The University of Colorado at Denver has developed the training curriculum, under contract with CNIC Fleet & Family Support Programs. The curriculum establishes DoD minimum standards for the delivery of pre-separation counseling to all military personnel transitioning from active duty, in full compliance with United States Code, Title 10, Chapter 58, Section 1142.

**Course Competencies:**
- Participants will have knowledge and understanding of the Law, DoD guidance, and timelines as related to pre-separation counseling.
- Participants will have knowledge of the purpose and importance of pre-separation counseling.
- Participants will have knowledge and understanding of the purpose and minimum standards that must be covered for each item on the Pre-separation Counseling Checklist (DD Form 2648).
- Participants will have knowledge and understanding of basic facilitation skills necessary to create an effective learning environment.
- Participants will have knowledge and understanding to assist transitioning personnel with the development of an Individual Transition Plan (ITP).

**Training.** Training will be provided in Fleet concentrated areas. Therefore, CNIC will no longer fund student travel expenses for these trainings.

**Eligibility Requirements for Attendance:**
- Active duty Navy Counselors (NC) or NEC 9588 (Full Time Support (FTS) counselors (NC) or NEC 9588 at locations with large concentration of FTS personnel)
- Paygrades E5 - E9
- **For Non-NCs only.** At least 1 year remaining at present duty station and assigned primary duties as Command Career Counselor
- Fleet Family Support Staff and other personnel designated in writing by the Commanding Officer as Career Transition Officer (CTO) are eligible to apply. Application must include the letter of designation.

**TAD Orders.** Commands requiring orders for administrative accounting should prepare “no-cost” orders.

**Duty Status.** It is recommended that commands place students in a non-duty status during this training.

**Attire.** The proper attire for students is “Business Casual” while attending training.

**Application Process.** Contact your Region Career Counselor for application procedures. Forward command approved request to your Region Career Counselor for registration.
FY-18 Training Dates

San Diego, CA 16-20 October 2017
Norfolk, VA 30 October-3 November 2017
Yokosuka, JA 29 January – 2 February 2018
San Diego, CA 26 February - 2 March 2018
Jacksonville, FL 19-23 March 2018
Norfolk, VA 23-27 April 2018
Joint Base Anacostia Bolling 7-11 May 2018
Silverdale, WA 4-8 June 2018

Daily class schedule: 0800 – 1630 Monday – Thursday; 0800 – 1200 Friday.
All participants must attend entire course as scheduled.

Region/Registration Points of Contacts

Norfolk: NCCS Reynolds
Navy Region Mid-Atlantic (NRMA)
Email: sara.reynolds@navy.mil

San Diego: NCCS Jenkins
Navy Region Southwest (NRSW)
Email: jardea.jenkins@navy.mil

Yokosuka: NCC Fabian
Navy Region Japan
Email: tarnarsha.fabian@fe.navy.mil

Jacksonville, FL: NCCS Ramirez
Navy Region Southeast (NRSE)
Email: yenier.ramirez1@navy.mil

Kitsap/Silverdale, WA: NCCS Lamy
Navy Region Northwest
Email: JeanHero.Lamy@navy.mil

Joint Base Anacostia Bolling, MD: NCCS Sanders
U. S. Bureau of Surgery and Medicine (BUMED)
Email: lamondt.b.sanders.mil@mail.mil