



OFFICE OF THE UNDER SECRETARY OF DEFENSE  
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WASHINGTON, D.C. 20301-4000  
February 2007

PERSONNEL AND  
READINESS

MEMORANDUM FOR TRANSITION STAFF AND PERSONNEL  
ARMY CAREER AND ALUMNI PROGRAM STAFF  
COMMAND CAREER COUNSELORS  
SEPARATING AND RETIRING SERVICE MEMBERS AND  
FAMILIES

SUBJECT: *Preseparation Counseling Guide*

The February 2007 edition of the Department of Defense (DoD) *Preseparation Guide* replaces the previous version dated October 22, 2001. This on-line guide provides information on the various services and benefits available to separating and retiring Service members and their families.

The content of this guide is a result of collaboration among the Department of Defense, the Military Services, the Department of Labor, the Department of Veterans Affairs, the Department of Homeland Security, the Small Business Administration and the National Veterans Business Development Corporation.

The Military Departments, Transition Staffs, Command Career Counselors, separating and retiring Service members and their spouses are authorized to download the guide in its entirety or any portions thereof. Active duty military personnel are reminded to forward any comments or recommendations through their Service chain of command. All other agencies and organizations with policy oversight for content contained in the February 2007 edition of the guide, should forward their comments and recommendations to the Office of the Deputy Under Secretary of Defense for Military Community and Family Policy, ATTN: DoD Transition Assistance Program Manager, 4000 Defense Pentagon, Washington, DC 20301-4000.

The Department hopes that all separating and retiring Service members and their families find the information and resources in the Preseparation Guide to be helpful towards a smooth transition back into the civilian community.

The Web sites are particularly useful and you are encouraged to use them.

On behalf of the Secretary of Defense and the Military Departments, thank you for your service to our Nation.

