

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

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

SECTION I - PRIVACY ACT STATEMENT

AUTHORITY: 50 U.S.C. 1142, Preparation Counseling; E.O. 9877, as amended (59R).
PRINCIPAL PURPOSE(S): To recruit 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 (TP). The agreed transition counseling checklist will be maintained in the Service member's official personnel file. 38R U.S.C. 1142, requires that not later than 90 days before the date of separation, for anticipated leave, transition counseling for Service members shall be made available. For unanticipated leave, transition counseling shall be made available as soon as possible.
YOUR RIGHTS: None.
DISCLOSURE: Disclosure of SSI is mandatory. Disclosure of other information in Section II is voluntary; however, it may not be possible to initiate preparation counseling and other transition assistance services or develop an individual Transition Plan (TP) for a Service member if this 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																													
<table border="1"> <tr> <td><input type="checkbox"/> ARMY NATIONAL GUARD</td> <td colspan="2">5. A. PLACE OF RELEASE FROM ACTIVE DUTY</td> <td></td> </tr> <tr> <td><input type="checkbox"/> ARMY RESERVE</td> <td>(1) MILITARY INSTALLATION/CITY</td> <td>(2) STATE</td> <td>(3) ZIP CODE</td> </tr> <tr> <td><input type="checkbox"/> NAVY RESERVE</td> <td>M C A S M I R A H A I</td> <td>C A</td> <td>9 2 1 4 5 - 2 8 0 X</td> </tr> <tr> <td><input type="checkbox"/> MARINE CORPS RESERVE</td> <td colspan="3">5.B. CIVILIAN PLACE OF RESIDENCE UPON RELEASE FROM ACTIVE DUTY</td> </tr> <tr> <td><input type="checkbox"/> AIR NATIONAL GUARD</td> <td>(1) CITY</td> <td>(2) STATE</td> <td>(3) ZIP CODE</td> </tr> <tr> <td><input type="checkbox"/> AIR FORCE RESERVE</td> <td></td> <td></td> <td></td> </tr> <tr> <td><input type="checkbox"/> COAST GUARD RESERVE</td> <td></td> <td></td> <td></td> </tr> </table>				<input type="checkbox"/> ARMY NATIONAL GUARD	5. A. PLACE OF RELEASE FROM ACTIVE DUTY			<input type="checkbox"/> ARMY RESERVE	(1) MILITARY INSTALLATION/CITY	(2) STATE	(3) ZIP CODE	<input type="checkbox"/> NAVY RESERVE	M C A S M I R A H A I	C A	9 2 1 4 5 - 2 8 0 X	<input type="checkbox"/> MARINE CORPS RESERVE	5.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			
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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 90 days or less remaining on active duty prior to demobilization or deactivation. Please read the following instructions: If you have 90 days or less remaining on active duty before your demobilization or deactivation, are you your transition counseling not conducted? Please go to Section VI-REMARKS and check the response that best describes the reason why transition counseling was not conducted earlier.																													
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																													
9. IS YOUR SPOUSE/DEPENDENT/NEARRELATIVE GUARDIAN/DESIGNEE PRESENT DURING TRANSITION COUNSELING? (Y or N)																															
YES <input type="checkbox"/> NO <input type="checkbox"/> NA <input type="checkbox"/>																															
9.a. Are you willing to be contacted after your demobilization or deactivation regarding the status of the transition assistance programs and services you received? (Y or N)		9.b. Apply only to personnel with multiple deployments and with documented transition counseling from a previous deployment. (Y or N only). I desire 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 record.																													
YES <input type="checkbox"/> NO <input type="checkbox"/>		<input type="checkbox"/>																													

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 26 a. and 26 b.

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

- (1) Items checked "YES" indicate that you require additional information or refer 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 SA session (Section 8).
- (2) Shaded areas on the form mean: (a) the information is not applicable (example: item 11.b. is shaded under "Spouse" because DD Form 2688, "Verification of Military Experiences and Education - VMECP", 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 1330.26, an eligible demobilizing/deactivating National Guard and Reserve Service member 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 arrival of the 30, 60, 90 day reintegration events. Workshops shall take place at unit or home stations or at any other location mutually agreed upon by the unit and the DVET or DOL official representatives. The TAP service available include but are not limited to RD 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/dating.
- (4) Post Government (Military) Service/Employment Restrictions Counseling (Item 24). Service members are required to receive the counseling prior to release from Active Duty. Transition/Command and Career Counselors shall send 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 Staff Judge General Office or an Ethics Official to ensure they provide the counseling at demobilization sites prior to National Guard and Reserve being released from active duty (Item 22).
- (5) Veterans Benefits Briefing: In accordance with DoCI 1330.26, all demobilizing/deactivating National Guard and Reserve Service members who check "YES" in item 12 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.