

**PRESEPARATION COUNSELING CHECKLIST  
FOR ACTIVE COMPONENT SERVICE MEMBERS**

*(Please read Privacy Act Statement 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.

**SECTION II - 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. SERVICE</b> <i>(X one)</i> <input type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> COAST GUARD <input type="checkbox"/> NAVY		<b>5. DUTY STATION</b>	<b>6. ANTICIPATED DATE OF SEPARATION</b> <i>(YYYYMMDD)</i> I am <i>(X one)</i> <input type="checkbox"/> Retiring <input type="checkbox"/> Separating Voluntarily <input type="checkbox"/> Separating Involuntarily
<b>7. DATE CHECKLIST PREPARED</b> <i>(YYYYMMDD)</i>	7.a. Place an X in this box ONLY if you have less than 90 days remaining on active duty before separation or retirement. 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 pre-separation counseling was not conducted earlier.		

**SECTION III. ALL TRANSITIONING SERVICE MEMBERS MUST READ INSTRUCTIONS, SIGN AND DATE.**

- a. Items checked "YES" are mandatory for Service member to receive further information or counseling, or attend additional workshops, briefings, classes, etc. Service members that check "YES" in Item 11.a. will be released by Commanders to attend the appropriate workshop, briefing, etc. in its entirety.
- b. Shaded Areas: Areas that are shaded mean (1) the information is not applicable or (2) the information is referring to a Web site address and the URL requires no explanation. For example: 11.b. is shaded under SPOUSE because DD Form 2586 does not apply to spouses. Items 11.f.(1) and (2) are shaded because they refer to Web site addresses and they require no explanation.
- c. POST GOVERNMENT (MILITARY) SERVICE EMPLOYMENT RESTRICTION COUNSELING (Item 19): Service members cannot decline this counseling. It is required prior to separation. Therefore, no blocks exist to allow Service members the option of checking "YES", "NO", or "NA". 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 they receive a post government (military) employment restrictions briefing or counseling from an ethics official.
- d. I was offered pre-separation counseling on the above date (Item 7) on my transition benefits and services as appropriate. I understand that this pre-separation counseling is provided to assist my transition process as required by Title 10, USC, Chapter 58, Section 1142.
- e. I have checked those items where I desire further information or counseling. I have also been advised where to obtain assistance in developing an Individual Transition Plan (ITP).
- f. I  accept  decline *(X appropriate block)* pre-separation counseling. *(If you check the "decline" box, you are declining pre-separation counseling only on those items on this checklist where you have the option of declining.)* Sign and date the checklist.

<b>8a. SERVICE MEMBER SIGNATURE</b>	<b>b. DATE</b> <i>(YYYYMMDD)</i>	<b>9a. TRANSITION COUNSELOR SIGNATURE</b>	<b>b. DATE</b> <i>(YYYYMMDD)</i>
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**SECTION IV.** Please indicate *(by checking YES or NO)* whether you *(or your spouse if applicable)* desire counseling for the following services and benefits. All benefits and services checked YES should be used in developing your ITP. The following services and benefits 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>11. EMPLOYMENT ASSISTANCE</b>							
a. Dept. of Labor sponsored Transition Assistance Workshops and Service sponsored Transition Seminars/Workshops							
b. Use of DD Form 2586 (Verification of Military Experience and Training)							
(1) Do you want a copy of your Verification of Military Experience and Training (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. DoD Job Search Web site <a href="http://www.dod.jobsearch.org">http://www.dod.jobsearch.org</a>							
d. 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>							
e. Teacher and Teacher's Aide Opportunities/Troops to Teachers <a href="http://www.proudtoserveagain.com">http://www.proudtoserveagain.com</a>							
f. Federal Employment Opportunities							
(1) <a href="http://www.usajobs.com">http://www.usajobs.com</a>							
(2) <a href="http://www.go-defense.com">http://www.go-defense.com</a>							
g. Hiring Preference in Non-Appropriated Fund (NAF) jobs (Eligible Involuntary Separatees)							

PRESEPARATION COUNSELING CHECKLIST FOR ACTIVE COMPONENT 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. State Employment Agencies/America's Job Bank											
(1) <a href="http://www.ajb.org">http://www.ajb.org</a>											
i. Career One Stop <a href="http://www.careeronestop.org">http://www.careeronestop.org</a>											
<b>12. RELOCATION ASSISTANCE *NOTE: Status of Forces Agreement limitations apply for overseas Service members.</b>											
a. Permissive (TDY/TAD) and Excess leave											
*b. Travel and transportation allowances											
<b>13. EDUCATION/TRAINING</b>											
a. Education benefits (Montgomery GI Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)											
(1) <a href="http://www.gibill.va.gov">http://www.gibill.va.gov</a>											
b. Workforce Investment Act (WIA)											
c. Additional education or training options											
(1) Small Business Administration <a href="http://www.sba.gov">http://www.sba.gov</a>											
d. Licensing, Certification and Apprenticeship Information											
(1) Department of Labor <a href="http://www.acinet.org">http://www.acinet.org</a>											
(2) U.S. Army <a href="https://www.cool.army.mil">https://www.cool.army.mil</a>											
(3) U.S. Military Apprenticeship Program <a href="https://www.cnet.navy.mil/usmap/">https://www.cnet.navy.mil/usmap/</a>											
(4) DANTES <a href="http://www.dantes.doded.mil/dantes_web/danteshome.asp">http://www.dantes.doded.mil/dantes_web/danteshome.asp</a>											
e. Defense Activity for Non-Traditional Educational Support <a href="http://www.dantes.doded.mil/dantes_web/danteshome.asp">http://www.dantes.doded.mil/dantes_web/danteshome.asp</a>											
<b>14. HEALTH AND LIFE INSURANCE</b>											
a. 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/Factsheets/viewfactsheet.cfm">http://www.tricare.osd.mil/Factsheets/viewfactsheet.cfm</a>											
b. 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>											
c. Veterans' Group Life Insurance (VGLI) <a href="http://www.insurance.va.gov">http://www.insurance.va.gov</a>											
d. Veterans Centers <a href="http://www.va.gov/rcs">http://www.va.gov/rcs</a>											
<b>15. FINANCES</b>											
a. Financial Management (TSP, Retirement, SBP)											
b. Separation pay (Eligible Involuntary Separatees)											
c. Unemployment compensation											
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)											
<b>16. RESERVE AFFILIATION</b>											
<b>17. VETERANS BENEFITS BRIEFING</b>											
<b>18. DISABLED VETERANS BENEFITS</b>											
a. Disabled Transition Assistance Program (DTAP)											
b. VA Disability Benefits <a href="http://www.va.gov">http://www.va.gov</a>											
<b>19. 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>20. INDIVIDUAL TRANSITION PLAN (ITP)</b>											
a. As a separating Service member, after receiving basic pre-separation 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 pre-separation 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 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 Pre-separation Counseling, do you 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		

<b>PRESEPARATION COUNSELING CHECKLIST FOR ACTIVE COMPONENT SERVICE MEMBERS</b>	<b>NAME</b> <i>(Last, First, Middle Initial)</i>	<b>SSN</b>
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**SECTION V - REMARKS** *(Attach additional pages if necessary)*

Complete the following ONLY if you placed an X in Item 7a. See page 1, Section II, Item 7a.

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

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