

<b>Pre-Separation counseling on LMS</b>	<p>Member may complete online Pre-Separation training on the Learning Management System (LMS) when he/she cannot meet with a Pre-Separation Counselor.</p> <p>The LMS Pre-separation counseling module (Course code 100061) is accessible at: <a href="https://elearning.uscg.mil/">https://elearning.uscg.mil/</a>.</p>
<b>Pre-Separation counseling checklist</b>	<p>All commands shall use the pre-separation counseling checklists.</p> <p>These forms can be found at</p> <ul style="list-style-type: none"> <li>• <a href="http://www.uscg.mil/baseseattle/hswl/worklife/docs/transition/preSepGuide.pdf">http://www.uscg.mil/baseseattle/hswl/worklife/docs/transition/preSepGuide.pdf</a></li> <li>• <a href="http://www.uscg.mil/worklife/tap_toolkit.asp">http://www.uscg.mil/worklife/tap_toolkit.asp</a></li> </ul>
<b>Section II – Personal Information</b>	<p>Fill out information, 5a Component is 'AC' for Active Component</p>
<b>Print DD-2648</b>	<p>Print the form to use to check off each item as you work through the online course.</p>
<b>Go to LMS Course</b>	<p>Use draft form to go through DD-2648 and check off each line with a 'Yes' if you need more information or 'N' if you understand all that was said. When you have completed the course be sure to print a copy of the course completion certificate.</p>
<b>Fill in DD-2648</b>	<p>Open the original DD-2648 on your computer and fill in all the information from your working draft copy.</p>
<b>Digitally Sign DD-2648</b>	<p>When all information is filled in, digitally sign the document which will force you to save the document. Take note of where the document is saved.</p>
<b>Send DD-2648 &amp; Certificate of Completion</b>	<p>Please send the digitally signed DD-2648 and the LMS Course completion certificate to Transition Manager.</p>
<b>Completed DD-2648</b>	<p>Your form completion will be recorded and a digitally signed copy of your DD-2648 will be sent to you. That DD-2648 can be printed and used on the first day of GPS-TAP class. You can also send a copy to your yeoman who is completing your separation package.</p>