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 counseling, E.O. 9397, as aniented (339).

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

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.

SECT	TION II - PERSONAL INFORMATION (To be fi	lled out by all applicants)
1. NAME	c. Middle 2	. SSN 3. GRADE 4. DATE OF BIRTH
a. Last Name	b. First Name Initial	(YYYYMMDD)
5. SERVICE (X one) 6.a	a. PLACE OF RELEASE FROM ACTIVE DUTY	
ARMY NATIONAL GUARD (1)) MILITARY INSTALLATION/CITY	(2) STATE (3) ZIP CODE
ARMY RESERVE		
NAVY RESERVE		
MARINE CORPS RESERVE 6.b	b. CIVILIAN PLACE OF RESIDENCE UPON RELE	ASE FROM ACTIVE DUTY
AIR NATIONAL GUARD (1)) CITY	(2) STATE (3) ZIP CODE
AIR FORCE RESERVE		
COAST GUARD RESERVE		
7. ANTICIPATED DATE OF RELEASE FROM ACTIVE DUTY (YYYYMMDD)	PREPARED prior to demote have 89 days on why was your tr	this box ONLY if you have 89 days or less remaining on active duty bilization or deactivation. (Please read the following instructions: If you r less remaining on active duty before your demobilization or deactivation, ransition counseling not conducted earlier? Please go to Section VI -
		check the response that best describes the reason why transition not conducted earlier.)
9. IS YOUR SPOUSE/FAMILY ME	MBER/LEGAL GUARDIAN/DESIGNEE PRESENT	DURING TRANSITION COUNSELING? (X one)
YES NO N/A		
9.a. Are you willing to be contacted demobilization or deactivation value of the transition assistant and services you received? (X	n regarding the ince programs from a previous deployment. (I decline transition counseling received in conjunction with a	multiple deployments and with documented transition counseling (X if applicable) for this deployment. I hereby certify transition counseling was prior deployment and therefore decline additional transition copy of this DD Form 2648-1 will be filed in my military personnel
YES NO	records.	

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	NAME (Last,	, First, Mi	ddle Ini	tial)									SSN				
DEACTIVATING/ DEMOBILIZING NATIONAL GUARD AND RESERVE SERVICE MEMBERS																	
	<u> </u>	SECT	ION II	I _ INIS	TRII	CTIO	NS (C	ontinu	ad)	1 1	I						-
(6) Disabled Transition Assistance Reserve Service members who chec service-connected disability, are awa condition, and those referred to a PhyDTAP Briefing sponsored by VA. Sp members will be exempt from normal following the VA DTAP Briefing.	ck "YES" in ite iting a medic ysical Evalua ouses/Family	OTAP): I em 20 (v al discha tion Boa v Membe	n acco vith spearge, o ard or per/Lega	ordance ecial ei or have blaced i al Guare	e with Imphas incurrent in a median/D	DoDI sis on ed an edical esign	1332.3 Wound injury of hold si ee are	5, all d ded, Ill, or illne tatus b encou	emobi or Inju ss whill y their raged	ired), w e on ac Service to atten	tive on the control of the control o	ive or luty, o III be ro DTAF	think th r aggrav eleased briefin	ey hav vated a to cor g. Ser	re a a pre-e: mplete vice		9
(7) Uniformed Services Employme qualified subject matter expert provid Members (Chapter 43, Title 38 U.S. 6 the Employer Support of the Guard a	e information Code) - <u>www.</u>	on emp .dol.gov/	oloyme elaws/	nt and userra.	reemp	oloyme	ent righ	its and	obliga	tions fo	r Nati	onal C	Suard a	nd Res	serve S	ervice	
Please indicate (by checking either Y desire additional counseling for the foused to develop your Individual Transpecified, will be explained by the Transpecified.	ollowing bene sition Plan (IT	efits and TP). The	service follow	if acco es to w ing be	hich yo nefits a	ied by ou ma	y be e	ntitled.	All be	nefits a	and se	ervices	check	ed YES	S shoul		e)
Specified, will be explained by the Tre	arisition/Com	mand Ca	areer c	Journse	101.				VICE IBER	SPC	USE		RI	EFERR	ED TO		
								YES	NO	YES	NO						
10. EFFECTS OF A CAREER CHAN	GE																
11. EMPLOYMENT ASSISTANCE																	
a. Do you want to attend the Depa Employment Workshops or Ser																	
Verification of Military Experience want a copy of your VMET documprint your VMET document and co	ent? If yes, g	(VMET) go to <u>ww</u>) (DD F vw.dmo	orm 2: dc.osd.	586). mil/vm	Do yo <u>net</u> to	u										
 c. Counselor will provide information occupations (see Occupational In www.online.onetcenter.org/cross civilian occupations related to ass 	formation Ne walk and rela	twork (C ted assi	*NET	website	e) at		ary										
(1) Licensing, Certifications and A	pprenticeship	o Informa	ation.														
(a) Department of Labor - www.careeronestop.org/CR	EDENTIALIN	IG/Crede	entialin	ıgHome	e.asp												
(b) U.S. Army Credentialing Or	n-line https://	/www.co	ol.arm	<u>y.mil</u>													
(c) U.S. Military Apprenticeship	Program -	https://u	ısmap.	cnet.na	avy.mil	l/usma	apss										
(d) DANTES www.dantes.doo		_	lantesi	nome.a	<u>isp</u>												
(e) Navy Cool Website https://																	
d. TurboTAP.org (<u>www.TurboTAP.or</u>																	
(1) Employment Hub - www.turbo					ployme	nt Hul	2										
(2) Hire Vets First www.hirevetsfi																	
(3) State Job Boards www.career						<u>x</u>											
(4) DOL REALifelines <u>www.hirev</u> e. Public and Community Service Of www.turboTAP.org/portal/transition/life PACS Registry Program	pportunities					Service											
f. Teacher and Teacher's Aide Oppo www.proudtoserveagain.com	ortunities/Troc	ops to Te	eacher	S													
g. Federal Employment Opportunitie	es																
(1) www.usajobs.opm.gov																	
(2) www.go-defense.com																	
(3) Information on Veterans Prefe	rence in Fede	eral Emp	oloyme	ent													
(4) Information on Veterans Fede	ral Procureme	ent Oppo	ortuniti	es													
(5) Office of Personnel Manageme	ent (OPM) Sp	oecial Hi	ring Au	uthoritie	es												
h. Hiring Preference in Non-Appropr Separatees)	iated Fund (N	NAF) job	s (Elig	ible Inv	olunta	ary											
i. State Employment Agencies																	
(1) Career One Stop Centers - w		estop.or	g/jobse	earch/c	os_job	sites.	aspx		ļ	ļ							
(2) Workforce Investment Act (WI	,																
j. Information concerning veterans s programs			•				p										
(1) Small Business Administration and www.score.org SBA Patri	ot Express Lo	oan				-											
(2) National Veteran's Business D	evelopment (Corporat	tion w	ww vet	eranso	corn o	ra	ĺ	1	1	1	1					

TAP CHECKLIST FOR DEACTIVATING/ NAME (Last, First, Middle Initial)														SS	N				
D	EMOBILIZING NATIONAL GUARD ND RESERVE SERVICE MEMBERS																		
SE	CTION IV (Continued)				1 1	1 1		1 1 1			VICE IBER	SPC	USE	REFERRED TO					
										YES	NO	YES	NO						
11.	EMPLOYMENT ASSISTANCE (C	ontinue	d)																
k.	Uniformed Services Employment a	and Ree	emplo	yment I	Rights	Act (US	SERR	A)											
I.	Information on "Priority of Service" and placement services provided Department of Labor	" for veto under q	erans ualifie	in rece d job tr	eipt of e raining	employr prograi	ment, ms of	training the	,										
12.	RELOCATION ASSISTANCE	*NOTE	: Sta	tus of	Forces	Agree	ment	limitat	ions	apply	to ove	rseas S	Service	memb	ers.				
a.	Permissive (TDY/TAD) and Exces	s leave																	
*b.	Travel and Transportation Allowar	nces (se	e Not	te abov	re)														
13.	CONTACT INFORMATION FOR I		IG CC	DUNSE	LING	ASSIST	TANC	E											
14.	EDUCATION/TRAINING											I		l					
a.	Education benefits (Post 9-11 GI E Reserve), Veterans Educational A Duty Eligibility for National Guard	ssistan	ce Pro	ogram ((RĔAP)), (MG	IB Act		ed										
b.	U.S. Department of Education Fed www.FederalStudentAid.ed.gov	deral Aid	d Prog	grams	-														
C.	Other Federal, State, or local educ	cation/tr	aining	progra	ams an	d optio	ns												
	Loan Relief for Military Personnel www.defenselink.mil/ra/mobil/pdf/s go to page 21 and read section und Personnel Called to Active Duty)	sections	.pdf	(See S	ection			ıment,											
15.	PHYSICAL AND MENTAL HEALT	H WEL	L-BEI	ING															
a.	Information on availability of Healt stress disorder, anxiety disorders, operational/stress, or other mental Armed Forces)	depres	sion, s	suicida	l ideati	ons, co	mbat												
	(1) Transitional Healthcare Benefit go to: www.tricare.mil or www. (click on Transitional Assistance	.tricare.ı	mil/Fa	ctshee	ts/brov			informa	ition										
ww	(2) TRICARE Reserve Select (for w.tricare.mil/mybenefit/home/overview/F								elect)										
	(3) VA Health Administration www	w1.va.q	ov/he	alth/ind	lex.asp)													
	(4) VA Vet Center www.vetcente				•	_													
	(5) State and local healthcare and		_	h servi	ces														
b.	Describe healthcare and other ber the laws administered by the Secr	nefits to	which	n the m	ember			led und	er										
	(1) VA health care																		
	(2) VA dental care																		
16	HEALTH AND LIFE INSURANCE																		
a.	Continued Health Care Benefits P health insurance. Concurrent preconversion health insurance www.tricare.mil/mybenefit/home/o	-existing	cond	lition co	overag	e with p	ourcha		sion										
b.	Veterans Group Life Insurance (Veterans www.turboTAP.org websites			-			•	.htm											
C.	Servicemembers' Group Life Insur www.insurance.va.gov/sglisite/def			www.	turboT	AP.org	websi	ites											
d.	Traumatic Injury Protection Progra www.insurance.va.gov/sglisite/tsgl websites			enefits.	<u>htm</u> ar	nd <u>www</u>	v.turbo	TAP.o	<u>rg</u>										
e.	Family Servicemembers' Group Li www.insurance.va.gov/sglisite/fsgl	ife Insur li/sglifar	ance n.htm	(FSGL and <u>v</u>	l) www.tu	ırboTAF	org v	website	s										
f.	Service-Disabled Veterans Insural www.insurance.va.gov/inForceGliswebsites			DVI.htn	n and	www.ti	urboT	AP.org											
	Veterans' Mortgage Life Insurance www.insurance.va.gov/inForceGliswebsites	Site/buy	ring/VI																
h.	For more information on Veterans																		
i.	Transitional Health and Dental Cainformation, go to: www.tricare.mil								m										

	NAMI	E (Last,	First, N	Middle I	nitial)								SS			
DEACTIVATING/ DEMOBILIZING NATIONAL GUARD AND RESERVE SERVICE MEMBERS																
SECTION IV (Continued)	•								SER\ MEM		SPO	USE		REFER	RED TO	
									YES	NO	YES	NO		1121 211		
17. FINANCES																
a. Financial Management (TSP, Reti	remen	t, SBP	, milita	ıry vs.	civilian	pay ar	nd ben	efits)								
b. Separation pay (Eligible Involuntar	ry Sep	aratee	s)													
c. Unemployment Compensation																
d. General money management (buc	geting	, debt	reduct	ion)												
e. Personal savings and investing																
18. DO YOU WANT TO ATTEND THE (See Instructions, Section III, item)	TEND THE VETERANS BENEFITS BRIEFING?															
19. DISABLED VETERANS BENEFIT	ΓS															
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	a.gov/\	/BA/be	nefits/	factsh	<u>eets</u>											
c. Benefits Delivery at Discharge and	d Quick	k Start	www	v.vba.\	/a.gov/	predisc	harge									
20. SERVICEMEMBERS CIVIL RELII usmilitary.about.com/od/sscra/Ser	eF AC	T (SCI embers	RA) s_Civil	_Relie	f_Act.h	<u>tm</u>										
21. STATE VETERANS BENEFITS																
22. 2-YEAR COMMISSARY AND EXC Separatees)	CHAN	GE PR	IVILE	GES (E	Eligible	Involu	ntary									
23. LEGAL ASSISTANCE																
24. POST GOVERNMENT (MILITAR' Information on post government (r conducted by the Military Services Service members to an installatior (military) employment restrictions their supporting Staff Judge Advoc sites prior to National Guard and F	military as as ap legal briefinq cate or	y) emplo propria office g or co	oymen ate. Tr (Staff o unselin tor Ger	nt coun ransition Judge ng fror neral C	seling on/Com Advoca n an et Office o	(restric imand ate or 0 hics of r an Et	tions of Caree Couns ficial. hics O	on emp r Couns elor's C Transit	loymen selors s office) to ion/Cor	t, impo shall re o ensu nmano	fer elig re they I Caree	ible Na receiv er Cour	ational (e a pos aselors	Guard and it governm can coord	Reserve ent inate with	h
25. INDIVIDUAL TRANSITION PLAN	(ITP)															
a. As a separating Service member, family member/legal guardian/desion the areas of interest you have is services and benefits to which you an ITP. The purpose of the ITP is objectives. It is the Military Depart It is the Service member's responsappropriate.	ignee (dentified may be to identified to ide	(if applied on to be entite ntify ed s respo	icable) this che tled. E fucatio	are en ecklist. Each in mal, tra ty to of	ntitled to TheT adividua aining, fer Ser	to rece ransition al is strand en vice m	ive asson Cou ongly on onployn ember	sistance inseling encoura ent ob s the o	e in dev Check aged to jectives pportur	elopin dist ad take a and to nity and	g an In dresse idvanta o devel d assist	dividua s a var ge of t op a p ance t	al Trans iety of the he opposion an to he	sition Plan transition ortunity to elp you ac ed to deve	(ITP) based on the develop the levelop an IT	ese
Based upon information received of	lurina ⁻	Transit	ion Co	unseli	na do	vou an	d/or v	nur sno	use/fan	nilv me	mher/			RVICE MBER	SPO	USE
legal guardian/designee desire ass	sistanc	e in de	velopi	ng you	ır İTP?	If YES	S, the	Γransiti	on staff	-			YES	NO	YES	NO
Command Career Counselor is available. To assist your transition counselor				` -						noal/e\	الد Y) ·	thata	nnly)			
I already have post-military emp I plan to get a job and start work Other (please describe/write in)	oloyme k as so	nt.			best de	SCHDE	l plan	to go t	, ,	ol and	use my			n benefits.		

	NAME (L	ast, First, Middle Initial)											SSN						
DEACTIVATING/ DEMOBILIZING NATIONAL GUARD AND RESERVE SERVICE MEMBERS																			
	SECT	ION V	/ - L/	ANGL	JAGE S	SKILL	LS/R	EGIO	NAL	EXF	PER	ΓISE				1 1			I
Counselors will ensure all transition	Counselors will ensure all transitioning Service members, Active, Guard and Reserves with language skills and/or regional expertise complete Item 26.																		
expertise to meet emerging require Federal agencies may want to con	6. 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?																		
a. Do you consent to being contacted	by the D	epartn	nent o	of Defe	ense for	such	purp	oses?							YES			NO	
b. Do you consent to having the Depa for such purposes?	artment o	f Defer	nse s	hare y	our info	rmatic	on wit	h othe	r Fede	eral a	ageno	cies			YES			NO	
SECTION VI - REMARKS (Attach additional pages if necessary)																			
Complete the following ONLY if you place 27. MY COUNSELING WAS CONDUCTION										ECAI	USE	OF:	(X on	e)					
Personal reasons Medical separation/discharge			-	U	n career			f expla	nnatio	n)									
28. SERVICE MEMBER ACKNOWLEI By signing and dating this form, you (item 28.b.), and that you understar U.S.C., Chapter 58, Section 1142.	u, the Se	rvice n																	
a. SERVICE MEMBER SIGNATURE		b. DA	ATE (YYYYI	MMDD)	C.	TRAI	NSITIC	N CC	UNS	SELC	R SI	GNA1	URE	d. D	ATE	(YYY	YMML	OD)
			1																