Pre-Separation Actions

Building 350, room 1203 (Military & Family Readiness Center) 556-6141

POCs: TAP TEAM COUNSELOR at 719-556-6141

Prior to attending the mandated Pre-Separation Counseling class do the following

Using your CAC ID Register for an **VA.GOV** account at: https://www.va.gov

**Create an account with I.D.me

Once you register, create a DS Logon which is your username and password. Maintain your username and password for your entire transition process and as a veteran. If you already have a VA.gov account, ensure you have established a DS Logon.

In order to complete Capstone, we will require you to use your DS Login (username/password) to sign in.

Using your DS Login or CAC Login, log onto **Milconnect**-   https://milconnect.dmdc.osd.mil/milconnect/

Once logged in, click on **"Correspondence/Documentation"** at the top of the page, then scroll down to DOD TAP.

There are three tabs at the top: My Dashboard, Transition Documents and VMET.

Go to **My Dashboard** and click on **Initialize Pre-Separation Counseling**. Update Section 1, Service Member Personal Information (Items 1-25). **NOTE:** Do not forget to add your personal email and phone number.

Items numbered 1-7 and 9-11 are permanent fields and if any of these are inaccurate, contact the Transition Help Desk via email at dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil

Select "yes" and "date" you registered for E-Benefits. You can provide an estimated date if you do not recall the exact date or use your Pre-Separation Counseling date.

Select "no" for all other questions as those will be completed with us during your Capstone appointment.

Other Warm Handover and Supporting Agencies (do not fill out)

Retirees Only: "My signature in Block 26 acknowledges I viewed the AFPC/JA foreign/post government employment video and am aware joint SecAF and SecState approval is required before accepting foreign government employment or my retired pay is subject to recoupment."

ALL: Click SAVE, Click CLOSE TAB on left side of screen and logout.