

SFL-TAP JBMHH
232 McNair Road
Bldg. 404
703-696-0973



SFL-TAP Virtual Center
www.sfl-tap.army.mil
1-800-325-4715

--You **MUST** complete all steps below before scheduling Initial Counseling--

Step 1: Watch the 90 minute Pre-Separation Counseling Video: www.sfl-tap.army.mil/. Log-in with your CAC. Choose the "Transition" tab and then "Preseparation Counseling". On the Preseparation Counseling page, the second line of the second paragraph is hyperlinked at "complete DD Form 2648..." Click on that and go ahead and complete online (this is the video). The system will ask you some questions and then start the video/PowerPoint (yellow and gray slides). **PLEASE DO NOT SCHEDULE ANY CLASSES WHEN YOU COMPLETE THE VIDEO.**

Step 2: Watch the Pre-Separation Counseling Addendum Video: <https://www.youtube.com/watch?v=leV4d6bdNV4>

Step 3: Initiate eForm: From your device, access the following URL: <https://www.dodtap.mil/> and click the yellow "Login to DoDTAP" button.

1. Login using the "Service Members and Veterans" using either your CAC or DS Logon. If using your CAC, you must use your non-email certificate to access the system. You will have to click "Ok" on a consent to monitor page in order to continue.
2. Once logged into the system, select the tab "Home" and select **Initialize Pre-Separation Counseling**. Once the form is opened, you will need to fill out the following information:
Section I: Blocks 1-24. If any information that is in grey font is incorrect, you need to see your local S1 to correct these errors.
Section II: Blocks 1-13
Section IV: You must digitally sign the form in block IV. If the system does not let you, hit "Save" in the top right-hand corner and there will be red blocks around all the questions you did not answer. Answer them and try again.
**Block 2 in Section IV is required if you are completing Pre-Separation with less than 89 days prior to your transition date.

Step 4: Register for ebenefits: CAC needed. Create DS Logon username and password
Go to www.ebenefits.va.gov/ select "Register" button in the upper right side corner. You will create a password and after completing all steps it will give you a username. *When creating your password do not use dictionary words or a name*
Username: _____ Password: _____

Step 5: Register for MyHealthEVet: CAC not needed. Go to www.myhealth.va.gov select the red "Register" button on the right side. For current occupation enter "Military". Under "Tell us about yourself" please select other. Create username and password. After completing all information select "save".
Username: _____ Password: _____

Step 6: Visit: <http://www.vets.gov/> and become familiar with available resources. This site provides Veterans' Program Information and links to assist those seeking employment, starting a business, or for employers looking to hire Veterans.
--Choose the "Careers and Employment" link and then "Find a Job". Locate the Job Center closest to your new location.

Step 7: Complete the O*Net Interest Profiler and print the results page (with your RIASEC score). <https://www.mynextmove.org/explore/ip>

Step 8: Call your SFL-TAP Center to schedule an in-person Initial Counseling session @ 703-696-0973. You **MUST** complete Initial Counseling prior to scheduling or attending any classes. It is Army policy that you complete the Initial Counseling appointment within 30 days of completing the pre-separation counseling video.