



- Schedule a **self-assessment** and **Individualized Initial Counseling** appointment with a career counselor
 - *Every Tuesday, Wednesday and Thursday, **must** register
- Attend a mandatory **SFL – TAP Pre-Separation Briefing**
 - *Every Tuesday, Wednesday 1200 or Thursday at 1300, **must** register
- Visit/download your **Joint Services Transcript**: <https://jst.doded.mil/jst/>
- **One Stop Enrollment**: Identify your local AJC POCs via www.veterans.gov and become familiar with other services on the website
- Download the **Verification of Military Experience and Training** via <https://www.milconnect.dmdc.osd.mil> (under the “Correspondence and documentation”, “DOD Transition Assistance” tabs)
- Visit <https://myarmybenefits.us.army.mil> and learn how to get Army benefit information through the website
- Initiate **eForm 2648**: From your device, access the following URL: <https://www.milconnect.dmdc.osd.mil> “Sign In”. Once logged into the system, select the tab “Correspondence and Documentation” then “DOD Transition Assistance Program” from the drop-down menu.
 - On the dashboard, select “Initialize Pre-Separation Counseling” OR click ‘eform’ hyperlink
 - **Save** the document once it’s opened.
 - Complete the information highlighted in RED on the form:
 - You must digitally sign the form in the last section. If the system does not let you, hit “**Save**”. You will be prompted to complete anything that you may have missed, then hit “**Save**” again. *Make sure to cancel the document to close it before logging out.
- Call or visit your local SFL-TAP Center to schedule any value-added courses, DOL, VA Benefits & Services or Army Day events

You **MUST** complete Individualized/Initial Counseling prior to scheduling or attending any classes. **It is Army policy that you start the SFL – TAP process NLT 365 days prior to separation/retirement.**