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. 1017, then Rm 1016
ATTIRE: UOD
TIME: 8 a.m.-12 p.m.

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 menugo 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 1-28.
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. Update Section II, Item 1. "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. RETIREES ONLY: Under Section IV, in the remarks box, type the following
"My signature in Block 29 indicates I am aware not to obtain Foreign Government Employment without the explicit approval of the Air Force and State Department." **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 8 a.m.-12p.m. 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:
PHONE: 719-556-6141 **EMAIL:** 21fss.fsfr@us.af.mil