



PRE-WORK CHECKLIST FOR INITIAL COUNSELING

Initial Counseling & the Pre-Separation Brief should be started 18 months before your EAS and must be completed NLT 365 days from your EAS. Retirees should start this process 24 months before their retirement date and must be completed NLT 365 days before their retirement date.

Initial Counseling is one-on-one counseling to discuss your transition goals and establish your eForm. The Pre-Separations Brief provides you with a brief overview of the TRS process and programs available to Service members and family members during their transition.

STEP 1: COMPLETE REQUIRED PRE-WORK

1. **COMPLETE INITIAL ASSESSMENT** – Instructions are on the back – <https://centers.armytap.army.mil>
2. **LAUNCH DD FORM 2648/eFORM** – <https://milconnect.dmdc.osd.mil>
3. **SCREENSHOT O*NET ONLINE ASSESSMENT RESULTS** – <https://www.mynextmove.org/explore/ip>
4. **SCREENSHOT OF VA BENEFITS REGISTRATION DASHBOARD** – www.va.gov
5. **PRINT JOINT SERVICES TRANSCRIPT (JST)** – <https://jst.doded.mil/jst/>
6. **PRINT VERIFICATION OF MILITARY EXPERIENCE (VMET)** – <https://milconnect-pki.dmdc.osd.mil/>
7. **SCREENSHOT OF PERSONAL EMAIL ADDRESS IN MOL** – <https://www.mol.usmc.mil>
8. **SCREENSHOT OF RESERVE OBLIGATION & OPPORTUNITY BRIEF (ROOB) COMPLETION** – <https://www.marinenet.usmc.mil> (log-in & search “ROOB”, enroll and watch all videos)

STEP 2: SUBMIT ALL OF YOUR PRE-WORK WITH THE FOLLOWING INFORMATION TO YOUR UTC

Service Members Full Name & Rank:
EAS Date:
Email Address:

EDIPI:
Type of Discharge:
Contact Phone Number:

STEP 3: INITIAL COUNSELING APPOINTMENT

1. **YOUR UTC WILL REQUEST YOUR INITIAL COUNSELING** – Your UTC will email us all of your information
2. **TRS STAFF WILL REACH OUT TO YOU DIRECTLY TO SCHEDULE YOUR INITIAL COUNSELING** – Typically within 5-7 business days from submission
3. **PRIOR TO YOUR APPOINTMENT REVIEW THE “PRE-SEPARATION RESOURCE GUIDE”** – TOP QR code OR www.tapevents.mil/Assets/ResourceContent/TAP/Pre_Separation_Counseling_Resource_Guide.pdf
4. **AFTER YOU COMPLETE YOUR INITIAL COUNSELING** – You will be registered for a Pre-Separation Brief

STEP 4: PRE-SEPARATION BRIEF

1. **ATTEND THE PRE-SEPARATION BRIEF** – You will be registered for TRS at the Pre-Separation Brief
2. **RETURN TRS CONFIRMATION TO UTC** – Provide your UTC with a copy of your TRS Confirmation

FAILURE TO PROVIDE ALL OF THE REQUIRED DOCUMENTS & INFORMATION WILL RESULT IN A DELAY OF SERVICES!

INITIAL COUNSELING & PRE-SEPARATION MUST BE COMPLETED NLT 365 DAYS FROM YOUR EAS

MCAS Cherry Point TRS Staff | 252-466-4201 | Building 4335 Room 213

Initial Assessment Instructions

STEP 1: Log-on



Register by scanning QR Code or <https://centers.armytap.army.mil>

You will need CAC (Firefox/Chrome) or use DS Logon (DS Logon will NOT work on a government computer).

STEP 2: Registration

Active Component Military Service Member Registration

*Denotes required field

*Last Name: [Redacted]
This is your last name we retrieved from DMDC DEERS and it cannot be edited. If it is incorrect, please contact your local DMDC DEERS center, then contact your TAP Center to have your TAP record changed.

*First Name: [Redacted]
Middle Initial: A
*Gender: Male

*Date of Birth: (MM/DD/YYYY) [Redacted]
*Separation Date: (MM/DD/YYYY) TERMINAL LEAVE DATE 08 / 08 / 2024

*Are you Retiring? Yes: No:
Departure Date: MM / DD / YYYY

*Service Affiliation: Army
Type: Enlisted
Grade: E7
Military Occupational Specialty Code (MOC): [Redacted]
*Wanted Salary: [Select One]
*Post-Transition Location: [Select One]
*Field of Interest: [Select One]

*Unit Name: **SELECT: Your Unit**

Transition Assistance Services Notice:
By providing accurate contact information you enable Army transition program service providers to get you the latest information and deliver the best transition support.
*NOTE: At least one number (including area code) is required below.
*FONDS: provide country code with the phone number(s).

Mobile Phone: [Redacted]
Other Phone: 9283889202

*Civilian Email Address: (Example: jane.doe@yahoo.com) [Redacted]
*Confirm Email Address: [Redacted]
Other Email Address: [Redacted]
Caregiver: Yes: No:

Continue

SOLDIER FOR LIFE
TRANSITION ASSISTANCE PROGRAM
Start Strong - Serve Strong - Reintegrate Strong - Remain Strong

Frequently Asked Questions

ATTENTION ALL USERS: PLEASE READ THE BELOW INFORMATION IN ITS ENTIRETY

ACTION NEEDED: Phone Numbers can be updated by yourself by logging into your DS Logon account and going to "UPDATE CONTACT INFORMATION." This will take you to a screen to update your own phone number and email. Please ensure your phone (e.g., cell, landline) and email address is accurate as future security features will be enabled soon and you won't have access to your DS Logon account if the phone number is not one you can access.

IMPORTANT: After visiting DS Logon or one of our partner sites, CLOSE your browser window AND all open tabs. This will help protect your information and privacy. If you choose not to close your browser and all open tabs, this can enable third parties access to your PRIVATE HEALTH and BENEFIT INFORMATION.

DS Logon CAC

DS Logon

DS Logon Username
DS Logon Password
Forgot Username?
Forgot Password?
Login

Need An Account?
Activate My Account
Upgrade To Premium Account
Change My Account

STEP 3: Complete Initial Assessment

Registration Confirmed

Our records show that you have not completed the Initial Assessment, which is the first step in your transition process. Please click on the 'Complete Initial Assessment' link below. For assistance, contact your local TAP Center or Virtual Center.

Congratulations!
You are registered at Sill TAP Center.

As a Military Service Member you must receive Preseparation Counseling prior to receiving other TAP services. You can schedule preseparation counseling at your TAP Center or receive counseling and complete DD Form 2648 online. Whichever method you choose, during preseparation counseling, you will listen to brief descriptions of separation benefits and mark items to indicate you want to learn more about a benefit before you leave active duty. After completing preseparation counseling you can schedule for a DoL Workshop, VA Seminar and many other classes, and use automated tools that support employment assistance.

Complete Online

Schedule a Preseparation Briefing

Complete Initial Assessment

Contact Your TAP Center

STEP 4: Once you complete the Initial Assessment, screenshot your completion page to submit with your other Pre-Work documents. Remember to logout and close the browser. Your Initial Assessment will be reviewed by your advisor prior to your Initial Counseling Appointment.

REQUIRED PRE-WORK DETAILED INSTRUCTIONS

1. **COMPLETE INITIAL ASSESSMENT** – Detailed instructions on page 2
2. **LAUNCH DD FORM 2648/eFORM** –
 - a. Visit <https://milconnect.dmdc.osd.mil>
 - b. Click on “Sign in” and follow the instructions to login
 - c. Once logged in, click on “Correspondence/Documentation”
 - d. Select “DoD Transition Assistance Program (DoDTAP)”
 - e. Click on “Initialize Pre-Separation Counseling”
 - f. Complete all sections of the eForm
 - g. Click “Save” but do NOT sign the eForm until the IC & Pre-Separation Counseling Brief has been completed.
3. **SCREENSHOT O*NET ONLINE ASSESSMENT RESULTS** –
 - a. Visit <https://www.mynextmove.org/explore/ip>
 - b. Click on “Next” and begin the O*NET Interest Profiler
 - c. Screenshot the Numbers of your Interest Profiler Results
4. **SCREENSHOT OF VA BENEFITS REGISTRATION DASHBOARD** –
 - a. Visit <https://www.va.gov/>
 - b. Click on “Sign In” located at the top right corner of the page
 - c. Follow instructions to login
 - d. Screenshot your profile page
5. **PRINT JOINT SERVICES TRANSCRIPT (JST)** –
 - a. Visit <https://jst.doded.mil/jst/>
 - b. Click on “Register” to create a username & password or login with your CAC
 - c. Once logged in, click on “My Transcripts” located at the top of the page
 - d. Click on “My completed JST Transcript”
 - e. Print (or save) a copy of the combo report
6. **PRINT VERIFICATION OF MILITARY EXPERIENCE (VMET)** –
 - a. Visit <https://milconnect-pki.dmdc.osd.mil/>
 - b. Click on “Sign In” located at the top right corner of the page
 - c. Follow instructions to login
 - d. Once logged in, click on “Correspondence/Documentation”
 - e. Select “DoD Transition Assistance Program (DoDTAP)”
 - f. Click on “VMET”
 - g. Select “VMET Document (DD-2586) & Click “Submit”
 - h. Print (or save) your VMET
7. **SCREENSHOT OF PERSONAL EMAIL ADDRESS IN MOL** –
 - a. Visit <https://www.mol.usmc.mil/>
 - b. Follow instructions to log in
 - c. Once logged in, click on “Personal Info”
 - d. Under the “Personal Updates” section, click on “Contact Information”
 - e. Add a valid personal email address
 - f. Screenshot your “Contact Information” page with personal email added
8. **SCREENSHOT OF RESERVE OBLIGATION & OPPORTUNITY BRIEF (ROOB) COMPLETION** –
 - a. Visit <https://www.marinenet.usmc.mil/>
 - b. Once logged in, search “ROOB”
 - c. Find Instructor-Led Course and click “view”
 - d. Enroll and watch all videos
 - e. Once complete, download a copy of your ROOB Completion Certificate