



## **Commander's Instruction Sheet for eForm**



1. Upon receipt of an email from [Dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil](mailto:Dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil), you will need to copy the URL within the email and paste it into your web browser.

2. Section I of the eForm contains the Soldier's personal information and is strictly for identification purposes only. (Figure 1, page 4)

3. Section II of the eForm requires the Commander to validate that the following requirements were met: (Figures 2&3, pages 5-6) \*Each sub-section will have either a "Green check mark" or a "Red x mark" that indicates whether or not the Soldier completed the requirement\* The commander will have to verify each requirement by selecting "Yes" or "No"

A. Pre-Separation Counseling Completed with 89 days or Less Remaining on Active Duty. \*If Soldier completes Pre-Separation counseling within 89 days of Separation date, Commander must provide comments as to why the Soldier did not meet timeliness standards.\* This calculation is based on the Anticipated Date of Separation the Soldier inserted in Section I.

B. Veteran's Opportunity to Work (VOW) Act Compliance Summary. For guidance on VOW requirements, please see Commander's Guidance at end of this document or AR 600-81.

\*VOW Compliance Summary is based on completion per SFL-TAP counselor input.\*

C. Individual Transition Plan (ITP) Document Summary

\* ITP Summary is based on SFL-TAP counselor receipt and verification of a viable ITP\*

D. Career Readiness Standards (CRS) Summary. For guidance on CRS requirements, please see Commander's Guidance at end of this document or AR 600-81.

\*CRS Summary is based on completion per SFL-TAP counselor input\*

E. Warm Handover Summary. For guidance on Warm Handovers, please see Commander's Guidance at end of this document or AR 600-81.

\*Warm Handover Information is input by SFL-TAP counselors.\*

5a. Reported Warm handover Information

5b. Post-Separation Transportation Needs

5c. Post-Separation Housing Needs



## **Commander's Instruction Sheet for eForm**



### 5d. Warm-Handover Requirement Based on Less than Honorable Discharge

\*If no Warm Handover is required or the counselor input the Warm Handover information, commander's will need to select "Yes"\*

F. After completing Section II, hit the "Save" (Figures 2&3 pages 5-6) button located in the upper right corner of the eForm screen.

\*If all required fields have not been completed, they will be marked within a red box and thus requires commander to provide additional information. After completing any missing fields, you must hit "Save" again."

4. Section III of the eForm is where the commander will sign the form and add any remarks. (Figure 4, page 7)

\*The form cannot be signed until it has been saved\*

Once the form is complete, the commander will hit the "Click here to sign and complete" commanders/designees will electronically sign the form. (Figure 4, page 7)



## **Commander's Instruction Sheet for eForm**



### **Commander's Dashboard**

In the event that an email token does not work, Commanders/designees may log in to the DoDTAP Commander's Dashboard to view and sign a DD Form 2648 (eForm) that were sent to the .mil@mail.mil email associated with your CAC. Follow the instructions below to access the Commander's Dashboard directly.

1. Access the Commander's Dashboard by logging into www.dodtap.mil and selecting "Commanders and Commander's Designees" (Figure 5, page 8)
2. The Commander's Dashboard (Figure 6, page 9) displays In-Progress eForms that are pending signature and Completed eForms that have been signed. \*The eForm can be printed from this page\*
3. Commanders/designees will continue to see eForms on their dashboard until the Soldier reaches their Anticipated Separation Date provided in Section 1 of the eForm.



## Commander's Instruction Sheet for eForm



### Figures

The screenshot displays the DoDTAP (Department of Defense Transition Assistance Program) web interface. The header features the DoDTAP logo and the text "Transition Assistance Program For Commanders and Commander's Designees". Below the header, there is a "Logout" button. The main content area is titled "Transition Assistance eForm (eForm) -- Commander's Verification". A paragraph explains that the Commander or Commander's Designee is required to verify items for the Service member, with a red "X" indicating incomplete requirements and a green checkmark indicating completion. The "Phase" is "Commander's Verification", and it shows "Created" and "Last Updated" dates as 2016/11/23. There are "Save" and "Close" buttons. A note states: "If the Service member's personal information is incorrect, have them contact their servicing Personnel Office." The form section "I. Service Member Personal Information" contains the following fields:

- 1. Name: [Redacted]
- 2. Grade: E3
- 3. Service: Army
- 4. Component: Active
- 5. Personnel Category Code: Active Duty Member
- 6. Title: [Redacted]
- 7. Unit Name: 0063CMCBRN CO (MVR SP)
- 8. Anticipated Date of Separation: 2017/01/22
- 9. Type of Separation: Separating Involuntarily
- 10. Reason for Separation: Discharge
- 11. Post Separation Personal Contact Information: Email: [Redacted] Phone Number: [Redacted]
- 12. Does the Service member consent to allow this form to be sent to Federal agencies for additional Transition assistance post-separation? ☒ Yes ☐ No
- 13. Does the Service member consent to allow this form to be sent to Federal and other agencies who look for critical language skills and/or regional expertise that could be vital during times of need, crisis, and/or national emergencies? ☒ Yes ☐ No

Figure 1- Section I



## Commander's Instruction Sheet for eForm



er.xhtml?continueToUrl=/ Transition Assistance eForm x

**DoDTAP**  
Transition Assistance Program  
For Commanders and Commander's Designees

Logout

### Transition Assistance eForm (eForm) -- Commander's Verification

As the Commander or Commander's Designee, you are required to do a complete verification on all the items listed below for this Service member. If you see a red "X", that indicates the Service member did not complete that applicable requirement according to the Transition Assistance Counselor, while a green checkmark indicates the Service member did complete the requirement.

**Phase** Commander's Verification **Created** 2016/11/23 **Last Updated** 2016/11/23 Save Close

If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

#### 2. Veteran's Opportunity to Work (VOW) Act Compliance Summary

<input checked="" type="checkbox"/>	Pre-Separation Counseling	Status: Completed	Date Completed: 2016/11/23
<input checked="" type="checkbox"/>	2. VA Benefits Briefing	Status: Completed	Date Verified/Completed: 2016/09/27
<input checked="" type="checkbox"/>	3. DOL Employment Workshop	Status: Completed	Date Verified/Completed: 2016/10/14

#### 3. Individual Transition Plan Document Summary

☒ Reported as: Completed

[Click Here to View Guidance for Verifying an Individual Transition Plan \(ITP\) Document was Completed](#)

☒ Yes ☐ No I verify a viable ITP was completed.

#### 4. Career Readiness Standards Summary

☒ Number of CRS Items Reported as Incomplete: 0

[Click to View All Career Readiness Standards \(CRS\)](#)

[Click Here to View Guidance for Verifying Career Readiness Standards \(CRS\)](#)

☒ Yes ☐ No I verify all applicable Career Readiness Standards were met.

#### 5. Warm Handovers Summary

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Figure 2 – Section II



## Commander's Instruction Sheet for eForm





# DoDTAP

## Transition Assistance Program

For Commanders and Commander's Designees



Logout

### Transition Assistance eForm (eForm) -- Commander's Verification

As the Commander or Commander's Designee, you are required to do a complete verification on all the items listed below for this Service member. If you see a red "X", that indicates the Service member did not complete that applicable requirement according to the Transition Assistance Counselor, while a green checkmark indicates the Service member did complete the requirement.

Phase Commander's Verification Created 2016/11/23 Last Updated 2016/11/23 Save Close

If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

#### 5. Warm Handovers Summary

##### 5a. Reported Warm handover Information

Type	Submitted Warm Handovers	Content	Edit
<a href="#">Click Here to View Guidance for Verifying Warm Handovers</a>			
<input checked="" type="radio"/> Yes <input type="radio"/> No I verify that a warm handover was executed for all applicable CRSs not met.			
<h5>5b. Did the Service member report that they have adequate transportation to meet their personal/family needs post-separation, or a plan to address their transportation needs?</h5> <div><input checked="" type="checkbox"/> Reported as: Yes Remarks: None</div> <div><a href="#">Click Here to View Guidance for the Warm Handover Requirement Based on the Post-Transition Transportation Plan</a></div> <div><input checked="" type="radio"/> Yes <input type="radio"/> No I verify that a warm handover was executed because the Service member did not have a post-transition transportation plan.</div>			
<h5>5c. Did the Service member report that they have adequate housing to meet their personal/family needs post-separation, or a plan to address their housing needs?</h5> <div><input checked="" type="checkbox"/> Reported as: Yes Remarks: None</div> <div><a href="#">Click Here to View Guidance for the Warm Handover Requirement Based on the Post-Transition Housing Plan</a></div> <div><input checked="" type="radio"/> Yes <input type="radio"/> No I verify that a warm handover was executed because the Service member did not have a post-transition housing plan.</div>			

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Figure 3 – Section II Continued



## Commander's Instruction Sheet for eForm



**III. Commander's Signature and Remarks**

**1. Remarks**

Add Remarks

Created By

Remark

Edit

Delete

**2. Verification and Approval**

By clicking "Click here to sign and complete", as the Commander / Commander's Designee you are verifying and approving this eForm. This document will be signed with your electronic signature as the Commander / Commander's Designee, which will lock the eForm from further editing and complete the Commander's Verification phase. The eForm will be available on your DoDTAP dashboard on this website, where it can be downloaded as a PDF.

Commander's Signature:

Click here to sign and complete

Sign here

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Figure 4 – Section III

  
TRANSITION ASSISTANCE PROGRAM  
Supporting Service Members and Veterans during their transition

## Commander's Instruction Sheet for eForm

  
TRANSITION ASSISTANCE PROGRAM  
Supporting Service Members and Veterans during their transition

DoD TAP - Transition GPS



# DoDTAP

## Transition Assistance Program








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[FAQs for Managers and Counselors Login](#)  
[FAQs for Service Members and Veterans Login](#)  
[FAQs for Commanders and Commander's Designees Login](#)  
[Transition GPS Participant Assessment](#)

Home > Login to DoDTAP

## Login to DoDTAP for...

Service Members  
and Veterans

The DoD Transition Assistance Program (DoDTAP) for Service Members and Veterans web site is designed to provide separating Service members and Veterans access to their VMET documents and other Transition Assistance information which will assist them during their transition process from the military.

Managers  
and Counselors

The DoD Transition Assistance Program (DoDTAP) for Managers and Counselors web application is designed as a tool to assist the Military Services in executing an effective transition. DoDTAP for Managers and Counselors is designed to ensure Transition Assistance Counselors are able to provide support to their separating Service members, enabling them to depart the military "career-ready".

**Commanders and  
Commander's Designees**

The DoD Transition Assistance Program (DoDTAP) for Commanders and Commander's Designees web application is designed as a tool to enable Commanders or Commander's Designees to review, verify, and approve a Service member's Transition Assistance documentation, enabling them to validate that the Service member is prepared to depart the military "career-ready".

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Figure 5 – Commander's Log In










  
TRANSITION ASSISTANCE PROGRAM  
Helping Soldiers and Families Prepare for the Future

## Commander's Instruction Sheet for eForm

  
TRANSITION ASSISTANCE PROGRAM  
Helping Soldiers and Families Prepare for the Future

board.xhtml?continueToUrl=...
TAP - Transition Documen... x

  
**DoD TAP**  
*Transition Assistance Program*  
 For Commanders and Commander's Designees

[Logout](#)

### Commander's eForm Dashboard

As the Commander or the Commander's Designee, it is your responsibility to review, approve, and electronically sign the designated eForm for your separating Service Members. There is specific guidance inside the eForm for each item in the Commander's Verification Phase that requires you to take action or respond. You must complete the 6-8 items (radio button, checkbox, remarks, etc.) as applicable for that eForm, and Save the eForm with the "Save" button on top. After saving the eForm (and assuming all the required fields were completed correctly), you should be able to scroll to the bottom and the signature button should be active for you to sign.

[How Do I Find an eForm Assigned to Me for Action?](#)

Email Address Used for Commander's Approval: john.r.rosselot2.civ@mail.mil Submit Email

To open an In-Progress eForm, select the Service member's name from the In-Progress tables, and the system will refresh the page, allowing you to review, approve, and electronically sign the eForm.

**In-Progress eForms**

**eForms Worked on by Current User**  
You do not have any Active eForms

**eForms Assigned to Email Address**  
There are no In-Progress eForms assigned to this email address.

To open a Completed eForm, select the Service member's name from the Completed tables, and the system will launch a pop-up allowing you download a generated copy of the eForm, DD 2648.

**Completed eForms**

Note: Completed eForms will remain listed on your dashboard until their Anticipated Separation Date, at which point they will drop off your dashboard (but still be saved in the system).

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Figure 6 – Commander's Dashboard



## **Commander's Instruction Sheet for eForm**



### **Guidance for Verification**

Veteran's Opportunity to Work (VOW) Act: Law mandates that Soldiers must receive three courses during transition (Pre-Separation Briefing, VA Briefing (I & II), DOL Employment Workshop). Soldiers attend these courses through the SFL-TAP centers and SFL-TAP counselors will annotate completion on the eForm.

Individual Transition Plan (ITP) Document: SFL-TAP counselors ensure that Soldiers have a viable ITP prior to separation.

Career Readiness Standards (CRS): DoD Policy requires Soldiers to obtain 10 CRS through the SFL-TAP program. SFL-TAP counselors will annotate completion on the eForm. There are 4 optional CRS requirements based on Soldier selection of an additional track during their ITP.

Warm Handovers: A warm handover is required when a Soldier does not meet any of the VOW, ITP, CRS, post-transition transportation, post-transportation housing or a Soldier is being discharged with a less than honorable discharge. Soldiers also have the ability to request a Warm Handover. SFL-TAP counselors will input the POC information for a partner agency to assist the Soldier post-transition to ensure a smooth transition occurs.

Verification: Commanders will verify "yes" or "no" based on the information input by an SFL-TAP counselor. For need more information on VOW/CRS requirements or warm handovers, contact your local SFL-TAP center.