

## Pre-Separation Actions

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

POCs: [TAP TEAM COUNSELOR](mailto: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](https://www.id.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.

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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](mailto: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.