



INSTRUCTIONS TO COMPLETE PRE-SEPARATION BRIEFING ONLINE



ADVANTAGES OF COMPLETING PRE-SEPARATION BRIEFING ONLINE

- Complete form at your own pace.
- Work from the privacy of your own environment.
- Decreases waiting time in the SFL-TAP Center.
- Computer Lab Hours: 0830-1700 Monday – Friday to complete in the Bragg Main SFL-TAP Center.

1. Go to <https://www.sfl-tap.army.mil> (YOU MUST USE INTERNET EXPLORER WEB BROWSER)
2. Locate the phrase “**Log-In**” on the top right of the screen in yellow.
3. You may log-in with your DS Logon or CAC.
4. If you are not able to login using your CAC, you may obtain a Username and Password by registering for a DS Logon and clicking on the Register link provided on the logon screen.
5. You must be enrolled in the Defense Enrollment Eligibility Reporting System (DEERS) to obtain a DS Logon account and have a valid DoD ID.
6. **Choose Bragg Main SFL-TAP.** Select your unit from the drop down menu and enter personal information.
7. ALL Chapters and Med Board Clients, use ETS as stated on ERB. If necessary, provide an approximate Separation Date and choose Involuntary as Reason for Separation.
8. Ensure that the email address you input here is one you check regularly. This is the email address that your counselor will use to contact you.
9. Please input your MOS as: 11B, 153D etc. Do not include skill identifiers.
10. ***It will take 90 minutes to complete the Pre-separation Briefing Online.** After you complete the Pre-separation Briefing Online please contact the Bragg Main SFL-TAP Center at 910-396-2227, 910-396-7188 or 910-908-4835 or email usarmy.bragg.imcom-atlantic.mbx.bragg-sfl-tap@mail.mil to schedule your Initial Counseling appointment.

As of 9 June 2017