

# Pre-Separation Briefing

## COMPLETE PRE-TRANSITION SURVEY

**PRE-TRANSITION SURVEY**  
<https://www.surveymonkey.com/r/PRETRANSITION99> Complete the Survey.

## COMPLETE PRE-SEPARATION COUNSELING CHECKLIST

**SFL-TAP PORTAL**  
[www.sfl-tap.army.mil](http://www.sfl-tap.army.mil)

CAC Required. Log-in with your CAC or your DS Logon username and password (created during registration for eBenefits). Follow instructions for completing registration and begin video. Following 90 minutes video, select "exit" at the bottom left. Go to "Main Menu," next select the last item in the table "Pre Separation Counseling Checklist." Open PDF Document.

## PRESEPARATION COUNSELING CHECKLIST ADDENDUM VIDEO

[www.youtube.com/watch?v=leV4d6bdNV4](http://www.youtube.com/watch?v=leV4d6bdNV4)

CAC is NOT Required. Watch the video.

## INITIATE THE eFORM

**DOD TAP**  
[www.dodtap.mil](http://www.dodtap.mil)

CAC Required. Login to DOD TAP. Select "Initialize Pre-Separation Counseling." Save the document. All required items will be marked in red. Complete Section I – Block 1-25. Complete Section II – Block 1-13. Select "Yes" for item 1 and enter today's date. Select "NO" for Block 2-13. Complete Section IV. If prompted, select reason for attending Pre-Separation with less than 89 days in Block 1. Block 2 Sign digitally. Save document. Logout.

## ACCESS JOINT SERVICE TRANSCRIPT (JST)

Transcripts downloaded by the Service member are considered unofficial. Joint Services Transcript (JST) identifies upper and lower level credit recommendations. Identifies course hours and descriptions. Identifies military experience related to college credit.

**JOINT SERVICE TRANSCRIPT (JST)**  
<https://jst.doded.mil/>

CAC Required. Go to <https://jst.doded.mil>. Select "Login with your CAC" on the left side. Choose your credentials and enter your pin. Select "Transcript" at the top on the yellow banner. Select "Transcript" on the left side. Open PDF document.

## ACCESS VERIFICATION OF MILITARY TRANSCRIPT (VMET)

Provide descriptive summaries of military work experience, training history, and language proficiencies. Recommends college credit associated with an individual's military experience and training, as assigned by the American Council on Education (ACE); and related civilian equivalent job titles, when such information is available. Military work experience and civilian equivalent job titles are only available on an enlisted Service member's VMET.

**VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET)**  
[www.dmdc.osd.mil/tgps](http://www.dmdc.osd.mil/tgps)

CAC Required. Go to [www.dmdc.osd.mil/tgps](http://www.dmdc.osd.mil/tgps). Click on the CAC "Login" button. Select the "VMET Tab" on the top. On the left side select "Access VMET Documents", Select "Cover Letter" and then "Submit". Select "open". Open PDF document. Close. Select the "VMET Document (DD-2586)." Open PDF document.

## REGISTER FOR EBENEFITS

Review VA Home Loan Certificate of Eligibility; Request DD 214 & Official Military Personnel File; Download VA Letters; View Compensation & Pension (C&P) Claims and Upload Supporting Documents; Review VA Payment History; Confirm Post 9/11 GI Bill Enrollment Status; Transfer Post 9/11 Education Benefits

**eBENEFITS**  
[www.ebenefits.va.gov](http://www.ebenefits.va.gov)

CAC Required. Go to [www.ebenefits.va.gov/](http://www.ebenefits.va.gov/) select "Register" button in the upper right side corner. Create DS Logon password. Select "I have a Common Access Card (CAC)" as your method of registration. After you create a password, your username will be provided.

## REGISTER FOR MYHEALTHVET

Access Appointment Feature, Pharmacy/RX Feature, Secure Messaging, Access to VA health record, View VA Admissions and Discharges and summaries, VA Allergies, VA Immunizations, VA Laboratory Results, VA Pathology Report, VA Problem List, VA Notes completed by members of the VA health care team, VA Radiology, VA Vitals and Readings, VA Wellness Reminders

**MY HEALTHeVET**  
[www.myhealth.va.gov](http://www.myhealth.va.gov)

CAC is NOT Required. Go to [www.myhealth.va.gov](http://www.myhealth.va.gov) select the "Register" button on the top right side. Register as a Veteran. For current occupation enter "Military". Create username and password. After completing all information select "save".

## ACCESS VETS.GOV

One-stop site for disability benefits- help with service related medical conditions, apply with a disability claim, check status, identify conditions, appeals; Education benefits- tuition assistance, training programs, apply for educational benefits, GI Bill Benefits Tool, and more; Career and Employment - career development for vets and their families- find jobs, hire veteran; Health Care – apply for and manage VA health care, refill prescriptions, send message to your health Care Team; Locate your nearest DOL Veterans Rep for one-on-one job assistance, new employment initiatives for Post 9/11 Era Vets, and assistance with applying for unemployment insurance benefits.

**VETS.GOV**  
[www.vets.gov](http://www.vets.gov)

CAC is NOT Required. Review the site features of the website, services, and locate the Job Center closest to your new location.

**After completion, please contact Fort Stewart SFL-TAP at (912)767-2234/0052 or Hunter AAF at (912) 315-5854**

Fort Stewart



TRANSITION ASSISTANCE PROGRAM  
Start Strong • Serve Strong • Reintegrate Strong • Advance Strong