

Prior to attending the **Mandatory Pre-Separation Counseling Class**, do the following.

WHAT: Mandatory Pre-separation Counseling Briefing

DATE: _____

WHERE: Airman & Family Readiness Center, Bldg. 350 Rm. 1016

ATTIRE: UOD

TIME: 0800-1200

I. Service Member Personal Information

Using your CAC ID Register for E-Benefits Account via:

<https://www.ebenefits.va.gov/ebenefits/homepage>

a. Once you register, create a DS Logon-which is a “username and password” **Maintain your user name and password for your entire transition process and as a veteran.**

b. If you already have an e-Benefits Account ensure you have established a DS Logon.

In order to complete Capstone, we will require you use your DS Login user name and password.

II. Pre-separation/Transition Counseling Needs Assessment, Using your DS Logon or CAC Login; login to <https://milconnect.dmdc.osd>. Top Page select "Correspondence/Documentation" dropdown menu to DOD TAP. There are three tabs at the top: My Dashboard, Transition Documents and VMET. For example, if looking to start a new eForm, stay on the “My Dashboard” tab and scroll down to “Initialize Pre-Separation Counseling” and follow instructions to complete form.

a. Click on "Initialize Pre-Separation Counseling"

b. Update Section I, Service Member Personal Information, Items 1-25

NOTE: Ensure you provide your **Post Separation Personal email and phone number. (NOT MILITARY INFO)**

c. Note: Items 1-7 and 9-11 are permanent fields if any of these are inaccurate, you must contact the Peterson Military Personnel Section (719-556-1018) or you servicing Personnel Office.

d. 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.

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

III. **Other Warm Handover and Supporting Agencies (DO NOT FILL OUT)**

IV. **RETIREEES ONLY:** Under Section II, in the remarks box, type the following statement:

"ALL military members must obtain approval from their Service Secretary and the Secretary of State's office PRIOR to becoming employed by any/all foreign governments and/or countries. This is the member's responsibility." Click on “add remarks”

- ALL:**
- a. Click on "save"
 - b. **E-Sign your form**
 - c. Close and logout

- ENSURE YOU BRING YOUR DS LOGON TO YOUR PRE-SEP CLASS
- Call 719-556-6141 and ask for any TAP Team member if you have any questions.
- Your Mandatory Pre-Separation Counseling Class is located in Building 350 in Suite 1017. From 0800-1200. Please follow the signs. We look forward to starting your transition process on Tuesday or, the date otherwise noted.

V/r, PETERSON AFB TAP TEAM: Hugo Escobar and Dee Dee White **PHONE:** 719-556-6141 **EMAIL:** 21fss.fsfr@us.af.mil