

R 151742Z SEP 14

ALCOAST 383/14

COMDTNOTE 1900

SUBJ: TRANSITION ASSISTANCE UPDATE MANDATORY PRE-SEPARATION
COUNSELING

A. Preseparation Counseling, COMDTINST 1900.1 (series)

1. Federal law (10 USC 1142) requires that all separating or retiring military members receive Pre-separation Counseling. Pre-separation Counseling is also a mandatory prerequisite for attending the Transition Goals, Plans, Success (GPS) seminar, which is also now mandatory. Information on the Transition GPS seminars will be the subject of a separate ALCOAST message.

2. Commands shall ensure that each separating or retiring service member receives Pre-separation Counseling. The following steps shall be taken by the service member to meet these requirements:

a. Inform his/her command of their intention to separate or retire.

b. Attend and complete Pre-separation Counseling with a command designated Pre-separation Counselor (e.g., Personnel and Administration Office or unit yeoman) using the Preseparation Counseling Checklist, DD Form 2648 (active duty) or DD Form 2648-1 (reservist). Member may complete online Pre-Separation training on the Learning Management System (LMS) when he/she cannot meet with a Pre-Separation Counselor.

1) Ensure one copy of the completed checklist is placed in their permanent record by the Personnel and Administration Office.

2) Maintain a copy of the checklist for their personal records.

c. Contact their Regional Transition/Relocation Manager (TRM):

1) Show completed DD Form 2648 (active) or DD Form 2648-1 (reserves).

2) Schedule a Transition GPS seminar.

d. Register for a Veteran Affairs account through the eBenefits website with guidance/assistance from Personnel and Administration Office and/or the cognizant TRM. Ensure registration is completed on a CAC-enabled computer to gain level 2 access to eBenefits.

eBenefits can be accessed at <https://www.ebenefits.va.gov/ebenefits-portal/ebenefits.portal>.

3. Pre-separation Counseling timeframes:

a. In the case of an anticipated retirement, Pre-separation Counseling shall commence as soon as possible during the 24-month period preceding the anticipated retirement date.

b. In the case of a separation, Pre-separation Counseling shall commence as soon as possible during the 12-month period preceding the anticipated separation date.

c. In no event shall Pre-separation Counseling commence less than 90 days before the date of discharge or release. The only exception would be in the event that a retirement or other separation is unanticipated. Counseling shall be completed immediately following notification of unanticipated separation.

d. Pre-separation Counseling shall not be provided to a member who is being discharged or released before completion of that members first 180 days of active duty, unless the member is being retired or separated for disability.

e. The LMS Pre-separation counseling module (Course code 100061) is accessible at: <https://elearning.uscg.mil/>.

f. Additional guidance on transition assistance can be found at [www.uscg.mil/worklife/transition\(underscore\)assistance.asp](http://www.uscg.mil/worklife/transition(underscore)assistance.asp).

4. All commands shall use the pre-separation counseling checklists.

These forms can be found at [http://www.uscg.mil/worklife/tap\(underscore\)toolkit.asp](http://www.uscg.mil/worklife/tap(underscore)toolkit.asp).

5. REF A is currently being revised to reflect these changes.

6. COMDT (CG-1112) POC for Transition issues is Mr. Rodney Whaley at (202) 475-5158 or email: [Rodney.B.Whaley\(at\)uscg.mil](mailto:Rodney.B.Whaley@uscg.mil). HSWL SC point of contact is CDR Jerald Mahlau-Heinert at (757)628-4795 or email: [Jerald.L.Mahlau-Heinert\(at\)uscg.mil](mailto:Jerald.L.Mahlau-Heinert@uscg.mil).

7. Released by RADM Maura K. Dollymore, Director of Health, Safety, and Work-Life.

8. Internet release authorized.