

U.S. Department  
of Transportation

United States  
Coast Guard



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United States Coast Guard

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COMDTINST 1900.1  
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## COMMANDANT INSTRUCTION 1900.1

Subj: PRESEPARATION COUNSELING

- Ref: (a) National Defense Authorization Act for Fiscal Year 1995, Public Law 103-337  
(b) Transition Assistance Program, COMDTINST 1900.2  
(c) National Defense Authorization Act for Fiscal Year 1993, Public Law 102-484, as amended  
(d) Once a Veteran, COMDTINST 1900.7  
(e) Reemployment Rights of Coast Guard Personnel Separated from Active Duty, COMDTINST 1760.8  
(f) Command's Desk Reference Guide, COMDTPUB 1900.3

1. PURPOSE. To establish policy and prescribe procedures to conduct Transition Assistance Program pre-separation counseling.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, and commanding officers of headquarters units shall ensure compliance with the provisions of this instruction.
3. BACKGROUND. Reference (a) requires that all Coast Guard members being separated receive counseling on specified separation benefits and services. This instruction focuses primarily on members involuntarily separated

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4. POLICY.

- a. Commands must offer preseparation counseling at least 90 days before separation to all members being discharged, retired or otherwise released from active duty ("separating members").
- b. This counseling ensures all separating members have the opportunity to learn about the transition services and benefits available to assist them and their spouses in adjusting to civilian life.

5. PROCEDURES.

- a. Commands shall ensure separating members receive face-to-face preseparation counseling and access to applicable publications describing transition services and benefits. Commands shall use DD Form 2648 (enclosure (1)), Preseparation Counseling Checklist, signed by both the separating member and the command to document preseparation counseling. Commanding Officers shall send the signed original DD Form 2648 to the Coast Guard Personnel Command (CGPC) for filing in each members' official service record and retention as a part of the member's permanent record. The command shall send the servicing PERSRU a copy which then will submit a PMIS/JUMPS transaction to record that the member received preseparation counseling.
- b. Preseparation counseling consists of briefings on these transition services and benefits:
  - (1) Assistance with creating and executing a detailed Individual Transition Plan (ITP), including at least, these elements:
    - (a) The member's and, if married, the spouse's separate post-Coast Guard employment, education, training, and/or other objectives.
    - (b) The transition services the separating member and spouse will need to help them achieve their objectives and transition benefits for which the member is eligible.
    - (c) Who delivers the services or benefits; their location, point of contact, and telephone number.
    - (d) Service delivery dates.

- (e) Other available counseling or services the separating member indicates the member will need to assist with transition.
- (2) Effects of a career change (for example, change in personal identity, stress, and impact on other family members).
- (3) Employment assistance including at least these services:
- (a) Department of Labor Transition Assistance Program (TAP) Workshop and Coast Guard or DoD sponsored transition assistance programs and seminars.
  - (b) Defense Outplacement Referral System (DORS). Encourage separating members to use DORS to expand their resumes' visibility. In addition, stress the advantage and importance of using all available job-hunting tools. Clients gain access to DORS through local DoD transition sites and the regional Work-Life staff.
  - (c) Public and Community Service (PACS). Encourage separating members to consider public and community service as an employment option. PACS registration is mandatory for members retiring under the temporary early retirement authority in reference (c). Register for PACS through DORS.
  - (d) Transition Bulletin Board (TBB). Advise separating members the TBB announces job announcements and other transition-related services and the importance of periodically reviewing the TBB. TBB access is available through local DoD transition sites and the regional Work-Life staff.
  - (e) Special placement programs such as the teacher and teacher aide certification and placement program ("Troops to Teachers"). Information shall include at least these programs' basic eligibility requirements, points of contact for obtaining further guidance, and application procedures.

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- (f) Federal employment opportunities. Advise separating members where to find information about Federal employment opportunities.
  - (g) One-time hiring preference for nonappropriated fund jobs. Advise eligible involuntarily separating (IVS) members, defined in reference (b) of the one-time preference for nonappropriated fund jobs.
  - (h) Job Fairs. Encourage separating members to attend job fairs, which bring together civilian employers interested in hiring former military personnel.
  - (i) State employment agency services and America's Job Bank.
  - (j) Job placement counseling for spouses.
- (4) Relocation assistance, including at least:
- (a) Excess leave or permissive temporary duty (TAD). IVS members may request excess leave or permissive TAD to assist in relocating. TAD members who will retire are eligible for permissive TAD only.
  - (b) Travel and transportation allowances. Retiring and IVS members are eligible for shipment and one year storage of household goods and home of selection move. Members voluntarily separating with fewer than eight years service or those discharged under adverse conditions are eligible to request shipment of household goods and six months storage of household goods and home of record move.
  - (c) Continued use of military family housing on a space available basis subject to Status of Forces Agreements overseas, for up to 180 days after separation. Extensions apply to IVS members. Members remaining in military-owned family housing shall be charged rent equivalent to the Basic Allowance for Quarters and Variable Housing Allowance or Overseas Housing Allowance for that location and their former pay grade.

- (d) Commissary and exchange privileges. IVS members are eligible for extended commissary and exchange privileges for a period of two years after separation, subject to the Status of Forces Agreements overseas.
  - (e) Department of Defense Dependents Schools (DODDS) extensions, subject to Status of Forces Agreements overseas. IVS members are eligible to maintain enrollment in DODDS programs, providing each child has completed the 11th grade by the separating member's date of separation.
- (5) Education and training assistance including at least:
- (a) Counseling on the Montgomery G.I. Bill and Veterans' Educational Assistance Program.
  - (b) Job training opportunities under the Job Partnership Act. Members have 180 days after separation to apply. Encourage them to check on their eligibility with their State employment office before they separate from active duty.
  - (c) Importance and use of DD, 295, Application for the Evaluation of Learning Experiences During Military Service, and CGI Form 1560/06a, Coast Guard Institute Military Training and Education Credit Documentation Service. Ideally, separating members should request their educational transcripts at least 90 days before their separation date. Preseparation counselors shall encourage separating members to use this information to assist them in converting their military training and skills into language civilian employers will understand.
- (6) Transitional health care and life insurance.
- (a) Advise separating members they may purchase continued health insurance for 18 months, including pre-existing conditions coverage. Also advise separating members dental care insurance under the Family Member Dental Plan does not continue after separation.

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- (b) IVS members (and their dependents) who have fewer than six years of service are eligible for 60 days of transitional health care, including services and benefits normally covered in the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS). IVS members (and dependents) with six or more years of service are eligible for 120 days of transitional health care, including services and benefits CHAMPUS normally covers. Transitional health care starts on the member's separation date and is not retroactive. The health care is provided on the same priority as to personnel active duty dependents.
  - (c) Advise separating members they are eligible to convert their Servicemen's Group Life Insurance to Veteran's Group Life Insurance.
- (7) Finances.
- (a) Financial management assistance includes at least counseling on financial management, unemployment compensation, VA loans, other Government grants and loans, recovering separation pay for retired pay or disability compensation, and the related tax effects of the pay or recovery.
  - (b) Separation Pay. Members may be eligible for severance pay, separation pay and pay at separation. Severance pay and separation pay eligibility and amounts are determined by the type of separation, e.g., IVS or voluntarily separated under VSI or SSB. Members may also be eligible for final pay at separation consisting of earned entitlements and pay for accumulated leave. That amount will be reduced by taxes withheld, outstanding balances on advance pay received, unearned bonus recovery and other debts. In addition, transactions in process could result in additional payments to the member after separation or create a debt. Members are responsible repaying all debts owed the Government.

- (8) Counseling separating members on National Guard and Reserve Opportunities. A separating member has the opportunity to become a member of the Coast Guard Reserve. Separating members can apply for an existing or a projected vacancy for a Selected Reserve (SELRES) billet at an active duty command near their residence after separation. The District Commander to whom the member applies advises the member of current vacancies. SELRES members participate in 48 IDT drills (usually 4 per month) and a two week ADT period each year. An IVS member who applies to affiliate with the Coast Guard SELRES within one year of separation has preference over other equally qualified applicants for existing or projected vacancies there. Affiliation depends on availability of a SELRES pay assignment requiring the member's skill. Reservists receive several benefits in addition to SELES pay. Reservists earn retirement points and advancement opportunities and continue to receive benefits (e.g., commissary and exchange privileges). To affiliate with the Coast Guard Reserve, the member fills out the Coast Guard Reserve Assignment Request and Orders (CG-5525) and the command sends the form to the district where the member will reside after separation. (See PERSMAN, COMDTINST M1000.6A Sec 12-B-4c.(5))
- (9) Disabled veterans' benefits, including the Disabled Transition Assistance Program and DVA compensation and rehabilitation benefits. 10 U.S.C. 1218 prohibits releasing a member from active duty because of a physical disability until the member claims compensation from the Veterans Administration, refuses to make such a claim, or acknowledges in writing [who] has explained the right to make such a claim.
- (10) State and territory of residence veterans' assistance programs. Many states and territories offer unique financial help and programs. Encourage separating members to seek out and use this assistance to ease their transition to civilian life.

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- c. Refer members and their families, as appropriate, to the applicable agency for additional in-depth counseling on the subjects mentioned here. Reference (f) contains agency names, phone numbers and addresses.

W. C. DUNNELL  
Chief, Human Resources Director

Encl: (1) DD Form 2648



<b>PRESEPARATION COUNSELING CHECKLIST</b>							
<i>(Please read Privacy Act Statement on back before completing this form.)</i>							
<p><b>SECTION I.</b> Please indicate (by checking YES or NO) whether you or your spouse (if applicable) desire counseling for the following services and benefits. All benefits and services checked YES should be used in developing your ITP. The following services and benefits are available to all service members, unless otherwise specified.</p>							
	SERVICE MEMBER			SPOUSE			REFERRED TO
	YES	NO	N/A	YES	NO	N/A	<i>(input is optional)</i>
<b>1. INDIVIDUAL TRANSITION PLAN (ITP)</b>							
<b>2. EFFECTS OF A CAREER CHANGE</b>							
<b>3. EMPLOYMENT ASSISTANCE</b>							
a. Dept. of Labor sponsored Transition Assistance Program and Service sponsored Transition Seminars/Programs							
b. Use of DD Form 2586 (Verification certification of Military Experience and Training)							
c. Defense Outplacement Referral System (DORS)							
d. Public and Community Service (PACS)							
e. Transition Bulletin Board (TBB)							
f. Teacher and Teacher's Aid Placement/Certification Program							
g. Federal Employment Opportunities							
h. Hiring Preference in Non-Appropriated Fund (NAF) jobs (VSI, SSB, Eligible Involuntary Separates)							
i. State Employment Agencies/Interstate Job Bank							
<b>4. RELOCATION ASSISTANCE</b>							
a. Excess leave and permissive (TDY/TAD)							
*b. Travel and transportation allowances							
*c. Military family housing extension (VSI, SSB, Eligible Involuntary Separates)							
*d. Commissary and exchange benefits extension (VSI, SSB, Eligible Involuntary Separates)							
*e. DODDS school extension (Eligible Involuntary Separates Only)							
<b>5. EDUCATION/TRAINING</b>							
a. Education benefits (Montgomery Bill, Veterans Educational Assistance Program, Vietnam-era, etc.)							
b. Job training Partnership Act (JTPA) (VSI, SSB, Eligible Involuntary Separates)							
c. Additional education or training options							
<b>6. HEALTH AND LIFE INSURANCE</b>							
a. 60-day or 120-day extended Military Medical and Dental benefits (VSI, SSB, Eligible Involuntary Separates)							
b. Option to purchase 18-month conversion health insurance							
c. Concurrent pre-existing condition coverage with purchase of conversion health insurance (VSI, SSB, Eligible Involuntary Separates)							
d. Veterans' Group Life Insurance							
<b>7. FINANCES</b>							
a. Financial Management							
b. Separation pay (VSI, SSB, Eligible Involuntary Separates)							
c. Unemployment compensation							
d. Other financial assistance (VA Loans, SBA Loans, and other government grants and loans)							
<b>8. RESERVE AFFILIATION/PRIORITY</b>							
<b>9. DISABLED VETERANS</b>							
a. Disabled Transition Assistance Program (DTAP)							
b. VA Disability Benefits							
<b>* STATUS OF FORCES AGREEMENT LIMITATIONS APPLY FOR OVERSEAS SERVICE MEMBERS</b>							

DD Form 2648, SEP 93

<b>PRIVACY ACT STATEMENT</b>			
<b>AUTHORITY:</b>		10 USC 1142, E.O. 9397	
<b>PRINCIPAL PURPOSE:</b>		To record preseparation services and benefits requested by and provided to service member; to identify preseparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed preseparation 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, preseparation counseling for service members be made available.	
<b>ROUTINE USES:</b>		None	
<b>DISCLOSURE:</b>		Voluntary; however, the use of Social Security Number is strictly to assure proper identification of the individual and appropriate records.	
<p>As a separating service member, after receiving basic preseparation information and completing this checklist, you and your spouse (if applicable) are entitled to receive assistance in developing an ITP and individual counseling based on the areas of interest you have identified on the checklist. The preseparation checklist addresses a variety of transition services and benefits to which you may be entitled. Each individual is strongly encouraged to take advantage of the opportunity to develop an ITP. The purpose of an ITP is to identify educational, training, and employment objectives and to develop a plan to achieve these objectives. It is the Military Department's responsibility to offer service members the opportunity and assistance to develop an ITP. It is the service member's responsibility to develop an ITP based on his/her specific objectives and the objectives of his or her spouse, if appropriate.</p>			
<b>SECTION II - PERSONAL INFORMATION (To be filled out by all applicants)</b>			
10. NAME (Last, First, Middle Initial)		11. SSN	12. GRADE
13. SERVICE	14. U.I.C.	15. EXPECTED SEPARATION DATE (YYMMDD)	16. DATE CHECKLIST PREPARED (YYMMDD)
17. COMMENTS			
<p><b>SECTION III - ALL TRANSITIONING SERVICE MEMBERS MUST READ AND SIGN</b></p> <p>I was offered preseparation counseling on the above transition benefits and assistance as appropriate. I understand that this preseparation counseling is provided to assist my transition process as required by Title 10, USC 1142. I (accept) (decline) (strike out appropriate remark) further transition assistance counseling. (If you declined further transition assistance counseling, skip to item 18.) I checked those places where I desire further information or counseling. I have also been advised where to obtain assistance in developing an ITP.</p>			
18. SERVICE MEMBER SIGNATURE			19. DATE OF SIGNATURE
20. TRANSITION COUNSELOR SIGNATURE			21. DATE OF SIGNATURE

DD Form 2648, SEP 93 (BACK)

PRESEPARATION COUNSELING CHECKLIST