

GENERAL INFORMATION

The Department of Defense Transition Assistance Program (TAP) for Active Component Service members (including AGR, AR and FTS) consists of four components:

1. Pre-Separation Counseling – mandatory and conducted by the Military Services
2. Department of Labor (DOL) Transition Assistance Program Employment Workshops – facilitated and sponsored by DOL
3. Veterans Benefits Briefings – facilitated and sponsored by VA
4. Disabled Transition Assistance Program (DTAP) – facilitated and sponsored by VA

The transition process begins with the completion of the DD Form 2648, "Pre-Separation Counseling Checklist." This is a mandatory legal requirement and a copy of your DD Form 2648 is required to be filed in your personnel file.

The *Pre-Separation Guide* was developed primarily to augment the four components of TAP with special emphasis on the Pre-Separation counseling component. The guide provides information on the various services and benefits available to separating and retiring Service members and their families. Information contained in the guide may also be used by Department of Defense civilian employees affected by downsizing, reductions in force (RIFs), base closures, and base realignments.

All separating and retiring Service members should make an appointment to see their local Transition Counselor¹ for information on transition services and benefits. Transition Counselors are located in the following offices at local military installations:

- **Army:** Army Career and Alumni Program (ACAP)
- **Air Force:** Airman and Family Readiness Center
- **Navy:** Fleet and Family Support Center
- **Marine Corps:** Career Resource Management Center (CRMC)/Transition & Employment Assistance Program Center
- **Coast Guard:** Worklife Division – Coast Guard Worklife staff can be found at the nearest Integrated Support Command.

Information Accuracy: The material contained in the guide is current as of May 2007. Subsequent changes in laws, policies, and regulations are not addressed herein. It is important to check with your local counselor to ensure you have the most up to date information.

Supplementation: Supplementing the Pre-Separation Guide or establishing Military, command, or local forms is prohibited without prior approval from the Office of the Under Secretary of Defense for Personnel and Readiness. Requests to supplement the guide or produce additional forms should be forwarded

¹ A Transition Counselor is a person responsible for conducting the transition program. Personnel may be military, civilian or a contractor. Transition counselors may be assigned to family centers, Army Career and Alumni Program Centers, military personnel offices, on ships, and transition centers. The term "Transition Counselor" is used throughout the guide. Individual Military Services may use a different title (see below) for a Transition Counselor.

- Army: ACAP Transition Counselor
- Air Force: Transition Assistance Staff or Career Consultant
- Navy: Command Career Counselor
- Marine Corps: Career Resource Management Center Specialist
- Coast Guard: Worklife Staff

U.S. Coast Guard: The Coast Guard has its own version of the Preseparation Guide. Coast Guard personnel should contact the nearest Worklife Transition and Relocation Manager for a copy of the Coast Guard guide.

through military Service chain of command to the address below the section on "Comments and Suggestions."

Comments and Suggestions: Comments, suggestions and recommendations from active duty military personnel must be forwarded through the respective Service's chain of command. Specific comments concerning Websites listed in this document should be addressed to the address listed below.

Office of the Under Secretary of Defense (Personnel and Readiness)
ATTN: DoD Transition Assistance Program Manager
4000 Defense Pentagon
Washington, DC 20301-4000

Copies of the *Pre-Separation Guide*: The Office of the Under Secretary of Defense for Personnel and Readiness does not stock copies of the guide. The guide is available electronically and can be downloaded.