Called to Active Duty)							
<b>14. PHYSICAL AND MENTAL HEALTH WELL-BEING</b>							
a. Provide information on availability of Healthcare and Mental Health Services (Post-traumatic stress disorder, anxiety disorders, depression, suicidal ideations, combat operational/stress, or other mental health conditions associated with service in the Armed Forces)							
(1) Transitional Healthcare Benefit/TRICARE (for eligibility and additional information go to: <a href="http://www.tricare.osd.mil">http://www.tricare.osd.mil</a> or <a href="http://www.tricare.mil/Factsheets/browsetopic.cfm">http://www.tricare.mil/Factsheets/browsetopic.cfm</a> (click on Transition Assistance Management Program)							

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SECTION IV (Continued)	SERVICE MEMBER			SPOUSE			REFERRED TO
	YES	NO	N/A	YES	NO	N/A	
<b>14. PHYSICAL AND MENTAL HEALTH WELL-BEING (Continued)</b>							
a. (2) VA Health Administration ( <a href="http://www1.va.gov/health/index/asp">http://www1.va.gov/health/index/asp</a> )							
(3) VA Vet Center ( <a href="http://www.vetcenter.va.gov">http://www.vetcenter.va.gov</a> )							
(4) State and local healthcare and mental health services							
b. Provide a description of healthcare and other benefits to which the member may be entitled under the laws administered by the Secretary of Veterans Affairs							
<b>15. HEALTH AND LIFE INSURANCE</b>							
a. Continued Health Care Benefits Program - Option to purchase 18-month conversion health insurance. Concurrent pre-existing condition coverage with purchase of conversion health insurance ( <a href="http://www.tricare.osd.mil/chcbp">http://www.tricare.osd.mil/chcbp</a> )							
b. Veterans Group Life Insurance (VGLI) <a href="http://www.insurance.va.gov">http://www.insurance.va.gov</a> and Chapter 8, Transition Guide							
c. Servicemembers' Group Life Insurance for National Guard and Reserves (SGLI Ready Reserve and SGLI Individual Ready Reserve (IRR) (See Chapter 8, Transition Guide)							
d. Traumatic Injury Protection Program (TSGLI - See Chapter 8, Transition Guide)							
e. For more information on Veterans Life Insurance, visit: <a href="http://www.insurance.va.gov">http://www.insurance.va.gov</a>							
f. Transitional Health Care Benefit - for eligibility criteria and additional information, go to: <a href="http://www.tricare.osd.mil">http://www.tricare.osd.mil</a> or <a href="http://www.tricare.osd.mil/Factsheet/viewfactsheet.cfm">http://www.tricare.osd.mil/Factsheet/viewfactsheet.cfm</a> .							
<b>16. FINANCES</b>							
a. Post Deployment Pay - Defense Finance and Accounting Service (DFAS): <a href="http://www/dfas.mil">http://www/dfas.mil</a>							
b. Financial Management (TSP, Retirement, SBP)							
c. Separation pay (Eligible Involuntary Separatees)	<b>NEEDS D D 6 7</b>						
d. Unemployment Compensation							
e. Other Federal assistance (VA Loans, SBA Loans & the Patriot Express Loan Initiative, and other government grants and loans)							
f. State Veterans Benefits							
<b>17. VETERANS BENEFITS BRIEFING</b> - All eligible National Guard and Reserve Service members who check YES for this item shall be released during duty hours to attend the VA Benefits Briefing. Spouses are encouraged to attend if space is available.							
<b>18. DISABLED VETERANS BENEFITS</b>							
a. Disabled Transition Assistance Program (DTAP) Briefing - All eligible National Guard and Reserve Service members who check YES to this item shall be released during duty hours to attend the entire DTAP Briefing. Spouses and/or family members are encouraged to attend a DTAP Briefing if space is available. Spouses and/or family members of a severely wounded or injured Service member are encouraged to attend the DTAP Briefing.							
b. VA Disability Benefits <a href="http://www.va.gov">http://www.va.gov</a>							
<b>19. SERVICEMEMBERS CIVIL RELIEF ACT (SCRA)</b> <a href="http://www.usmilitary.about.com/od/sscra/blsramenu.htm">http://www.usmilitary.about.com/od/sscra/blsramenu.htm</a>							
<b>20. 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 the Military Services as appropriate. Transition/Command Career Counselors shall refer eligible National Guard and Reserve 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. Transition/Command Career Counselors can coordinate with their supporting Staff Judge Advocate or Solicitor General Office or an Ethics Official to ensure they provide this counseling at demobilization sites prior to National Guard and Reserves being released from active duty.							

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**SECTION IV** *(Continued)*

**21. INDIVIDUAL TRANSITION PLAN (ITP)**

a. As a transitioning National Guard or Reserve Service member, after receiving Transition Counseling information and completing this checklist, you and your spouse (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 Transition 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.

b. Based upon information received during Transition Counseling, do you and/or your spouse desire assistance in developing your ITP? If YES, the Transition staff/Command Career Counselor is available to assist you.	<b>SERVICE MEMBER</b>			<b>SPOUSE</b>			<b>REFERRED TO</b>									
	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>										
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c. Check the DoD and Military Services websites for more information on this topic.

d. To assist your transition counselor, choose the answer that best describes your career goal(s): *(X all that apply)*

I already have a post-military employment.

I plan to get a job and start work as soon as possible.

I plan to go to school and use my Montgomery GI Bill.

I don't know what I plan to do.

Other *(please describe/write in)*

**SECTION V - REMARKS** *(Attach additional pages if necessary)*

Complete the following ONLY if you placed an X in Item 8.a. *(See page 2, Section III, Item 8.a.)*

**22. My counseling was conducted 89 days or less before my transition because of:** *(X one)*

<input type="checkbox"/> MISSION REQUIREMENTS	<input type="checkbox"/> LEGAL SEPARATION
<input type="checkbox"/> PERSONAL REASONS	<input type="checkbox"/> CHANGE IN CAREER DECISION
<input type="checkbox"/> MEDICAL SEPARATION/DISCHARGE	<input type="checkbox"/> OTHER <i>(Please provide a brief explanation)</i>

**NEEDS DD 67**

**SECTION VI - LANGUAGE SKILLS/REGIONAL EXPERTISE**

Counselors will ensure all transitioning Service members, Active, Guard and Reserves with language skills and/or regional expertise complete Item 23.

**23.** 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?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
b. Do you consent to having the Department of Defense share your information with other Federal agencies for such purposes?	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A