**Appendix BZ:**

**Educational/Vocational Career Counseling Narrative**

Contractor company name/address/phone:

Referral Source:

Client:

VA File (Last 4):

Address:

Case Number:

Dates Seen:

Separation Date:

Enlistment Date:

Counselor:

1. Eligibility Data

This section’s content must include the following eligibility information:

* Date VAF 28-8832 was received
* Referral source
* Education program to which the Servicemember, Veteran or dependent is entitled
* Information provided to the Servicemember, Veteran or dependent to explain use of the education program benefits

1. Individual’s History

The content of this section includes background information related to the individual’s personal, educational, vocational and, if applicable, military history. It should address the following areas:

* Place of birth
* Home of residence (if relocating)
* Name/location of schools attended and degrees conferred
* Marital and dependent status
* Employment history, to include experience with supervision, adjustment to work assignments and performance
* Military history, to include branch of service, Military Occupational Specialty, rank, length of service and separation date
* Financial history and funding sources for proposed plan

1. Disability Condition(s)

The content of this section includes any history of injury/illness that may have occurred as a result of the individual’s military service, as well as any other disabling conditions (as applicable). If available, records should be reviewed from the following sources:

* Service Treatment Records
* Military Evaluation Board
* Physical Evaluation Board
* All other medical records that are available, including information from private physicians

It is important to note not only the medical findings, but also the individual’s perception of his/her current level of functioning and the impact of the disability on daily living. Additionally, any learning disabilities or special needs the individual experienced in past educational settings should be noted to identify any needed learning supports.

1. Synthesis of Educational/Vocational Career Counseling

This section should include the following information:

* Summary of the individual’s background
* Employment goals and steps to accomplish the goals
* Summary on how the individual was assisted with the resolution of academic, medical, financial or other barriers interfering with progress in meeting the individual’s specified goal
* Statement on the individual’s vocational preparation
* Anticipated adjustment issues that may arise in the future as a result of transitioning from military to civilian employment, changing careers and/or participating in an educational or training program
* Education/training options
* Support systems and funding options
* Name, location and point of contact for more information on VA services
* Name, location and point of contact for State Vocational Rehabilitation services, if applicable
* Referral to local VA for the establishment of a service-connected disability claim, if applicable

Note: The educational/vocational narrative must be completed on VAF 28-1902n (see Appendix O, VA Forms), or on contractor letterhead, and filed on the right side of the counseling folder with an electronic version placed into the individual’s CWINRS file. If the narrative is completed by a VRC employed by VA, the report may be documented in a CWINRS note in lieu of the VAF 28-1902n.

*Signature and credentials of Counselor providing services*