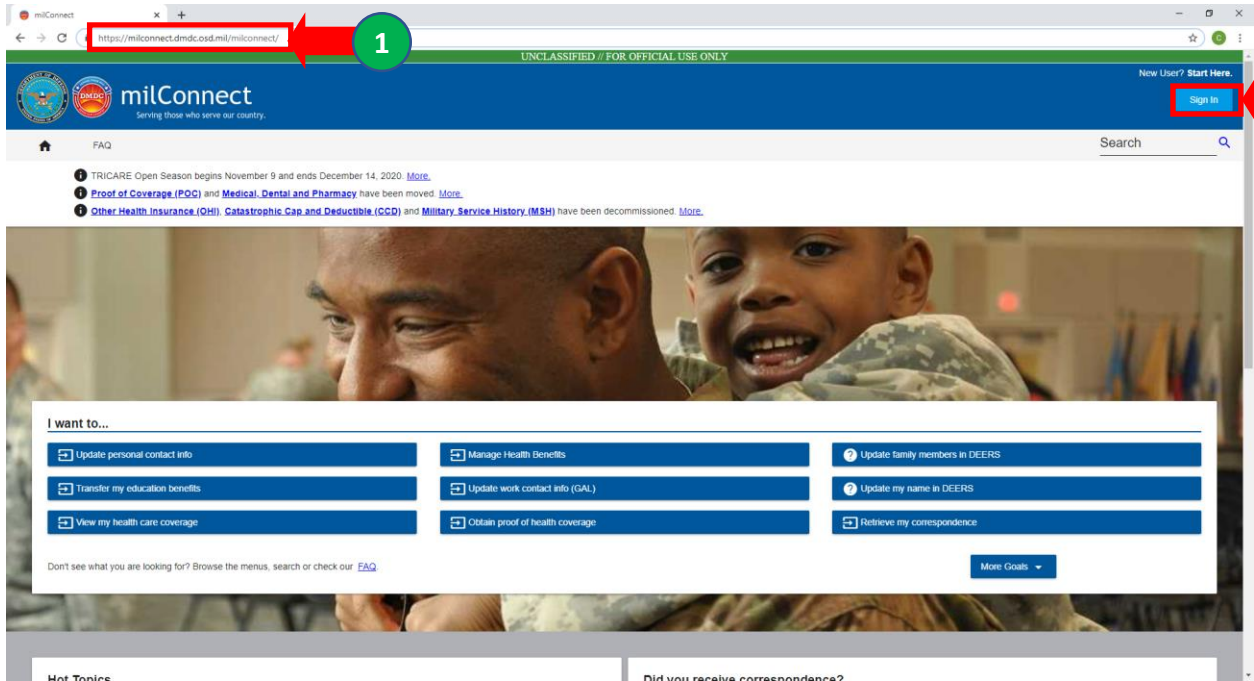


Initiate PreSeparation Counseling and Digitally Sign eForm (e2648)

Complete the following steps to initiate your PreSeparation Counseling and digitally sign your eForm.

3. Type <https://milconnect.dmdc.osd.mil/milconnect/> into your web browser. **NOTE:** Internet Explorer is no longer supported. Please use Google Chrome, MS Edge, Mozilla Firefox or another modern web browser for DODTAP. Use Chrome or Firefox for VMET downloads, as issues have been reported when using Safari and MS Edge web browsers.

The *milConnect website* is displayed.



4. Click on the **Sign In** button.

The *milConnect Logon* page is displayed

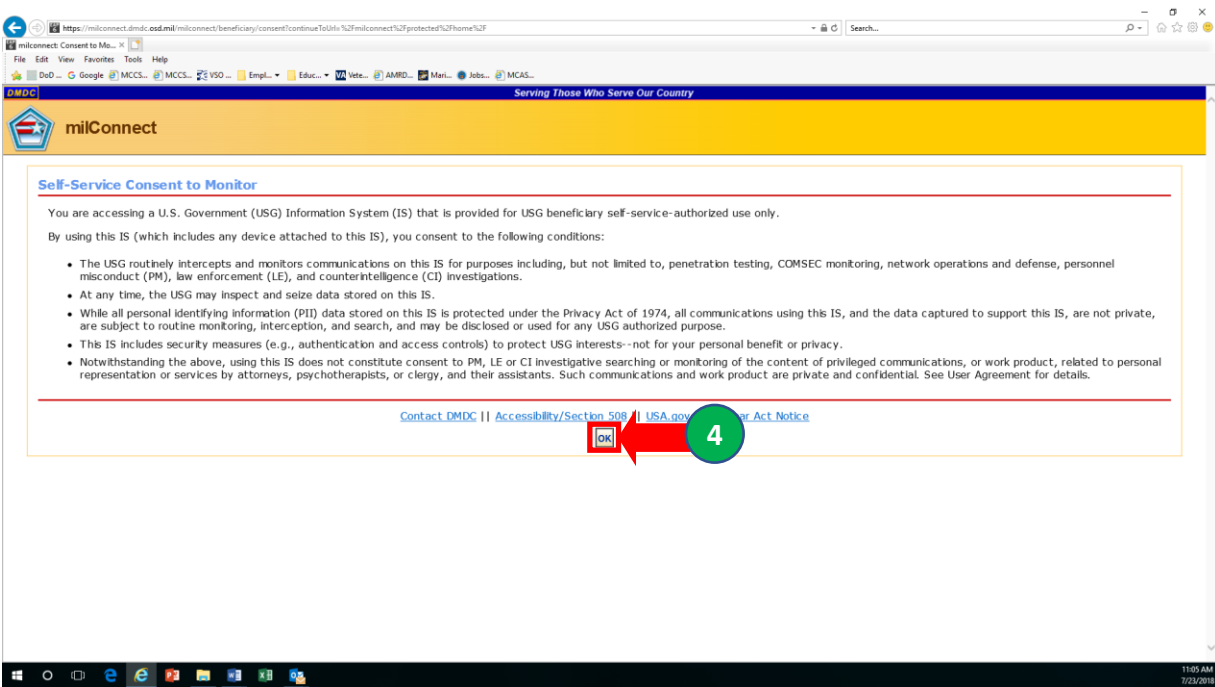


Service members have three different logon options:

- DS Logon
- CAC
- DFAS myPay Password

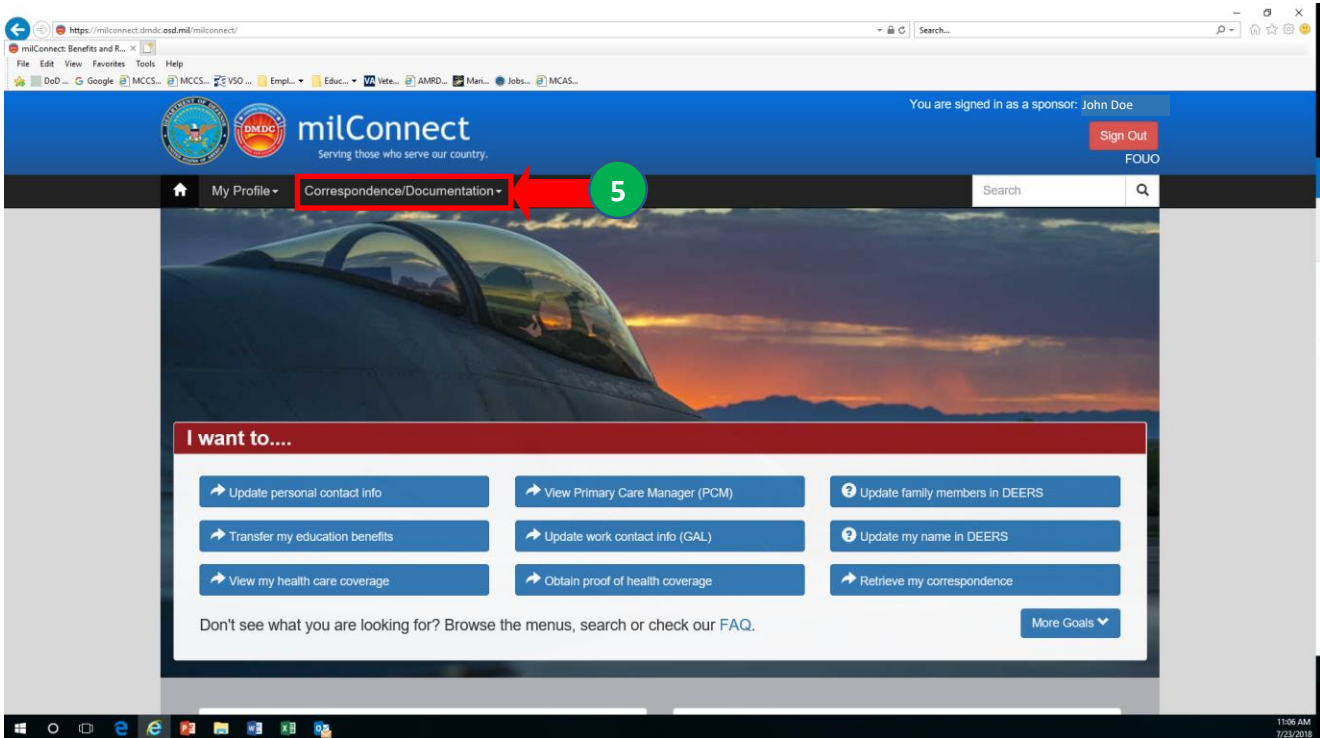
3. Select the Login option that is best for you. Enter the required information and click on the **Login** button.

The **Self Service Consent to Monitor** page is displayed.



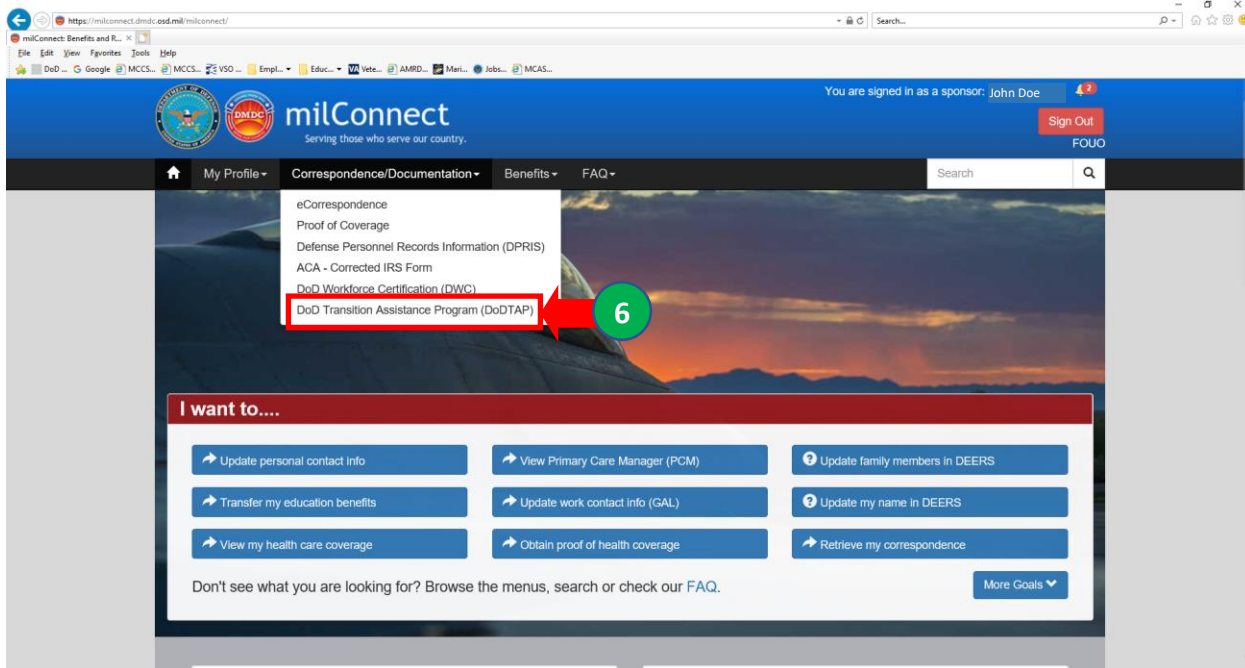
4. Click on the **OK** button.

The **My Profile** page is displayed.



5. Click on the Correspondence/Documentation dropdown menu.

6. Select the DoD Transition Assistance Program (DoDTAP) link.



The **service member's dashboard** is displayed.

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

News

News Item

07/08/2020

⚠ DMDC encountered an unexpected delay with the most recent Verification of Military Experience and Training (VMET) data update that was projected for June 2020. While there is currently no estimated resolution date, Service members can continue to use their existing VMET documents, performance reports, training certificates, transcripts, diplomas, and other documentation to provide the information about their military career and achievements to draft their resume, which is the primary purpose of a VMET document (DD2536).

Items per page: 1 1 - 1 of 3

Transition Documents Reported For Me

No records found

*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 hyperlinks, in coordination with your Transition Assistance Counselor.

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

Initialize Pre-Separation Counseling

Transition Counseling Executive Summary

7. Click on the **Initialize Pre-Separation Counseling** button to open the eForm/e2648.

The **Initialize Pre-Separation Counseling** dialog box is displayed.

Initialize Pre-Separation Counseling

Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service Members Separating, Retiring, Released from Active Duty (REFRAD)

Section I - Privacy Act Statement

AUTHORITY: 10 U.S.C. 1142, Preseparation Counseling; transmittal of medical records to Department of Veterans Affairs.

PURPOSE(S): To record pre-separation counseling services and benefits requested by and provided to Service members; to identify pre-separation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed pre-separation counseling checklist will be maintained in the Service member's official personnel file. Title 10 USC 1142, requires that not later than 90 days before the date of separation, for anticipated losses, pre-separation counseling for Service members be made available. For unanticipated losses, or in the event a member of a reserve component is being demobilized under circumstances in which operational requirements make the 90-day requirement unfeasible, pre-separation counseling shall be made available as soon as possible within the remaining period.

ROUTINE USE(S): Disclosure of records are generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, as amended. Applicable Blanket Routine Use(s) are: Law Enforcement Routine Use, Congressional Inquiries, Disclosure to the Department of Justice for Litigation Routine Use, Disclosure of Information to the National Archives and Records Administration Routine Use, and Data Breach Remediation Purposes Routine Use.

To the Department of Veterans Affairs for the purpose of available benefits to the Service member.

The complete list of DoD Blanket Routine Uses can be found online at <http://dpcid.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx>.

The applicable system of records notice is: DMDC 01, Defense Manpower Data Center Data Base. The SORNs may be found at <http://dpcid.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570563/dmdc-01>.

DISCLOSURE: Disclosure is voluntary however it may not be possible to initiate pre-separation counseling and other transition assistance services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.

Continue 8

8. Click on the **Continue** button

The **Transition Assistance eForm (DD2648) – Data Entry** page is displayed.

milConnect - TAP

milconnect-pki.dmdc.osd.mil/milconnect/protected/portlet/dodtap

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 VIET 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.

Form saved successfully.

My Dashboard Transition Documents VIET

Transition Assistance eForm (DD2648) – Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed in DoD Instruction 1332.35

Close Save 9

Phase: Pre-Separation Counseling Created: 10/2/2020 Last Updated: 10/2/2020

1 Service Member Personal Information 11

1. Name 2. DOD ID Number 3. Grade E1 4. Date Of Birth

5. Service Marine Corps 6. Personnel Category Code Active Duty Member 7. Component Active 8. In Training/PME Status Yes No

9. Gender Male 10. Years Of Service 3 11. Highest Level of Education High school diploma

12. Security Clearance Yes No 13. Marital Status Never married 14. Dependents No

15. Unit ID Code 16. Unit Name 17. Military Installation

As of October 2020, the Unit Name is derived from DEERS (which is based on your Service's approved transmissions from your UIC and personnel files) and the annual TAP submission from each Service based on UICs. You can change the Unit ID Code or the Unit Name within this eForm, based on the combined approved lists. Please contact your Service's TAP Lead to request a new Unit Name be added to your Service's approved list. UICs without updated Unit Names may appear as "Not Available" until they are updated.

18. Anticipated Date of Separation 19. Initial Counseling Completion Date

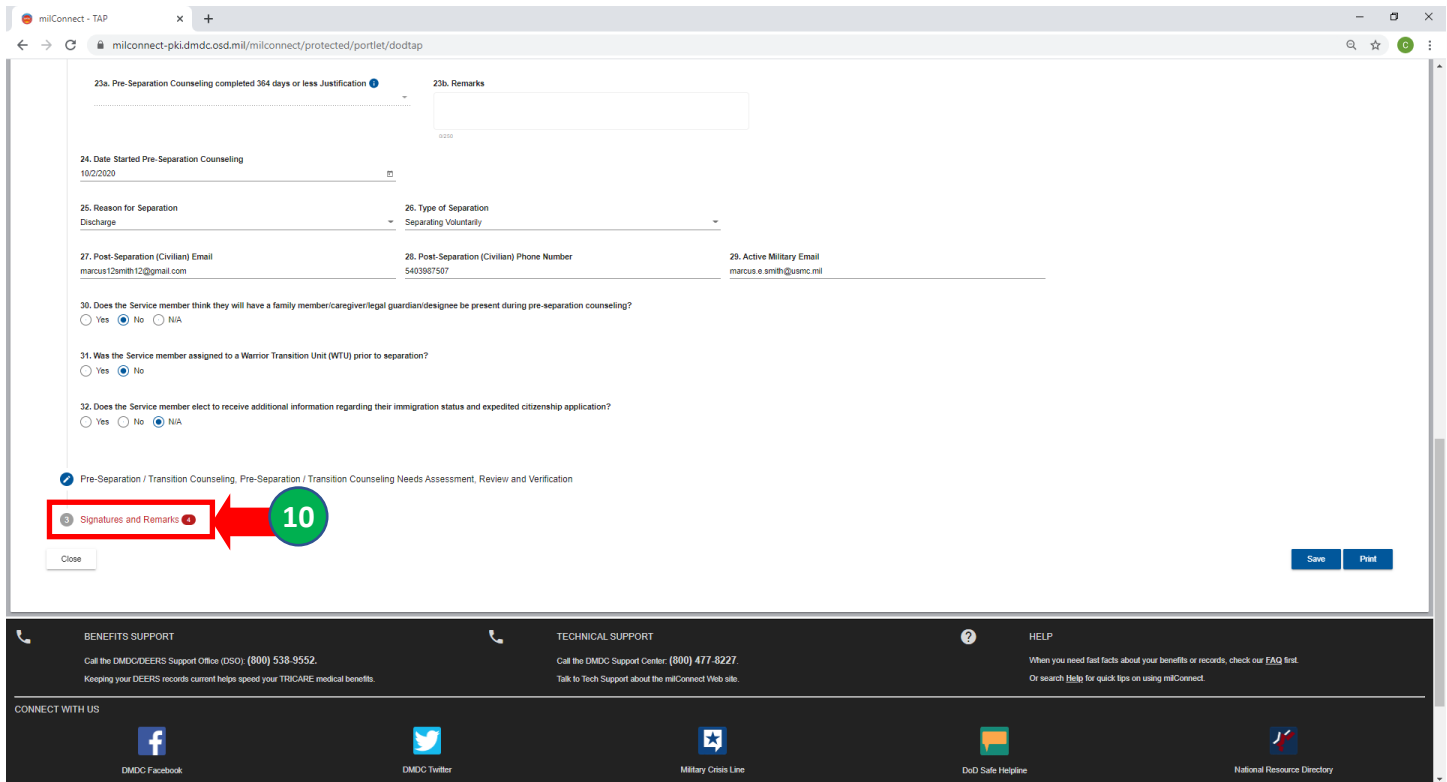
19a. Was Initial Counseling Provided Less Than 365 Days from Anticipated Transition from Active Duty date? TED

9. Click on the **Save** button.

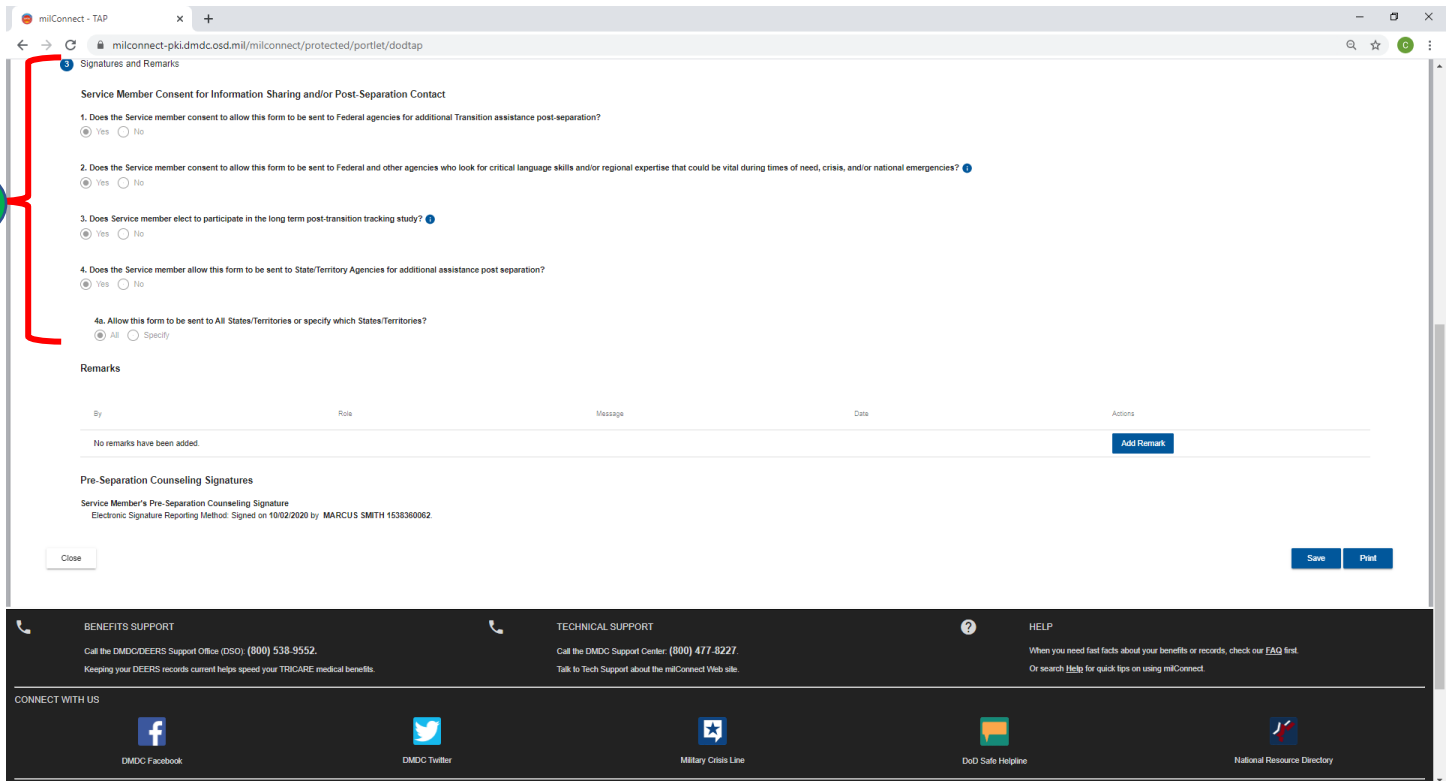
NOTE: All required fields will appear in RED.

Complete all the required fields in **1 Service Member Personal Information 11** items 1.-31. The number in the red oval indicates the number of required items that need to be completed.

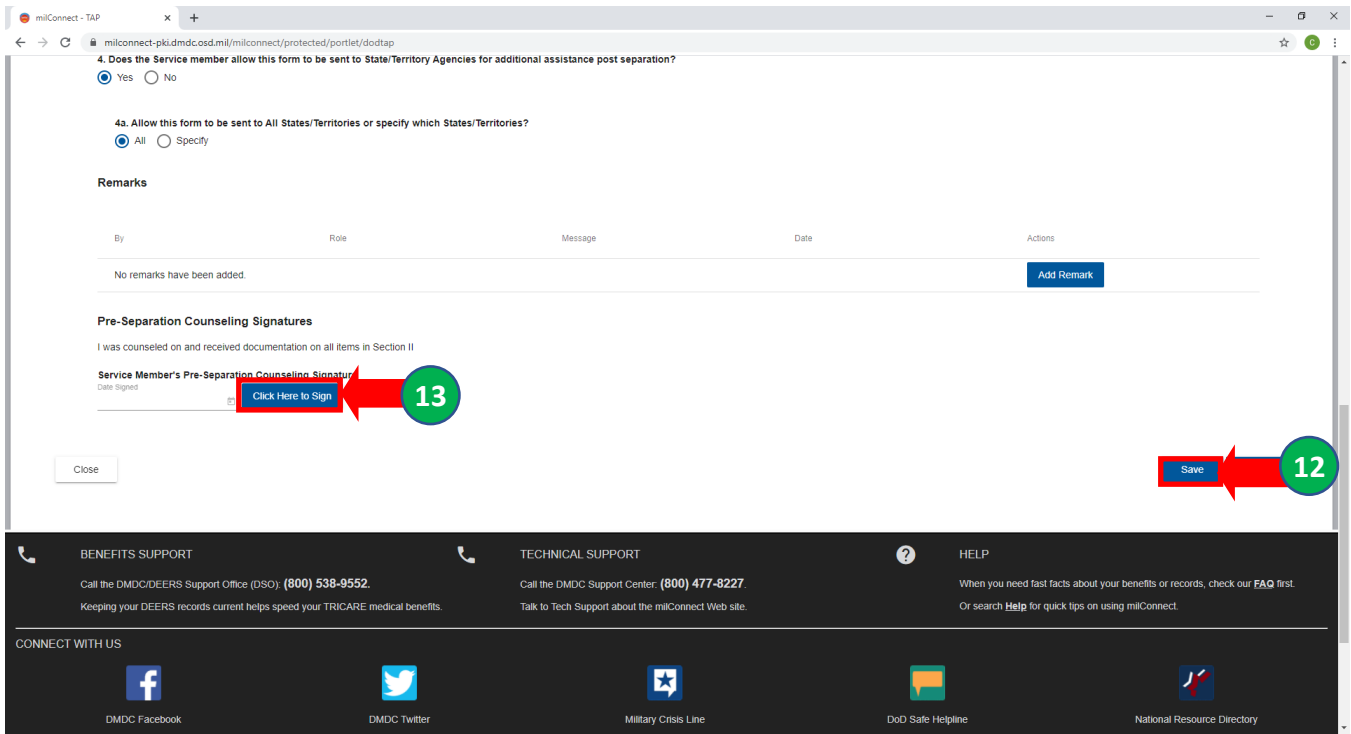
Be sure to answer items **26. Post-Separation (Civilian) Email** and **27. Post-Separation (Civilian) Phone Number.**




10. Click on **3 Signatures and Remarks** . The number in the red oval indicates the number of required items that need to be completed.



11. Answer items 1.-4.a in the **Service Member Consent for Information Sharing and/or Post-Separation Contact** section.

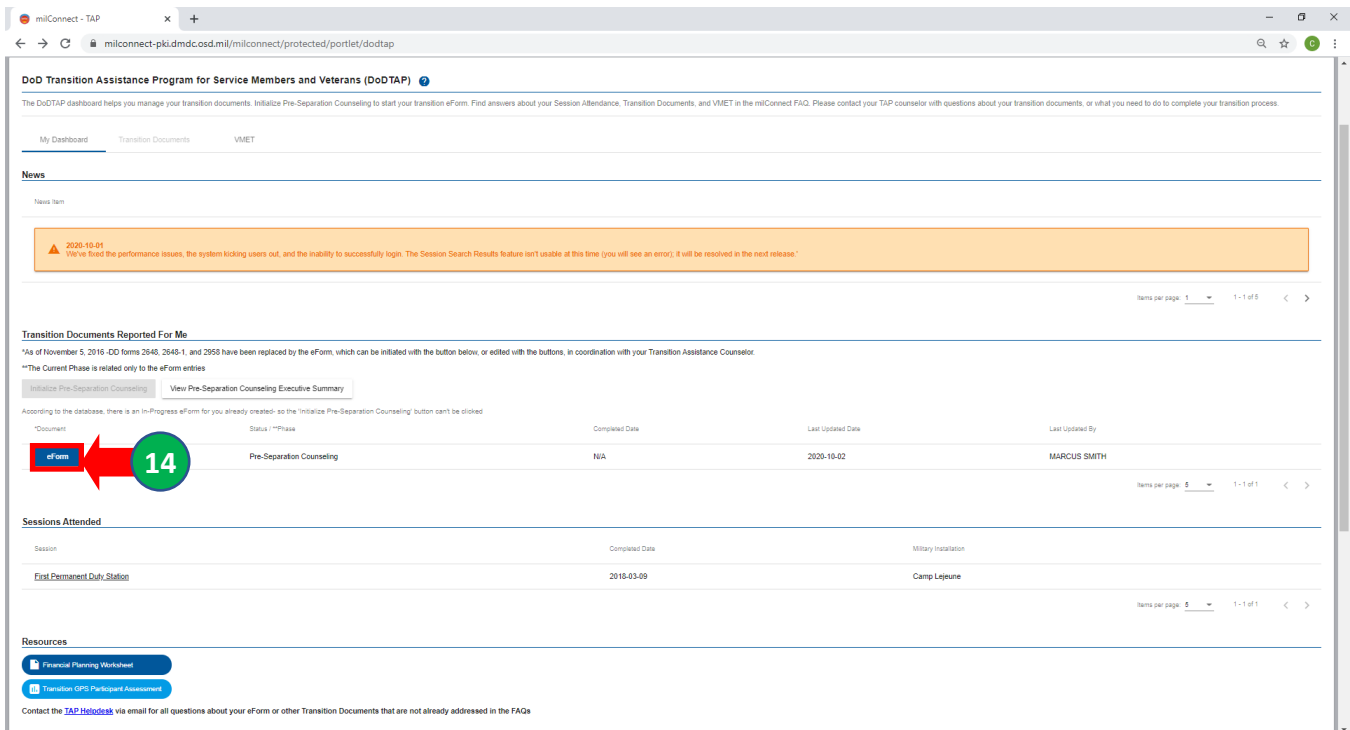


12. Click on the  button.

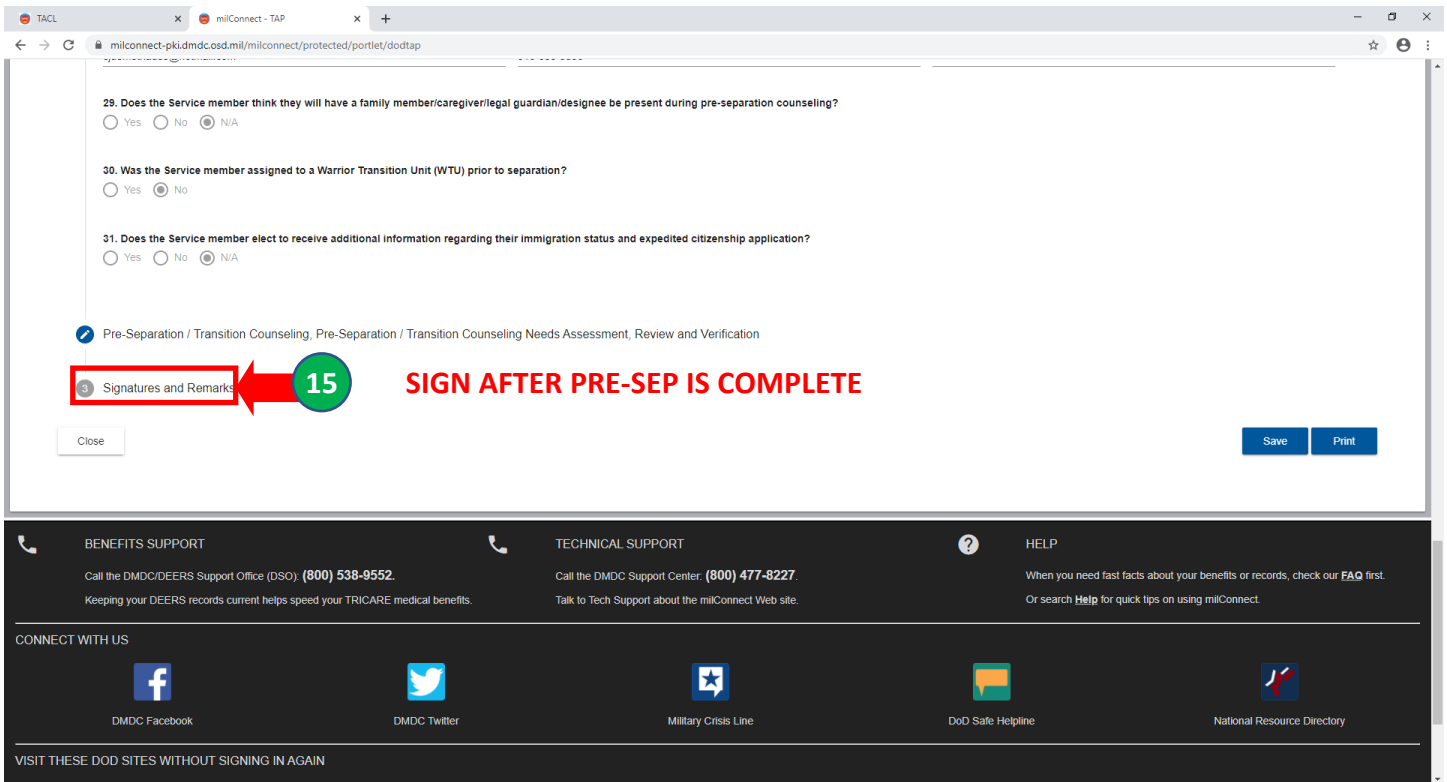
NOTE: Once you have entered all of the required information and successfully saved the form, the  button will turn blue.

13. Click on the  button.

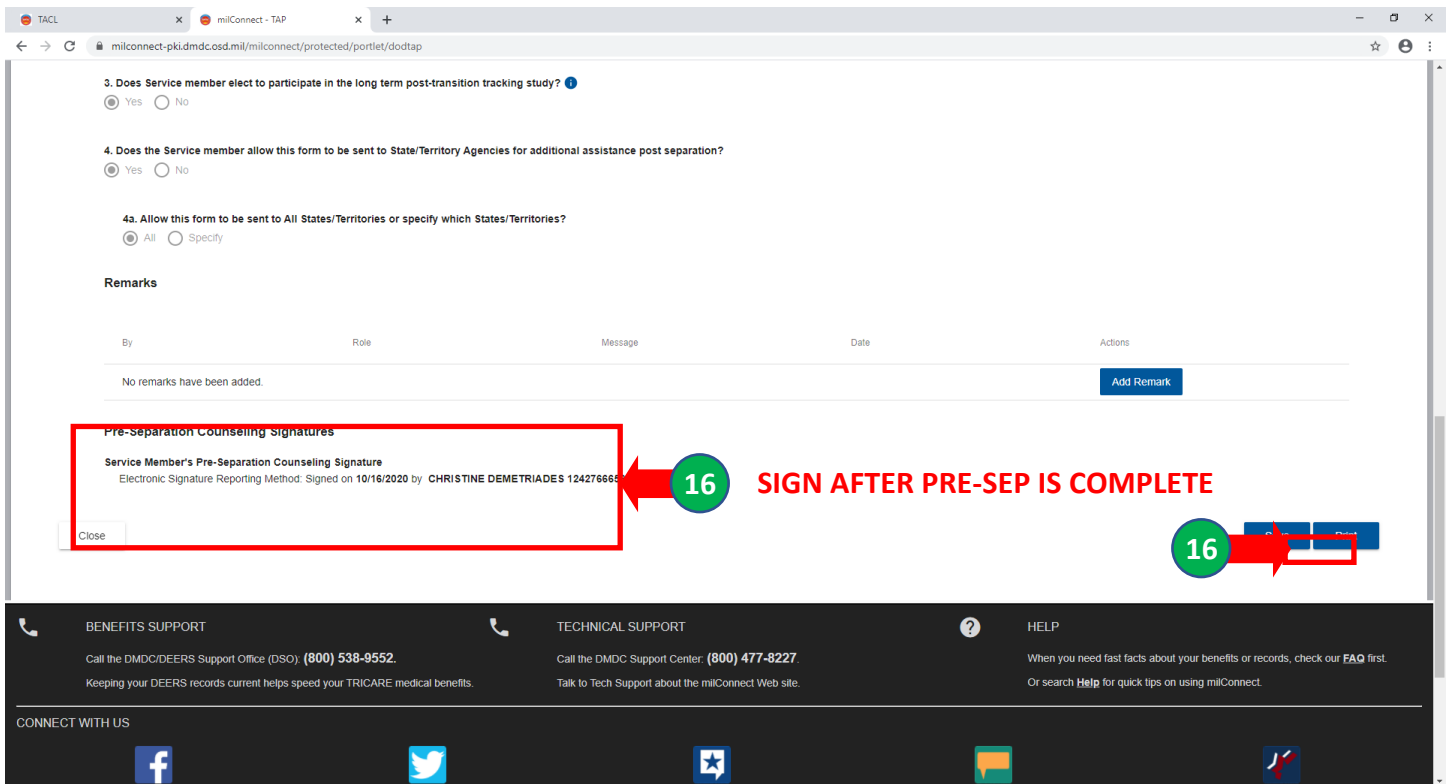
You will automatically exit the eForm and return to your dashboard.



14. Click on the  button.



15. Scroll down and click on **3 Signatures and Remarks**.



16. Take a screenshot of your signature or click on the **Print** button to print a copy.

NOTE: Provide the screenshot or print out to your UTC as proof of initiating PreSeparation Counseling and updating your eForm/DD2648.