

NDAA 19 TAP / eForm Training



OPNAV 170C / CNIC N91

Updated: SEP 2019



Topics

- **VOW/VEI**
- **NDAA 19 Changes**
- **New eForm Design/Updates**
- **Pre-sep Counseling**
- **Capstone/ CRS Review**
- **Commander/Designee Verification**
- **GPS Reports**



Veteran Employment Initiative (VEI) Summary

Unclassified



VOW Act of 2011

Legislative requirements of Title 10 (§1144)
mandate all Service members provided transition assistance

- (1) Pre-separation Counseling;**
- (2) DoL Employment Workshop**
- (3) Veteran Affairs Benefits briefing**



VEI Task Force

The VEI Task Force requires implementation of four overarching transition deliverables as career readiness:

- (1) Career Readiness Standards (CRS);
- (2) Transition GPS (Goals, Plans, Success) curriculum;
- (3) CAPSTONE event; and
- (4) Military Life Cycle (MLC)



VOW Act Exemption Policy

No Service member, to include Reservist, is exempt from participating in *Pre-separation* counseling or the *VA Benefits Brief*.

Exemptions from the DoL Workshop are:

- Service members **retiring after 20 or more years** may opt out.
- Members of AC, RC and Guard who after serving their first 180 continuous days or more on Active Duty under Title 10 may opt out if they meet at least one of the following:
 - **Must have confirmed employment or documented acceptance to education institution**
- All Guard and Reserve members who have **previously attended TAP** may opt out of TAP.
- Commanders in the Service member's chain of command may waive mandatory participation where Sailors are needed **to support a unit on orders to be deployed** within 60 days.
 - A "make-up" plan must be developed. [exemption for time requirements]
- *An exempt Service Member must formally document their decision to not participate on the DD Form 2958.*

LIMITED PARTICIPATION:

- **Bad Conduct or dishonorable discharge** – not eligible to attend additional tracks or CAPSTONE event.
- **Other than honorable discharge** – CO determine whether can attend additional tracks or CAPSTONE event.



TGPS VC via JKO

- Transition GPS virtual curriculum is now on Joint Knowledge Online portal (JKO)
- The redesigned TGPS virtual curriculum is not to replace the 5 day brick and mortar classroom instruction, but is put into an environment where service members can access it whenever they need it from anywhere in the world.
- As always the FFSC classroom instructions is the preferred method, but for those who are in **isolated or geographically separated location, and those with short fused ADSEPs** the virtual curriculum is there for them on the JKO website.
- Disconnected Ops: remote or isolated areas (ships underway with unplanned separations) without internet access may complete VC TGPS curriculum via NKO server onboard.



FY19 NDAA Changes

Section 1144 (f) Improvements to TAP (sec. 552) effect **1 OCT 2019**

- Secretary of Defense submit an Action Plan not later than 120 days after the enactment date of 8/13/2018. (COMPLETE: Submitted 10 Dec 2018)
- Requires initial counseling prior to commencing transition process to include a self-assessment, information on reenlisting, and receive information on resources regarding military sexual trauma.
- Initial Counseling and Pre-separation counseling **MUST** be completed **365 days prior** to release from active duty date. Transition starting point: *Retiring 24-18 mo; Separating 15-12 mo; Adsep/Medical immediately*
- Establish at least three pathways for members to make selection based on demographic factors.

Joint Pathways:

- **Tier I** (confirmed employment, demob returning to previous job, stay-at-home spouse)
- **Tier II** (mid-grade separations, ready to transition w/ draft plan, relocating)
- **Tier III** (short-fuse administrative separations, no plan, not financially set)
- Revised 5-day model that will include two-day track (employment, education, technical training, entrepreneurship) for selected pathway
- Establish standardized performance metrics to measure TAP participation and outcome-based objective benchmarks to monitor and track long term outcomes (see performance evaluation plan in back-up)
- Ensure members obtain sufficient financial literacy to effectively leverage conferred benefits and opportunities for employment, education, vocational training and entrepreneurship





FY19 NDAA CHANGES TO TAP

INDIVIDUALIZED INITIAL COUNSELING (IC)

PRE-SEPARATION COUNSELING

NLT 365 days prior to separation or retirement

NLT 365 days prior to separation or retirement

- Personal Self-Assessment/Individual Transition Plan (ITP)

SEC. 1142

SEC. 1144

Title 10, Chapter 58



- DoD Transition Day; includes:
- Managing Your Transition
 - MOC Crosswalk
 - Financial Planning for Transition

- Explores VA benefits earned by the service member and how to apply them.
- How to leverage earned benefits for the best possible outcome.

- Overview of employment topics and best practices.

- Culminating event in which Commanders verify achievement of Career Readiness Standards (CRS) and viable ITP prior to transition.

- Must occur no later than 90 days before separation.

- If not, referred to appropriate agency for further assistance via a Warm Handover.

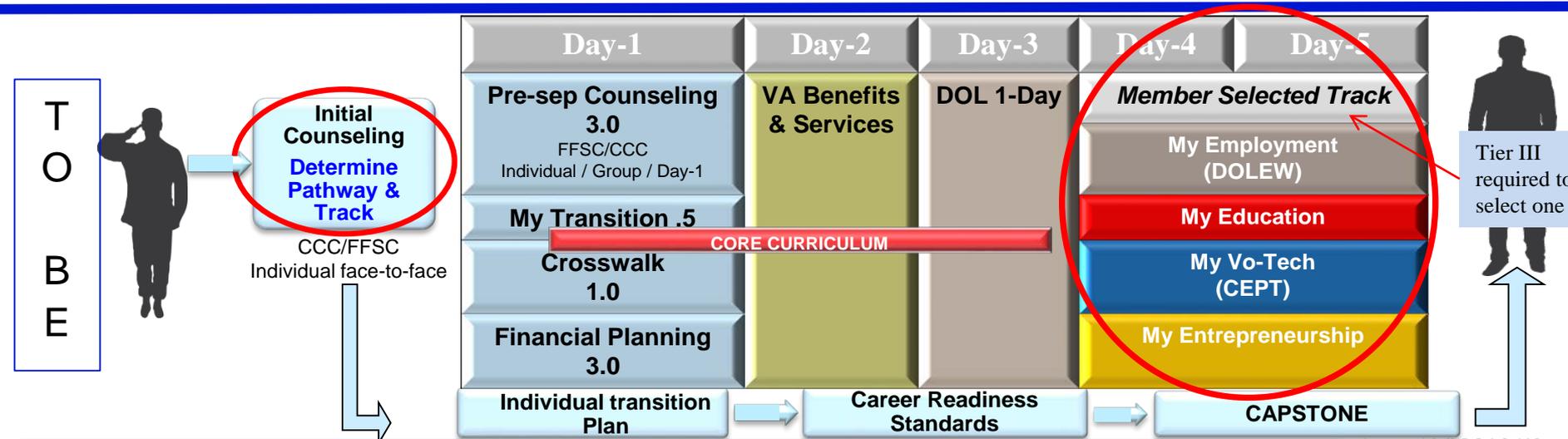
- Statement of benefits to be received no later than 30 days post-transition.

2-DAY SERVICE MEMBER ELECTED TRACKS

- Transitioning service members select one of the two-days of instruction:
 - DOL Employment Workshop
 - DoD Education Workshop
 - SBA Entrepreneurship Workshop
 - DOL Vocational Workshop

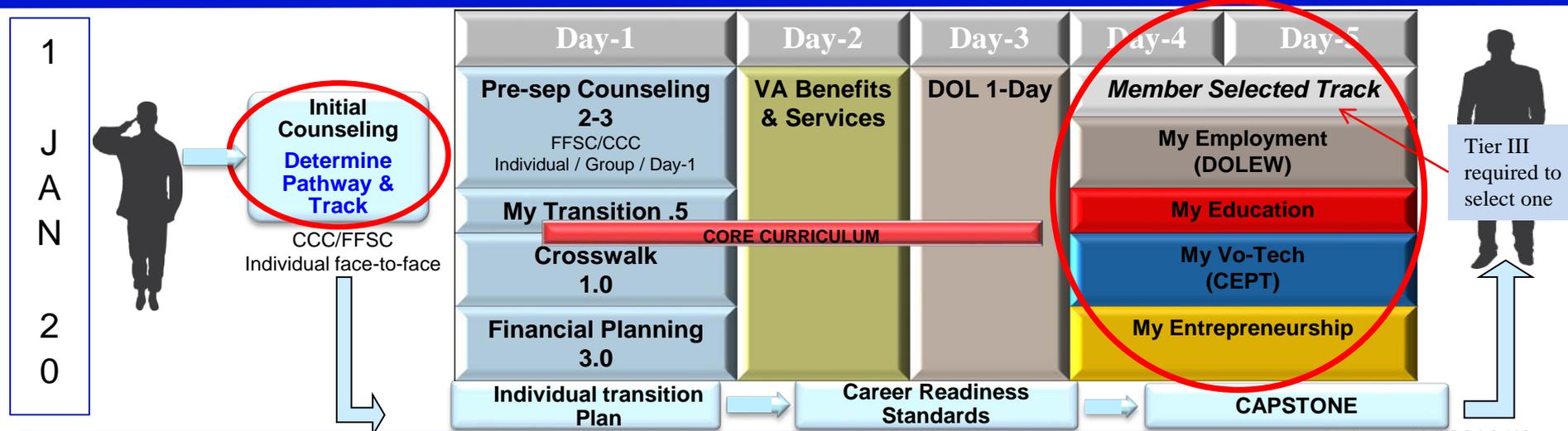
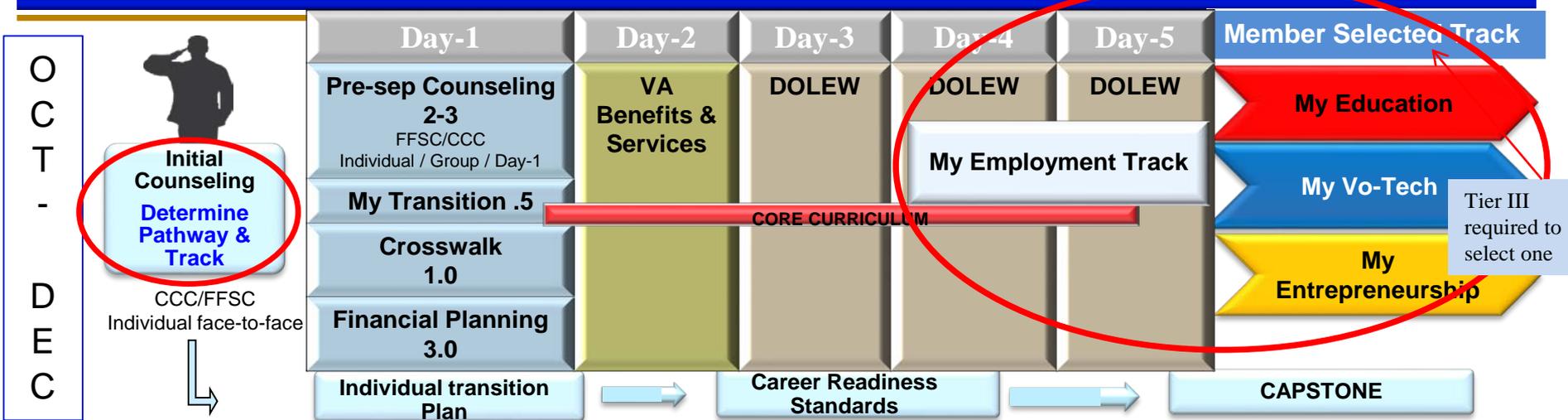


Transition GPS Model





Transition GPS Model





Self-Assessment Tool



TRANSITION ASSISTANCE INITIAL SELF-ASSESSMENT WORKSHEET

SECTION A. SERVICE MEMBER INFORMATION

NAME: _____ DOD ID: _____ INSTALLATION: _____
 WORK EMAIL: _____ PERSONAL EMAIL: _____
 DATE OF SEPARATION: _____ WORK PHONE: _____ CELL PHONE: _____
 HOW MANY YEARS OF SERVICE: _____ DOB: _____ AGE: _____ GENDER: _____

SECTION B. DEMOGRAPHICS

Rank: E1-E3 E6-E7 E8-E9 O1-O3 O4-O6 O7-O10 WO1-CWO5
 Service Branch: USN USAF USA USMC USCG Reserve Guard
 Rate/Designator/MOS/AFSC: _____
 Marital Status: Single Married Widowed Divorced Separated Children# _____
 Highest Level of Education: GED/HS Associates Bachelors Masters Post-Graduate Doctorate
 Concentration: _____

SECTION C. DISCHARGE

Retiring 20+ Years	<input type="radio"/> Yes	<input type="radio"/> No
Medical Retirement	<input type="radio"/> Yes	<input type="radio"/> No
Medical Separation	<input type="radio"/> Yes	<input type="radio"/> No
Voluntary Separation	<input type="radio"/> Yes	<input type="radio"/> No
Involuntary Separation	<input type="radio"/> Yes	<input type="radio"/> No
Administrative Separation	<input type="radio"/> Yes	<input type="radio"/> No
Demobilization	<input type="radio"/> Yes	<input type="radio"/> No

SECTION D. PROJECTED CHARACTERIZATION OF DISCHARGE

Honorable	<input type="radio"/> Yes	<input type="radio"/> No
Honorable Conditions (General)	<input type="radio"/> Yes	<input type="radio"/> No
Other than Honorable	<input type="radio"/> Yes	<input type="radio"/> No
Bad Conduct	<input type="radio"/> Yes	<input type="radio"/> No
Dishonorable	<input type="radio"/> Yes	<input type="radio"/> No
Dismissed	<input type="radio"/> Yes	<input type="radio"/> No
Uncharacterized	<input type="radio"/> Yes	<input type="radio"/> No
Unknown	<input type="radio"/> Yes	<input type="radio"/> No

SECTION E. PERSONAL GOALS

What are your post-separation short-term goals?

What are your post-separation long-term goals?

2019

SECTION F. FACTORS

FAMILY LIFE AND RELOCATION PLAN:

- Do you plan to relocate after leaving the military? Yes No Unsure
If Yes, where? _____
- Is cost of living higher where you plan to relocate? Yes No Unsure
- Do you anticipate having a support system in place? Yes No
e.g., Family, Friends, Mentor, Transportation, Housing
- Does the thought of leaving the military create stress on you or your family? Yes No

FINANCIAL PLAN:

- Have you initiated a 12-month projected post transition budget? Yes No N/A
- Are you planning for your retirement? (e.g. TSP, 401K) Yes No N/A
- Have you established a financial emergency plan? Yes No N/A
- Do you have adequate cash set aside in case of emergencies? Yes No N/A
- Have you considered additional expenses? (childcare or child support, commuting, etc.) Yes No N/A
- Have you calculated the impact of renting vs. buying during your transition period? Yes No N/A
- Have you examined your tax status with regard to taxable income? Yes No N/A
- Have you reviewed your vehicle(s) payment, insurance, registration and taxes? Yes No N/A
- Have you assessed your insurance needs? (medical, exceptional family member, dental, life) Yes No N/A
- Have you reviewed your credit report in the last 4 months? Yes No N/A
- Do you have an up-to-date will and/or power of attorney? Yes No N/A

SECTION G. TRACKS

EMPLOYMENT PLAN

- Do you plan to work after leaving the military? Yes No
- Do you have a confirmed job offer? Yes No
- Do you have an updated resume? Yes No
- Do you plan on staying in your current career field? Yes No
- Would you like more information on employment? Yes No

EDUCATION PLAN

- Do you plan to enroll in continuing education or do you have enrollment confirmation? Yes No
- Do you have a professional license(s)/certificate(s)? Yes No
- Would you like more information on education? Yes No

ENTREPRENEURSHIP PLAN

- Do you currently own a business? Yes No
- Do you intend to start your own business after leaving the military? Yes No
- Do you have a business plan? Yes No
- Would you like more information on entrepreneurship? Yes No

VOCATIONAL PLAN

- Have you attended a trade school? Yes No
- Are you enrolled in or plan to enroll in an apprenticeship program? Yes No
- Do you have a technical or trade license(s)/certification(s)? Yes No
- Would you like more information on trades? Yes No

2019



Counseling Pathway Decision Support Tool

Transition Assistance Program (TAP) Counselor Tool

Demographic Factors	Selection Criteria	Y/N	Selection Criteria	Y/N	Selection Criteria	Y/N	Check
Secured Job or School	Not currently applying for jobs or school	Y	Currently applying for jobs or school		Secured job or school		
Characterization of Discharge	Other than honorable / bad conduct / dishonorable	Y	General		Honorable		
Military Occupational Specialty	Civilian career path does not align to MOS		Civilian career path slightly aligns to MOS	Y	Civilian career path aligns to MOS		
Education	No education or certification		Some education/certification/pending degree		Obtained degree or certification	Y	
Employment	Seeking low demand career field		Seeking moderate demand career field	Y	Seeking high career field		
Term of Service	End of first term of service		Mid career term (6-20 years)	Y	Retirement		
Disability	Has Disability that may impact pursuit of job or school		Pending Disability		No Disability	N	
Intended Track	No experience with desired track		Associated previous experience with desired track	Y	No desire to attend track		
Planning	Has post service Plan in place		Partial plan in place	Y	Has adequate Plan		
Engagement	Not interested in TAP assistance		Interested in TAP assistance	Y	Very Interested in TAP assistance		
Location	Currently assigned OCONUS or on deployment		Relocating to new area	Y	No plans to relocate		
Transition Mindset	Uncomfortable with decision to transition		Some what comfortable with decision		Very comfortable with decision		
Support System	No support system		Some support network		Good supportive network	Y	
Financial Readiness	No funds to support lifestyle		Limited funds to support lifestyle	Y	Adequate funds to support lifestyle		

Scoring Key
 Tier I = 14-32
 Tier II = 33-50
 Tier III = 60-80

Weighted Scores	12	2	24	8	2	2	
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Total Score	38
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Suggested Risk Level	Tier II
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Minimizes Subjectivity of Tier Determination



Joint Pathways

The following characteristics may indicate the pathway and level of risk for transition to civilian life:

TIER I

- Engaged in transition to civilian life/ proactive
- No career change with preparation
- Plan in place (financial, job, etc.)
- Retirement with savings
- Transition to high demand field
- Shore tour in the location where seeking path after separation
- Relevant education or certs
- Confirmed job or school

TIER II

- Ready to transition but feels that TAP is waste of time
- Plans career change with preparation
- Making an emotional decision, believes "grass is greener"
- Plan in place (financial, job, etc.)
- Retirement/ some Savings
- Transitioning to open career field
- Leaving local area
- Relevant education or certification

TIER III

- Lack of a plan (financial, job, etc.)
- Dishonorable discharge
- Emotional trauma or lack of support network
- Short notice separation
- Disability (physical, emotional, learning, mental)
- Career change with no preparation
- OCONUS or deployment
- Forced retirement



Joint Pathway Requirements

	COURSE ATTENDANCE	TIER I	TIER II	TIER III
	Self Assessment	R	R	R
	Pre-Separation Counseling	R	R	R
	Day1 Pre-sep training Services/Crosswalk/Financial Planning	R	R	R
	VA Services and Benefits Day	R	R	R
	DOL Employment Day (unless Waived)	R	R	R
	Member Selects Track Employment/Vocational Training/Education/Entrepreneurship	- optional	- optional	R
	CAPSTONE	R	R	R
	CRS STANDARDS			
1	Self Assessment/Individual Transition Plan	R	R	R
2	Post-transition Financial Plan	-	R	R
3	eBenefits Registration	R	R	R
4	Continuum of Military Service (AC only)	AR	AR	AR
5	Gap Analysis or Verification of Employment	-	R	R
6	Draft Resume or provide Verification of Employment	-	DTS	DTS
7	Comparison of Technical Institutions	-	-	DTS
8	Comparison of College/Universities	-	-	DTS



Recommendations & Way Ahead

▪ Recommendation:

- Collaborate with OSD and partner agencies for on time execution (1 OCT 2019)
- **Continue to work with TVPO/DMDC on eForm modification to capture new requirements**

▪ Next Steps:

- Conduct field training w/ CNIC N91 on implementation training package.
- Change Navy IT systems (Navy Retention Monitoring System / Transition GPS reports) to capture new/revised data from DMDC
- Educate/train the Fleet on new changes (more complexity) – June/July 2019
- Updated program in place NLT 1 October 2019

▪ Strat Comms:

- Coordinate with Interagency Strategic Communications Working Group on messaging
- NAVADMIN, P4, and email to Fleet Counselors

▪ Coordination:

- OSD and partner agencies (VA, DoL, SBA), CNIC N91, USFF, SECNAV M&RA
- Interagency Transition Assistance Program governance structure

This will be fourth change in TAP reporting process in 5 years





eForm



eForm Design

- The new TAP eForm is designed to streamline the TAP data collection process as well as reduce redundant data input currently required with two TAP forms.
 - Designed with embedded “pop up boxes” that serve as job aids that provide explanations on some data fields
 - The eForm is designed to produce a single .PDF upon completion of the data input required for TAP.
 - The eForm is designed to have pre-population of PII data from DEERS.
- The eForm is developed in three main phases and is designed to support TAP policies.
 - **Pre-Separation Counseling** - Mandatory counseling that is provided to eligible Service members by TAP staff or command career counselors to inform members of services, benefits, curriculum, assessments, career readiness standards (CRS) deliverables, and individual transition plan (ITP) during and after their separation, retirement, or release from active duty.
 - **CAPSTONE Review** – Mandatory phase in which eligible Service members produce evidence of the deliverables that meet the CRS to TAP staff or command career counselors before CAPSTONE Commander’s Verification.
 - **Commander’s Verification** – Mandatory phase in which eligible Service members produce evidence of the deliverables to Commander’s or their designee that meet the CRS before separation, retirement, or release from active duty.



NAVY Input eForm Design

- **Initial Counseling** - Mandatory phase in which eligible Service members receive individual counseling with TAP staff or command career counselors before the member begins pre-separation counseling. The counselor shall consider the results of the self-assessment, Service member joint service transcripts and the mandated assessment factors described in NDAA 19 SEC. 552. This phase should be completed not later than 365 days from date of discharge.
- **Pre-Separation Counseling** - Mandatory counseling that is provided to eligible Service members by TAP staff or command career counselors to inform members of services, benefits, curriculum, assessments, career readiness standards (CRS) deliverables, and individual transition plan (ITP) during and after their separation, retirement, or release from active duty.
- **CAPSTONE Review** – Mandatory phase in which eligible Service members produce evidence of the deliverables that meet the CRS to TAP staff or command career counselors before CAPSTONE Commander's Verification.
- **Commander's Verification** – Mandatory phase in which eligible Service members produce evidence of the deliverables to Commander's or their designee that meet the CRS before separation, retirement, or release from active duty.



DMDC TA CL HOMEPAGE



DoDTAP

Transition Assistance Program
For Managers and Counselors

Click to go to dashboard



- Home
- Sessions
- Transition Documents
- VMET
- Reports
- Person Search
- Logout

DoD Transition Assistance Program (DoDTAP) for Managers and Counselors

Welcome to DoDTAP for Managers and Counselors, Transition to Veterans Program Office's (TVPO's) Transition Assistance application for Transition Instructors, Counselors, and other operator users who support transitioning Service members. The DoDTAP for Managers and Counselors web application integrates several tools to help operators perform tasks related to transitioning Service members and their families.

News

- v9.01.18



Sessions

Attendance/module completion

- The Sessions component is a course-management tool that allows operators to:
- Add new sessions of Transition GPS modules & tracks
 - Record attendance of Transition GPS modules & tracks



Transition Documents

View/enter forms

The Transition Document component is a tool that allows operators to create, edit, and view electronic eForms, DD2648. This eForm replaced the older version of the Preseparation Counseling Checklist (PSCC) DD2648/-1 and the Individual Transition Plan (ITP) DD2958 in late 2016. The older forms can still be viewed in a read-only PDF format using the 'Person Search' feature. For questions about the eForm process, please review the FAQs on [DODTAP](#).

User Guide provides easy step by step instruction on entering forms. Other resources for training etc...



Verification of Military Experience and Training (VMET)

Download SVM VMET

- The VMET component is a tool that allows operators to:
- View a Service member's VMET Document (DD2586)
 - View a Service member's VMET Cover Letter (Service Specific)

Resources

- User Guide ****
- Barcode Scanner Software
- Transition GPS Participant Assessment Screenshots
- Transition GPS Participant Assessment Facilitator Information Sheet
- Disconnected Operations eForm Instructions
- Disconnected Operations eForm Worksheet
- eForm Training
- eForm Pre-Sep Job Aid
- eForm Capstone Review Job Aid



Transition Reports

- The Transition Reports component is a tool that allows operators to:
- Access reports that can be customized using many available filters
 - Access reports for DD2648/-1 PSCC and DD2958 ITP Checklists forms
 - Access reports for Session and Attendance information



Person Search

DoDTAP
Transition Assistance Program
For Managers and Counselors

Home Sessions Transition Documents VMET Reports Person Search Logout

Person Search

Enter members DoD ID#

Click Search

I. Person Search Criteria

DoD ID Number:	<input type="text"/>	SSN:	<input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>
Last Name:	<input type="text"/>	First Name:	<input type="text"/>	Middle Initial:	<input type="text"/>
Grade:	Select <input type="button" value="v"/>	Service:	Select <input type="button" value="v"/>	Component:	Select <input type="button" value="v"/>

- No additional Personally Identifiable Information (PII) will be displayed after a search.
- Search by at least one or any combination of the above criteria; DoD ID Number or SSN with Last Name is most efficient.

II. Person Search Results



Person Search (is your friend)

- Home
- Sessions
- Transition Documents
- VMET
- Reports
- Person Search
- Logout

Person Search

I. Person Search Criteria

DoD ID Number: SSN:

Last Name: First Name: Middle Initial:

Grade: Service: Component:

- No additional Personally Identifiable Information (PII) will be displayed after a search.
- Search by at least one or any combination of the above criteria; DoD ID Number or SSN with Last Name is most efficient.

II. Person Search Results

VOW Compliance

- Pre-Separation Counseling **Status:** Completed **Date Completed:** 2017-05-05
- VA Benefits Briefing **Status:** Completed **Date Verified/Completed:** 2017-07-21
- DOL Employment Workshop **Status:** Completed **Date Completed:** 2017-07-21

- The source for the three VOW Compliant criterion are based on fields 17, 18, and 19 on the DD2958 form or Section II. Items 14, 15, and 16 on the eForm.
- Only Completed DD2958 and eForms are included when determining VOW Compliance for a Service Member.

- Most recent Sessions are listed at the top.
- Most recent Transition Documents are listed at the top.

Reported Session Attendance

Session	Completed Date	Military Installation
Capstone Event	2017-07-25	NAS Jacksonville
DOL Employment Workshop	2017-07-21	NAS Jacksonville
MOC Crosswalk	2017-07-21	NAS Jacksonville
Resilient Transitions	2017-07-21	NAS Jacksonville
VA Benefits Briefing	2017-07-21	NAS Jacksonville
Financial Planning	2017-07-21	NAS Jacksonville
Transition GPS	2017-07-21	NAS Jacksonville
MOC Crosswalk	2017-07-17	NAS Jacksonville

Reported Transition Documents

Document	Status	Current Phase	Completed Date
eForm	In Progress	Pre-Separation Counseling	
eForm	Complete	Complete	2017-07-28

Has to have a COMPLETED form to be VOW Compliant. In the case though the new in progress overrides it.



Create New eForm



DoDTAP

Transition Assistance Program
For Managers and Counselors



Home

Sessions

Transition Documents

VMET

Reports

Person Search

Logout

Transition Documents

My eForm Dashboard

Create New / Open eForm

eForm FAQs

Transition Document FAQs

While editing a Transition Document, do not open a new browser tab to create/edit an additional form as it will merge the information resulting in an invalid form. Contact the Transition Helpdesk if this occurs.

Create New / Open Existing eForm for Service Member

Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty (REFRAD)

Section I - Privacy Act Statement

Authority: 10 U.S.C. 1142, Preseparation Counseling; DoD Directive 1332.35, E.O. 9397, as amended (SSN).

Principal Purpose(s): To record pre-separation counseling services and benefits requested by and provided to Service members; to identify pre-separation counseling areas of interest as a basis to complete a pre-separation needs assessment for development of an Individual Transition Plan (ITP). The signed pre-separation 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, pre-separation counseling for Service members be made available. For unanticipated losses, or in the event a member of a reserve component is being demobilized under circumstances in which operational requirements make the 90-day requirement unfeasible, pre-separation counseling shall be made available as soon as possible within the remaining period.

Routine Use(s): None.

Disclosure: Disclosure of Department of Defense Identification (DoD ID) numbers are mandatory. Disclosure of other information in Section II is voluntary; however, it may not be possible to initiate pre-separation counseling and other transition assistance services or develop an ITP for a Service member if the information is not provided.

Enter the DoD ID Number or click the "Use SSN" checkbox and enter the Last Name and SSN of the person whose eForm you wish to create or open.

DoD ID Number:

← Enter DoDID#

Use SSN:

[Print Blank eForm](#)

Click to create a new form →

[Create New / Open eForm](#)



eForm Personal Section

Home Sessions Transition Documents VMET Reports Person Search Logout

Transition Assistance eForm (eForm) -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed in DoD Instruction 1332.35

Status Pre-Separation Counseling Created 2016/11/03 Last Updated

Save Close

If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

I. Service Member Personal Information

1. Name PARKER, Meg 2. DOD ID number 2001429917 3. Grade E2 4. Date of Birth 1985/03/10

5. Service Navy 6. Personnel Category Code Active Duty Member 7. Component Active 8. In Training/PME Status Yes No

9. Gender Female 10. Years of Service 11. Highest Level of Education High school diploma

12. Security Clearance Yes No 13. Married Yes No 14. Dependents Yes No

15. Unit Name 16. Unit ID Code W1221587 17. Military Installation

18. Anticipated Date of Separation

19. Reason for Separation Select a Separation Reason 20. Type of Separation Select a Separation Type

21. Post-Separation Personal Contact Information Phone Number:

22. Does the Service member consent to allow this form to be sent to Federal agencies for additional Transition assistance post-separation? Yes No

23. Does the Service member consent to allow this form to be sent to Federal and other agencies who look for critical language skills and/or regional expertise that could be vital during times of need, crisis, and/or national emergencies? Yes No

24. Does the Service member think they will have a family member/caregiver/legal guardian/designee be present during pre-separation counseling? Yes No N/A

25. Was the Service member assigned to a Warrior Transition Unit (WTU) prior to separation? Yes No

II. Pre-Separation / Transition Counseling, Pre-Separation / Transition Counseling Needs Assessment, Review and Verification

15 : pre-populated based on UIC but is editable
 17: Start typing and dropdown box with name appears.



Initial Counseling/Self Assessment

- Requires INDIVIDUAL 1 on 1 Initial counseling to be completed at least **365 days prior** to release from active duty.
- This counseling must be completed prior to commencing transition process.
- Shall to include a Self-Assessment, information on reenlisting, and receive information on resources regarding military sexual trauma.
- Assign the member to one of three established pathways based on demographic factors.

Joint Pathways:

- **Tier I** (confirmed employment, demob returning to previous job, stay-at-home spouse)
- **Tier II** (mid-grade separations, ready to transition w/ draft plan, relocating)
- **Tier III** (short-fuse administrative separations, no plan, not financially set)



Self-Assessment Tool

 **TRANSITION ASSISTANCE INITIAL SELF-ASSESSMENT WORKSHEET**

SECTION A. SERVICE MEMBER INFORMATION

NAME: _____ DOD ID: _____ INSTALLATION: _____
 WORK EMAIL: _____ PERSONAL EMAIL: _____
 DATE OF SEPARATION: _____ WORK PHONE: _____ CELL PHONE: _____
 HOW MANY YEARS OF SERVICE: _____ DOB: _____ AGE: _____ GENDER: _____

SECTION B. DEMOGRAPHICS

Rank: E1-E3 E6-E7 E8-E9 O1-O3 O4-O6 O7-O10 WO1-CWO5
 Service Branch: USN USAF USA USMC USCG Reserve Guard
 Rate/Designator/MOS/AFSC: _____
 Marital Status: Single Married Widowed Divorced Separated Children# _____
 Highest Level of Education: GED/HS Associates Bachelors Masters Post-Graduate Doctorate
 Concentration: _____

SECTION C. DISCHARGE

Retiring 20+ Years	<input type="radio"/> Yes	<input type="radio"/> No
Medical Retirement	<input type="radio"/> Yes	<input type="radio"/> No
Medical Separation	<input type="radio"/> Yes	<input type="radio"/> No
Voluntary Separation	<input type="radio"/> Yes	<input type="radio"/> No
Involuntary Separation	<input type="radio"/> Yes	<input type="radio"/> No
Administrative Separation	<input type="radio"/> Yes	<input type="radio"/> No
Demobilization	<input type="radio"/> Yes	<input type="radio"/> No

SECTION D. PROJECTED CHARACTERIZATION OF DISCHARGE

Honorable	<input type="radio"/> Yes	<input type="radio"/> No
Honorable Conditions (General)	<input type="radio"/> Yes	<input type="radio"/> No
Other than Honorable	<input type="radio"/> Yes	<input type="radio"/> No
Bad Conduct	<input type="radio"/> Yes	<input type="radio"/> No
Dishonorable	<input type="radio"/> Yes	<input type="radio"/> No
Dismissed	<input type="radio"/> Yes	<input type="radio"/> No
Uncharacterized	<input type="radio"/> Yes	<input type="radio"/> No
Unknown	<input type="radio"/> Yes	<input type="radio"/> No

SECTION E. PERSONAL GOALS

What are your post-separation short-term goals?

What are your post-separation long-term goals?

2019

SECTION F. FACTORS

FAMILY LIFE AND RELOCATION PLAN:

1. Do you plan to relocate after leaving the military? Yes No Unsure
 If Yes, where? _____
 2. Is cost of living higher where you plan to relocate? Yes No Unsure
 3. Do you anticipate having a support system in place?
 e.g., Family, Friends, Mentor, Transportation, Housing Yes No
 4. Does the thought of leaving the military create stress on you or your family? Yes No

FINANCIAL PLAN:

1. Have you initiated a 12-month projected post transition budget? Yes No N/A
 2. Are you planning for your retirement? (e.g. TSP, 401K) Yes No N/A
 3. Have you established a financial emergency plan? Yes No N/A
 4. Do you have adequate cash set aside in case of emergencies? Yes No N/A
 5. Have you considered additional expenses? (childcare or child support, commuting, etc.) Yes No N/A
 6. Have you calculated the impact of renting vs. buying during your transition period? Yes No N/A
 7. Have you examined your tax status with regard to taxable income? Yes No N/A
 8. Have you reviewed your vehicle(s) payment, insurance, registration and taxes? Yes No N/A
 9. Have you assessed your insurance needs? (medical, exceptional family member, dental, life) Yes No N/A
 10. Have you reviewed your credit report in the last 4 months? Yes No N/A
 11. Do you have an up-to-date will and/or power of attorney? Yes No N/A

SECTION G. TRACKS

EMPLOYMENT PLAN

1. Do you plan to work after leaving the military? Yes No
 2. Do you have a confirmed job offer? Yes No
 3. Do you have an updated resume? Yes No
 4. Do you plan on staying in your current career field? Yes No
 5. Would you like more information on employment? Yes No

EDUCATION PLAN

1. Do you plan to enroll in continuing education or do you have enrollment confirmation? Yes No
 2. Do you have a professional license(s)/certificate(s)? Yes No
 3. Would you like more information on education? Yes No

ENTREPRENEURSHIP PLAN

1. Do you currently own a business? Yes No
 2. Do you intend to start your own business after leaving the military? Yes No
 3. Do you have a business plan? Yes No
 4. Would you like more information on entrepreneurship? Yes No

VOCATIONAL PLAN

1. Have you attended a trade school? Yes No
 2. Are you enrolled in or plan to enroll in an apprenticeship program? Yes No
 3. Do you have a technical or trade license(s)/certification(s)? Yes No
 4. Would you like more information on trades? Yes No

2019



Counseling Pathway Decision Support Tool

Transition Assistance Program (TAP) Counselor Tool

Demographic Factors	Selection Criteria	Y	N	Selection Criteria	Y	N	Selection Criteria	Y	N	Check
Term of Service	End of first term of service			Mid career term (6-19 years)			Retirement			
Characterization of Discharge	Other than honorable / bad conduct / dishonorable			General			Honorable			
Disability	Has Disability that may impact pursuit of job or school			Pending Disability			No Disability			
Financial Readiness	No funds to support lifestyle			Limited funds to support lifestyle			Adequate funds to support lifestyle			
Engagement	Not interested in TAP assistance			Interested in TAP assistance			Very Interested in TAP assistance			
Military Occupational Special	Civilian career path does not align to MOS			Civilian career path slightly aligns to MOS			Career path aligns to MOS/ Permanent Retirement			
Education History	No education or certification			Some education/certification/pending degree			Obtained degree or certification			
Employment Interest	Seeking low demand career field			Seeking moderate demand career field			Seeking high demand career field			
Employment Intentions	Not currently applying for employment			Currently applying for employment			Secured employment			
Education Intentions	Not currently applying for school			Currently applying for schools			Secured school			
Intended Track	No experience with desired track			Associated previous experience with desired track			No desire to attend track			
Planning	Has no post service Plan in place			Partial Plan in place			Has adequate Plan			
Location	Currently assigned OCONUS or on deployment			Relocating to new area			No plans to relocate			
Transition Mindset	Uncomfortable with decision to transition			Some what comfortable with decision			Very comfortable with decision			
Support System	No support system			Some support network			Good supportive network			
Weighted Scores	0	0		0	0		0	0		

Scoring Key
 Tier I = 15-39
 Tier II = 40-65
 Tier III = 66-90

Total Score	0
Minimum Assignable Tier Level	Tier I

Minimizes Subjectivity of Tier Determination

Click the following links to navigate this document

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Counseling Tool

“Y” column D = 6pts

“Y” column G = 3pts

“Y” column J = 1pts

Demographic Factors	Selection Criteria	Y/N	Selection Criteria	Y/N	Selection Criteria	Y/N	Check
Term of Service	End of first term of service		Mid career term (6-19 years)		Retirement		
Characterization of Discharge	Other than honorable / bad conduct / dishonorable		General		Honorable		
Disability	Has Disability that may impact pursuit of job or school		Pending Disability		No Disability		
Financial Readiness	No funds to support lifestyle		Limited funds to support lifestyle		Adequate funds to support lifestyle		
Engagement	Not interested in TAP assistance		Interested in TAP assistance		Very Interested in TAP assistance		
Military Occupational Specialist	Civilian career path does not align to MOS		Civilian career path slightly aligns to MOS		Career path aligns to MOS/ Permanent Retirement		
Education History	No education or certification		Some education/certification/pending degree		Obtained degree or certification		
Employment Interest	Seeking low demand career field		Seeking moderate demand career field		Seeking high demand career field		
Employment Intentions	Not currently applying for employment		Currently applying for employment		Secured employment		
Education Intentions	Not currently applying for school		Currently applying for schools		Secured school		
Intended Track	No experience with desired track		Associated previous experience with desired track		No desire to attend track		
Planning	Has no post service Plan in place		Partial Plan in place		Has adequate Plan		
Location	Currently assigned OCONUS or on deployment		Relocating to new area		No plans to relocate		
Transition Mindset	Uncomfortable with decision to transition		Some what comfortable with decision		Very comfortable with decision		
Support System	No support system		Some support network		Good supportive network		
Weighted Scores	0	0	0	0	0	0	

Scoring Key
Tier I = 15-39
Tier II = 40-65
Tier III = 66-90

Total Score 0

Minimum Assignable Tier Level Tier I

Click the following links to navigate this document

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Counseling Tool

Transition Assistance Program (TAP) Counselor Tool

Demographic Factors	Selection Criteria	Y/N	Selection Criteria	Y/N	Selection Criteria	Y/N	Check
Term of Service	End of first term of service	Y	Mid career term (6-19 years)		Retirement		
Characterization of Discharge	Other than honorable / bad conduct / dishonorable		General	Y	Honorable		
Disability	Has Disability that may impact pursuit of job or school		Pending Disability		No Disability	Y	
Financial Readiness	No funds to support lifestyle	Y	Limited funds to support lifestyle		Adequate funds to support lifestyle		
Engagement	Not interested in TAP assistance		Interested in TAP assistance	Y	Very Interested in TAP assistance		
Military Occupational Specialty	Civilian career path does not align to MOS		Civilian career path slightly aligns to MOS	Y	Career path aligns to MOS/ Permanent Retirement		
Education History	No education or certification	Y	Some education/certification/pending degree		Obtained degree or certification		
Employment Interest	Seeking low demand career field		Seeking moderate demand career field		Seeking high demand career field	Y	
Employment Intentions	Not currently applying for employment	Y	Currently applying for employment		Secured employment		
Education Intentions	Not currently applying for school	Y	Currently applying for schools		Secured school		
Intended Track	No experience with desired track		Associated previous experience with desired track	Y	No desire to attend track		
Planning	Has no post service Plan in place		Partial Plan in place	Y	Has adequate Plan		
Location	Currently assigned OCONUS or on deployment		Relocating to new area	Y	No plans to relocate		
Transition Mindset	Uncomfortable with decision to transition		Some what comfortable with decision	Y	Very comfortable with decision		
Support System	No support system		Some support network		Good supportive network	Y	
Weighted Scores	30	5	21	7	3	3	

Scoring Key
Tier I = 15-39
Tier II = 40-65
Tier III = 66-90

Total Score 54

Minimum Assignable Tier Level Tier II



Click the following links to navigate this document





Joint Pathway Requirements

	COURSE ATTENDANCE	TIER I	TIER II	TIER III
	Self Assessment	R	R	R
	Pre-Separation Counseling	R	R	R
	Day1 Pre-sep training Services/Crosswalk/Financial Planning	R	R	R
	VA Services and Benefits Day	R	R	R
	DOL Employment Day (unless Waived)	R	R	R
	Member Selects Track Employment/Vocational Training/Education/Entrepreneurship	- waivable	- waivable	R
	CAPSTONE	R	R	R
	CRS STANDARDS			
1	Self Assessment/Individual Transition Plan	R	R	R
2	Post-transition Financial Plan	-	R	R
3	eBenefits Registration	R	R	R
4	Continuum of Military Service (AC only)	AR	AR	AR
5	Gap Analysis or Verification of Employment	-	R	R
6	Draft Resume or provide Verification of Employment	-	DTS	DTS
7	Comparison of Technical Institutions	-	-	DTS
8	Comparison of College/Universities	-	-	DTS



Initial Counseling eForm Entry

DoDTAP
Transition Assistance Program
For Managers and Counselors

Remember to close your browser after logout to protect your personally identifiable information.

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Transition Assistance eForm () -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed in DoD Instruction 1332.35

Phase Pre-Separation Counseling Created 2019/08/15 Last Updated 2019/08/22

Print Save Close

If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

Pre-Separation Reporting Method: Real-time Electronic Signature Disconnected Operation

I. Service Member Personal Information

1. Name 2. DOD ID number 3. Date of Birth

5. Service Personnel Category Code 7. Component 8. In Training/PME Status Yes No

9. Gender 10. Years of Service 11. Highest Level of Education

12. Security Clearance Yes No 13. Married Yes No 14. Dependents Yes No Number of Dependents

15. Unit ID Code 16. Unit Name 17. Military Installation

As of the March 2017 eForm enhancement, the Unit ID Code and Unit Name fields on all In Progress eForms have been updated to include a relationship where the Unit Name is now derived from the Unit ID Code, which will still be provided from DEERS. While you can still change the Unit ID Code, you can no longer type in the Unit Name - Unit Names will now be based on a Service approved Unit Name List that matches to the specific Unit ID Code on the eForm. Any previously reported Unit ID Codes and Unit Names have been re-validated against this approved list and updated where applicable. Please contact your Service's TAP Lead to request a new Unit ID Code or Unit Name be added to your Service's approved list, which is updated every 6 months.

18. Anticipated Date of Separation

19. Initial Counseling Completion Date

19a. Was Initial Counseling Provided Less Than 365 Days From Anticipated Transition from Active Duty Date?

20. Did the Service member take the Self-Assessment? Yes No

21. Tier Level

New Section





Pre-separation Counseling

- Requires to be completed at least **365 days prior** to release from active duty.
- Preferred method is to attend Pre-sep at FFSC morning Day 1 of TGPS class.
 - 3.0 hour block to conduct Pre-sep with Script and Power point
- If conducted in group setting should have members logged into MilConnect checking their own form off.
- For those who will be doing TGPS via JKO then a individual pre-sep must be conducted by CCC at local command or the Transition Counselor at FFSC.
- The counselor conducting Pre-sep is required to sign-off eForm DD Form 2648 in DMDC.



eForm Pre-Sep Cont'



DoDTAP

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For Managers and Counselors



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Transition Assistance eForm (eForm) -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 38, United States Code, and DoD Instruction 1332.35

Status Pre-Separation Counseling Created 2016/11/03 Last Updated

If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

- Conduct pre-sep counseling using the updated Pre-sep script and slide deck

- Then check off any CRS that may have been completed during MLC.

ii. Pre-Separation / Transition Counseling, Pre-Separation / Transition Counseling Needs Assessment, Review and Verification

Service members shall be counseled on all items prescribed in Title 10, United States Code (U.S.C.), Chapter 58, Sections 1142(b) (1-17), Sections 1143, 1143a, 1144, 1145, 1146, 1147, 1148, 1149, 1150, 1151, and 1154, and DoD policies; involuntarily separated Service members have alternative benefits and programs that apply to them.

[Download eForm Script](#)

Per DoDI 1332.35, CRS documentation dates should be relevant (within 12 months prior to the Service member's transition from Active Duty).

1. Registered on eBenefits	<input checked="" type="radio"/> Yes <input type="radio"/> No	2016/11/04
2. Prepared a criterion-based Financial Plan for military to civilian transition	<input type="radio"/> Yes <input checked="" type="radio"/> No	
3. Completed a criterion-based Individual Transition Plan (ITP)	<input type="radio"/> Yes <input checked="" type="radio"/> No	
4. Completed a Continuum of Military Service Opportunity Counseling (Required Active Component Only)	<input type="radio"/> Yes <input checked="" type="radio"/> No <input type="radio"/> N/A	
5. Evaluated transferability of military skills to civilian workforce / Complete DoD Standardized Gap Analysis	<input type="radio"/> Yes <input checked="" type="radio"/> No	
6. Documented requirements and eligibility for licensure, certification, and apprenticeship	<input checked="" type="radio"/> Yes <input type="radio"/> No	2016/07/08
7. Completed an assessment tool to identify personal interests and leanings regarding career selection	<input type="radio"/> Yes <input type="radio"/> No	
8. Completed a job application package (resume, personal/professional references and, if required, application) or received a job offer letter	<input type="radio"/> Yes <input type="radio"/> No	
9. Received a DOL Gold Card and understands post- 9/11 Veterans have priority at DOL American Job Centers	<input type="radio"/> Yes <input type="radio"/> No	



eForm Pre-Sep Signature Page



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Transition Assistance eForm (eForm) -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed in DoD Instruction 1332.35

Status Pre-Separation Counseling Created 2016/11/03 Last Updated

Save Close

If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

III. Other Warm Handovers and Supporting Agencies

IV. Signatures and Remarks

1. Pre-Separation Counseling Completed with 89 Days or Less Remaining on Active Duty

Pre-Separation counseling days remaining prior to planned separation:

2. Service Member's Signature Method

- Notify Service Member by Email to Sign
- Signature Obtained Through Disconnected Operations

Service Member's Email:

Send Email

What is Disconnected Operations?

3. Remarks

Add Remarks

Created By Remark Edit Delete

4. Pre-Separation Counselor's Signature Method

- Electronic Signature
- Counselor Obtained Signature Through Disconnected Operations

What is Disconnected Operations?

Select email and enter SVM email, click on send

Disconnected Ops may be used but you MUST have a signed 2648 on file

Click here to sign form



CAPSTONE Event

- Preferred method is to attend a CAPSTONE event conducted by transition counselors at Navy transition sites in small group (less than 25) seminars (2-4 hours).
- For those unable to attend a transition site CAPSTONE event due to operational commitment, a local CAPSTONE with a transition counselor (CCC or designated rep) will be conducted to verify CRS



Pathway Requirements

	COURSE ATTENDANCE	TIER I	TIER II	TIER III
	Self Assessment	R	R	R
	Pre-Separation Counseling	R	R	R
	Day1 Pre-sep training Services/Crosswalk/Financial Planning	R	R	R
	VA Services and Benefits Day	R	R	R
	DOL Employment Day (unless Waived)	R	R	R
	Member Selects Track Employment/Vocational Training/Education/Entrepreneurship	- optional	- optional	R
	CAPSTONE	R	R	R
	CRS STANDARDS			
1	Self Assessment/Individual Transition Plan	R	R	R
2	Post-transition Financial Plan	-	R	R
3	eBenefits Registration	R	R	R
4	Continuum of Military Service (AC only)	AR	AR	AR
5	Gap Analysis or Verification of Employment	-	R	R
6	Draft Resume or provide Verification of Employment	-	DTS	DTS
7	Comparison of Technical Institutions	-	-	DTS
8	Comparison of College/Universities	-	-	DTS



CAPSTONE

Completion of DD Form 2648

- Warm Handovers* are provided to transitioning Service members who:
 - Have not met career readiness standards (CRS) by the capstone event.
 - Do not have adequate housing or transportation
 - Those being released with less than honorable conditions
 - General/Under honorable
 - Bad Conduct
 - Other than Honorable conditions
 - Uncharacterized Separations.

*reference SECNAV memorandum 28JUN2018



eForm CRS Review



DoDTAP

Transition Assistance Program

For Managers and Counselors








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Transition Documents

- My eForm Dashboard
- Create New / Open eForm
- eForm FAQs
- Transition Document FAQs

While editing a Transition Document, do not open a new browser tab to create/edit an additional form as it will merge the information resulting in an invalid form. Contact the Transition Helpdesk if this occurs.

My eForm Dashboard

This Dashboard displays eForms in progress, select the Service Member name to open a generated eForm. If you have worked on in the past, or is assigned to verify. To open an eForm in progress panel. For completed eForms, select the Service member's name to open a generated eForm.

If SVM already on your dashboard click name to begin.

For all others select "Use Person Search"

[Download the eForm Capstone Review Job Aid](#)

[Download the eForm Capstone Review Job Aid](#)

In-Progress eForms					
Service Member	Grade	Anticipated Separation Date	Current Phase	Last Updated Date	Last Updated By
	E2	2017/02/09	Capstone Review	2016/11/03	

Note: In Progress eForms that are awaiting a Commander's Verification for more than 14 days will be listed as red on your dashboard until a Commander or Commander's Designee verifies the eForm.

Completed eForms				
Service Member	Grade	Anticipated Separation Date	Completed Date	Last Updated By
	O5	2017/01/05	2016/10/20	
	E2	2017/02/03	2016/11/01	
	E2	2017/03/10	2016/10/20	
	E4	2017/09/05	2016/10/20	

Note: Completed eForms will remain listed on your dashboard until their Anticipated Separation Date, at which point they will drop off your dashboard (but still be saved in the system).



eForm CRS Review cont'



DoDTAP Transition Assistance Program For Managers and Counselors



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Transition Assistance eForm (eForm) -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed in DoD Instruction 1332.35

Status Capstone Review Created 2016/11/03 Last Updated 2016/11/03

Save Unlock Close

If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

Service members shall be counseled on all items prescribed in Title 10, United States Code (U.S.C.), Chapter 58, Sections 1142(b) (1146, 1147, 1148, 1149, 1150, 1151, and 1154, and DoD policies; involuntarily separated Service members have alternative benefits.

[Download eForm Script](#)

Per DoDI 1332.35, CRS documentation dates should be relevant (within 12 months prior to the Service member's transition from Active Duty)

Conduct CRS review using SVM ITP and other supporting documentation.

	Pre-Sep Counseling	Date Completed	Capstone Review
1. Registered on eBenefits	Yes	2016/11/02	<input type="radio"/> Yes <input type="radio"/> No
2. Prepared a criterion-based Financial Plan for military to civilian transition	No	2016/11/03	<input checked="" type="radio"/> Yes <input type="radio"/> No
3. Completed a criterion-based Individual Transition Plan (ITP)	No	2016/11/03	<input checked="" type="radio"/> Yes <input type="radio"/> No
4. Completed a Continuum of Military Service Opportunity Counseling (Required Active Component Only)	No	2016/11/03	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
5. Evaluated transferability of military skills to civilian workforce / Complete DoD Standardized Gap Analysis	No		<input type="radio"/> Yes <input type="radio"/> No
6. Documented requirements and eligibility for licensure, certification, and apprenticeship	Yes	2016/07/08	<input type="radio"/> Yes <input type="radio"/> No
7. Completed an assessment tool to identify personal interests and leanings regarding career selection	No		<input type="radio"/> Yes <input type="radio"/> No
8. Completed a job application package (resume, personal/professional references and, if required, application) or received a job offer letter	No		<input type="radio"/> Yes <input type="radio"/> No



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Transition Assistance eForm (eForm) -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed in DoD Instruction 1332.35

Status Capstone Review Created 2016/11/03 Last Updated 2016/11/03

Save Unlock Close

If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

27. Does the Service member have adequate transportation to meet their personal/family needs post-separation, or a plan to address their transportation needs?

Yes No

Remarks: [text box]

28. Does the Service member have adequate housing to meet their personal/family needs post-separation, or a plan to address their housing needs?

Yes No

Remarks: [text box]

MUST BE answered. If "NO" a warm-handover is required.

III. Other Warm Handovers and Supporting Agencies

A warm handover requires a Counselor to do a person-to-person (face-to-face, telephonic, or email) connection with the Service member and the appropriate agency or resource. The warm handover does not go beyond making the connection between Service member and agency or resource. This section of the eForm documents the initial contact information of this connection (which should also be annotated on the Service member's Individual Transition Plan (ITP)), and the Commander is responsible for verifying the warm handovers were executed.

Handover Type: Representative: Phone Number:

Organization:

Post-Transition Location:

Address:

Comments:

Warm-handover entered here...

Add Link to VA zip code search | Link to DOL zip code search

Type Submitted Warm Handovers Content Edit Delete



eForm CRS Review cont'

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Transition Assistance eForm (eForm) -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed in DoD Instruction 1332.35

Status: Capstone Review **Created:** 2016/11/03 **Last Updated:** 2016/11/03

Save Unlock Close

If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

Service member: Signature: Date Signed: 2016/11/03	Transition Assistance Counselor: Signature: Date Signed: 2016/11/03
--	---

3. Service Member's Signature for

Notify Service Member by Email to Sign

Signature Obtained Through Disconnected

What is Disconnected Operations?

4. Remarks

I acknowledge that I have been designated by the Commander to act on their behalf to verify and approve these eForms. I confirm that I have a formal Designation Letter on file.

Add Remarks

Created By | Remark | Edit | Delete

5. Method to Notify Commander or Commander's Designee

Notify Commander Via Email Token I am the Commander's Designee

6. Capstone Review Counselor's Signature Method

Electronic Signature

Counselor Obtained Signature Through Disconnected Operations

What is Disconnected Operations?

5. Method to Notify Commander or Commander's Designee

FFSC: enter Commander/Designee email to send the eForm to them for verification and signature.

CCC: enter Commander/Designee email to send the eForm to them for verification and signature;

OR, if CCC is designated they select "I am designee", sign CRS and go back to dashboard, open form under CMD Verification and can sign the form.

Transition Helpdesk | VMET Helpdesk | Privacy Act Information | Link Disclaimer | DoDTAP for Managers and Counselors is maintained by DMDC.



eForm Commanders Email Notification

From: dodtra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil
To: _____
Subject: Transition Assistance eForm Approval Required for
Date: Thursday, November 03, 2016 13:45:10

You have a Transition Assistance eForm that is ready for your review and approval for _____ Please login to the DoDTAP for Commanders website with the hyperlink below to review and electronically sign the designated eForm for the specified Service Member.

<https://pkidm.dmdc.osd.mil/tacl/CDRTokenLogin?eFormToken=d17f7a759465476a8d498cab1dd23aa6>

Please do not reply to this email; it is not a monitored email account. For questions or concerns, please see the FAQ list on the DoDTAP website here: <https://www.dodtap.mil/login.html>

- DoD Transition Assistance Program (DoDTAP)



eForm Commanders Verification



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Transition Assistance eForm (eForm) -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed in DoD Instruction 1332.35

Status Capstone Review *Created* 2016/11/03 *Last Updated* 2016/11/03

If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

1. Pre-Separation Counseling Completed with 89 Days or Less Remaining on Active Duty

Per Title 10, USC 1142, Pre-Separation counseling must be completed at least 90 days prior to separation.

Pre-Separation counseling days remaining prior to planned separation:

[Click Here to View Guidance for Pre-Separation counseling completed not later than 90 days before the anticipated date of separation](#)

2. Veteran's Opportunity to Work (VOW) Act Compliance Summary

- 1. Pre-Separation Counseling **Status:** **Date Completed:**
- 2. VA Benefits Briefing **Status:** **Date Verified/Completed:**
- 3. DOL Employment Workshop **Status:** **Date Verified/Completed:**

3. Individual Transition Plan Document Summary

Reported as:

[Click Here to View Guidance for Verifying an Individual Transition Plan \(ITP\) Document was Completed](#)

A Commander/Commander's Designee is responsible for verifying that Service members have a viable Individual Transition Plan (ITP). If the Service member has a viable ITP, as reported by the Transition Counselor or provided to you, then check the "Yes" option below. If the Transition Counselor reported that the Service member does not have a viable ITP and you agree, you are required to 1) check the "No" option below; 2) refer the Service member back to the appropriate member of your staff to assist them in developing a viable ITP; or 3) document in the remarks section that the Service member did not have a viable ITP and you are still signing off on the verification process without any additional referrals.

Yes No **I verify a viable ITP was completed.**



eForm Commanders Verification cont'



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5c. Did the Service member report that they have adequate housing to meet their personal/family needs post-separation, or a plan to address their housing needs?

Reported as: Yes No Remarks:

[Click Here to View Guidance for the Warm Handover Requirement Based on the Post-Transition Housing Plan](#)

Yes No I verify that a warm handover was executed because the Service member did not have a post-transition housing plan.

CMD/ designee has to verify if a warm-handover was issued or not.

5d. Warm Handover Requirement Based on Less than Honorable Discharge

[Click Here to View Guidance for the Warm Handover Requirement Based on Less than Honorable Discharge](#)

Yes N/A I verify that a warm handover was executed to Department of Labor because the Service member is separating with less than an Honorable Discharge.

III. Commander's Signature and Remarks

1. Remarks

Add Remarks

Created By Remark Edit Delete

2. Verification and Approval

By clicking "Click here to sign and complete", as the Commander / Commander's Designee you are verifying and approving this eForm. This document will be signed with your electronic signature as the Commander / Commander's Designee, which will lock the eForm from further editing and complete the Commander's Verification phase. The eForm will be available on your DoDTAP dashboard on this website, where it can be downloaded as PDF.

Commander's Signature:

CMD / Designee clicks to sign.



Questions

Any additional questions before we go into GPS Reports



NRMS GPS REPORT

- Please remember to run GPS Pre-separation report in future.
- GPS Transition Compliance report is the past.
 - Member won't appear on Compliance report until after they are a loss.
- GPS Report are ONLY updated MONTHLY.
- VOW issue based on "Anticipated Date of Separation" - if this date is greater than 179 days for actual "Sep Date" it will not apply the completed form to your VOW.
 - The current work around to get credit for VOW is you can submit a new eForm use disconnected Ops for members signature and put anticipated date of Sep the date they actually separated, or you can wait until 24 August. An SCR has been submitted to change it to 730 days either side of Pre-sep Counseling signature date.
- For any Pre-sep sessions where member is being Invol Sep recommend you just enter a 90 days date for Anticipated Sep block, this would alleviate this issue in the future.
- NRMS rule states that loss get counted back to last command SM was Code 100 status.



GPS

The screenshot shows the SAP Documents interface. On the left is a folder tree with the following structure:

- Public Folders
 - Dashboards
 - NRMS
 - CIMS Analytics
 - Command Career Counselor Report
 - Cubes
 - GPS
 - PACT
 - Prototype
 - Training
 - test
 - Universe Metadata

On the right is a table of documents:

Title ^	Type
Detail Reports	Folder
GPS Pre-Separation	Web Intelligence
GPS Reserve Transition Compliance Report	Web Intelligence
GPS Transition Compliance	Web Intelligence
GPS TYCOM Transition Compliance	Web Intelligence



Updated GPS Pre-Sep Tracking

GPS Pre-Separation Tracking Report for 00000 - ALL NAVY
 UIC(s) Selected: UICs and their Children
 Based on Date Range: August 1, 2018 to July 31, 2019
 Officer/Enlisted: All
 # of Months: 12

Blanks indicate member has not completed this element and it has not been enter in DMDC.

UIC	Rate/ Rank	Name	SEA01 Date	EDLN	EDLN Reason	Current ADGD	GPS Admitted	Pre-Separation Completed	DDI Workshop Complet	DDI Workshop Completion Date	VA Brief Completion Date	CAN-STONE Completion Date	2048 Completed
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	2/23/2019			2/23/2019	Y	7/6/2017		7/14/2017	7/14/2017	7/17/2017	7/17/2017
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	2/9/2019	2/9/2020	HYT - HIGH YEAR TENURE BASED ON EDLN DATE. NO WAIVER REQUEST	2/9/2019	Y	5/17/2017		6/30/2017	6/30/2017	5/9/2017	5/9/2017
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	7/19/2019			7/26/2019	Y						
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	2/22/2019	2/22/2021	HYT - HIGH YEAR TENURE BASED ON EDLN DATE. NO WAIVER REQUEST	2/23/2019	Y						
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	2/9/2019	2/9/2021	HYT - HIGH YEAR TENURE BASED ON EDLN DATE. NO WAIVER REQUEST	2/9/2019	Y						
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	9/7/2018			3/21/2008	Y	5/3/2017		5/3/2017	4/30/2017	5/3/2017	5/3/2017
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	12/21/2018			9/25/2005	Y						
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	12/18/2018	7/5/2021	HYT - HIGH YEAR TENURE BASED ON EDLN DATE. NO WAIVER REQUEST	7/6/2011	Y			7/22/2018	7/22/2018		
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	9/3/2018	3/11/2019	HYT - HIGH YEAR TENURE BASED ON EDLN DATE. NO WAIVER REQUEST	3/12/2012	Y			12/31/2017	3/31/2018	3/6/2017	
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	7/5/2019	7/8/2019	HYT - HIGH YEAR TENURE BASED ON EDLN DATE. NO WAIVER REQUEST	7/9/2003	Y			5/12/2017	5/12/2017	5/17/2017	
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	9/17/2018			9/18/2013	Y			6/27/2018	6/27/2018		
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	8/30/2018			10/1/2013	Y			4/27/2018	4/27/2018		
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	2/3/2019			2/4/2014	Y	7/5/2017		6/30/2017	6/30/2017	7/6/2017	7/6/2017
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	4/14/2019			1/7/2008	Y						
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	8/11/2018			8/12/2013	Y	6/8/2017		6/30/2017	6/30/2017	7/25/2017	7/25/2017
00000	00000	XXXXXXXXXX XXXXXXXX XXXXX	3/11/2019			11/13/2009	Y	3/20/2017		4/21/2017	4/21/2017	5/2/2017	5/2/2017

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Sample Pre-sep w/ NDAA 19

GPS Pre-Separation Tracking Report for 21412 - CVN 73 GEORGE WASHINGTON
 UIC(s) Selected: Selected UICs
 Based on Date Range: October 1, 2018 to September 30, 2019
 Officer/Enlisted: All
 # of Months: 12

Initial Counseling

Tracks

UIC	Rate/Rank	Name	SEAOS	EDLN	EDLN Reason	Current ADGD	TGPS Rgrd	Init Counseling Date	Pre-Sep Date	DOL Wrkshp Exmpt	DOL Wrkshp Date	VA Bnf Date	Captn Date	Tracks Opt Out	High Edu Date	Career Tech Date	Entrep Track Date	DD2648 Compl Date
21412	LS3	XXXXXXXXXX, XXXXXX, XXXXX	7/22/19			7/23/13	Y							N				
21412	LS3	XXXXXXXXXX, XXXXXX, XXXXX	9/24/19			9/25/14	Y							N				
21412	LS3	XXXXXXXXXX, XXXXXX, XXXXX	12/21/22	2/22/19	HYT - HIGH YEAR TENURE BASED ON EDLN DATE: NO WAIVER REQUEST	2/23/09	Y				6/8/18	6/8/18		Y	6/8/18	6/8/18		
21412	LSC	XXXXXXXXXX, XXXXXX, XXXXX	11/30/18	10/31/18	240 - FLEET RESERVE	10/4/94	Y	2/2/17	5/3/17		2/9/18	2/9/18	8/1/17	Y	2/9/18	2/9/18	8/1/17	8/1/17
21412	LSC	XXXXXXXXXX, XXXXXX, XXXXX	2/10/19	8/31/18	287 - Unknown EDLN Reason	7/2/98	Y	1/11/18	4/11/18		3/16/18	3/16/18	4/20/18	Y	3/16/18	3/16/18	4/20/18	4/20/18
21412	LSC	XXXXXXXXXX, XXXXXX, XXXXX	2/10/19			6/23/99	Y							N				
21412	LSCS	XXXXXXXXXX, XXXXXX, XXXXX	6/21/19	7/31/19	237 - FLEET RESERVE	7/14/93	Y	6/22/17	9/26/17		9/29/17	9/29/17	10/10/17	Y	9/29/17	9/29/17	10/10/17	10/10/17
21412	LSSA	XXXXXXXXXX, XXXXXX, XXXXX	7/26/19	7/26/21	HYT - HIGH YEAR TENURE BASED ON EDLN DATE: NO WAIVER REQUEST	7/27/15	Y							N				
21412	LSSN	XXXXXXXXXX, XXXXXX, XXXXX	7/13/19	7/13/21	HYT - HIGH YEAR TENURE BASED ON EDLN DATE: NO WAIVER REQUEST	7/14/15	Y				8/3/18	8/3/18		Y	8/3/18	8/3/18		
21412	MA1	XXXXXXXXXX, XXXXXX, XXXXX	10/30/18	8/31/19	LDO - LIMITED DUTY OFFICER SELECTEE	5/3/11	Y							N				
21412	MA1	XXXXXXXXXX, XXXXXX, XXXXX	1/18/19			8/2/07	Y							N				
21412	MA1	XXXXXXXXXX, XXXXXX, XXXXX	7/3/19	7/31/18	287 - Unknown EDLN Reason	7/28/98	Y	6/22/17	9/26/17		1/26/18	1/26/18	2/20/18	Y	1/26/18	1/26/18	2/20/18	2/20/18
21412	MA2	XXXXXXXXXX, XXXXXX, XXXXX	12/25/18			3/2/11	Y							N				
21412	MA2	XXXXXXXXXX, XXXXXX, XXXXX	1/8/19			1/9/14	Y							N				
21412	MA2	XXXXXXXXXX, XXXXXX, XXXXX	3/15/19			9/27/10	Y							N				
21412	MA3	XXXXXXXXXX, XXXXXX, XXXXX	2/10/19			2/11/15	Y							N				

SAMPLE



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GPS

The screenshot shows the SAP Documents interface. The left pane displays a folder tree with 'GPS' selected. The main pane shows a list of documents with the following data:

Title ^	Type
Detail Reports	Folder
GPS Pre-Separation	Web Intelligence
GPS Reserve Transition Compliance Report	Web Intelligence
GPS Transition Compliance	Web Intelligence
GPS TYCOM Transition Compliance	Web Intelligence

A red callout box with a red arrow pointing to the 'GPS Transition Compliance' row contains the text: "Select GPS Transition Compliance and you will receive the prompts pop up."



GPS Transition Compliance Report

GPS Transition Compliance Report for 00000 - ALL NAVY
 UIC(s) Selected: UICs and their Children
 Based on Date Range: October 1, 2017 to July 31, 2018
 # of Months: 10

Verified from DD Form 2648 entered in DMDC.
 *Questions 11, 12 & 13 marked 'YES'

Length of Service	Separation	TGPS Required	Pre-Separation Completed	DOL Workshop Exempt	DOL Workshop Completed	VA Brief Completed	CAPSTONE Completed	CAPSTONE Completed < 90 Days Prior to Separation	Capstone On Time %	2648 Completed	VOW Compliance Rate
0-6 Years	15,442	10,275	9,635	742	9,375	9,985	9,847	5,699	21.05%	9,257	88.48%
6+-10 Years	3,223	3,205	3,025	126	3,076	3,140	3,108	1,680	29.39%	2,933	90.51%
10+-14 Years	1,303	1,293	1,187	100	1,193	1,250	1,236	678	27.46%	1,127	85.15%
14+-20 Years	1,423	1,423	1,327	94	1,366	1,390	1,360	508	44.06%	1,269	88.55%
20+ Years	2,698	2,697	2,543	127	2,615	2,649	2,576	708	54.39%	2,461	90.43%
Total	24,089	18,893	17,717	1,189	17,625	18,414	18,127	9,273	176.35%	17,047	88.88%

Click on highlighted number to get Compliance Detail Report.



Sample Compliance Report w/ NDAA 19

GPS Transition Compliance Report for USN 73 GEORGE WASHINGTON
 UIC(s) Selected: Selected UICs
 Based on Date Range: October 1, 2017 to September 30, 2018
 # of Months: 12

Length of Service	Losses	TGPS Rqrd	Init Cnslng Cmpltd	Init Cnslng On Time %	Pre-Sep Cmpltd	DOL Wrkshp Exmpt	DOL Wrkshp Cmpltd	VA Brf Cmpltd	CapStn Cmpltd	CapStn Cmpltd < 90 Days	CapStn On Time %	Tracks Opt Out	Tracks Opt Out %	DD2648 Cmpltd	VOW Cmpinc Rate
0-6 Years	278	278	274	98.56%	277	0	275	275	276	186	31.29%	184	66.67%	276	98.2%
6+-10 Years	15	15	12	80.00%	15	0	14	14	14	11	13.33%	9	64.29%	14	93.33%
10+-14 Years	13	13	10	76.92%	13	0	13	13	13	7	46.15%	5	38.46%	13	100%
14+-20 Years	11	11	8	72.73%	11	0	11	11	11	3	63.64%	1	9.09%	11	100%
20+ Years	18	18	15	83.33%	18	0	18	18	18	4	77.78%	2	11.11%	18	100%
Total:	335	335	331	98.81%	334	0	331	331	332	211	34.63%	209	62.95%	332	96.21%

Initial Counseling

Tracks

Sample



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Sample Compliance Report w/ NDAA 19

GPS Transition Compliance Report for CVN 73 GEORGE WASHINGTON
 UIC(s) Selected: Selected UICs
 Based on Date Range: October 1, 2017 to September 30, 2018
 # of Months: 12

Length of Service	Losses	TGPS Rqrd	Init Cnslng Cmpltd	Init Cnslng On Time %	Pre-Sep Cmpltd	DOL Wrkshp Exmpt	DOL Wrkshp Cmpltd	VA Brf Cmpltd	CapStn Cmpltd	CapStn Cmpltd < 90 Days	CapStn On Time %	Tracks Opt Out	Tracks Opt Out %	DD2648 Cmpltd	VOW Cmplnc Rate
0-6 Years	278	278	274	98.56%	277	0	275	275	276	186	31.29%	184	66.67%	276	98.2%
6+-10 Years	15	15	12	80.00%	15	0	14	14	14	11	13.33%	9	64.29%	14	93.33%
10+-14 Years	13	13	10	76.92%	13	0	13	13	13	7	46.15%	5	38.46%	13	100%
14+-20 Years	11	11	8	72.73%	11	0	11	11	11	3	63.64%	1	9.09%	11	100%
20+ Years	18	18	15	83.33%	18	0	18	18	18	4	77.78%	2	11.11%	18	100%
Total:	335	335	331	98.81%	334	0	331	331	332	211	34.63%	209	62.95%	332	98.21%

Initial Counseling

Tracks

Sample



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Compliance Drill Down

Run On: Current US

GPS Transition Compliance Detail Report for 00000 - ALL NAVY
 UIC(s) Selected: UICs and their Children
 Based on Date Range: October 1, 2017 to July 31, 2018
 Length of Service: All
 # of Months: 10

Blanks indicate member has not completed this element and it has not been enter in DMDC.

UIC	Rate/Rank	Name	Separation Date	SPD Code	SEAO5 Date	EDLN	Pre-Separation Date	TGPS Req'd	DOL Workshop Exempt	DOL Date	VA Brief Date	CAPSTONE Date	CAPSTONE < 90 Days Prior to Separation	2648 Completed	VOW Compliant
30646	****		2/26/18	JFC	1/23/24			N							N
40567	EMR3		10/25/17	MBK	10/25/17		6/19/17	Y		12/5/16	12/5/16	6/19/17	N	6/19/17	Y
39586	SW1		10/2/17	KBK	10/2/17		2/16/17	Y		7/21/17	7/21/17	7/26/17	Y	7/27/17	Y
23182	IT2		5/31/18	MBK	5/31/18		3/9/18	Y		1/12/18	1/12/18	3/9/18	Y	3/9/18	Y
62114	GM5N		10/4/17	MBK	11/21/17			Y							N
46199	MASN		4/5/18	JKQ	6/17/19		3/16/18	Y		3/11/18	3/11/18	3/6/18	Y	3/16/18	Y
44319	SN		2/26/18	JEB	4/18/20			Y		1/31/18	1/31/18	1/17/18	Y		N
63439	HN		12/5/17	LBK	12/5/17	12/5/17	1/17/17	Y		3/31/17	3/31/17	9/29/17	Y	10/6/17	Y
3254A	LCDR		11/24/17	MBK		11/1/17	10/11/17	Y	Y		10/11/17	10/11/17		10/16/17	Y
53969	CDR		11/30/17	RBD		11/1/17	3/24/17	Y	Y	3/31/17	3/31/17	5/31/17		5/31/17	Y
3254A	LCDR		1/9/18	MBK		1/1/18	12/11/17	N	Y		12/19/17	12/26/17		12/27/17	Y
55341	MC3		10/6/17	MBK	10/6/17		3/6/17	Y		3/17/17	3/17/17	3/17/17	N	4/26/17	Y
21806	RP3		4/7/18	MBK	4/7/18		9/16/17	Y		9/15/17	9/15/17	1/9/18	Y	2/2/18	Y
42300	AT2		11/6/17	MBK	11/6/17		2/13/17	Y		5/19/17	5/19/17	9/11/17	Y	9/12/17	Y
46290	IT1		4/26/18	NBD	5/1/18	4/26/18	7/25/18	Y		10/26/17	10/26/17	1/23/18	N	1/31/18	Y
23153	EM3		3/26/18	JFC	11/19/21		3/8/18	Y		3/31/18	3/31/18	3/7/18	Y	3/6/18	Y
50263	GM2		2/26/18	KBK	2/26/18			Y		7/13/17	7/13/17				N
61842	AEAN		11/1/17	MBK	12/7/17			N							N
40586	ST53		3/12/18	MBK	3/12/18		11/13/17	Y		10/6/17	10/6/17	1/31/18		1/31/18	Y
30646	AR		3/1/18	JFC	12/17/22			N							N
21879	AO3		3/18/18	MBK	3/18/18		1/25/18	Y		12/22/17	12/22/17	1/25/18	Y	1/25/18	Y

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Take Aways

- Embrace the changes, change is good.
- Initial Counseling and Pre-separation counseling to be completed at greater than 365 days of release from active duty.
- Be flexible as we receive more guidance from OSD.
- We will keep you informed as eForm design is updated.
- There is no such thing as a dumb question, don't be afraid to ask.
- Always verify eForm completion via Person search in DMDC.
- CLOSE OUT ALL INCOMPLETE FORMS.
- If you email me please make sure you cc your ISIC/TYCOM or for TCs cc Anthony/Shelly.



Overview

- **We discussed the requirements of VOW/VEI**
- **NDAA 19 Changes**
- **New eForm Design/Updates**
- **Pre-sep Counseling**
- **Capstone/ CRS Review**
- **Commander/Designee Verification**
- **GPS Reports**