

GENERAL INFORMATION

The Department of Defense Transition Assistance Program (TAP) is for eligible demobilizing Service members in the Guard and Reserves. The four components of TAP for the Guard and Reserves are:

1. Transition Counseling – mandatory and conducted by the Military Services
2. Uniformed Services Employment and Reemployment Rights Act (USERRA) Briefing that is normally conducted by a representative from the Department of Labor (DOL).
3. Veterans Benefits Briefings – facilitated and sponsored by VA
4. Disabled Transition Assistance Program (DTAP) – facilitated and sponsored by VA

NOTE: The VA Benefits and DTAP Briefing information is usually combined as one presentation, facilitated by a representative from the VA.

The transition process begins with the completion of the, DD Form 2648-1 for demobilizing Guard and Reserves. This is a mandatory legal requirement and a copy of DD Form 2648-1 is required to be filed in each Service members' personnel file.

The *Transition Guide for Demobilizing Members of the Guard and Reserves* was developed primarily to augment the four components of TAP with special emphasis on the preseparation counseling component. The guide provides information on the various services and benefits available to Guard and Reserve Service members and their families.

Guard and Reserve Service members can contact the local Transition Counselor/Office¹ nearest to their home for transition assistance and services once released from active duty. This may only be feasible for those Service members that reside in close proximity to a military installation that has a transition office or a Command Career Counselor. Guard and Reserve Service members are also encouraged to contact the National Guard Transition Assistance Advisor (TAA) in their own state. The TAA is located at each of the State Joint Forces Headquarters.

Note: You are eligible for additional transition services for up to 180 days after demobilization from any of the Military Services Transition Offices.

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.

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.

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 state TAA or a local transition counselor to ensure you have the most up to date information.

Supplementation: Supplementing the *Transition Guide for Demobilizing Members of the Guard and Reserves* or establishing Military, Major 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 through military Service chain of command to the address below under the section on "Comments and Suggestions."

Comments and Suggestions: Comments, suggestions and recommendations from Guard and Reserve Service members 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 Transition Guide for Demobilizing Members of the Guard and Reserves: 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.