



PERSONNEL AND
READINESS

OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

SEP 30 2011

MEMORANDUM FOR ASSISTANT SECRETARY OF DEFENSE FOR RESERVE AFFAIRS
ASSISTANT SECRETARY OF THE ARMY
(MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE NAVY
(MANPOWER AND RESERVE AFFAIRS)
ASSISTANT SECRETARY OF THE AIR FORCE
(MANPOWER AND RESERVE AFFAIRS)

SUBJECT: Release of Updated Pre-separation Counseling Checklist (DD Form 2648) for Active Component Service Members and Transition Assistance Program Checklist (DD Form 2648-1) for Deactivating/Demobilizing National Guard and Reserve Service members

Effective October 1, 2011, the updated versions of DD Form 2648, "Pre-separation Counseling Checklist, and DD form 2648-1, Transition Assistance Program (TAP) Checklist for Reserve Component, shall be implemented by all Military Departments. All personnel conducting pre-separation counseling shall be required to use the updated forms.

In addition, separate TAP Quarterly and Annual Reports will be generated as of October 1, 2011. One report will be for the updated DD Form 2648 and the other will be for the updated DD Form 2648-1.

DoD has also developed very detailed standardized scripts with core competencies and standards for each item on the forms. The scripts are not to be read verbatim; however personnel conducting pre-separation counseling will ensure they cover all content contained in the scripts. The new scripts go into effect October 1, 2011.

The Office of Wounded Warrior Care and Transition Policy is offering limited classroom training on the new scripts and forms. Your respective Military Department TAP Managers have already received their training seat quotas and the class dates.

As you know, TAP is mandated by Title 10, Chapter 58, United States Code. DoD is responsible for the content and delivery of mandatory Preseparation Counseling/Transition Counseling and appropriate certification on DD Forms 2648/11. TAP counseling must take priority over other non-legislative activities. TAP is a collaborative program implemented in conjunction with our partners at the Department of Labor and the Department of Veterans Affairs.

There is an unprecedented high level of interest in TAP by members of Congress and DoD senior leadership who are actively involved in monitoring and improving TAPs and services. As with any change, adjustments will be required; therefore, I ask that any recommendations or comments pertaining to TAP policy be forwarded to my office by your respective Military Departments.

I am confident that the Military Departments will adopt the new forms and scripts and that you will continue to provide an ever evolving and improved TAP to our men and women in uniform and their spouses.

Questions regarding these procedures should be addressed to Mr. Ron Horne. He can be reached at ronald.horne@osd.mil or at (703) 428-7650.



John R. Campbell
Deputy Assistant Secretary of Defense
Wounded Warrior Care and Transition Policy

Attachments:

1. DD Form 2648 TEST, JAN 2011
2. DD Form 2648-1 TEST, JAN 2011

cc:

Acting Assistant Secretary of Labor
Veterans Employment and Training Service
Principal Deputy Under Secretary for Benefits
Department of Veterans Affairs
Director Health, Safety, and Work-Life
United States Coast Guard
Chief of Work-Life, U.S. Coast Guard
Chief, Program Management Division
DMDC-West
Director, National Learning Center
University of Colorado, Denver