



Initial Counseling Step-by-Step Guide

For additional help, please contact us:

EMAIL: travistapteam@gmail.com

PHONE: 707.424.2486

Preparing for your Initial Counseling Appointment

Complete the TAP SOU/Self-Assessment/ITP Packet

This form must have your official digital signature

**Save the downloadable documents onto your desktop
and complete the forms.**

Please **do not send** items and screenshots **to the**
TRAVISTAPTEAM@gmail account.



DEPARTMENT OF THE AIR FORCE
MILITARY & FAMILY READINESS

Service Delivery Statement of Understanding
& Personal Readiness Inventory

STATEMENT OF UNDERSTANDING

Military & Family Readiness is here to assist you in various ways, helping you prioritize your concerns and find resources to cope with personal and work-related situations. We offer classes, workshops, and a resource room with books, videos, and computers for your benefit. Your privacy will be respected by the staff. However, please note that they may share general feedback with your supervisor/commander/first sergeant without divulging specific details. In certain circumstances, such as potential harm to yourself or others, or suspicion of family member maltreatment, molestation, child neglect, or drug use, the staff may be legally obligated to contact the appropriate authorities. Demographic information provided by you will be securely stored for the purpose of assisting you as a customer.

SIGNATURE:

DATE:

Your signature above signifies that you have read and understand our Service Delivery Statement of Understanding.

SERVICE MEMBER PERSONAL READINESS INVENTORY

Instructions: Based on the past week, please rate how well things are going by annotating 0-10 scales below, with 10 as the best possible rating.

- ___ ADJUSTMENT TO MILITARY LIFE (Understand & support the military lifestyle & mission)
- ___ RELOCATION/MOVING (Ability to move when required)
- ___ ADJUSTMENT TO COMMUNITY (Ability to find on/off-base information, services, events & activities)
- ___ DEPLOYMENT READINESS (Ability to support deployment & awareness of available family support)
- ___ EMPLOYMENT (Job search techniques & skills, ability to secure suitable employment)
- ___ FINANCIAL READINESS (Basic needs & financial obligations met, savings, investments & retirement)
- ___ MILITARY/WORK ENVIRONMENT (Work environment/relationships OPSTEMPO/pace of work)
- ___ PERSONAL RELATIONSHIPS (Family, friends, & loved ones)
- ___ RETENTION (Intention to continue military career past current commitment)
- ___ TRANSITION TO CIVILIAN LIFE (Prepared for separation, aware of benefits & entitlements)

Preparing for your Initial Counseling Appointment

Complete the following documents and actions:

- Create a DS-Logon account, username, and password (take screen shot of logon page)
- Create a Logon.gov account
- Create a VA.gov account (take screen shot of logon page)
- Initialize, complete and sign your e-form (download draft)
- Download your VMET
- Create a resume outline if you do not have 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)

All items and screenshots are to be emailed to your assigned TAP Counselor's email address.

Please do not send items and screenshots to the gmail account.

IMPORTANT INFORMATION!
All Users

IMPORTANT:
You must LOG OFF and CLOSE your browser when finished or you risk your information being viewable.

ATTENTION MILITARY DEPENDENTS, RETIREES AND DEPENDENTS:
The preferred method to create a DS Logon account is to select "Email Registration"

IMPORTANT TIP:
If you experience issues, ensure you are using Chrome or Edge, clear your cookies, cache, and close all browsers. Do not use Internet Explorer Backwards Compatibility. You may need to allow pop-ups. You can also refer to Need Support? below for more information.

REMINDER:
Don't forget to LOG OFF and CLOSE your browser.

Dismiss

CREATE a DS Logon

<https://myaccess.dmdc.osd.mil/>

1. Create new account
2. Choose "CAC I have my CAC with access to a card reader"
3. Follow instructions to set up DS Logon Account

DS Logon CAC PIV

Username *

Current Password * 

Login

[Forgot Username?](#) [Forgot Password?](#)

You can also:

[Create New Account](#) [Activate Account](#) [Need Support?](#)



DS Logon Registration

It is critical that you read the [DS Logon Support Documentation](#) PRIOR to creating an account. There is specific information in the Support Documentation related to account creation and items needed for remote identity proofing.

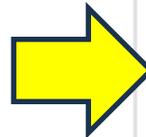
It is recommended to use Chrome or Edge. If you experience issues, make sure to clear your cookies, cache, and all browser sessions. You may need to allow pop-ups.

Please select how you would like to create your DS Logon account:

- CAC: I have my CAC with access to a card reader.
- Email Registration: I have a valid DoD ID card or CAC and a valid unique email address in DEERS. This option is recommended for Military Spouses, Retirees and their eligible Family Members who are in possession of a valid DoD ID Card.
- Remote Identity Proofing: I do not have a valid DoD ID card or CAC and will need to remote proof to verify my identity.

Continue

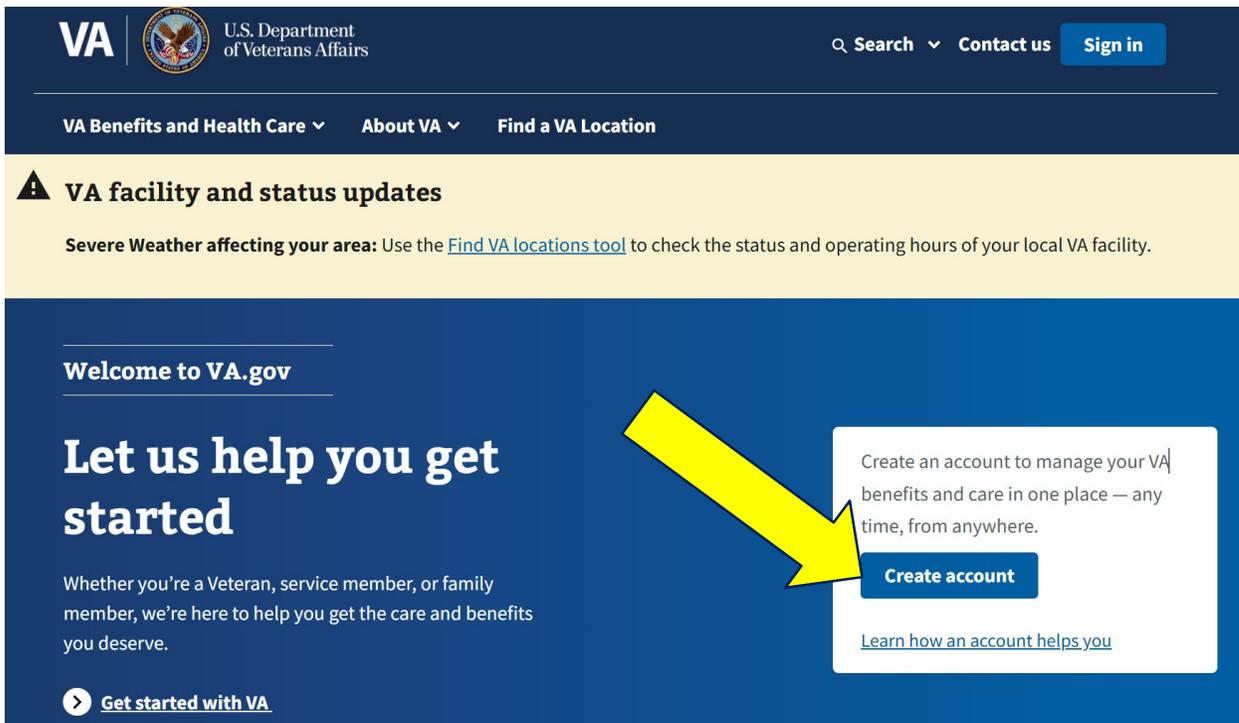
Cancel



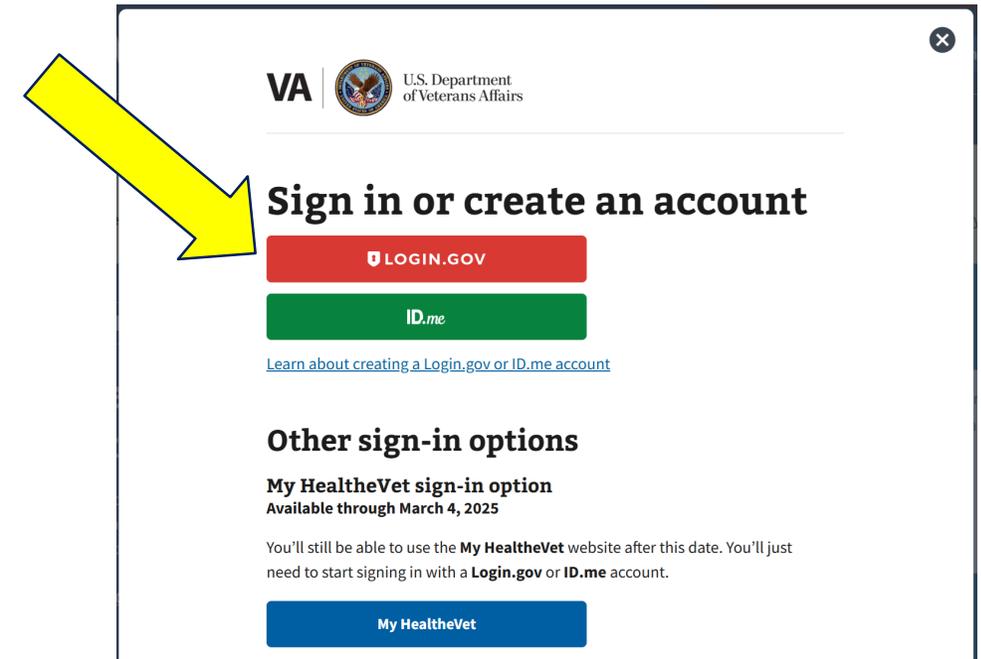
How to Create a VA.gov and Login.gov account

<https://www.va.gov/>

1. Go to va.gov
2. Click on “Create account” and using your CAC setup the Login.gov account
3. Take a screen shot



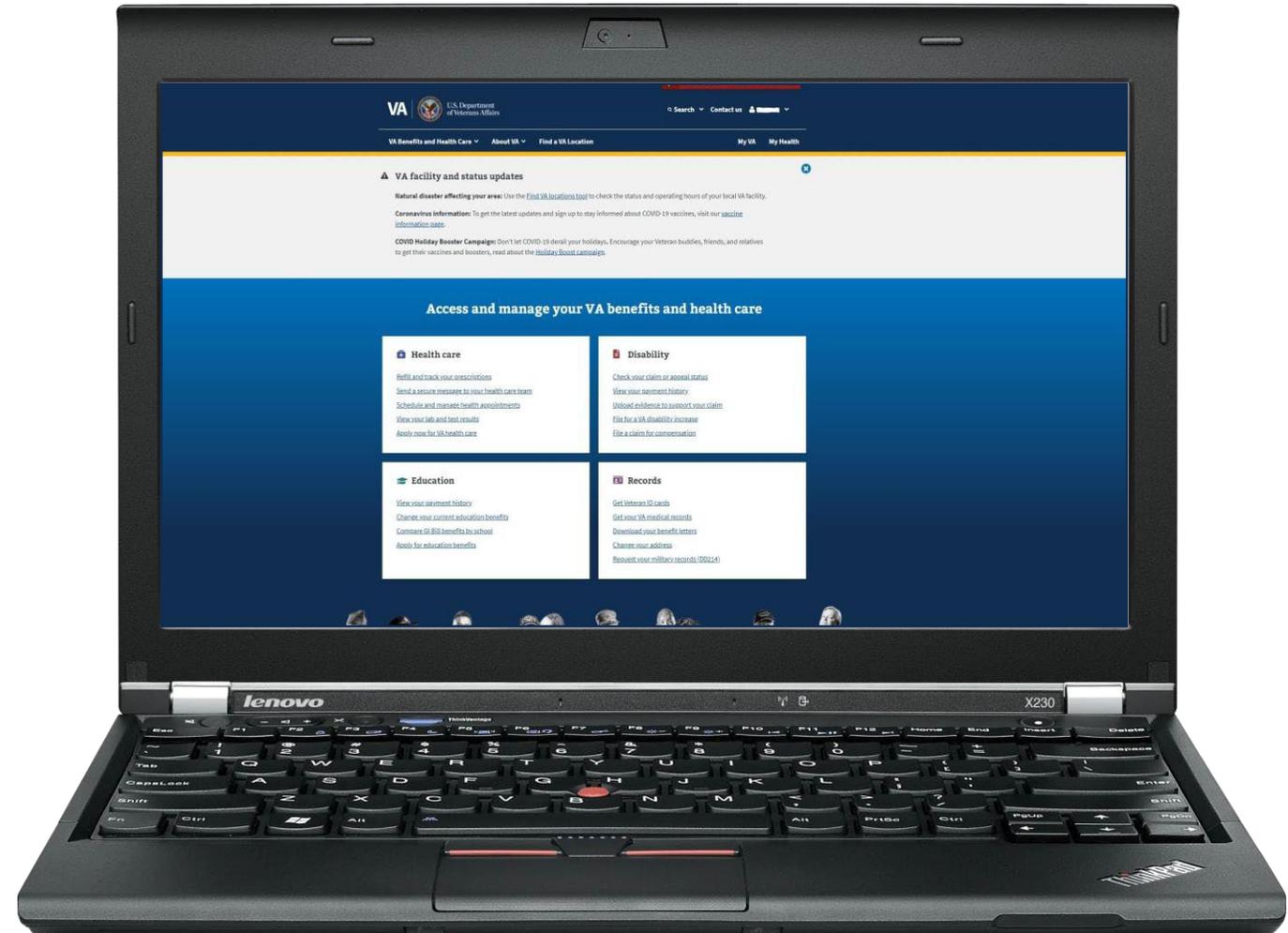
The screenshot shows the VA.gov homepage. At the top left is the VA logo and the text "U.S. Department of Veterans Affairs". To the right are search and contact options, including a "Sign in" button. Below the header is a navigation bar with "VA Benefits and Health Care", "About VA", and "Find a VA Location". A yellow banner contains a warning icon and the text "VA facility and status updates" with a sub-header "Severe Weather affecting your area: Use the [Find VA locations tool](#) to check the status and operating hours of your local VA facility." The main content area has a blue background with the text "Welcome to VA.gov" and "Let us help you get started". Below this is a paragraph: "Whether you're a Veteran, service member, or family member, we're here to help you get the care and benefits you deserve." At the bottom left is a "Get started with VA" button. A white box on the right contains the text "Create an account to manage your VA benefits and care in one place — any time, from anywhere." and a blue "Create account" button. A yellow arrow points from the "Create account" button in this box to the "Create account" button in the next screenshot.



The screenshot shows the "Sign in or create an account" page on VA.gov. At the top left is the VA logo and the text "U.S. Department of Veterans Affairs". Below the header is the text "Sign in or create an account". There are two buttons: a red "LOGIN.GOV" button and a green "ID.me" button. Below these buttons is a link: "[Learn about creating a Login.gov or ID.me account](#)". Underneath is the section "Other sign-in options" with the sub-header "My HealtheVet sign-in option" and the text "Available through March 4, 2025". Below this is a paragraph: "You'll still be able to use the My HealtheVet website after this date. You'll just need to start signing in with a **Login.gov** or **ID.me** account." At the bottom is a blue "My HealtheVet" button. A yellow arrow points from the "LOGIN.GOV" button to the "Create account" button in the previous screenshot.

Creating VA.gov

- Take a screen shot of your homepage and save.





MilConnect

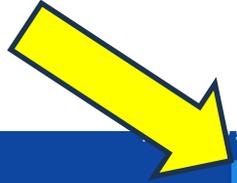
<https://milconnect.dmdc.osd.mil/milconnect/>

Part 1: Verification of Military Experience and Training (VMET)

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

MilConnect

<https://milconnect.dmdc.osd.mil/milconnect/>



I want to...

- [Manage health benefits](#)
- [View my health care coverage](#)
- [Update my name in DEERS](#)
- [Transfer my education benefits](#)
- [Obtain proof of health coverage](#)
- [Get answers about my ACA form](#)
- [Manage my SGLI](#)
- [Retrieve my correspondence](#)
- [Update family members in DEERS](#)

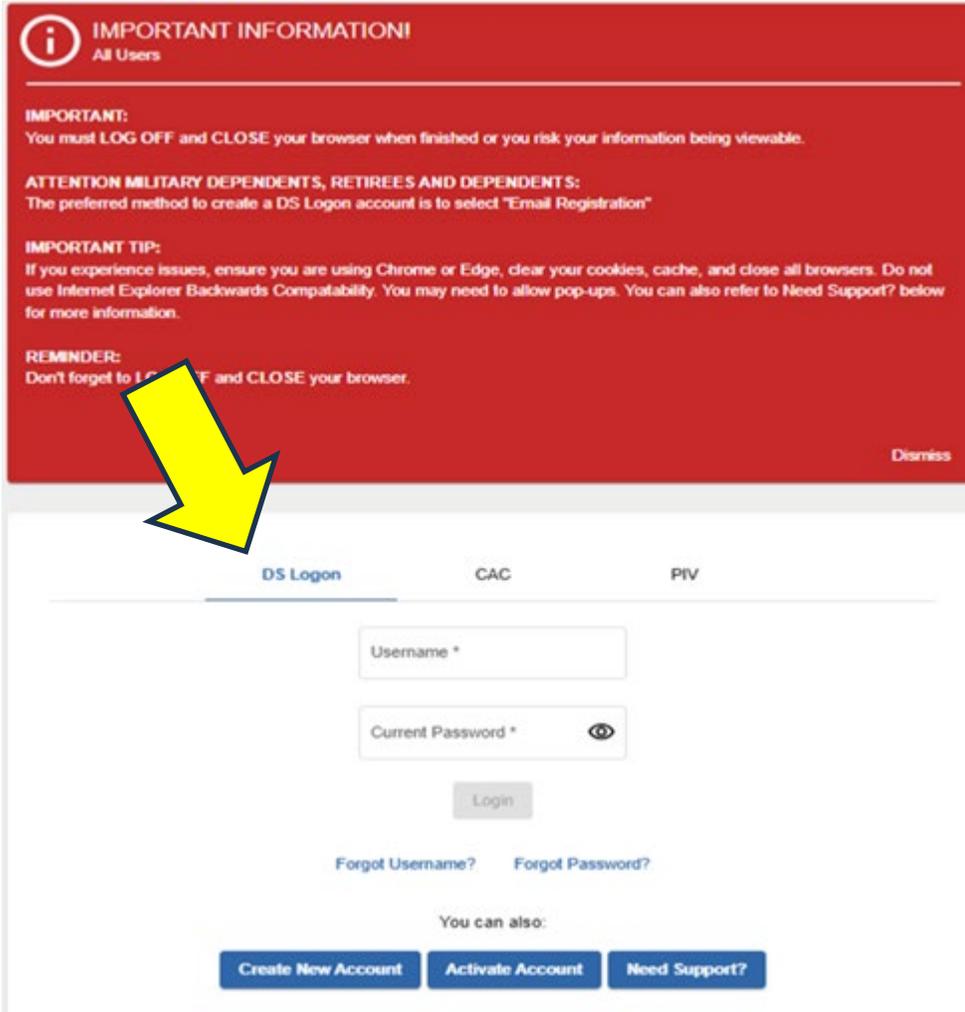
Don't see what you are looking for? Browse the menus, search or check our [FAQ](#).

[More Goals](#) ▾

1. Click on "Sign-in"

MILCONNECT <https://milconnect.dmdc.osd.mil/milconnect/>

1. Login: Use DS Logon to ensure it works.



IMPORTANT INFORMATION!
All Users

IMPORTANT:
You must **LOG OFF** and **CLOSE** your browser when finished or you risk your information being viewable.

ATTENTION MILITARY DEPENDENTS, RETIREES AND DEPENDENTS:
The preferred method to create a DS Logon account is to select "Email Registration"

IMPORTANT TIP:
If you experience issues, ensure you are using Chrome or Edge, clear your cookies, cache, and close all browsers. Do not use Internet Explorer Backwards Compatibility. You may need to allow pop-ups. You can also refer to Need Support? below for more information.

REMINDER:
Don't forget to **LOG OFF** and **CLOSE** your browser.

Dismiss

DS Logon CAC PIV

Username *

Current Password * 

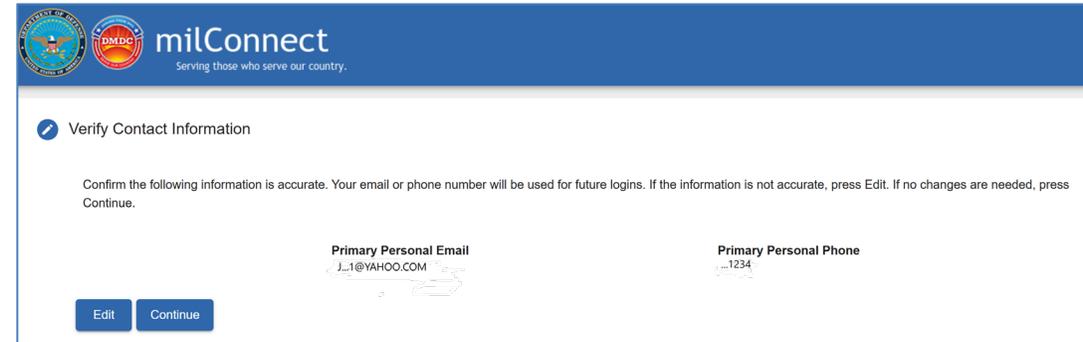
Login

[Forgot Username?](#) [Forgot Password?](#)

You can also:

[Create New Account](#) [Activate Account](#) [Need Support?](#)

2. Follow instructions to edit contact information or continue



milConnect
Serving those who serve our country.

Verify Contact Information

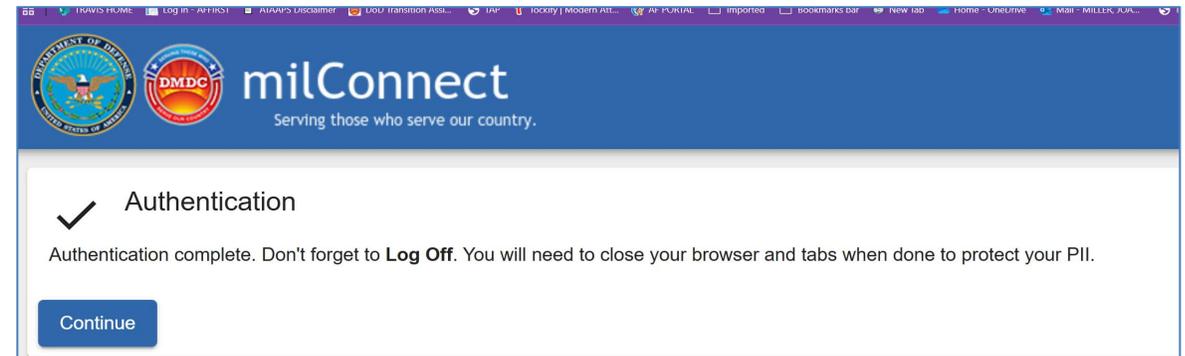
Confirm the following information is accurate. Your email or phone number will be used for future logins. If the information is not accurate, press Edit. If no changes are needed, press Continue.

Primary Personal Email
J...@YAHOO.COM

Primary Personal Phone
...1234

Edit Continue

3. Continue when authentication is complete



milConnect
Serving those who serve our country.

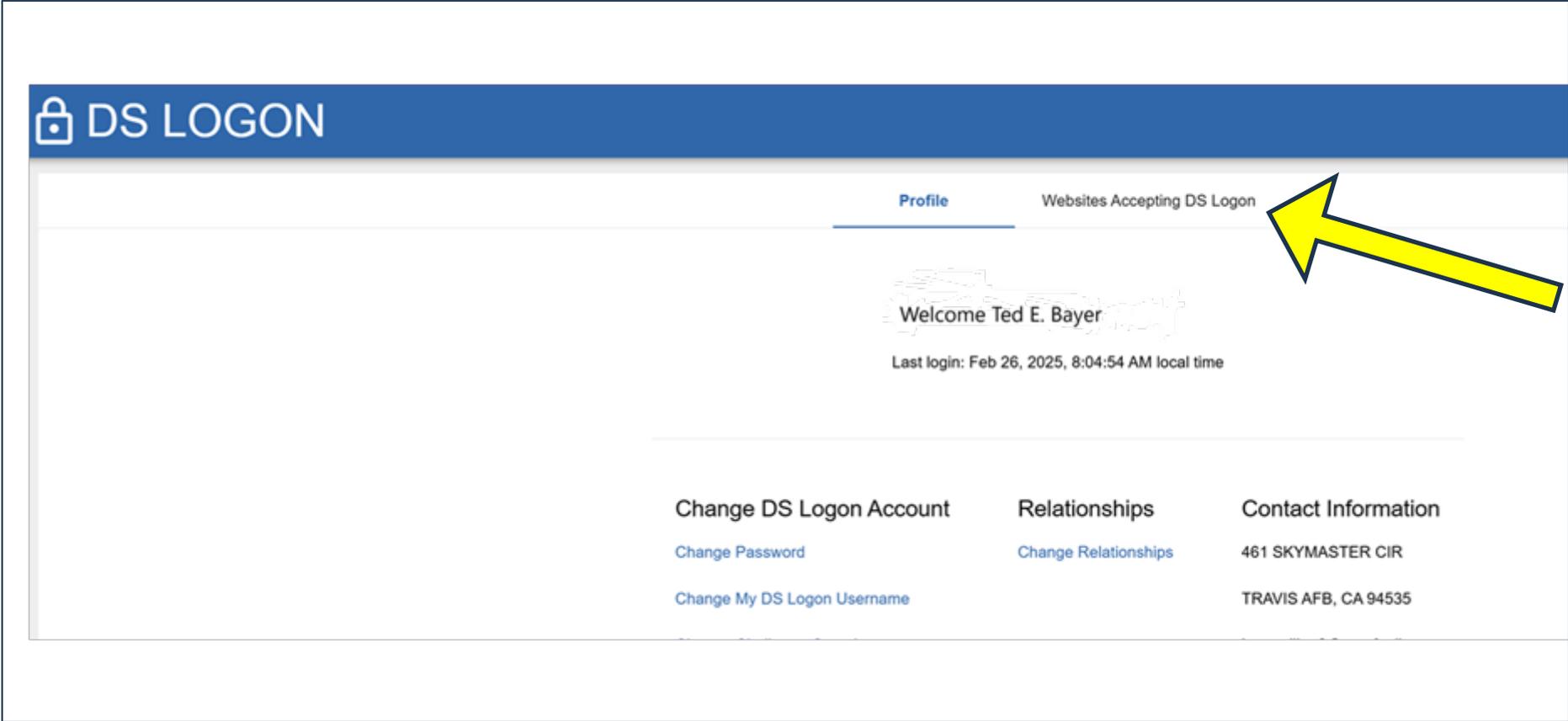
Authentication

Authentication complete. Don't forget to **Log Off**. You will need to close your browser and tabs when done to protect your PII.

Continue

MILCONNECT

<https://milconnect.dmdc.osd.mil/milconnect/>



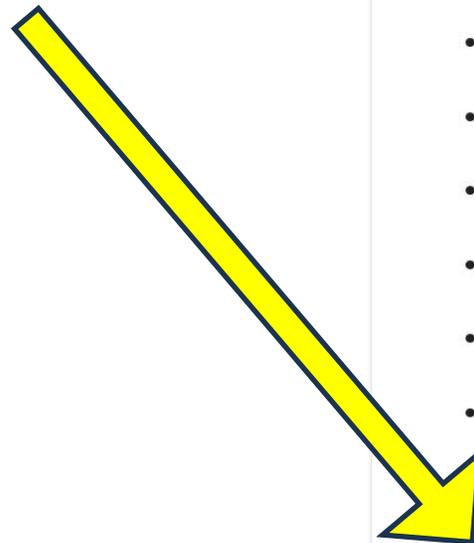
Select “Websites Accepting DS Logon”

1. Scroll to “milConnect

2. Select “milconnect”

Click on a link to take you to the desired partner site.

- [ARBA Case Tracking System \(ACTS\)](#)
- [Army TAP Portal](#)
- [ArmyFit - U.S. Army Resilience Directorate \(ARD\)](#)
- [Beneficiary Web Enrollment \(BWE\) - milConnect \(for BWE select Benefits\)](#)
- [Consolidated ID Card Office Online \(C-IDCO\) CAC](#)
- [Consolidated ID Card Office Online \(C-IDCO\) My Profile](#)
- [Consolidated ID Card Office Online \(C-IDCO\) View Family Info](#)
- [eBenefits](#)
- [HRC: U.S. Army Human Resources Command - iPERMS](#)
- [Integrated Personnel Pay System - Army \(IPPS-A\)](#)
- [milConnect](#)



MilConnect Part 1: Verification of Military Experience and Training (VMET)

The screenshot shows the milConnect website interface. At the top right, it indicates the user is signed in as a sponsor named Joan Miller, with a last login time of 2025-02-26 18:39:03 and a 'Sign Out' button. The main navigation bar includes the Department of Defense and DDMC logos, the 'milConnect' logo, and the tagline 'Serving those who serve our country'. A search bar is located on the right. A dropdown menu is open under 'Correspondence/Documentation', listing 'eCorrespondence and Proof of Coverage', 'Defense Personnel Records Information (DPRIS)', and 'DoD Transition Assistance Program (DoDTAP)'. Two yellow arrows point to the 'Correspondence/Documentation' link and the 'DoDTAP' option. Below the navigation is a large banner image of a man and a child. At the bottom, there is a section titled 'I want to...' with nine blue buttons for various services.

You are signed in as a sponsor: Joan Miller
Last login at: 2025-02-26 18:39:03
Sign Out

Correspondence/Documentation

- eCorrespondence and Proof of Coverage
- Defense Personnel Records Information (DPRIS)
- DoD Transition Assistance Program (DoDTAP)

1. Select Correspondence /Documentation

2. Select "DoD Transition..."

I want to...

- Manage health benefits
- View my health care coverage
- Update my name in DEERS
- Transfer my education benefits
- Obtain proof of health coverage
- Get answers about my ACA form
- Manage my SGLI
- Retrieve my correspondence
- Update family members in DEERS

MilConnect Part 1:

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

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

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

MilConnect Part 1: Verification of Military Experience and Training (VMET), DD Form 2586

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

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**

Verification of Military Experience and Training (VMET) data is available for all military service members (with the exception of the Coast Guard) whose Service has transmitted occupation, work experience, and training data to DMDC (which is usually a year or two into a person's military service). Please see the applicable VMET FAQs and the known VMET data issues (listed below) before contacting the VMET helpdesk for any questions.

Service members/Veterans who are unable to download their VMET but still need it for a Transition class or to draft a resume --- you are authorized to use your older performance reports, training certificates, transcripts, diplomas, and other documentation to provide the information about your military career and achievements. If your VMET document is not fully updated by the time you take your Transition classes and separate, your Transition Counselors can work with you to summarize your military career accurately.

A list of known VMET Data Delays/Issues will be posted herein in the near future.

Access VMET Documents (DD-2586 or cover letter)

Select the desired document below; if a VMET record exists, the system will make it available to your browser or in a pop-up as a PDF, which you may download and print.

 VMET document (DD-2586) [1]

 Cover Letter [2]

1. Select VMET document

2. Download and save VMET DD Form 2586

[1] The DD-2586 contains detailed descriptions and civilian equivalent job skills and training that Service members acquired while in the military.

[2] The cover letter is intended to provide the Service member with additional information about the VMET document, to include their Service specific information.

VERIFICATION OF MILITARY EXPERIENCE AND TRAINING		
1. LAST NAME - FIRST NAME - MIDDLE NAME	2. PAY GRADE	3. YEAR(S) IN SERVICE
BAYER, TED E	E-7	22
4. MILITARY SERVICE COMPONENT	5. DATE OF INFORMATION	
AIR FORCE, ACTIVE	2024 JUN 01	
6. EXPERIENCE AND TRAINING HISTORY (In reverse chronological order) AND RELATED INFORMATION		
EXPERIENCE HISTORY		
OCCUPATION: 2E673, Voice Network Systems Craftsman		
PRIMARY OCCUPATION:		
AIR FORCE, ACTIVE:		
AUG 2004 - AUG 2007 (3 Years), 2E673		
FEB 1998 - AUG 2004 (6 Years, 6 Months), 2E673		
OCT 1995 - FEB 1998 (2 Years, 4 Months), 2E673		
DUTY OCCUPATION:		
AIR FORCE, ACTIVE:		
AUG 2004 - AUG 2007 (3 Years), 2E673		
NOV 1998 - AUG 2004 (5 Years, 9 Months), 2E673		

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 2: Initialize, complete, and sign eform

- After you've clicked on "initialize PreSeparation 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. The eform may automatically close after you sign, this is an indication that your form was successfully signed. To verify e-signature click on "eform" link to re-open document, scroll to bottom of form and verify e-signature.

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

COMMUNITY COLLEGE
OF THE AIR FORCE

Paving the Way for Your Success... CCAF--the Enlisted Member's College



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



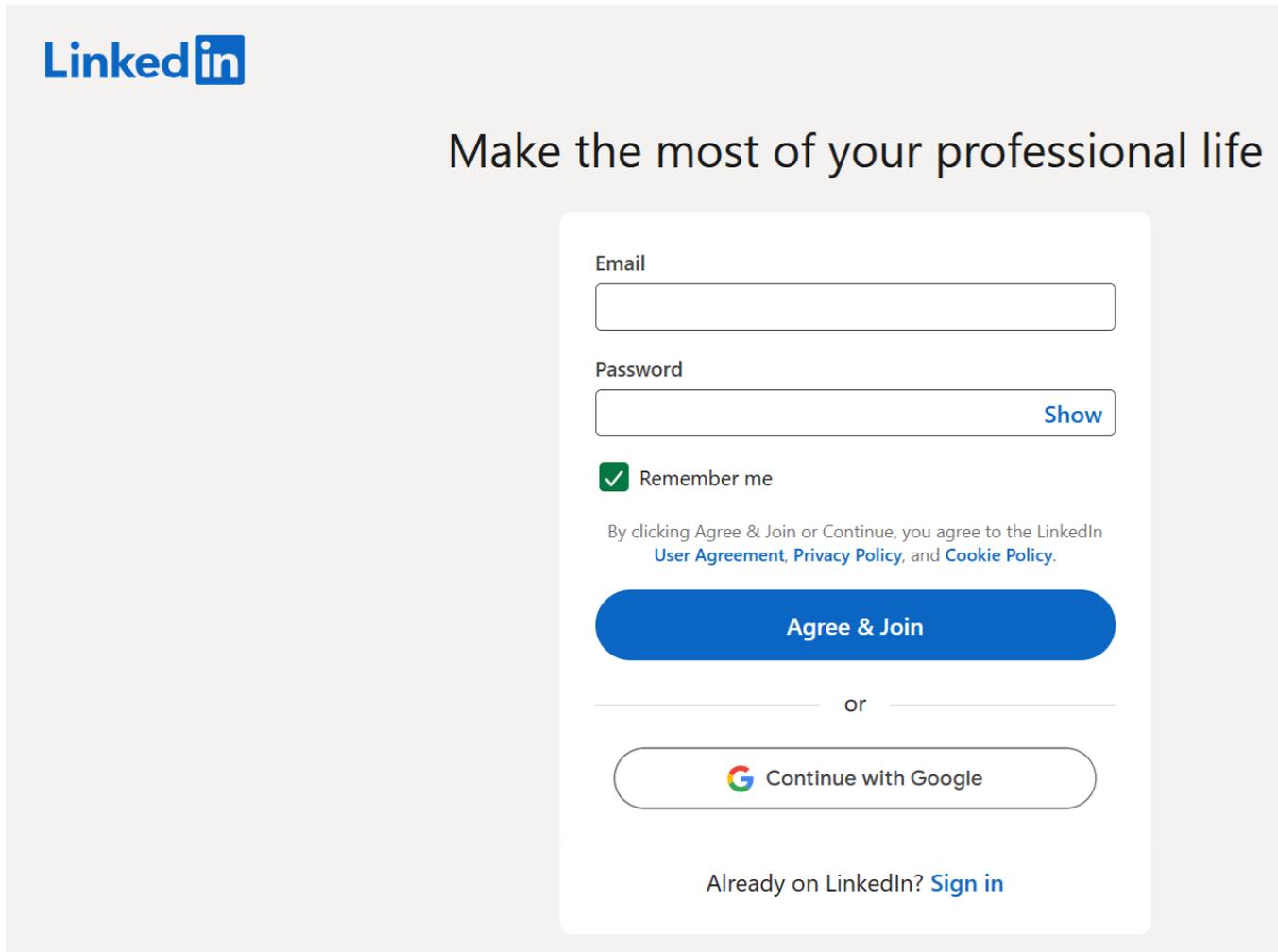
Find a person you know



Learn a new skill



LinkedIn.com Join and Start Your Profile



The image shows a screenshot of the LinkedIn sign-up page. At the top left is the LinkedIn logo. Below it, the text reads "Make the most of your professional life". The main form is a white box with a rounded border. It contains an "Email" input field, a "Password" input field with a "Show" link to its right, and a checked "Remember me" checkbox. Below these is a line of text: "By clicking Agree & Join or Continue, you agree to the LinkedIn User Agreement, Privacy Policy, and Cookie Policy." There are two buttons: a blue "Agree & Join" button and a white "Continue with Google" button with the Google logo. At the bottom of the form, it says "Already on LinkedIn? Sign in".

LinkedIn

Make the most of your professional life

Email

Password [Show](#)

Remember me

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

[Agree & Join](#)

or

 Continue with Google

Already on LinkedIn? [Sign in](#)

Save a
screenshot of
your LinkedIn
profile on your
computer

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

Complete the following documents and actions:

- TAP SOU, Self-Assessment, ITP Packet
- DS Log On screen shot of profile page
- EFORM (draft documentsigned)
- VMET
- Resume outline (or a current resume)
- Create a LinkedIn profile (screen capture of profile/or link)

You will send all items directly to your ASSIGNED TAP Counselor's official email address

**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 AND NOT the saved PDF)

Do not send any documents to the gmail account.



Requesting Initial Counseling Appointment

1. Email the TAP Team at travistapteam@gmail.com (do not send your documents until a TAP counselor contacts you)
2. Request an INITIAL COUNSELING appointment. Give your:
 - Professional and personal email and phone contact information
 - Date of Separation/Retirement
 - Terminal leave date
 - *Mention that you have completed all the actions and documents*