

**PRESEPARATION COUNSELING CHECKLIST
FOR ACTIVE COMPONENT, ARMY GUARD RESERVE, ACTIVE RESERVE,
AND FULL TIME SUPPORT 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 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, preseparation counseling for Service members be made available.

ROUTINE USE(S): None. **NEEDS DD 67**

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

SECTION II - INSTRUCTIONS

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

All transitioning 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 on the installation or to an appropriate person in another agency or organization outside of DoD (Section IV).

(2) Active Component, AGR, AR, and FTS separating and retiring Service members who check "YES" in item 11.a. on DD Form 2648, "Preseparation Counseling Checklist", shall be released during duty hours to complete the Department of Labor (DOL) Transition Assistance Program (TAP) Employment Workshop, or, in the event that DOL Workshop is unavailable, a Military Service equivalent employment workshop conducted by the Military Services. Service members shall be released to complete the workshop in its entirety (item 11.a.).

(3) 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.

(4) **Post Government (Military) Service Employment Restrictions Counseling** (item 21). 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 (item 21).

(5) All separating and retiring 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 19).

(6) All separating and retiring 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 20).

(7) By signing and dating this form, you, the Service member, are acknowledging that you received Preseparation 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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SECTION III - PERSONAL INFORMATION *(To be filled out by all applicants)*

1. NAME <i>(Last, First, Middle Initial)</i>		2. SSN	3. GRADE	4. AGE <i>(Indicate age range)</i>
5. SERVICE <i>(X one)</i> <input type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> AGR <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> AR <input type="checkbox"/> NAVY <input type="checkbox"/> FTS		6. DUTY STATION	7. ANTICIPATED DATE OF SEPARATION <i>(YYYYMMDD)</i>	7.a. I AM <i>(X one)</i> <input type="checkbox"/> Retiring <input type="checkbox"/> Separating Voluntarily <input type="checkbox"/> Separating Involuntarily
8. DATE CHECKLIST PREPARED <i>(YYYYMMDD)</i>	8.a. Place an X in this box ONLY if you have less than 90 days remaining on active duty before separation or retirement. <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 preseparation counseling not conducted earlier? Please go to Section V - REMARKS and check the response that best describes why preseparation counseling was not conducted earlier.)</i>			
8.b. IS YOUR SPOUSE PRESENT DURING PRESEPARATION COUNSELING? <i>(X one)</i>			YES	NO
9.a. SERVICE MEMBER SIGNATURE		b. DATE <i>(YYYYMMDD)</i>	c. TRANSITION COUNSELOR SIGNATURE	
			d. DATE <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 benefits and services 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	
10. EFFECTS OF A CAREER CHANGE							
11. EMPLOYMENT ASSISTANCE							
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 http://www.dmdc.osd.mil/vmet 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 http://www.acinet.org							
(b) U.S. Army Credentialing On-line https://www.cool.army.mil							
(c) U.S. Military Apprenticeship Program https://www.cnet.navy.mil/usmap/							
(d) DANTES http://www.dantes.doded.mil/dantes_web/danteshome.asp							
(e) Navy Cool Website https://www.cool.navy.mil							
e. TurboTAP.org (counselors explain web site http://www.TurboTAP.org)							
(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 http://www.dmdc.osd.mil/ot/							
g. Teacher and Teacher's Aide Opportunities/Troops to Teachers http://www.proudtoserve.com							
h. Federal Employment Opportunities							
(1) http://www.usajobs.opm.gov							
(2) http://www.go-defense.com							
(3) Provide information on Veterans Preference in Federal Employment							
(4) Provide information on Veterans Federal Procurement Opportunities							

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SECTION IV (Continued)				SERVICE MEMBER			SPOUSE			REFERRED TO
				YES	NO	N/A	YES	NO	N/A	
11. EMPLOYMENT ASSISTANCE (Continued)										
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 http://www.careeronestop.org										
(3) Explain Workforce Investment Act (WIA)										
k. Provide information concerning veterans small business ownership and entrepreneurship programs										
(1) Small Business Administration - http://www.sba.gov SBA Patriot Express Loan Initiative										
(2) National Veteran's Business Development Corporation										
l. Provide information on employment and reemployment rights and obligations (USERRA) for Active Duty Service Members (Chapter 43, Title 38 U.S. Code)										
m. 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										
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12. RELOCATION ASSISTANCE *NOTE: Status of Forces Agreement limitations apply to overseas Service members.										
a. Permissive (TDY/TAD) and Excess leave										
*b. Travel and Transportation Allowances (see NOTE)										
13. Provide contact information for Housing Counseling Assistance										
14. EDUCATION/TRAINING										
a. Education benefits (Montgomery GI Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)										
(1) http://www.gibill.va.gov										
b. U.S. Department of Education Federal Aid Programs										
c. Other Federal, State, or local education/training programs and options										
15. PHYSICAL AND MENTAL HEALTH WELL-BEING										
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: http://www.tricare.osd.mil or http://www.tricare.mil/Factsheets/browseTopic.cfm (click on Transition Assistance Management Program)										
(2) VA Health Administration (http://www1.va.gov/health/index/asp)										
(3) VA Vet Center (http://www.vetcenter.va.gov)										
(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										
16. HEALTH AND LIFE INSURANCE										
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 (http://www.tricare.osd.mil/chcbp)										
b. Veterans Group Life Insurance (VGLI) http://www.insurance.va.gov and Chapter 8, Preseparation Guide										
c. Servicemembers' Group Life Insurance (SGLI - See Chapter 8, Preseparation Guide)										
d. Traumatic Injury Protection Program (TSGLI - See Chapter 8, Preseparation Guide)										
e. Family Servicemembers' Group Life Insurance (FSGLI - See Chapter 8, Preseparation Guide)										

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SECTION IV (Continued)				SERVICE MEMBER			SPOUSE			REFERRED TO
				YES	NO	N/A	YES	NO	N/A	
16. HEALTH AND LIFE INSURANCE (Continued)										
f. Service-Disabled Veterans Insurance (S-DVI) - See Chapter 8, Preseparation Guide										
g. Veterans' Mortgage Life Insurance (VMLI) - See Chapter 8, Preseparation Guide										
h. For more information on Veterans Life Insurance, visit: http://www.insurance.va.gov										
i. Transitional Health Care Benefit - for eligibility criteria and additional information, go to: http://www.tricare.osd.mil or http://www.tricare.osd.mil/Factsheet/viewfactsheet.cfm										
17. FINANCES										
a. Financial Management (TSP, Retirement, SBP)										
b. Separation pay (Eligible Involuntary Separatees)										
c. Unemployment Compensation										
d. Other Federal assistance (VA Loans, SBA Loans & the Patriot Express Loan Initiative, and other government grants and loans)										
e. State Veterans Benefits										
18. RESERVE AFFILIATION										
19. VETERANS BENEFITS BRIEFING - All eligible separating and retiring Service members who check YES shall be released during duty hours to attend the entire VA Benefits Briefing. Spouses are encouraged to attend if space is available.										
20. DISABLED VETERANS BENEFITS										
a. Disabled Transition Assistance Program (DTAP) Briefing - All eligible separating and retiring Service members who check YES 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 http://www.va.gov										
21. POST GOVERNMENT (MILITARY) SERVICE EMPLOYMENT RESTRICTION COUNSELING 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.										
22. INDIVIDUAL TRANSITION PLAN (ITP)										
a. As a separating Service member, after receiving Preseparation 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 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.										
b. Based upon information received during Preseparation 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.				SERVICE MEMBER			SPOUSE			
				YES	NO	N/A	YES	NO	N/A	
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): <i>(X all that apply)</i>										
<input type="checkbox"/> I already have a post-military employment.										
<input type="checkbox"/> I plan to get a job and start work as soon as possible.										
<input type="checkbox"/> I plan to go to school and use my Montgomery GI Bill.										
<input type="checkbox"/> I don't know what I plan to do.										
<input type="checkbox"/> Other <i>(please describe/write in)</i>										

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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.)*

23. My counseling was conducted 89 days or less before my separation or retirement because of: *(X one)*

- MISSION REQUIREMENTS
- PERSONAL REASONS
- MEDICAL SEPARATION/DISCHARGE
- LEGAL SEPARATION
- CHANGE IN CAREER DECISION
- OTHER *(Please provide a brief explanation)*

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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 24.

24. 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?		YES		NO	N/A
b. Do you consent to having the Department of Defense share your information with other Federal agencies for such purposes?		YES		NO	N/A