

INITIALIZING PRE-SEPARATION COUNSELING(DD eform 2648)

1. Go to <https://milconnect.dmdc.osd.mil/milconnect/> Click Sign-In; You can either use your CAC or DS Logon (which is also your ebenefits username and password. Register at www.ebenefits.va.gov)
 2. Once logged-in click the “Correspondence/Documentation TAB” and click DoD Transition Assistance Program (DoDTAP) then “Initialize Pre-Separation Counseling”.
 3. **Section I**-Verify the grayed information, if needing any updates you must see DEERS.
 4. **Section II** – #1-13 the answers will be “NO” until after you have attended the 5-day TAP workshop. (unless you have already registered with ebenefits and/or have a resume. Those career readiness standards can be “YES”).
 5. **Section III**- Click “Save” and then click “sign and lock” your form and “Save” again.
 6. **Make sure your signature is on the eform. *You have initialized your DD eform 2648.**
 7. Before logging-off make sure you have clicked the **blue close** button at the top of the eform, on the “**My Dashboard Screen**” Please download and bring the **Pre-separation Counseling Executive Summary** to your Pre-separation Classroom Session(**this is optional, it will help follow along with topics discussed**).
- **Ensure you close the form and then Sign-Out before closing your browser*****
8. Finally send me an email with your DoDID number so I can register you for the Preseparation Counseling Briefing.

If you have any questions or concerns, please contact:

- Ms. Kimberly Bryant 953-2752
- Ms. Rebecca Hackett 416-1386