

**PRESEPARATION COUNSELING CHECKLIST**  
(Please read Privacy Act Statement below before completing this form.)

**SECTION 1 – PRIVACY ACT STATEMENT**

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

**PRINCIPAL PUPOSE (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 members 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.

**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 – PERSONAL INFORMATION (to be filled out by all applicants)**

|  |                        |   |  |  |  |
|--|------------------------|---|--|--|--|
| <b>1. NAME (Last, First, Middle Initial)</b> |                        | <b>2. SSN</b>                                 |  | <b>3. GRADE</b>                              |  |
| <b>4. SERVICE</b>                            | <b>5. DUTY STATION</b> | <b>6. EXPECTED SEPARATION DATE (YYYYMMDD)</b> |  | <b>7. DATE CHECKLIST PREPARED (YYYYMMDD)</b> |  |

**Section III. ALL TRANSITIONING SERVICE MEMBERS MUST READ AND SIGN.**

I was offered preseparation counseling on the above date (Item 7) on my transition benefits and services as appropriate. I understand that this preseparation counseling is provided to assist my transition process as required by Title 10, USC 1142.

I  accept  decline (X appropriate block) further transition assistance counseling. (If you declined further transition assistance counseling, sign and date.) 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).

|   |                           |
|---|---------------------------|
| <b>8a. SERVICE MEMBER SIGNATURE</b>       | <b>b. DATE (YYYYMMDD)</b> |
| <b>9a. TRANSITION COUNSELOR SIGNATURE</b> | <b>b. DATE (YYYYMMDD)</b> |

**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.

|  | SERVICEMEMBER |    |     | SPOUSE |    |     | REFERRED TO<br>(input is optional)               |
|--|---------------|----|-----|--------|----|-----|--|
|  | YES           | NO | N/A | YES    | NO | N/A |  |
| <b>10. INDIVIDUAL TRANSITION PLAN (ITP)</b>  |               |    |     |        |    |     | www.staynavy.navy.mil/CCdefault.asp              |
| a. Based upon information received during Preseparation Counseling, do you desire assistance in developing your ITP? If yes, the Transition staff/Command Career Counselor can help you. |               |    |     |        |    |     | Fleet and Family Support Center/Career Counselor |
| <b>11. EFFECTS OF A CAREER CHANGE</b>  |               |    |     |        |    |     | FFSC Transition Assistance Office                |
| <b>12. EMPLOYMENT ASSISTANCE</b>   |               |    |     |        |    |     |  |
| a. Dept. of Labor sponsored Transition Assistance Workshops and Service sponsored transition Seminars/ Workshops   |               |    |     |        |    |     | www.persnet.navy.mil/pers66/tamp.htm             |
| b. Do you want a copy of your Verification of Military Experience and Training? If yes, go to www.dmdc.osd.mil/vmet to download your VMET document.                                      |               |    |     |        |    |     | www.dmdc.osd.mil/vmet                            |
| c. DoD Job Search  |               |    |     |        |    |     | www.Dod.jobsearch.org                            |
| d. Transition Bulletin Board (TBB) and Public and Community Service Opportunities  |               |    |     |        |    |     | www.dmdc.osd.mil/ot/index.html                   |
| e. Teachers and Teacher's Aide Opportunities/Troops to Teachers  |               |    |     |        |    |     | Voled.doded.mil/dantes/ttt                       |
| f. Federal Employment Opportunities  |               |    |     |        |    |     | www.opm.gov                                      |
| g. Hiring Preference in Non-Appropriated Fund (NAF) jobs   |               |    |     |        |    |     | http://www.dodtransportal.org/                   |
| h. State Employment Agencies/America's Job Bank  |               |    |     |        |    |     | http://www.ajb.dni.us/                           |
| <b>13. RELOCATION ASSISTANCE * NOTE: Status of Forces Agreement limitations apply for overseas Service members.</b>  |               |    |     |        |    |     |  |
| a. Permissive (TDY/TAD) and Excess leave   |               |    |     |        |    |     | Command Career Counselor                         |
| * b. Travel and transportation allowances  |               |    |     |        |    |     | Base Personal Property Office                    |

| PRESEPARATION COUNSELING CHECKLIST<br>SECTION IV  |  |  |  | NAME (Last, First, Middle Initial) |    |     | SSN    |    |     |   |
|---|--|--|--|------------------------------------|----|-----|--------|----|-----|---|
|   |  |  |  | SERVICE MEMBER                     |    |     | SPOUSE |    |     | REFERRED TO<br>(input is optional)                              |
|   |  |  |  | YES                                | NO | N/A | YES    | NO | N/A |   |
| <b>14. EDUCATION/TRAINING</b>   |  |  |  |                                    |    |     |        |    |     |   |
| a. Education benefits (Montgomery GI Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)  |  |  |  |                                    |    |     |        |    |     | 1-800-962-1425, 1-800-827-1000 or www.va.gov                    |
| b. Workforce Investment Act (WIA)   |  |  |  |                                    |    |     |        |    |     | usworkforce.org/asp/act.asp                                     |
| c. Additional education or training options   |  |  |  |                                    |    |     |        |    |     | Command Career Counselor  |
| <b>15. HEALTH AND LIFE INSURANCE</b>  |  |  |  |                                    |    |     |        |    |     |   |
| a. 60-day or 120-day extended Military and limited Dental benefits (Eligible Involuntary Separatees)  |  |  |  |                                    |    |     |        |    |     | Health Benefits Advisor or Command Career Counselor             |
| b. Option to purchase 18-month conversion health insurance Concurrent pre-existing condition coverage with purchase of Conversion health insurance.   |  |  |  |                                    |    |     |        |    |     | Continued Health Care Benefit Program (CHCBP)<br>1-800-809-6119 |
| c. Veteran's Group Life Insurance   |  |  |  |                                    |    |     |        |    |     | VA 1-800-827-1000 or www.va.gov                                 |
| <b>16. FINANCES</b>   |  |  |  |                                    |    |     |        |    |     |   |
| a. Financial Management (TSP, Retirement, SBP)  |  |  |  |                                    |    |     |        |    |     | Command Financial Specialist or Financial Educator at FFSC      |
| b. Separation pay (Eligible Involuntary Separatee)  |  |  |  |                                    |    |     |        |    |     | Disbursing Office or Command Career Counselor                   |
| c. Unemployment Compensation  |  |  |  |                                    |    |     |        |    |     | State Employment Office   |
| d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans).   |  |  |  |                                    |    |     |        |    |     | www.va.gov or<br>www.sba.gov                                    |
| <b>17. RESERVE AFFILIATION/PRIORITY</b>   |  |  |  |                                    |    |     |        |    |     |   |
| Naval Reserve CARIT   |  |  |  |                                    |    |     |        |    |     |   |
| <b>18. DISABLED VETERANS BENEFITS</b>   |  |  |  |                                    |    |     |        |    |     |   |
| a. Disabled Transition Assistance Program (DTAP)  |  |  |  |                                    |    |     |        |    |     | VA or FFSC  |
| b. VA Disability Benefits   |  |  |  |                                    |    |     |        |    |     | VA 1-800-827-1000 or www.va.gov                                 |
| <p>As a separating Service member, after receiving the basic pre-separation information and completing this checklist, you and your spouse (if applicable) are entitled to receive assistance in developing an ITP and counseling based on the areas of interest you have identified on the checklist. The pre-separation 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 an ITP is to identify educational, training and employment objectives and to develop a plan to 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.</p>  |  |  |  |                                    |    |     |        |    |     |   |
| <b>SECTION V – REMARKS</b>  |  |  |  |                                    |    |     |        |    |     |   |
| <p>Pre-separation counseling is a result of demobilization of USNR personnel (less than 90 day notice of demobilization) supporting Operation Enduring Freedom.</p> <p>Pre-separation counseling is being accomplished as soon as possible after notification of separation date, within the limitations of mission requirements, travel, transportation, and demobilization process.</p> <p><b>Service member to initial each of the following entries:</b></p> <p>_____ Service member has been provided website information concerning his/her reemployment rights. (www.dol.gov/dol/vets/)</p> <p>_____ Service member has been provided website information concerning VA benefits (www.va.gov) and (vabenefits.vba.va.gov)</p> <p>_____ Service member has been advised to his/her eligibility to receive transition services, which includes the U. S. Department of Labor TAP Workshop, for up to 90 days following separation. Separation from active duty will not be delayed for the sole purpose of attending a TAP workshop. Service member has been advised he/she may receive transition services at any DoD installation hosting transition services.</p> |  |  |  |                                    |    |     |        |    |     |   |