Pre-Separation Counseling Pre-Requisite Instructions

Go to https://milconnect.dmdc.osd.mil/milconnect

Top right corner —click Sign In

Log in with DS Logon or CAC

Click OK (should be twice)

On menu bar Click on Correspondence and Documentation

Select DOD Transition Program *(DOD TAP)

Middle of page, on left Select Initialize Pre-Separation Counseling

SECTION I

8. Select NO

12. Select Yes, then click OK on pop up box

15. & 16. Should be pre-populated

17. Type Keesler and select Keesler AFB (or your base if not stationed at Keesler)

18. Enter Separation / Retirement Date

22. Select from drop down (on right)

24. Today's Date

25. Select from drop down (on right)

26. Select from drop down (on right)

> Involuntary (High Year Tenure, MEB, Legal, Admin, etc.)
> Voluntary   (Regular Separation or Retirement)

27. Personal email

27a. Cell number

28. Select No

29. Select No

Select Next (bottom right of page)

SECTION II

1. Yes and date registered for e-benefits
2. Select No
3. Select No
4. If less than 8 years military service—Select No
   If more than 8 years military service—Select N/A
5. Select No
6. Select No
7. If going to college immediately upon separation- select No; otherwise select N/A

   Select Next (Bottom Right of Page)

SECTION III

1. Select Yes or No—personal preference
2. ONLY if retiring with 20 or more years of active duty you must put the following remarks:
   My signature indicates that I am aware not to obtain Foreign Government Employment without the explicit approval of the _____and the State Department.

   (Your Branch of Service)

   Click on Add Remarks

3. Select Save (bottom right of page)

Select Next

Select Next

Select Save

Select Click to Sign and Lock (bottom right of page)

After signing- the form will close. Go back into the form to properly close it.

Select e-form (middle left of page)

Go back to the last page on the signature section

Ensure your signature is present, and click Close (bottom left of page)

Sign out (red box on top right of page)