



SFL – TAP FORT RILEY
212 Custer Ave, 785-239-2278
Virtual Center www.sfl-tap.army.mil 1-800-325-4715

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

☐ **Step 1:** Complete Pre-Transition survey at <https://www.surveymonkey.com/r/PRETRANSITION99>

☐ **Step 2:** 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 3:** Watch the 90 minute **Pre-Separation Counseling Video**: <https://portal.sfl-tap.army.mil/> Log-in with DS Logon username and password (created in previous step or your CAC). Follow instructions for completing registration and begin video. **Technical Assistance:** usarmy.knox.hrc.mbx.tap-technical-team@mail.mil

☐ **Step 4: Initiate eForm:** *After your Pre-Separation briefing and before completing your capstone, you will need to initiate your transition form (DD 2648) in the DoD's Transition Assistance Program eForm Application. This task may be completed on any computer, tablet or smart phone (with your DS logon). Follow the steps below to access and initiate your 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, you will have access to your eForm dashboard. You must select initialize pre-separation counseling to start a new form. To access an old eForm you only need to click your eForm hyperlink on your dashboard.

Once the form is opened, you will need to fill out the following information:

1. Section 1: Blocks 1-24 (your unit name will be listed in the same format as your ERB/ORB). **If any information that is in grey font is incorrect, you need to see your local S1 to correct these errors.**
2. Section 2: Blocks 1-13. This step is completed after you finish your classes but before you capstone. (For entries you've completed, select "YES" and the input the date of when you are completing your capstone. For entries you have not completed, select "NO" and skip the question.)* **Note: If you believe you accomplished a task, bring supporting documentation to your transition counselor at your Individual Counseling appointment***
3. Block 2 is required if you are attending Pre-Separation with less than 89 days prior to your transition date. The system automatically calculates the number of days remaining based on the anticipated date of separation input in Section 1.
4. You are required to digitally sign block 3 prior to your Individual Counseling appointment (sign by clicking the button, no CAC is required)

☐ **Step 5:** Watch the **DD Form 2648 Pre-Separation Counseling Addendum Video**:
<https://www.youtube.com/watch?v=leV4d6bdNV4>

☐ **Step 6:** 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 7:** Visit: <https://www.careeronestop.org/ReEmployment/Veterans/>

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.

--“Find a Job” links to American Job Center locator and is used to find local CareerOneStop location-specific information.

--“Veterans’ Program Information” links to MyNextMove, CareerOneStop, the DOL Gold Card and the VEC

☐ **Step 8:** Call your SFL-TAP Center to schedule an in-person Initial Counseling session @ 785-239-2278. **OR**

Call the Virtual Center 24 hrs/365days to have your Initial Counseling done over the phone @ 1-800-325-4715.

---You MUST complete Initial Counseling prior to scheduling or attending any classes---

Additional Information

Mandatory Requirements to meet Career Readiness Standards (CRS):

- (1) Pre-separation briefing (**Initiate eForm**) & Initial Counseling (**NLT 12 Months from Separation/Retirement**)
- (2) Transition Overview Workshop*: complete Individual Transition Plan (ITP) and Assessment Tool (O*NET Interest Profile @ www.mynextmove.org)
- (3) Personal Financial Planning Workshop*: complete 12-month post-separation budget (**NLT 10 Months from Separation/Retirement**)
- (1) MOS Crosswalk Workshop*: complete Gap Analysis (**NLT 9 Months from Separation/Retirement**)
- (2) Department of Labor (DOL) Employment Workshop* – (**NLT 9 Months from Separation/Retirement**) or submit signed waiver form for exemption.
- (3) VA Benefits Briefings I & II* (**NLT 6 Months from Separation/Retirement**)
- (4) Complete job application package OR received job offer letter (**NLT 5 Months from Separation/Retirement**)
 - a. Private or Federal resume and reference list
 - b. Two submitted job applications or job offer

--Additional Requirements if on Education, Technical, or Entrepreneur Track--

- (5) Career Tracks Workshops*(Accessing Higher Education, Vocational/Technical, Entrepreneurship) IAW Soldier’s ITP:
 - a. Accessing Higher Education / Vocational/Technical Training; requirements are:
 - Assessment to identify aptitudes interests, strengths, and skills
 - Comparison of academic or training institution choice
 - College, university, or technical training application or acceptance letter
 - Confirmation of one-on-one counseling with a college, university, or technical institution advisor or counselor
 - b. Entrepreneurship Track requirements are: Business plan and SBA counseling
- (6) Capstone- receive **eForm** (**NLT 3 Months from Separation/Retirement**)

***Mandatory Workshops can be completed through the following:**

In-person at your SFL-TAP Center, Fort Riley call 785-239-2278 to schedule **or**

Virtual Center online classes at www.sfl-tap.army.mil call 1-800-325-4715 to schedule **or**

Through JKO at <https://jkodirect.jten.mil>; class are listed under TGPS and will include: Transition Overview, MOS Crosswalk, Personal Financial Planning, Department of Labor, Veterans Administration I and II. Deliverables include: Gap Analysis, Budget, Resume/References, and 2 applications for employment.

Documents to bring to MOC Crosswalk Workshop

Resume resource: Print your **VMET CAC needed**. Go to www.dmdc.osd.mil/tgps. Click on the CAC “Login” button. Select the “VMET Tab”. On the left side select “Access VMET Documents”. Select “Cover Letter” and then

“Submit”. Select “open” and then print document. Close the Cover Letter document and then select the “VMET Document (DD-2586)” and follow previous steps to print.

Education resource: Print your **JST: CAC needed**. This is an unofficial transcript of military courses taken with descriptions and calculated semester hours. This document is useful for those going to school to obtain an undergraduate degree. Go to <https://jst.doded.mil>. Select “Login with your CAC” on the left side. After you choose your credentials and enter your pin. Select “Transcript” at the top. Then select “Transcript” on the left side. Print document using the print button that comes up when you scroll over transcript document.