

Pre-Separation Counseling/Briefing Pre-Requisites

1. Using your CAC card, register for an e-benefits account at www.ebenefits.va.gov. During registration, set up a manual DS Logon (username) and Password. Follow steps below carefully as you'll need this DS Logon (username/password) for future use across multiple programs. **Complete BOTH A and B below for step 1, in order, before continuing on to step 2.**

Using your CAC:

- A. Register for an e-benefits account at www.ebenefits.va.gov.

Step 1 - Select Register at the upper right hand side of the eBenefits home page.

Step 2 - Select I have a CAC with accessible card reader.

Step 3 - Select Register; then follow the screen prompts.

Step 4 - Log out

- B. Create a DS Logon

Step 1 - Re-open www.ebenefits.va.gov

Step 2 - Select "Log In" at upper right hand side of the eBenefits home page.

Step 3 - Select the Checkbox to agree to the consent to monitor statement.

Step 4 - Select "Register" next to Need a DS Logon; then follow the screen prompts.

Step 5 - Note your DS Logon and Password; you'll use this DS Logon and Password for multiple systems both pre- and post-transition.

2. Bring up the website www.DoDTAP.mil. Ensure your Pop-Up Blocker is turned off, and ensure dodtap.mil is **added** under your Internet Tools/Compatibility View settings
3. On www.DoDTAP.mil, log in as a Service Member. Select "Initialize Pre-Separation."
 - A. In Section 1, review information in blocks 1-25; some blocks will require you enter data. For Unit Name, use the spelled-out name of your unit (type slowly to allow system to read) until you see a drop down option with your correct unit name. For base/installation, type in "Pearl" until you see a drop option for Joint Base Pearl Harbor Hickam. All other blocks requiring entry are self-explanatory.
 - B. In Section II, update blocks 1 through 13 with a yes or no. If you do have any items complete and select Yes, you'll need to enter a date completed. In the Pre-Separation phase of Transition, expect to answer No to most of these items for now as they'll be completed during and after your TGPS week.
 - C. In Section III, digitally sign your Pre-Separation. If the sign option is gray, select "Save" in the top right corner of the screen. This will prompt the system to identify any missing data that's required, and any errors will have a red box highlighting them. Correct any errors, and return to Section III to sign your form.
 - D. Log out of DoDTAP. Your Transition counselor will provide your Pre-Separation briefing and will log in to sign your form after the briefing.
4. Complete the Interest Profiler at mynextmove.org (Link "Tell us what you like to do") and print results screen. You'll need this during your Transition GPS week.
5. Ensure you're registered to attend a Pre-Separation briefing; sign up is available at <http://www.greatlifehawaii.com/family-support/mfsc-class-schedule>. You must have completed all steps on www.DoDTAP.mil listed above prior to attendance.
6. If you have questions or need assistance, please contact your MFSC Transition Counselors at 474-1999.