

**TRANSITION ASSISTANCE PROGRAM (TAP) CHECKLIST
FOR DEACTIVATING/DEMobilIZING NATIONAL GUARD AND RESERVE SERVICE MEMBERS**

(Please read Privacy Act Statement and Instructions in Section III before completing this form.)

SECTION I - PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1142, Preseparation Counseling; E.O. 9397, as amended (SSN).

PRINCIPAL PURPOSE(S): To record transition services and benefits requested by and provided to Service members; to identify transition counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed transition 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, for anticipated losses, transition counseling for Service members shall be made available. For unanticipated losses, transition counseling shall be made available as soon as possible.

ROUTINE USE(S): None.

DISCLOSURE: Disclosure of SSN is mandatory. Disclosure of other information in Section II is voluntary; however, it may not be possible to initiate preseparation counseling and other transition assistance 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)*

1. NAME		2. SSN	3. GRADE	4. DATE OF BIRTH (YYYYMMDD)
a. Last Name	b. First Name	c. Middle Initial		
5. SERVICE <i>(X one)</i>		6.a. PLACE OF RELEASE FROM ACTIVE DUTY		
<input type="checkbox"/> ARMY NATIONAL GUARD	(1) MILITARY INSTALLATION/CITY		(2) STATE	(3) ZIP CODE
<input type="checkbox"/> ARMY RESERVE				
<input type="checkbox"/> NAVY RESERVE				
<input type="checkbox"/> MARINE CORPS RESERVE	6.b. CIVILIAN PLACE OF RESIDENCE UPON RELEASE FROM ACTIVE DUTY			
<input type="checkbox"/> AIR NATIONAL GUARD	(1) CITY		(2) STATE	(3) ZIP CODE
<input type="checkbox"/> AIR FORCE RESERVE				
<input type="checkbox"/> COAST GUARD RESERVE				
7. ANTICIPATED DATE OF RELEASE FROM ACTIVE DUTY (YYYYMMDD)	8. DATE CHECKLIST PREPARED (YYYYMMDD)	8.a. Place an X in this box ONLY if you have 89 days or less remaining on active duty prior to demobilization or deactivation. <i>(Please read the following instructions: If you have 89 days or less remaining on active duty before your demobilization or deactivation, why was your transition counseling not conducted earlier? Please go to Section VI - REMARKS and check the response that best describes the reason why transition counseling was not conducted earlier.)</i>		
9. IS YOUR SPOUSE/FAMILY MEMBER/LEGAL GUARDIAN/DESIGNEE PRESENT DURING TRANSITION COUNSELING? <i>(X one)</i>				
<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A				
9.a. Are you willing to be contacted after your demobilization or deactivation regarding the value of the transition assistance programs and services you received? <i>(X one)</i>		9.b. Applies only to personnel with multiple deployments and with documented transition counseling from a previous deployment. <i>(X if applicable)</i> I decline transition counseling for this deployment. I hereby certify transition counseling was received in conjunction with a prior deployment and therefore decline additional transition counseling. I understand a copy of this DD Form 2648-1 will be filed in my military personnel records.		
<input type="checkbox"/> YES <input type="checkbox"/> NO				

SECTION III - INSTRUCTIONS

All demobilizing/deactivating National Guard and Reserve Service members shall read these instructions before completing Sections IV, V, and VI of this form. After being counseled, Service member shall sign and date the form in items 28.a. and 28.b.

This form will be used for eligible deactivating/demobilizing National Guard and Reserve Service members.

- (1) Items checked "YES" indicate that you require additional information or referral to a subject matter expert on the installation or to an appropriate person in another agency or organization outside of DoD or attendance at a scheduled employment or VA session (Section IV).
- (2) Shaded areas on the form mean: (a) the information is not applicable (example: item 11.b. is shaded under "Spouse" because DD Form 2586, "Verification of Military Experience and Education - VMET", does not apply to spouses); or (b) the item is referring to a Web site address and URLs require no further explanation. URLs are provided so Service members can research information at their leisure on a given topic or subject.
- (3) **Department of Labor (DOL) TAP Employment Workshop:** In accordance with DoDI 1332.35, all eligible demobilizing/deactivating National Guard and Reserve Service members who request attendance, by checking "YES" in item 11.a. on DD Form 2648-1, shall be released to attend the workshop in its entirety during normal duty hours. Units shall contact the Director Veterans Employment and Training (DVET) or the Department of Labor to schedule the appropriate employment workshop. Units are encouraged to schedule a DOL employment workshop in conjunction with the Yellow Ribbon Program during one of the 30, 60, 90 day reintegration events. Workshops shall take place at unit home stations or any other location mutually agreed upon by the Unit and the DVET or DOL official representative. The TAP services available include but are not limited to RC TAP and virtual TAP resources. In the event that a DOL workshop is unavailable, the Service member may attend a Reserve Component TAP or DOL equivalent employment workshop conducted by the Military Services. Service members shall be released to complete the workshop in its entirety and will be exempt from normal duty the full 24 hour period of each workshop day and the 12 hours immediately preceding and following workshop/briefing.
- (4) **Post Government (Military) Service Employment Restrictions Counseling** (item 24). Service members are required to receive this counseling prior to release from Active Duty. Transition/Command Career Counselors shall refer demobilizing/deactivating National Guard and Reserve Service members to an installation legal office (Staff Judge Advocate or Counsel's Office) to ensure Service members receive guidance on post government (military) employment restrictions from an ethics official. Transition/Command Career Counselors can coordinate with their supporting Staff Judge Advocate or Solicitor General Office or an Ethics Official to ensure they provide this counseling at demobilization sites prior to National Guard and Reserves being released from active duty (item 23).
- (5) **Veterans Benefits Briefing:** In accordance with DoDI 1332.35, all demobilizing/deactivating National Guard and Reserve Service members who check "YES" in item 19 shall be released to complete the Veterans Benefits Briefing sponsored and offered by the Department of Veterans Affairs (VA) in its entirety. Service members will be exempt from normal duty the full 24 hour period of each VA Benefits Briefing day and the 12 hours immediately preceding and following the VA Benefits Briefing.

TAP CHECKLIST FOR DEACTIVATING/ DEMOBILIZING NATIONAL GUARD AND RESERVE SERVICE MEMBERS	NAME <i>(Last, First, Middle Initial)</i>															SSN				

SECTION III - INSTRUCTIONS *(Continued)*

(6) **Disabled Transition Assistance Program (DTAP):** In accordance with DoDI 1332.35, all demobilizing/deactivating National Guard and Reserve Service members who check "YES" in item 20 (with special emphasis on Wounded, Ill, or Injured), who have or think they have a service-connected disability, are awaiting a medical discharge, or have incurred an injury or illness while on active duty, or aggravated a pre-existing condition, and those referred to a Physical Evaluation Board or placed in a medical hold status by their Service, shall be released to complete the DTAP Briefing sponsored by VA. Spouses/Family Member/Legal Guardian/Designee are encouraged to attend the DTAP briefing. Service members will be exempt from normal duty the full 24 hour period of each VA DTAP Briefing day and the 12 hours immediately preceding and following the VA DTAP Briefing.

(7) **Uniformed Services Employment and Reemployment Rights Act (USERRA):** Transition/Command Career Counselors shall ensure that a qualified subject matter expert provide information on employment and reemployment rights and obligations for National Guard and Reserve Service Members (Chapter 43, Title 38 U.S. Code) - www.dol.gov/elaws/userra.htm. Subject matter experts may be a DOL employee, a representative from the Employer Support of the Guard and Reserve, a military lawyer, etc.

SECTION IV

Please indicate *(by checking either YES or NO)* whether you *(or if accompanied by your spouse/family member/legal guardian/designee if applicable)* desire additional counseling for the following benefits and services to which you may be entitled. All benefits and services checked YES should be used to develop your Individual Transition Plan (ITP). The following benefits and services available to all Service members, unless otherwise specified, will be explained by the Transition/Command Career Counselor.

	SERVICE MEMBER		SPOUSE		REFERRED TO
	YES	NO	YES	NO	
10. EFFECTS OF A CAREER CHANGE					
11. EMPLOYMENT ASSISTANCE					
a. Do you want to attend the Department of Labor sponsored Transition Assistance Employment Workshops or Service sponsored Transition workshops/seminars?					
b. Verification of Military Experience and Training (VMET) (DD Form 2586). Do you want a copy of your VMET document? If yes, go to www.dmdc.osd.mil/vmet to print your VMET document and cover letter.					
c. Counselor will provide information on civilian occupations corresponding to Military occupations (see Occupational Information Network (O*NET website) at www.online.onetcenter.org/crosswalk and related assistance programs) and civilian occupations related to assistance programs.					
(1) Licensing, Certifications and Apprenticeship Information.					
(a) Department of Labor - www.careeronestop.org/CREDENTIALING/CredentialingHome.asp					
(b) U.S. Army Credentialing On-line https://www.cool.army.mil					
(c) U.S. Military Apprenticeship Program - https://usmap.cnet.navy.mil/usmapss					
(d) DANTES www.dantes.doded.mil/dantes_web/danteshome.asp					
(e) Navy Cool Website https://www.cool.navy.mil					
d. TurboTAP.org (www.TurboTAP.org) and other programs, tools, and resources					
(1) Employment Hub - www.turboTAP.org/portal/transition/resources/employment_hub					
(2) Hire Vets First www.hirevetsfirst.dol.gov/reallifelines/index.asp					
(3) State Job Boards www.careeronestop.org/jobsearch/cos_jobsites.aspx					
(4) DOL REALifelines www.hirevetsfirst.dol.gov/reallifelines/index.asp					
e. Public and Community Service Opportunities www.turboTAP.org/portal/transition/lifestyles/employment/public_and_community_service_pacs_registry_program					
f. Teacher and Teacher's Aide Opportunities/Troops to Teachers www.proudtoserveagain.com					
g. Federal Employment Opportunities					
(1) www.usajobs.opm.gov					
(2) www.go-defense.com					
(3) Information on Veterans Preference in Federal Employment					
(4) Information on Veterans Federal Procurement Opportunities					
(5) Office of Personnel Management (OPM) Special Hiring Authorities					
h. Hiring Preference in Non-Appropriated Fund (NAF) jobs (Eligible Involuntary Separates)					
i. State Employment Agencies					
(1) Career One Stop Centers - www.careeronestop.org/jobsearch/cos_jobsites.aspx					
(2) Workforce Investment Act (WIA)					
j. Information concerning veterans small business ownership and entrepreneurship programs					
(1) Small Business Administration www.sba.gov/aboutsba/sbaprograms/ovbd/ and www.score.org SBA Patriot Express Loan					
(2) National Veteran's Business Development Corporation www.veteranscorp.org					

TAP CHECKLIST FOR DEACTIVATING/ DEMOBILIZING NATIONAL GUARD AND RESERVE SERVICE MEMBERS	NAME (Last, First, Middle Initial)										SSN				
SECTION IV (Continued)											SERVICE MEMBER		SPOUSE		REFERRED TO
											YES	NO	YES	NO	
11. EMPLOYMENT ASSISTANCE (Continued)															
k. Uniformed Services Employment and Reemployment Rights Act (USERRA)															
l. Information on "Priority of Service" for veterans in receipt of employment, training, and placement services provided under qualified job training programs of the Department of Labor															
12. RELOCATION ASSISTANCE *NOTE: Status of Forces Agreement limitations apply to overseas Service members.															
a. Permissive (TDY/TAD) and Excess leave															
*b. Travel and Transportation Allowances (see Note above)															
13. CONTACT INFORMATION FOR HOUSING COUNSELING ASSISTANCE portal.hud.gov/portal/page/portal/HUD															
14. EDUCATION/TRAINING															
a. Education benefits (Post 9-11 GI Bill Chapter 33), (Montgomery GI Bill for Selected Reserve), Veterans Educational Assistance Program (REAP), (MGIB Active Duty Eligibility for National Guard and Reserves) www.gibill.va.gov															
b. U.S. Department of Education Federal Aid Programs www.FederalStudentAid.ed.gov															
c. Other Federal, State, or local education/training programs and options															
d. Loan Relief for Military Personnel Called to Active Duty: www.defenselink.mil/ra/mobil/pdf/sections.pdf (See Section 8 of this document, go to page 21 and read section under Students on Loan Relief for Military Personnel Called to Active Duty)															
15. PHYSICAL AND MENTAL HEALTH WELL-BEING															
a. Information on availability of Healthcare and Mental Health Services (Post-traumatic stress disorder, anxiety disorders, depression, suicidal ideations, combat operational/stress, or other mental health conditions associated with service in the Armed Forces)															
(1) Transitional Healthcare Benefit/TRICARE (for eligibility and additional information go to: www.tricare.mil or www.tricare.mil/Factsheets/browseTopic.cfm) (click on Transitional Assistance Management Program)															
(2) TRICARE Reserve Select (for eligibility and additional information go to: www.tricare.mil/mybenefit/home/overview/Plans/LearnAboutPlansAndCosts/TRICAREReserveSelect)															
(3) VA Health Administration www1.va.gov/health/index.asp															
(4) VA Vet Center www.vetcenter.va.gov															
(5) State and local healthcare and mental health services															
b. Describe healthcare and other benefits to which the member may be entitled under the laws administered by the Secretary of Veterans Affairs - www.va.gov															
(1) VA health care															
(2) VA dental care															
16. HEALTH AND LIFE INSURANCE															
a. Continued Health Care Benefits Program - Option to purchase 18-month conversion health insurance. Concurrent pre-existing condition coverage with purchase of conversion health insurance www.tricare.mil/mybenefit/home/overview/SpecialPrograms/CHCBP															
b. Veterans Group Life Insurance (VGLI) www.insurance.va.gov/sqllisite/vgli.htm and www.turboTAP.org websites															
c. Servicemembers' Group Life Insurance (SGLI) www.insurance.va.gov/sqllisite/default.htm and www.turboTAP.org websites															
d. Traumatic Injury Protection Program (TSGLI) www.insurance.va.gov/sqllisite/tsqli/expandedbenefits.htm and www.turboTAP.org websites															
e. Family Servicemembers' Group Life Insurance (FSGLI) www.insurance.va.gov/sqllisite/fsqli/sqllifam.htm and www.turboTAP.org websites															
f. Service-Disabled Veterans Insurance (S-DVI) www.insurance.va.gov/inForceGliSite/buying/SDVI.htm and www.turboTAP.org websites															
g. Veterans' Mortgage Life Insurance (VMLI) www.insurance.va.gov/inForceGliSite/buying/VMLI.htm and www.turboTAP.org websites															
h. For more information on Veterans Life Insurance, visit: www.insurance.va.gov															
i. Transitional Health and Dental Care Benefit - for eligibility criteria and additional information, go to: www.tricare.mil and www.tricare.mil/dental/TRDP_Eligibility.cfm															

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SECTION IV (Continued)	SERVICE MEMBER	SPOUSE												
	YES NO	YES NO												
REFERRED TO														
17. FINANCES														
a. Financial Management (TSP, Retirement, SBP, military vs. civilian pay and benefits)														
b. Separation pay (Eligible Involuntary Separatees)														
c. Unemployment Compensation														
d. General money management (budgeting, debt reduction)														
e. Personal savings and investing														
18. DO YOU WANT TO ATTEND THE VETERANS BENEFITS BRIEFING? (See Instructions, Section III, item 5)														
19. DISABLED VETERANS BENEFITS														
a. Do you want to attend the Disabled Transition Assistance Program (DTAP) Briefing? See Section III - Instructions, item 6 and VA Vocational Rehabilitation and Employment Service at www.vba.va.gov/bln/vre														
b. VA Disability Benefits www.vba.va.gov/VBA/benefits/factsheets														
c. Benefits Delivery at Discharge and Quick Start www.vba.va.gov/predischarge														
20. SERVICEMEMBERS CIVIL RELIEF ACT (SCRA) usmilitary.about.com/od/sscra/Servicemembers_Civil_Relief_Act.htm														
21. STATE VETERANS BENEFITS														
22. 2-YEAR COMMISSARY AND EXCHANGE PRIVILEGES (Eligible Involuntary Separatees)														
23. LEGAL ASSISTANCE														
24. POST GOVERNMENT (MILITARY) SERVICE EMPLOYMENT RESTRICTION COUNSELING Information on post government (military) employment counseling (restrictions on employment, imposed by statute and regulation) shall be conducted by the Military Services as appropriate. Transition/Command Career Counselors shall refer eligible National Guard and Reserve 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. Transition/Command Career Counselors can coordinate with their supporting Staff Judge Advocate or Solicitor General Office or an Ethics Official to ensure they provide this counseling at demobilization sites prior to National Guard and Reserves being released from active duty.														
25. INDIVIDUAL TRANSITION PLAN (ITP)														
a. As a separating Service member, after receiving Transition Counseling information and completing this checklist, you and your spouse/ family member/legal guardian/designee (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 Transition 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 they need 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.														
Based upon information received during Transition Counseling, do you and/or your spouse/family member/ legal guardian/designee desire assistance in developing your ITP? If YES, the Transition staff/counselor/ Command Career Counselor is available to assist you (see www.TurboTap.org website).		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align:center;">SERVICE MEMBER</td> <td colspan="2" style="text-align:center;">SPOUSE</td> </tr> <tr> <td style="text-align:center;">YES</td> <td style="text-align:center;">NO</td> <td style="text-align:center;">YES</td> <td style="text-align:center;">NO</td> </tr> <tr> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> <td style="text-align:center;"><input type="checkbox"/></td> </tr> </table>	SERVICE MEMBER		SPOUSE		YES	NO	YES	NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SERVICE MEMBER		SPOUSE												
YES	NO	YES	NO											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
b. To assist your transition counselor, choose the answer that best describes your post-military goal(s): (X all that apply)														
<input type="checkbox"/> I already have post-military employment.	<input type="checkbox"/> I plan to go to school and use my VA education benefits.													
<input type="checkbox"/> I plan to get a job and start work as soon as possible.	<input type="checkbox"/> I don't know what I plan to do.													
<input type="checkbox"/> Other (please describe/write in)														

TAP CHECKLIST FOR DEACTIVATING/ DEMOBILIZING NATIONAL GUARD AND RESERVE SERVICE MEMBERS	NAME <i>(Last, First, Middle Initial)</i>	SSN

SECTION V - LANGUAGE SKILLS/REGIONAL EXPERTISE

Counselors will ensure all transitioning Service members, Active, Guard and Reserves with language skills and/or regional expertise complete Item 26.

26. The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

a. Do you consent to being contacted by the Department of Defense for such purposes?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
b. Do you consent to having the Department of Defense share your information with other Federal agencies for such purposes?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

SECTION VI - REMARKS *(Attach additional pages if necessary)*

Complete the following ONLY if you placed an X in Item 8.a. *(See page 1, Section II, Item 8.a.)*

27. MY COUNSELING WAS CONDUCTED 89 DAYS OR LESS BEFORE MY TRANSITION BECAUSE OF: *(X one)*

<input type="checkbox"/> Mission requirements	<input type="checkbox"/> Legal separation
<input type="checkbox"/> Personal reasons	<input type="checkbox"/> Change in career decision
<input type="checkbox"/> Medical separation/discharge	<input type="checkbox"/> Other <i>(Please provide a brief explanation)</i>

28. SERVICE MEMBER ACKNOWLEDGEMENT

By signing and dating this form, you, the Service member, are acknowledging that you received Transition Counseling on the date below (item 28.b.), and that you understand the transition benefits and services available to assist you in your transition as required by Title 10, U.S.C., Chapter 58, Section 1142.

a. SERVICE MEMBER SIGNATURE	b. DATE <i>(YYYYMMDD)</i>	c. TRANSITION COUNSELOR SIGNATURE	d. DATE <i>(YYYYMMDD)</i>