

Initial Counseling Step-by-Step Guide



For additional help, please email: travistapteam@gmail.com or call: 707-424-2486

Preparing for your Initial Counseling Appointment

Complete the following documents and actions:

- ☐ M&FRC SOU (Statement of Understanding) – found on <https://www.travisafrc.com/transition-assistance>
- ☐ ITP – found on <https://www.travisafrc.com/transition-assistance>
- ☐ Initial Self-Assessment worksheet – found on <https://www.travisafrc.com/transition-assistance>
- ☐ Create a username and password for your MyAuth - (login and take screen shot)
- ☐ Initialize, Complete and Sign your eform (download draft)
- ☐ Download your VMET
- ☐ Resume outline (or a current resume)
- ☐ Create a LinkedIn profile (login and take screen shot)

**Save the downloadable documents on your desktop and complete the forms. Please do not combine forms into one large document (wait for the scanning to finish and download the original document vs. the save PDF) Once complete, all items and screenshots will be sent to your TAP Counselor's email address.

Do not send to the gmail account.

Preparing for your Initial Counseling Appointment

Complete the following documents and actions:

- ☐ 1. Open the Initial Counseling Step by Step Guide (follow the guidance and actions)
- ☐ 2. M&FRC SOU (Statement of Understanding)
- ☐ 3. ITP Initial
- ☐ 4. Self-Assessment Worksheet

Step One: TAP Initial Counseling

For those who are separating/retiring, you **MUST** make an INITIAL COUNSELING appointment immediately for your transition.

MANDATORY You **MUST** make a Initial Counseling appointment **before** scheduling all other transition classes.

INITIAL COUNSELING STEPS:

1. Fill out the below documents: Statement of Understanding (SOU), ITP, Transition Assistance Self-Assessment Worksheet and **complete the additional tasks on the Power Point Guide**. Save these items on your desktop. Please do not combine documents into one PDF.
2. Email the TAP Team at travistapteam@gmail.com **(do not send your documents until a TAP counselor contacts you)**
3. Ask for an INITIAL COUNSELING appointment (share your professional and personal contact information, DoS, and Travis AFB Squadron and any other pertinent information) **mention that you have completed all the actions and documents per the Initial Counseling step-by-step power point guide** (checklist can be found on pg 3 & 23 on the step by step guide below).
4. You will be assigned a TAP Counselor who will send you an official email address for you to send all the documents/tasks. If you fail to send the documents within 48 hours you may need to request a new counselor due to availability.
5. Within three business days of receiving your deliverables at his/her official email address, your counselor will offer you an appointment to meet one-on-one. During your Initial Counseling session, you will discuss the next steps and sign up for the mandated classes.
6. Call if you have any questions. (707) 424-2486

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A&FRC SOU
Click Here

1

Initial Counseling step-by-step
Click Here

3

ITP
Click Here

4

Initial Self-Assessment
Click Here

MilConnect

Verification of Military Experience and Training (VMET)
download and Initialize, complete, and sign eform

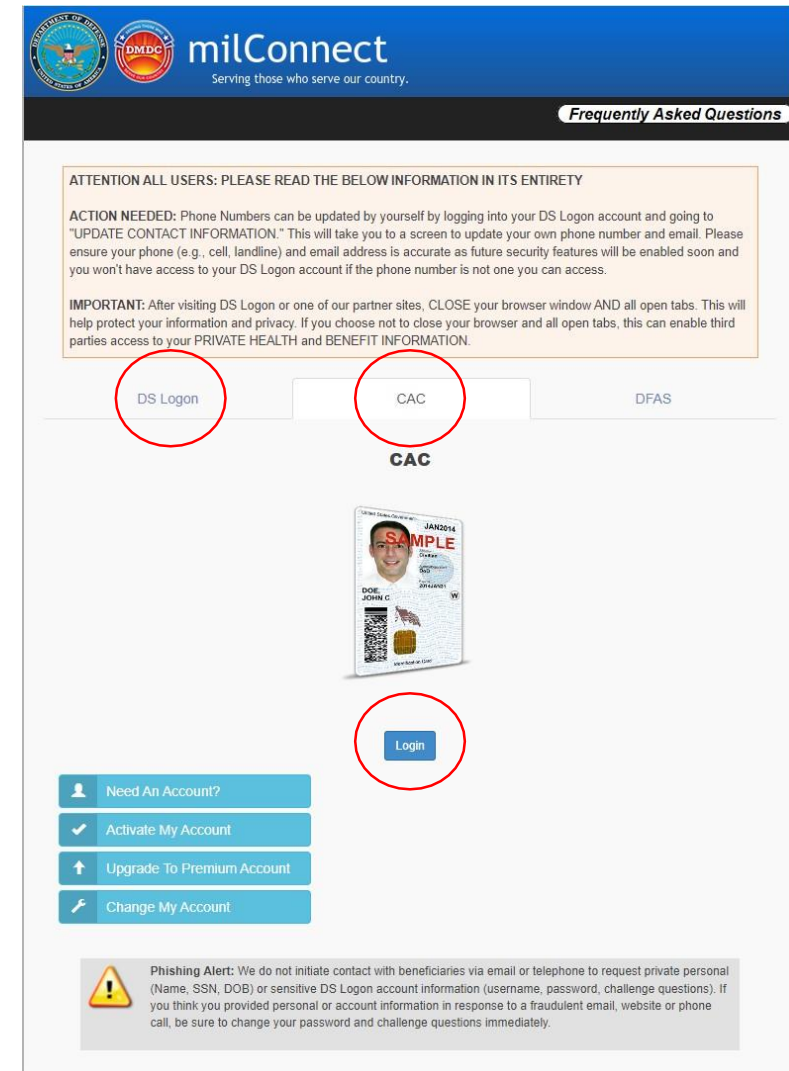


Part 1: Download your Verification of Military Experience and Training (VMET)
(DD Form 2586)

Part 2: Initialize, complete, and sign your eform, DD Form 2648

MilConnect for VMET and eForm

1. **Navigate to:**
<https://milconnect.dmdc.osd.mil/milconnect/>
2. **Log-in using your CAC Or MyAuth Account**



MilConnect- Part 1:

Initialize, complete, and sign eform

The screenshot shows the MilConnect website interface. At the top, the Department of Defense and DMDc logos are visible, along with the text "milConnect" and "Serving those who serve our country." The user is signed in as a sponsor, with a "Sign Out" button in the top right corner. A search bar is located on the right side of the header.

The main navigation menu is on the left, with "My Profile" and "Correspondence/Documentation" highlighted by a red box. A yellow arrow points to the "Correspondence/Documentation" link with the text "Click Correspondence/Documentation".

The "Correspondence/Documentation" dropdown menu is open, showing options: eCorrespondence, Proof of Coverage, Defense Personnel Records Information (DPRIS), ACA - Corrected IRS Form, DoD Workforce Certification (DWC), and DoD Transition Assistance Program (DoDTAP). The "DoD Transition Assistance Program (DoDTAP)" option is highlighted by a red box, and a yellow arrow points to it with the text "Click DoD Transition Assistance Program (DoDTAP)".

Below the menu, the "I want to..." section displays a grid of action buttons:


- Update personal contact info
- Manage Health Benefits
- Update family members in DEERS
- Transfer my education benefits
- Update work contact info (GAL)
- Update my name in DEERS
- View my health care coverage
- Obtain proof of health coverage
- Retrieve my correspondence

At the bottom, there is a link to the FAQ and a "More Goals" button.

The URL at the bottom of the page is: <https://milconnect-pki.dmdc.osd.mil/milconnect/protected/portlet/dodtap>

MilConnect- Part 1:

Initialize, complete, and sign eform



Click Initialize Pre-Separation Counseling

Transition Documents Reported For Me

*As of November 5, 2016 -DD forms 2648, 2648-1, and 2958 have been replaced by the eForm, which can be initiated with the button below, or edited with the buttons, in coordination with your Transition Assistance Counselor.

**The Current Phase is related only to the eForm entries

Initialize Pre-Separation Counseling

View Pre-Separation Counseling Executive Summary

No records found

Sessions Attended

No records found

Resources

 **Financial Planning Worksheet**

 **TAP Participant Assessment**

Contact the [TAP Helpdesk](#) via email for all questions about your eForm or other Transition Documents that are not already addressed in the FAQs

MilConnect- Part 1:

Initialize, complete, and sign eform

- After you've clicked on "initialize Pre-Separation Counseling" click on the "eform" link
- Once the form loads on the page, click "Save" (you may have to do this numerous times)
- Fill in the missing information that is highlighted in **red boxes** (section 1 of the form). After each line of information is entered, click "Save" and "Next" and the page will refresh. Be sure to enter your gov't and personal email addresses. Check to ensure your entries have loaded.
- When all **red boxes** are complete, go to Section 4 at the very bottom of the form.
- Complete any **red boxes** (saving with each entry)
- Digitally **sign** the form by selecting "click here to sign and lock"
- After signing, the page will refresh. After refresh, click "Save" and then "Close" and log out.

MilConnect- Part 2:

Verification of Military Experience and Training (VMET), DD Form 2586

The screenshot displays the MilConnect website interface. At the top, the header includes the Department of Defense and DMDC logos, the text "milConnect Serving those who serve our country.", and a "Sign Out" button. Below the header, a navigation bar contains "My Profile" and a dropdown menu for "Correspondence/Documentation". The dropdown menu lists several options: "eCorrespondence", "Proof of Coverage", "Defense Personnel Records Information (DPRIS)", "ACA - Corrected IRS Form", "DoD Workforce Certification (DWC)", and "DoD Transition Assistance Program (DoDTAP)". Two yellow callout boxes with arrows point to these options, with the text "Click Correspondence/Documentation" and "Click DoD Transition Assistance Program (DoDTAP)". Below the navigation bar, there is a section titled "I want to..." with a grid of buttons for various actions: "Update personal contact info", "Manage Health Benefits", "Update family members in DEERS", "Transfer my education benefits", "Update work contact info (GAL)", "Update my name in DEERS", "View my health care coverage", "Obtain proof of health coverage", and "Retrieve my correspondence". At the bottom, there is a footer with a link to the FAQ and a "More Goals" button.

You are signed in as a sponsor. [Sign Out](#)

[Correspondence/Documentation](#) **Click Correspondence/Documentation**

- eCorrespondence
- Proof of Coverage
- Defense Personnel Records Information (DPRIS)
- ACA - Corrected IRS Form
- DoD Workforce Certification (DWC)
- [DoD Transition Assistance Program \(DoDTAP\)](#) **Click DoD Transition Assistance Program (DoDTAP)**

I want to...

- [Update personal contact info](#)
- [Manage Health Benefits](#)
- [Update family members in DEERS](#)
- [Transfer my education benefits](#)
- [Update work contact info \(GAL\)](#)
- [Update my name in DEERS](#)
- [View my health care coverage](#)
- [Obtain proof of health coverage](#)
- [Retrieve my correspondence](#)

Don't see what you are looking for? Browse the menus, search or check our [FAQ](#). [More Goals](#)

<https://milconnect-pki.dmdc.osd.mil/milconnect/protected/portlet/dodtap>

MilConnect- Part 2:

Verification of Military Experience and Training (VMET), DD Form 2586

DoD Transition Assistance Program (DoDTAP) for Service Members and Veterans ?

The DoDTAP dashboard helps you manage your transition documents. Initialize Pre-Separation Counseling to start your transition eForm. Find answers about your Session Attendance, Transition Documents, and VMET in the milConnect FAQ. Please contact your TAP counselor with questions about your transition documents, or what you need to do to complete your transition process.

My Dashboard

Transition Documents

VMET

Click VMET

News

08/07/2019

Please note that the following question in Section I of the eForm is incorrectly numbered as #23, and should be #25: "Was the Service member assigned to a Warrior Transition Unit (WTU) prior to separation?" This has no impact on the eForm completion, and will be corrected in the next TAP milConnect portlet release.

PreviousNext

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Transition Documents Reported For Me

*Document	Status	**Current Phase	Completed Date
eForm	In Progress	Pre-Separation Counseling	

PreviousNext

1/1

MilConnect- Part 2:

Verification of Military Experience and Training (VMET), DD Form 2586

DoD Transition Assistance Program (DoDTAP) for Service Members and Veterans ?

The DoDTAP dashboard helps you manage your transition documents. Initialize Pre-Separation Counseling to start your transition eForm. Find answers about your Session Attendance, Transition Documents, and VMET in the milConnect FAQ. Please contact your TAP counselor with questions about your transition documents, or what you need to do to complete your transition process.

[My Dashboard](#) [Transition Documents](#) **VMET**

Access Documents (DD-2586 or cover letter)

Select the desired document and then click the 'Submit' button; the document will open in the PDF format for downloading and printing.

☐ VMET document (DD-2586) ⓘ

☐ Cover Letter ⓘ

Privacy Advisory

The Personally Identifiable Information (PII) provided from your login verification is used to locate your VMET Documents, thereby delivering your certification or verification of your military experience and training. Information collected will be retained for record auditing purposes only.

VMET Updates vs. Your Separation

If your VMET document is not fully updated by the time you take your Transition classes and separate, that is still considered acceptable, since the Transition Counselors know that the VMET document has a lengthy lag time for update delays. The Date of Information (block 5) on your VMET document is the last date we received information from the services for you, as it usually lags about 3-6 months behind the current date. What this means is that anything that occurred after that date will not appear on this VMET; you will have to wait for the next quarter of the data to be loaded into VMET to see that information.

Contact the [VMET Helpdesk](#) via email for all questions about your VMET Document that are not already addressed in the FAQs

Select VMET document

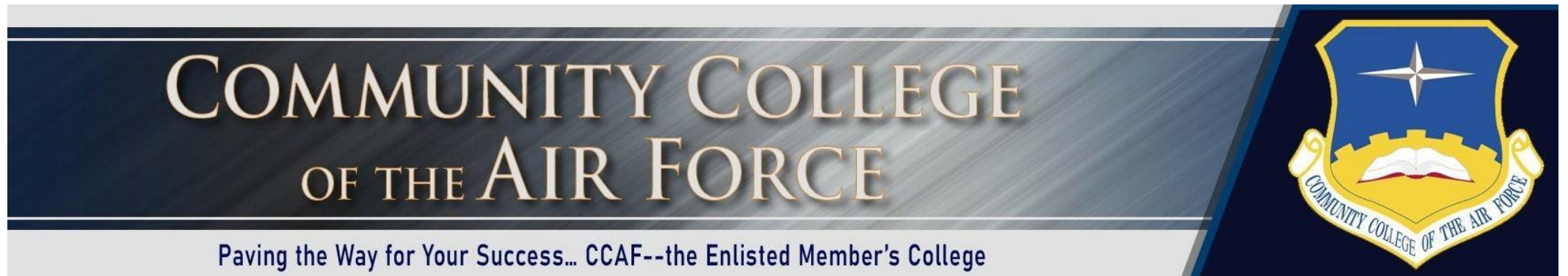
Click Submit

CCAF Unofficial Transcripts

(Air Force only)

- Access the Air Force Virtual Education Center through the Air Force Portal:
<https://afvec.us.af.mil/afvec/Home.aspx>
- Click on “CCAF Student Services” on the menu on the left side of the screen (this will launch a new window)
- Click on “Transcripts” and select “View My Unofficial Transcript”

**Must be accessed from military network to view



Resume Outline

YOUR NAME

City, State • Phone Number • Email Address

Professional Profile

Describe your work experience and strongest skills

Work History

Your Job Title

United States Air Force, City, State

- Job responsibility / achievement
- Job responsibility / achievement

Your Job Title

United States Air Force, City, State

- Job responsibility / achievement
- Job responsibility / achievement

Your Job Title

United States Air Force, City, State

- Job responsibility / achievement
- Job responsibility / achievement

Education

School Name

City, State

Degree Obtained

Skills

Hint: You can use the VMET you just saved to help create the outline!

Copy and paste some bullets from your EPR/OPR just to get yourself started!

OPTION: You can copy and paste the outline on the left, or you can click on Resumeengine.org and create it through Hiring Our Heroes provides an easy-to-use resume application to service members that will translate military records into a strong resume that civilian employers can easily understand.



Creating a LinkedIn Profile

LinkedIn.com- Join and Start Your Profile



Join now

Sign in

Welcome to your
professional community

Search for a job



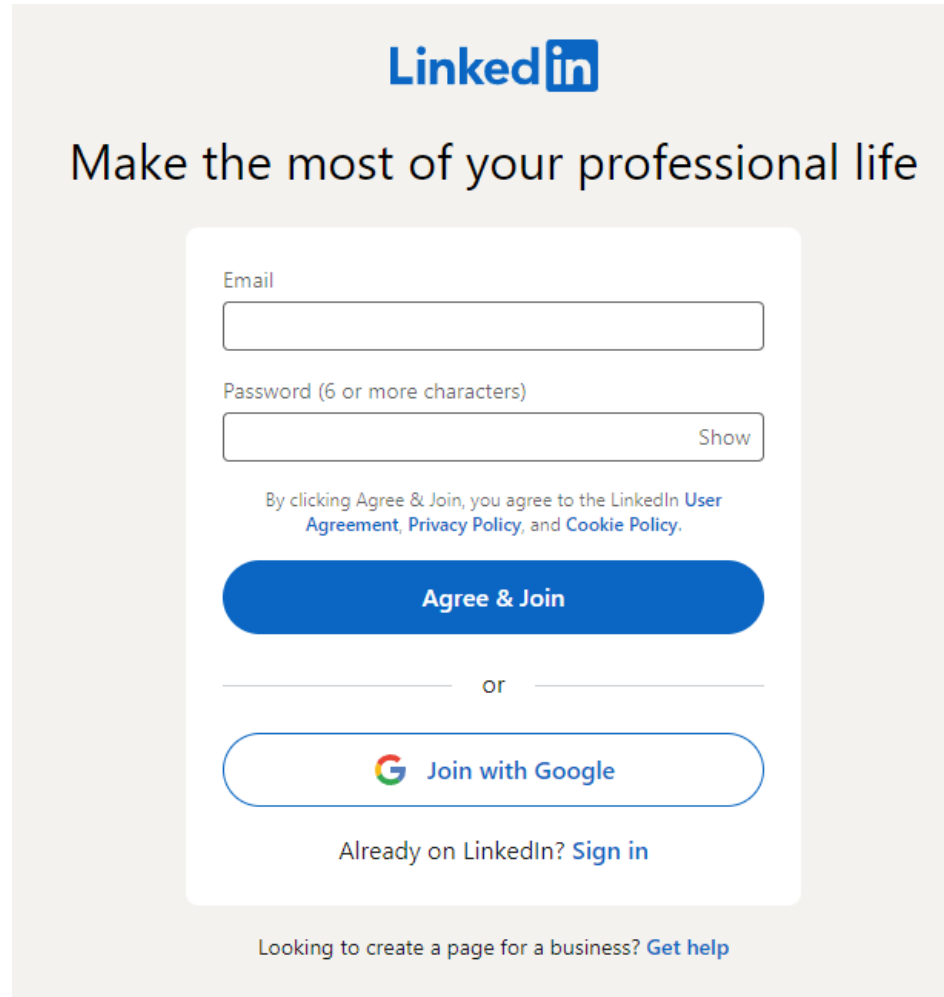
Find a person you know



Learn a new skill



LinkedIn.com- Join and Start Your Profile



The image shows the LinkedIn sign-up page. At the top is the LinkedIn logo. Below it is the text "Make the most of your professional life". The main form is a white box with a light gray border. It contains an "Email" label and a text input field. Below that is a "Password (6 or more characters)" label and a text input field with a "Show" button on the right. Under the password field is a line of text: "By clicking Agree & Join, you agree to the LinkedIn [User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#)." Below this is a large blue button with the text "Agree & Join". Underneath the button is a horizontal line with the word "or" in the center. Below the line is a rounded rectangle containing the Google logo and the text "Join with Google". At the bottom of the form is the text "Already on LinkedIn? [Sign in](#)". Below the form is a link: "Looking to create a page for a business? [Get help](#)".

LinkedIn

Make the most of your professional life

Email


Password (6 or more characters)

Show

By clicking Agree & Join, you agree to the LinkedIn [User Agreement](#), [Privacy Policy](#), and [Cookie Policy](#).

Agree & Join

or

 Join with Google

Already on LinkedIn? [Sign in](#)

Looking to create a page for a business? [Get help](#)

Email the following to your TAP counselor's GOV'T (.mil) email account
PRIOR to your Initial Counseling

You will send all items directly to your TAP Counselor's email address, once assigned.

Do not send any documents to the gmail account.