

Send to MPD before 1st Day of RIA SFL-TAP Workshop

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____ **DD 2648:** (for Active Duty and AGR); or DD 2648-1 (for Reserve). Completed online at, https://www.sfl-tap.army.mil/pages/transition/preseparation_counseling.aspx . Must Call Transition Counselor at 1-800-325-4715 to complete process. Counselor will complete form and email signed copy to you.

____ **Individual Transition Plan (ITP):** complete blocks 1, 2, and 6. Blank ITP is attached, Must list 3 personal and 3 professional references in block 2, to be complete.

____ **DRAFT Resume:** Sample is attached (bring this whether or not you are exempt from the DOL Employment workshop (DOLEW, middle 3 days) of the SFL-TAP.

____ **Verification of Military Experience and Education (VMET) DD Form 2586:** Go to <https://www.dmdc.osd.mil/tgps/>

____ **Budget:** 12 month post separation budget. You do not need to use the one provided in the email, but a good 12 month post-separation budget will be necessary to meet the criteria for this. This budget is not kept on file with us – only needs to be reviewed by the financial counselor/instructor to be checked off the CRS list.

____ **Job application package (SFL-TAP standard):** 2 Completed Employment Application confirmations or an offer for employment: Employment application confirmations, copy of screen shot if complete electronically, scanned copy job application status. Transitioning Service Member with a job offer could request exemption from the Department of Labor Employment Workshop (DOLEW). If you are exempt from taking the 3 day Department of Labor Employment Workshop as part of the SFL-TAP, provide a memorandum from your commander with justification/verification for exemption.

____ **Ebenefits Register:** send copy of confirmation message (via computer screen shot) https://myaccess.dmdc.osd.mil/identitymanagement/registration.do;jsessionid= VQy7KtbpKadE0wUrhYX_6kbYxMkLsEp3qOLqfEaGFzIZdus9LJ!-448733394?execution=e1s1