

# *TAP / eForm / NRMS Training*

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OPNAV 171

Updated: NOV 2022



# FY19 NDAA Changes

## Section 1144 (f) Improvements to TAP (sec. 552) effect **1 OCT 2019**

- Secretary of Defense submit an Action Plan not later than 120 days after the enactment date of 8/13/2018. (COMPLETE: Submitted 10 Dec 2018)
- Requires initial counseling prior to commencing transition process to include a self-assessment, information on reenlisting, and receive information on resources regarding military sexual trauma.
- Initial Counseling and Pre-separation counseling **MUST** be completed **365 days prior** to release from active duty date. Transition starting point: *Retiring 24-18 mo; Separating 15-12 mo; Adsep/Medical immediately*
- Establish at least three pathways for members to make selection based on demographic factors.

### Joint Pathways:

- **Tier I** (confirmed employment, demob returning to previous job, stay-at-home spouse)
- **Tier II** (mid-grade separations, ready to transition w/ draft plan, relocating)
- **Tier III** (short-fuse administrative separations, no plan, not financially set)
- Revised 5-day model that will include two-day track (employment, education, technical training, entrepreneurship) for selected pathway
- Establish standardized performance metrics to measure TAP participation and outcome-based objective benchmarks to monitor and track long term outcomes (see performance evaluation plan in back-up)
- Ensure members obtain sufficient financial literacy to effectively leverage conferred benefits and opportunities for employment, education, vocational training and entrepreneurship





# NAVADMIN 223/19 Changes for Reservist

- **Initial Counseling and the Transition Core Curriculum Course must be completed 365 days prior to separation for all Sailors (Officer and Enlisted)**
  - Recommendation: Use the monthly report. Add a column to the “Loss” category to track everyone’s decisions.
  - Most SELRES will be considered a short term separation, however we will make every effort to provide them with the TAP process as early as possible
- **TAP requirements are valid for 36 months, however each time SELRES is separating from Active Duty a new DD 2648 MUST be completed for each separation using the older dates to be VOW compliant**
  - This does not mean a SELRES cannot attend TAP more than once in a 36 month period.
- **Affected SELRES: Those who serve more than 179 days of consecutive active duty Mob, ADOS and ADT (other than attendance at a service school and NAT Sailors) will required both Initial Counseling and Pre-separation counseling prior to leaving the NOSC/NRA.**
  - That means the eForm will be in CAPSTONE phase when the Sailor starts their orders



# COVID 19 TAP UPDATE

- **NAVADMIN 09/21 released 14JAN21 announced the alternatives available for completing Navy Transition Assistance Program (TAP) classes**
  - CNIC has leveraged Zeiders learning platform to provide virtual TAP (VTAP) coursework, including the career tracks. As of 27 July, all TAP modules, with the exception of VA, are now part of VTAP available S at <http://mynavyfamily.com/> or for NMCI users at <https://learning.zeiders.refineddata.com/login/index.php>.
    - \*\*Now that in-person classes are back we will continue to offer VTAP quarterly\*\*
  - TAP Core course, Tracks and Military Life Cycle (MLC) course are available online at <https://www.tapevents.mil/courses>
  - *Initial Counseling (IC), Pre-separation counseling and Capstone sessions are still required and may be conducted in-person using proper social-distancing protocol or telephonically with Command Career Counselors or TAP Managers*



# Exemption Policy

***No Service member, to include Reservist, is exempt from participating in Initial Counseling, Pre-separation counseling, Day 1 modules and VA Benefits and Services Brief.***

**Exemptions from the DoL Workshop are:**

- Service members **retiring after 20 or more years** may opt out.
- Members of AC, RC and Guard who after serving their first 180 continuous days or more on Active Duty under Title 10 may opt out if they meet at least one of the following:
  - **Must have confirmed employment or documented acceptance to education institution**
- All Guard and Reserve members who have **previously attended TAP** may opt out of TAP.
- Commanders in the Service member's chain of command may waive mandatory participation where Sailors are needed **to support a unit on orders to be deployed** within 60 days.
  - A "make-up" plan must be developed. [exemption for time requirements]
- *An exempt Service Member must formally document their decision to not participate on the DD Form 2648.*

## **LIMITED PARTICIPATION:**

- **Bad Conduct or dishonorable discharge** – not eligible to attend additional tracks or **CAPSTONE event.**
- **Other than honorable discharge** – CO determine whether can attend additional tracks or **CAPSTONE event.**



# Tracks

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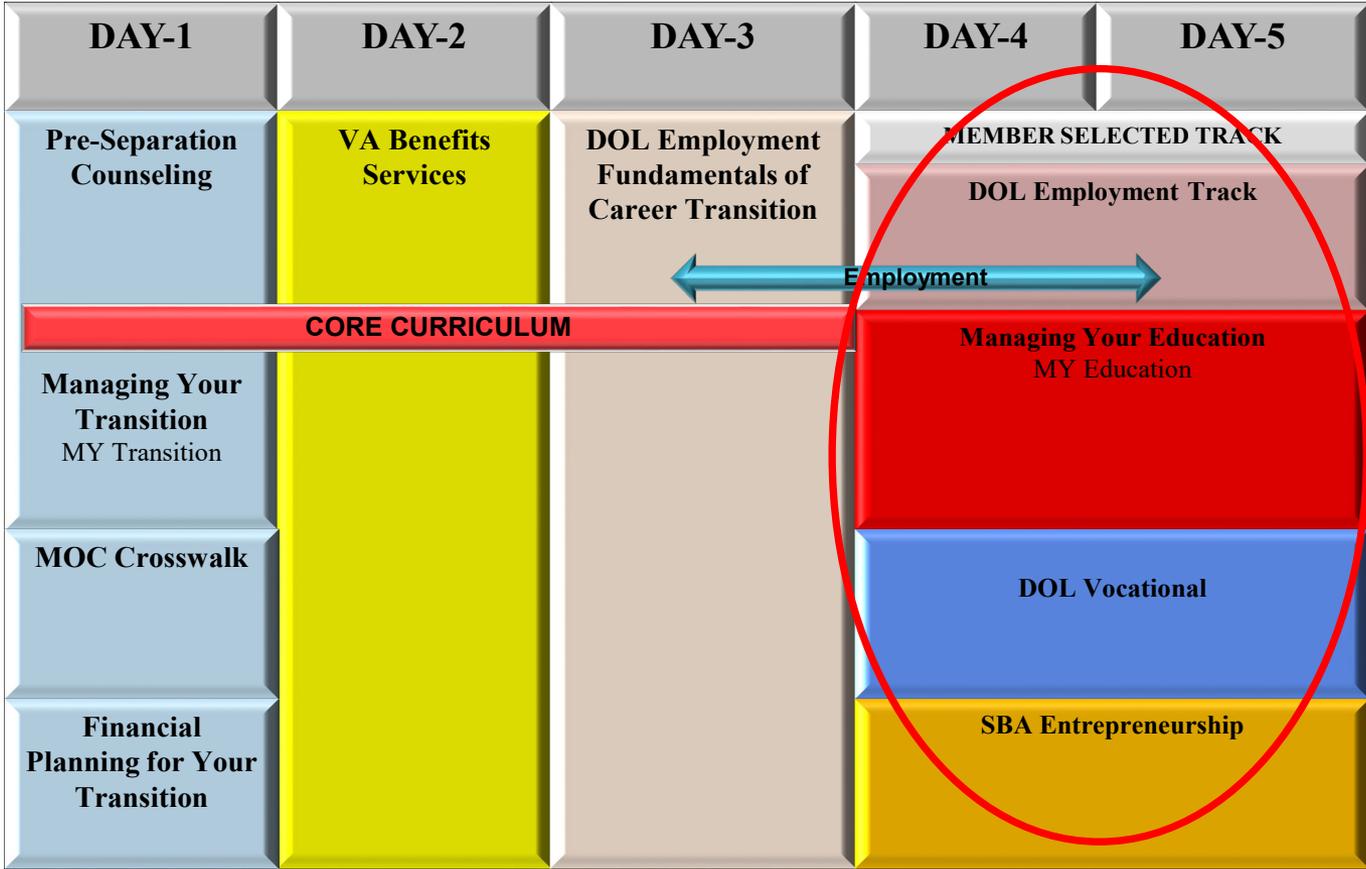
- **All eligible service members are required to choose a Two-Day Track.**
- **Service members in Tier I and II may be waived from participating in tracks. Waiver must be approved by member Chain of Command and be documented on DD Form 2648.**
- **Tier III assigned personnel must attend at least one of the four tracks tracks.**
- **Eligible service member may participate in more than one of the Two-Day Tracks, if resources, capacity, and operational requirements allow, based on the Service member's interests and ability to meet the CRS and complete the track.**



# Transition TAP Model

  
No less than 365 Days  
of official separation

**INITIAL COUNSELING**  
Determine Pathway  
& Tier Selected  
Track



**TIER III**  
Required to  
select Track

Individual Transition Plan

Career Readiness Standards

CAPSTONE



# TAP VC Online via DoD LMS

- DoD has moved all TAP course to the DoD Learning Management System (LMS) vice JKO
- TAP Core course, Tracks and Military Life Cycle (MLC) course are available online at <https://www.tapevents.mil/courses>
- *Self-assessment* counseling, *Pre-separation* counseling and *Capstone* sessions are still required and may be conducted in-person using proper social-distancing protocol or telephonically with Command Career Counselors or TAP Managers
- We are currently working with OSD and DoD LMS to ensure we can continue to provide the TAP course via Navy eLearning (NeL)
- Disconnected Ops: remote or isolated areas (ships underway with unplanned separations) without internet access may complete VC TAP curriculum via NeL server onboard.



# *Initial Counseling/Self Assessment*

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- Requires INDIVIDUAL 1 on 1 Initial counseling to be completed at least **365 days prior** to release from active duty.
- This counseling must be completed prior to commencing transition process.
- Shall to include a Self-Assessment, information on reenlisting, and receive information on resources regarding military sexual trauma.
- Assign the member to one of three established pathways based on demographic factors.

## **Joint Pathways:**

- **Tier I** (confirmed employment, demob returning to previous job, stay-at-home spouse)
- **Tier II** (mid-grade separations, ready to transition w/ draft plan, relocating)
- **Tier III** (short-fuse administrative separations, no plan, not financially set)



# Self-Assessment Tool



## TRANSITION ASSISTANCE INITIAL SELF-ASSESSMENT WORKSHEET

### SECTION A. SERVICE MEMBER INFORMATION

NAME: \_\_\_\_\_ DOD ID: \_\_\_\_\_ INSTALLATION: \_\_\_\_\_  
 WORK EMAIL: \_\_\_\_\_ PERSONAL EMAIL: \_\_\_\_\_  
 DATE OF SEPARATION: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_  
 HOW MANY YEARS OF SERVICE: \_\_\_\_\_ DOB: \_\_\_\_\_ AGE: \_\_\_\_\_ GENDER: \_\_\_\_\_

### SECTION B. DEMOGRAPHICS

Rank:  E1-E3  E6-E7  E8-E9  O1-O3  O4-O6  O7-O10  WO1-CWO5  
 Service Branch:  USN  USAF  USA  USMC  USCG  Reserve  Guard  
 Rate/Designator/MOS/AFSC: \_\_\_\_\_  
 Marital Status:  Single  Married  Widowed  Divorced  Separated  Children# \_\_\_\_\_  
 Highest Level of Education:  GED/HS  Associates  Bachelors  Masters  Post-Graduate  Doctorate  
 Concentration: \_\_\_\_\_

### SECTION C. DISCHARGE

Retiring 20+ Years	<input type="radio"/> Yes	<input type="radio"/> No
Medical Retirement	<input type="radio"/> Yes	<input type="radio"/> No
Medical Separation	<input type="radio"/> Yes	<input type="radio"/> No
Voluntary Separation	<input type="radio"/> Yes	<input type="radio"/> No
Involuntary Separation	<input type="radio"/> Yes	<input type="radio"/> No
Administrative Separation	<input type="radio"/> Yes	<input type="radio"/> No
Demobilization	<input type="radio"/> Yes	<input type="radio"/> No

### SECTION D. PROJECTED CHARACTERIZATION OF DISCHARGE

Honorable	<input type="radio"/> Yes	<input type="radio"/> No
Honorable Conditions (General)	<input type="radio"/> Yes	<input type="radio"/> No
Other than Honorable	<input type="radio"/> Yes	<input type="radio"/> No
Bad Conduct	<input type="radio"/> Yes	<input type="radio"/> No
Dishonorable	<input type="radio"/> Yes	<input type="radio"/> No
Dismissed	<input type="radio"/> Yes	<input type="radio"/> No
Uncharacterized	<input type="radio"/> Yes	<input type="radio"/> No
Unknown	<input type="radio"/> Yes	<input type="radio"/> No

### SECTION E. PERSONAL GOALS

What are your post-separation short-term goals?  
\_\_\_\_\_

What are your post-separation long-term goals?  
\_\_\_\_\_

2019

### SECTION F. FACTORS

#### FAMILY LIFE AND RELOCATION PLAN:

- Do you plan to relocate after leaving the military?  Yes  No  Unsure  
If Yes, where? \_\_\_\_\_
- Is cost of living higher where you plan to relocate?  Yes  No  Unsure
- Do you anticipate having a support system in place?  Yes  No  
e.g., Family, Friends, Mentor, Transportation, Housing
- Does the thought of leaving the military create stress on you or your family?  Yes  No

#### FINANCIAL PLAN:

- Have you initiated a 12-month projected post transition budget?  Yes  No  N/A
- Are you planning for your retirement? (e.g. TSP, 401K)  Yes  No  N/A
- Have you established a financial emergency plan?  Yes  No  N/A
- Do you have adequate cash set aside in case of emergencies?  Yes  No  N/A
- Have you considered additional expenses? (childcare or child support, commuting, etc.)  Yes  No  N/A
- Have you calculated the impact of renting vs. buying during your transition period?  Yes  No  N/A
- Have you examined your tax status with regard to taxable income?  Yes  No  N/A
- Have you reviewed your vehicle(s) payment, insurance, registration and taxes?  Yes  No  N/A
- Have you assessed your insurance needs? (medical, exceptional family member, dental, life)  Yes  No  N/A
- Have you reviewed your credit report in the last 4 months?  Yes  No  N/A
- Do you have an up-to-date will and/or power of attorney?  Yes  No  N/A

### SECTION G. TRACKS

#### EMPLOYMENT PLAN

- Do you plan to work after leaving the military?  Yes  No
- Do you have a confirmed job offer?  Yes  No
- Do you have an updated resume?  Yes  No
- Do you plan on staying in your current career field?  Yes  No
- Would you like more information on employment?  Yes  No

#### EDUCATION PLAN

- Do you plan to enroll in continuing education or do you have enrollment confirmation?  Yes  No
- Do you have a professional license(s)/certificate(s)?  Yes  No
- Would you like more information on education?  Yes  No

#### ENTREPRENEURSHIP PLAN

- Do you currently own a business?  Yes  No
- Do you intend to start your own business after leaving the military?  Yes  No
- Do you have a business plan?  Yes  No
- Would you like more information on entrepreneurship?  Yes  No

#### VOCATIONAL PLAN

- Have you attended a trade school?  Yes  No
- Are you enrolled in or plan to enroll in an apprenticeship program?  Yes  No
- Do you have a technical or trade license(s)/certification(s)?  Yes  No
- Would you like more information on trades?  Yes  No

2019



# Counseling Pathway Decision Support Tool

## Transition Assistance Program (TAP) Counselor Tool

Demographic Factors	Selection Criteria	Y/N	Selection Criteria	Y/N	Selection Criteria	Y/N	Check
Term of Service	End of first term of service		Mid career term (6-19 years)		Retirement		
Characterization of Discharge	Other than honorable / bad conduct / dishonorable		General		Honorable		
Disability	Has Disability that may impact pursuit of job or school		Pending Disability		No Disability		
Financial Readiness	No funds to support lifestyle		Limited funds to support lifestyle		Adequate funds to support lifestyle		
Engagement	Not interested in TAP assistance		Interested in TAP assistance		Very Interested in TAP assistance		
Military Occupational Special	Civilian career path does not align to MOS		Civilian career path slightly aligns to MOS		Career path aligns to MOS/ Permanent Retirement		
Education History	No education or certification		Some education/certification/pending degree		Obtained degree or certification		
Employment Interest	Seeking low demand career field		Seeking moderate demand career field		Seeking high demand career field		
Employment Intentions	Not currently applying for employment		Currently applying for employment		Secured employment		
Education Intentions	Not currently applying for school		Currently applying for schools		Secured school		
Intended Track	No experience with desired track		Associated previous experience with desired track		No desire to attend track		
Planning	Has no post service Plan in place		Partial Plan in place		Has adequate Plan		
Location	Currently assigned OCONUS or on deployment		Relocating to new area		No plans to relocate		
Transition Mindset	Uncomfortable with decision to transition		Some what comfortable with decision		Very comfortable with decision		
Support System	No support system		Some support network		Good supportive network		
<b>Weighted Scores</b>	0	0	0	0	0	0	

### Scoring Key

- Tier I = 15-39
- Tier II = 40-65
- Tier III = 66-90

<b>Total Score</b>	<b>0</b>
<b>Minimum Assignable Tier Level</b>	<b>Tier I</b>

**Minimizes Subjectivity of Tier Determination**

Click the following links to navigate this document





# Counseling Tool

“Y” column D = 6pts

“Y” column G = 3pts

“Y” column J = 1pts

Demographic Factors	Selection Criteria	Y/N	Selection Criteria	Y/N	Selection Criteria	Y/N	Check
Term of Service	End of first term of service		Mid career term (6-19 years)		Retirement		
Characterization of Discharge	Other than honorable / bad conduct / dishonorable		General		Honorable		
Disability	Has Disability that may impact pursuit of job or school		Pending Disability		No Disability		
Financial Readiness	No funds to support lifestyle		Limited funds to support lifestyle		Adequate funds to support lifestyle		
Engagement	Not interested in TAP assistance		Interested in TAP assistance		Very Interested in TAP assistance		
Military Occupational Specialist	Civilian career path does not align to MOS		Civilian career path slightly aligns to MOS		Career path aligns to MOS/ Permanent Retirement		
Education History	No education or certification		Some education/certification/pending degree		Obtained degree or certification		
Employment Interest	Seeking low demand career field		Seeking moderate demand career field		Seeking high demand career field		
Employment Intentions	Not currently applying for employment		Currently applying for employment		Secured employment		
Education Intentions	Not currently applying for school		Currently applying for schools		Secured school		
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Support System	No support system		Some support network		Good supportive network		
<b>Weighted Scores</b>	0	0	0	0	0	0	

**Scoring Key**

Tier I = 15-39
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Tier III = 66-90

<b>Total Score</b>	<b>0</b>
<b>Minimum Assignable Tier Level</b>	<b>Tier I</b>

Click the following links to navigate this document

Home
 Tool
 Dictionary
 Resources



# Enterprise Individual Self-assessment (EISA)

- The purpose of the EISA pilot is to evaluate the Service-specific assessments against the multiple life domain scale to determine enterprise-wide validation for evidence-based output and analytics.

NS Mayport, NAS Coronado, NAS Lemoore, NAS Whidbey Island

- The EISA is a self-administered, web-based tool consisting of 42 items measuring transition-related readiness across nine domains:
  - 1) social and relational
  - 2) sense of belonging
  - 3) employment
  - 4) housing
  - 5) hope
  - 6) financial
  - 7) resilience
  - 8) physical health
  - 9) mental health resource knowledge.



# EISA Access

<https://portal.armytap.army.mil>

Web browsers  
Firefox & Chrome SM can use CAC  
Edge from a govt computer SM need to use DS Logon

**SOLDIER FOR LIFE**  
TRANSITION ASSISTANCE PROGRAM  
*Start Strong · Serve Strong · Reintegrate Strong · Remain Strong*

[Frequently Asked Questions](#)

**ATTENTION ALL USERS: PLEASE READ THE BELOW INFORMATION IN ITS ENTIRETY**

**ACTION NEEDED:** Phone Numbers can be updated by yourself by logging into your DS Logon account and going to "UPDATE CONTACT INFORMATION." This will take you to a screen to update your own phone number and email. Please ensure your phone (e.g., cell, landline) and email address is accurate as future security features will be enabled soon and you won't have access to your DS Logon account if the phone number is not one you can access.

**IMPORTANT:** After visiting DS Logon or one of our partner sites, CLOSE your browser window AND all open tabs. This will help protect your information and privacy. If you choose not to close your browser and all open tabs, this can enable third parties access to your PRIVATE HEALTH and BENEFIT INFORMATION.

DS Logon | CAC

**DS Logon**

DS Logon Username

DS Logon Password

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**Login**

- [Need An Account?](#)
- [Activate My Account](#)
- [Upgrade To Premium Account](#)
- [Change My Account](#)





## Assessment Forms Tab

**SOLDIER FOR LIFE**  
TRANSITION ASSISTANCE PROGRAM

TAP XXI - The Army's Official Transition application

*Start Strong - Serve Strong - Reintegrate Strong - Remain Strong*

[Command Center Menu](#)

### Assessment Forms

Initial Assessment: [\[Review Assessment\]](#)

Post Assessment: [\[Review Assessment\]](#)

[Return To Client Record](#)

The screenshot shows a web interface for the "Soldier for Life" Transition Assistance Program (TAP XXI). The header includes the program name, a tagline "Start Strong - Serve Strong - Reintegrate Strong - Remain Strong", and a "Command Center Menu" link. The main content area is titled "Assessment Forms" and contains two links: "Initial Assessment: [Review Assessment]" and "Post Assessment: [Review Assessment]". A "Return To Client Record" button is located at the bottom of the content area. The background features a pattern of stars.



## Review Initial Assessment

**SOLDIER FOR LIFE**  
TRANSITION ASSISTANCE PROGRAM

TAP XXI - The Army's Official Transition application  
*Start Strong - Serve Strong - Reintegrate Strong - Remain Strong*

Command Center Menu

### Initial Assessment Review

**Suggested Tier: 2**  
**Initial Assessment Score: 74**

**Score Key**  
Tier 1: 121-180  
Tier 2: 61-120  
Tier 3: 0-60

**Now that you have reviewed the service member's initial assessment, please enter the client's tier under the edit record tab to reflect the tier assignment. The client's tier may only be entered once. If you believe that the client should receive a tier different from what is suggested, you must leave a note.**

Edit Client Record



# Joint Pathway Requirements

	COURSE ATTENDANCE	TIER I	TIER II	TIER III
	<b>Self Assessment</b>	R	R	R
	<b>Pre-Separation Counseling</b>	R	R	R
	<b>Day1</b> Pre-sep training Services/Crosswalk/Financial Planning	R	R	R
	<b>VA Services and Benefits Day</b>	R	R	R
	<b>DOL Employment Day (unless Waived)</b>	R	R	R
	<b>Member Selects Track</b> Employment/Vocational Training/Education/Entrepreneurship	- waivable	- waivable	R
	<b>CAPSTONE</b>	R	R	R
	<b>CRS STANDARDS</b>			
1	Self Assessment/Individual Transition Plan	R	R	R
2	Post-transition Financial Plan	-	R	R
3	eBenefits Registration	R	R	R
4	Continuum of Military Service (AC only)	AR	AR	AR
5	Gap Analysis or Verification of Employment	-	R	R
6	Draft Resume or provide Verification of Employment	-	AR / DTS	DTS
7	Comparison of Technical Institutions	-	AR / DTS	DTS
8	Comparison of College/Universities	-	AR / DTS	DTS



# Navy ITP page 1



## NAVY INDIVIDUAL TRANSITION PLAN Transition Assistance Program

NAME: \_\_\_\_\_ INSTALLATION: \_\_\_\_\_

WORK EMAIL: \_\_\_\_\_ PERSONAL EMAIL: \_\_\_\_\_

DATE OF SEPARATION: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

**TRANSITION DATES:**

Anticipated End of Service (EAOS/Retirement/Resignation) Date: \_\_\_\_\_

Anticipated Terminal Leave Date (if known): Terminal Leave start date \_\_\_\_\_

Step 1: Initial Counseling Due Date (EOS date - NLT 365 days): completion date \_\_\_\_\_

Step 2: Pre-Sep Counseling Due Date (EOS date - NLT 365 days): completion date \_\_\_\_\_

Step 3: Transition Assistance Program (TAP) Class Date: completion date \_\_\_\_\_

Step 4: Capstone Review Due Date (EOS date - NLT 90 days): completion date \_\_\_\_\_

Step 5: Commander/Designee Verification Due Date (EOS date - NLT 90 days): completion date \_\_\_\_\_

Throughout the transition process, there are Career Readiness Standards (CRS) that you are required to meet. CRSs tangibly measure Servicemember's preparation for entry into a civilian career, higher education, and/or vocational training. During the Capstone review, a Servicemember's ITP CRS deliverables pertaining to the member's personal goals and DD Form 2648 will be checked to identify gaps and determine if the member is at risk of not meeting the CRS before separation, retirement, or release from active duty.

RATE/DESIGNATOR/ TITLE: \_\_\_\_\_

Write the career field you wish to pursue based on your personal, family, and financial obligations and desires

My desired career field:

\_\_\_\_\_

My desired relocation destination:

\_\_\_\_\_

**CAREER TRACK** (circle one or more career goal)

<b>Employment</b> Seeking immediate employment	<b>Education</b> In need of additional courses
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# Navy ITP page 2



<b>Entrepreneurship</b> Wanting to start your own business	<b>Vocational</b> Need additional technical training
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ASSIGNED TIER LEVEL: I / II / III (circle applicable Tier)

**CAREER READINESS STANDARDS**

- Initial Self-Assessment /ITP
- Attend Career Track (if not exempted)
- Register for VA Benefits and Services
- Continue Military Service Opportunity Reserve Component
- GAP Analysis or Verification of Employment
- 12-month post separation projected budget
- Draft Resume or Verification of Employment (as required based on selected Track)
- Comparison of Technical Institutions (as required based on selected Track)
- Comparison of College/University (as required based on selected Track)

**INDIVIDUAL/FAMILY INSURANCE CONSIDERATIONS**

1. Have you visited [www.healthcare.gov](http://www.healthcare.gov) to evaluate the cost of health insurance?  Yes  No
2. Have you explored options for Life Insurance and/or Survivor Benefit Plan?  Yes  No
3. Have you visited MilitaryOneSource, VA Vet Centers or DoD in Transition Program for information on confidential mental health Services?  Yes  No

**POST-TRANSITION HOUSING AND RELOCATION CONSIDERATIONS**

1. Have you considered using one or more cost of living calculators, such as those provided by [bankrate.com](http://bankrate.com), [payscale.com](http://payscale.com), [nerdwallet.com](http://nerdwallet.com), and/or [moving.com](http://moving.com)?  Yes  No
2. Did you know the installation transportation office can provide information about the movement and storage of your household goods?  Yes  No
3. Have you visited the VA website to get information on the VA home loan program?  Yes  No

**POST-TRANSITION TRANSPORTATION CONSIDERATIONS**

1. Will you have reliable transportation to/from your place of employment and/or school?  Yes  No
2. Have you reviewed your vehicle payment, insurance, registration, and taxes?  Yes  No
3. Is there a need to purchase a new vehicle for you or spouse/dependents?  Yes  No
4. If you are disabled, have you determined if you are eligible for assistance in purchasing a vehicle and/or automotive adaptive equipment by visiting the VA's website?  Yes  No



# Navy ITP page 3



**COMMUNITY RESOURCES AND PEER-TO-PEER SUPPORT**

1. Have you visited MilitaryOneSource for peer-to-peer specialty consultations to discuss personal or career aspirations or challenges of military life?  Yes  No

**CRITERION-BASED FINANCIAL PLAN FOR MILITARY TO CIVILIAN TRANSITION**

- 1. Are you aware you can order your free FICO score from your installation PFM staff?  Yes  No
- 2. Have you examined your tax status with regard to taxable income?  Yes  No
- 3. Do you have an up-to-date will and/or power of attorney?  Yes  No
- 4. Do you need additional assistance to prepare for finances post-transition?  Yes  No

**VETERAN AFFAIRS BENEFITS AND SERVICES**

Register for an eBenefits DS Logon Premium Account for access to personalized benefits and information that allows you to log in to multiple VA and DoD websites and apps using a username and password <http://www.benefits.va.gov>

Date completed: \_\_\_\_\_

**BENEFITS OF THE RESERVE COMPONENT/INTER-SERVICE TRANSFER**

Attend the Reserve Opportunities and Obligations Brief, to evaluate the benefits of joining the Reserve Component, if applicable. RC service may be mandatory based on your years of service.

Date completed: \_\_\_\_\_

**VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET)**

Your VMET (DD Form 2586), provides an overview of your military experience and training. You can use this document along with your DD Form 214, evaluation records, training certificates, awards, transcripts, and other documentation to complete a resume, a job application, identify credit recommendations from the American Council of Education (ACE), and possible certification/waiver of apprenticeship requirements.

**JOINT SERVICES TRANSCRIPT (JST)**

The Joint Service Transcript (JST) is an academically accepted document approved by ACE to validate your military occupational experience. The JST also includes military courses you completed, descriptions of military occupations, and college test scores.

\_\_\_\_\_  
 NETWORK \* NETWORK \* NETWORK



# *Pre-separation Counseling*

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- Requires to be completed at least **365 days prior** to release from active duty.
- Preferred method is to attend Pre-sep at FFSC morning Day 1 of TGPS class.
  - 2.0 - 3.0 hour block to conduct Pre-sep with Script and Power point
- If conducted in group setting should have members logged into MilConnect checking their own form off.
- For those who will be doing TAP via DoD LMS then a individual pre-sep must be conducted by CCC at local command or the Transition Counselor at FFSC.
- The counselor conducting Pre-sep is required to sign-off eForm DD Form 2648 in DMDC.



# eForm



# eForm Design

The eForm is developed in three main phases and is designed to support TAP policies.

- **Pre-Separation Counseling**
- **CAPSTONE**
- **Commander's Verification**

The eForm's data entry consists of five primary sections for a Counselor to provide input for, adding on additional sections for the Commander's Designee for the Commander's Verification phase when necessary.

1. **Service Member Personal Information (Service member & Counselor can input)**
2. **Initial Counseling**
3. **Pre-Separation/Transition Counseling, Pre-Separation/Transition Counseling Needs Assessment, Review and Verification [includes all sessions and attendance information] (Service Member & Counselor can input)**
4. **Other Warm Handovers and Supporting Agencies (only Counselor can input)**
5. **Signatures and Remarks (Service member & Counselor must sign)**



# ***DMDC Website Update***

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- You need to clear your browsing history/cac and create a new quick link:

<https://www.dodtap.mil/dodtap/> - then select Login to DODTAP, then select Managers and Counselors tab

- You can also try to access directly at <https://tacl-pki.dmdc.osd.mil/tacl/logon>



# DoDTAP Public Website

You must use Google Chrome or Edge browser to access DMDC.

<https://www.dodtap.mil/dodtap/>

**DoDTAP**  
Transition Assistance Program

Home About DoDTAP Transition Components Resources / FAQs Media Contact Us **Login to DoDTAP**

Search

**Welcome to DoD TAP**

**Click for Access to TACL**

**IMPORTANT NOTICE:** The Marine Corps Cybersecurity has identified a fake DoDTAP website, DoDTAP.com that attempts to get PII and download malicious software on individuals PCs. Please ensure that you use only the official DoDTAP.mil website.

In 2018, President Donald Trump signed the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY19 NDAA) into law, which significantly altered the Department of Defense (DoD) Transition Assistance Program (TAP) for the first time since 2011.

DoD TAP is an outcome-based program that bolsters opportunities, services, and training for transitioning Service members in their preparation to meet post-military goals.

The mandatory components of TAP are applicable for all Service members who have at least 180 continuous days or more on active duty; this includes National Guard and Reserve.

At this time, all of the FY19 NDAA changes to TAP will not be reflected here on www.DoDTAP.mil. However, TVPO anticipates the website will be updated as soon as possible.

For more information on the [updates to TAP](#), please contact your installation transition office.

**How Do I Get Started?** Contact your local Transition Assistance Office or visit your Service-specific Transition Assistance website below.

**Service-Specific Transition Assistance**

Army Navy Air Force Marine Corps Coast Guard

**SELECT YOUR BRANCH OF SERVICE**

**Transition Assistance Curriculum**

The TAP curriculum for Service members transitioning to civilian life. [Click here](#) to learn about the transition assistance curriculum.

**Transition Assistance Curriculum on JKO**

Service members: If you are a Service member and need official Transition Assistance Program credit/certification for TAP courses, take the courses [online via JKO here](#) (CAC required)

Veterans and Family Members: If you are a veteran or family member, you can take

**Transition Services**

- Managing Your Transition Timeline
- Download your VMET
- milConnect
- Veterans Employment Center (VEC)
- Veterans' Employment and Training Services (VETS)

Accessibility/Section 508 | Link Disclaimer | NoFear Act Information | Contact Us



# Login to DODTAP Page

The screenshot shows the DoDTAP website interface. At the top left is the DoDTAP logo with the text "DoDTAP Transition Assistance Program". To the right are logos for the Department of Defense, Department of Education, and other agencies. A navigation bar contains links for Home, About DoDTAP, Transition Components, Resources / FAQs, Media, Contact Us, and Login to DoDTAP. A search bar is located on the right. The main content area is titled "Login to DoDTAP for..." and features three primary login options: "Service Members and Veterans", "Managers and Counselors", and "Commanders and Commander's Designees Login". A red box labeled "TACL Login" has an arrow pointing to the "Managers and Counselors" button. The footer includes accessibility information and social media icons.

TACL Login



# DMDC TACL HOMEPAGE

DoDTAP  
Transition Assistance Program  
for Managers & Counselors

Remember to close your browser after logout to protect your personally identifiable information.

Home
Sessions ▾
Transition Documents ▾
VMET ▾
Reports
Person Search
Polly Flinders

## DoD Transition Assistance Program (DoDTAP) for Managers and Counselors

Welcome to DoDTAP for Managers and Counselors, where Transition Instructors, Counselors, and other operators can perform tasks using the various tools within this website to support transitioning Service members and their families.

### News

03/02/2020  
**IMPORTANT NOTICE:** The Marine Corps Cybersecurity has identified a fake DoDTAP website, DoDTAP.com that attempts to get PII and download malicious software on individuals PCs. Please ensure that you use only the official DoDTAP.mil website.

### eForm Dashboard

A tool that allows users to view which eForms (electronic DD2648) they have been working on or signed as completed.

To create a new eForm, use the Person Search page.

### Person Search

A tool that enables users to search for an individual and view which Transitions Documents (eForms, ITPs, PSCCs) and session attendance have been reported on their behalf.

New eForms can be created from this page.

You must be in Person Search to create new eForms

### Sessions

The Sessions component is a course-management tool that allows operators to:

- Add new sessions of Transition modules & tracks
- Record attendance of Transition modules & tracks

### VMET

The Verification of Military Experience (VMET) component is a tool that allows operators to:

- View a Service member's VMET Document (DD2586)
- View a Service member's VMET Cover Letter (Service Specific)

### Reports

The Transition Assistance Program (TAP) eForm Reports provides access to critical information regarding a Service member's eForm data, which is accessible to pre-approved managers and counselors.

### Resources

- [User Guide \\*\\*\\*\\*](#)
- [Barcode Scanner Software](#)
- [Transition GPS Participant Assessment Screenshots](#)
- [Transition GPS Participant Assessment Facilitator Information Sheet](#)
- [eForm Disconnected Operations Instruction](#)
- [eForm Disconnected Operations Worksheet](#)
- [eForm PowerPoint Training](#)
- [eForm Overview Webinar](#)
- [eForm Pre-Sep Job Aid](#)
- [eForm Capstone Review Job Aid](#)
- [Release Notes](#)

User Guide provides easy step by step instruction on entering forms. Other resources for training etc...

[Contact Us / Helpdesk Support](#) | [Accessibility/Section 508](#) | [Link Disclaimer](#) | [Privacy Act Information](#) | DoDTAP is maintained by DMDC.



# Person Search

The screenshot shows the DoDTAP (Transition Assistance Program) interface. At the top, there is a navigation bar with the DoDTAP logo and the text "Transition Assistance Program for Managers & Counselors". Below this is a warning message: "Remember to close your browser after logout to protect your personally identifiable information." The navigation menu includes "Home", "Sessions", "Transition Documents", "VMET", "Reports", and "Person Search". A user profile for "Polly Flinders" is visible in the top right.

The main section is titled "Person Search" and contains a "Person Search Criteria" form. The form has several input fields: "DoD ID Number" (containing "0123456789"), "SSN", "Last Name", "First Name", and "Middle Initial". Below these are three dropdown menus for "Service", "Component", and "Grade".

Two red callout boxes provide instructions: one points to the "DoD ID Number" field with the text "Enter members DoD ID#", and another points to the "SSN" and "Last Name" fields with the text "If you do not have the DoD# you MUST use SSN and Last Name".

At the bottom of the form are two buttons: "Search" (blue) and "Reset" (orange). A red callout box points to the "Search" button with the text "Click Search".

Below the form, there are two asterisked notes: "\* No additional Personally Identifiable Information (PII) will be displayed after a search." and "\* Search by at least one or any combination of the above criteria; DoD ID Number or SSN with Last Name is most efficient."



# Person Search Results

**DoDTAP**  
Transition Assistance Program  
for Managers & Counselors

Remember to close your browser after logout to protect your personally identifiable information.

Home Sessions Transition Documents VMET Reports Person Search Polly Flinders

### Person Search

**Person Search Criteria**

DoD ID Number: 0000000000 SSN: Last Name: First Name: Middle Initial:

Service: Component: Grade:

\* No additional Personally Identifiable Information (PII) will be displayed after a search.  
\* Search by at least one or any combination of the above criteria; DoD ID Number or SSN with Last Name is most efficient.

Search Reset

### Person Search Results

**Preliminary VOW Compliance** ⊗

1. Pre-Separation Counseling Status: COMPLETED ✓ Date Completed: 08/13/2020	2. VA Services and Benefits Status: COMPLETED ✓ Date Completed: 08/13/2020	3. DOL Employment Workshop Status: EXEMPT ✓ Date Completed: Not Completed Exemption Justification: Confirmed Employment Remarks: Confirmed acceptance of Business Analyst position at DMDC	4. ITP/eForm Completion Status: NOT COMPLETED ✗ Date Completed: Not Completed
---	--	--	---

• A Service member will only have a green check icon next to "VOW Compliant" if they have a completed eForm DD2648 or DD2649.  
• The above VOW Compliance criteria are based on the most recent eForm DD2648 or the most recently completed ITP DOL.  
• A Department of Labor Employment Workshop (DOLEW) Exemption can be reported via the ITP DD2958 or eForm DD2958.  
• VOW Compliance is officially determined after the Service member has separated, and will be reported within the DoD VOW Compliance Reports post-separation.

Has to have a COMPLETED form to be Compliant.

Session	Completed Date	Military Installation
Transition GPS	08/13/2020	USAG Detroit Arsenal
DOL Employment Workshop	08/13/2020	USAG Detroit Arsenal
Financial Planning for Transition	08/13/2020	USAG Detroit Arsenal
Military Occupational Code Crosswalk	08/13/2020	USAG Detroit Arsenal
Military Occupational Code Crosswalk	08/10/2020	Camp Zama
DOL Vocational Track	08/06/2020	Camp Zama
DOL Employment Track	08/05/2020	Camp Zama

Report New Session Attendance

### Reported Transition Documents

Transition Documents will only be accessible if the DOD ID Number or SSN with Last Name were used in the search criteria

Document	Status / Phase	Completed Date	Last Updated Date
eForm	Commander's Verification		08/14/2020

Create New eForm (DD2648)

Create New eForm (DD2648)

Contact Us / Helpdesk Support | Accessibility/Section 508 | Link Disclaimer | Privacy Act Information | DoDTAP is maintained by DMDC.



# Pre-Separation Counseling Phase

## Section I Service Member Personal Information


DoDTAP
Transition Assistance Program
for Managers & Counselors

Polly Flinders

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
Print

Phase: Pre-Separation Counseling Created: 8/18/2020 Last Updated: 8/20/2020

**Pre-Separation Reporting Method**

Real-time Electronic Signature

Disconnected Operation

**1 Service Member Personal Information**

1. Name	2. DOD ID Number	3. Grade
4. Date Of Birth		
5. Service	6. Personnel Category Code	7. Component

**8. In Training/PME Status**

Yes  No

8a. For the basis of this Transition, did the Service member serve on Title 10 for 180+ days?

Yes  No



# Pre-Separation Counseling Phase

## Section I (p2)

<b>9. Gender</b> ⓘ Male	<b>10. Years Of Service</b> ⓘ 41	<b>11. Highest Level of Education</b> ⓘ Master Degree
<b>12. Security Clearance</b> ⓘ <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>13. Marital Status</b> ⓘ Never married	<b>14. Dependents</b> ⓘ No
<b>15. Unit ID Code</b> ⓘ N39578	<b>16. Unit Name</b> ⓘ  <small>Required</small>	<b>17. Military Installation</b> ⓘ  <small>Required</small>

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.

<b>18. Anticipated Date of Separation</b>  <small>Required</small>	<b>19. The number of days between Pre-Separation Counseling Completion and Anticipated Date of Transition from Active Duty</b>  	
<b>20. Date Started Pre-Separation Counseling</b>  <small>Required</small>	<b>21. Reason for Separation</b>  <small>Required</small>	<b>22. Type of Separation</b>  <small>Required</small>
<b>23. Post-Separation (Civilian) Email</b>	<b>24. Post-Separation (Civilian) Phone Number</b> 1236546544	<b>25. Active Military Email</b>



# Pre-Separation Counseling Phase

## Section I (p3)

**20. Date Started Pre-Separation Counseling**

2/20/2020 

**21. Reason for Separation**

Discharge 

**22. Type of Separation**

Separating Voluntarily 

**23. Post-Separation (Civilian) Email**

-

**24. Post-Separation (Civilian) Phone Number**

-

**25. Active Military Email**

-

**26. Was the Service member assigned to a Warrior Transition Unit (WTU) prior to separation?**

Yes  No

**27. Does the Service member elect to receive additional information regarding their immigration status and expedited citizenship application?**

Yes  No  N/A

2 Initial Counseling

3 Pre-Separation / Transition Counseling, Pre-Separation / Transition Counseling Needs Assessment, Review and Verification

4 Other Warm Handovers and Supporting Agencies



# Pre-Separation Counseling Phase

## Section 2 Initial Counseling

### 2 Initial Counseling 6

Service members shall receive individualized initial counseling pursuant to Title 10 U.S.C., Section 1142 and DoD policies.

1. Did the Service member take the Self-Assessment? i

Yes  No

Required

2. Tier Level i

\_\_\_\_\_ ▼

Required

3. Service member MUST elect to attend a 2-Day Track. (Note: Tier 3 Service member cannot be waived)

3a. Primary 2-Day Additional Track

3b. Secondary 2-Day Additional Tracks

\_\_\_\_\_ ▼

\_\_\_\_\_ ▼

Required

4. What are the Service member's post-transition goals?

\_\_\_\_\_ ▼

Required

5. Does the Service member think they will have a family member/caregiver/legal guardian/designee be present during pre-separation counseling?

Yes  No  N/A

Required

6. Initial Counseling Completion Date i

\_\_\_\_\_

Required

6a. Was Initial Counseling Provided Less Than 365 Days from Anticipated Transition from Active Duty date?

TBD \_\_\_\_\_ ▼

- Entrepreneurship
- Employment
- Vocation
- Education
- Attendance Waived



# Pre-Separation Counseling Phase Section III Pre-Separation/Transition Counseling, Needs Assessment, Review and Verification

3 Pre-Separation / Transition Counseling, Pre-Separation / Transition Counseling Needs Assessment, Review and Verification 3

## Career Readiness Standards (CRS)

Service members shall be counseled on all items prescribed in Title 10, United States Code (U.S.C.), Chapter 58, Sections 1142(b) (1-17), Sections 1143, 1143a, 1144, 1145, 1146, 1147, 1148, 1149, 1150, 1151, and 1154, and DoD policies; involuntarily separated Service members have alternative benefits and programs that apply to them.

[Download eForm Script](#)

Per DoDI 1332.35, CRS documentation dates should be relevant (within 12 months prior to the Service member's transition from Active Duty).

### 1. Registered on eBenefits

Pre-Sep Counseling:  Yes  No      Completed Date

### 2. Prepared a criterion-based, post-separation financial plan (budget)

Pre-Sep Counseling:  Yes  No      Completed Date

### 3. Completed Self-Assessment/Individual Transition Plan (ITP)

Pre-Sep Counseling:  Yes  No      Completed Date

### 4. Completed a Continuum of Military Service Opportunity Counseling (Required Active Component Only)

Pre-Sep Counseling:  Yes  No  N/A      Completed Date

### 5. Verify a completed Gap Analysis or provide verification of employment

Pre-Sep Counseling:  Yes  No      Completed Date

It's okay for majority  
CRS to be "NO"  
during Pre-sep



# Pre-Separation Counseling Phase Section III (p2)

## 4. Completed a Continuum of Military Service Opportunity Counseling (Required Active Component Only)

Pre-Sep Counseling:  Yes  No  N/A      Completed Date

## 5. Verify a completed Gap Analysis or provide verification of employment

Pre-Sep Counseling:  Yes  No      Completed Date

## 6. Completed a resume or provided verification of employment in support of the Individual Transition Plan (ITP)

Pre-Sep Counseling:  Yes  No      Completed Date

## 7. Completed a comparison of higher education or technical training institution options

Pre-Sep Counseling:  Yes  No  N/A      Completed Date

## Report Attendance for Sessions and Tracks

### 8. Pre-Separation Counseling

Completed Date <input type="text"/>	<input checked="" type="radio"/> Service	Session Type <input type="text"/>	Military Installation <input type="text"/>
Required	Required	Required	Required

## 9. Did the Service member complete the core curriculum requirements that included VA Benefits and Services, DOL One-Day/DOL Employment Workshop, Managing Your Transition (My Transition), Military Occupational Code Crosswalk, and Financial Planning for Transition?

Yes  
 No, the Service member took some or all of these courses separately, or they haven't taken them yet.

Required



# Pre-Separation Counseling Phase Section III (p3)

9a. Did the Service member complete the DoD Transition Day that included Managing Your Transition (My Transition), Military Occupational Code Crosswalk, and Financial Planning for Transition?



- Yes
- No, the Service member took some or all of these courses separately, or they haven't taken them yet.

### i. Managing Your Transition (My Transition)

Completed Date  Service ▼ Session Type ▼ Military Installation

### ii. Military Occupational Code Crosswalk

Completed Date  Service ▼ Session Type ▼ Military Installation

### iii. Financial Planning for Transition

Completed Date  Service ▼ Session Type ▼ Military Installation

### 9b. VA Benefits and Services

Completed Date  Service ▼ Session Type ▼ Military Installation

### 9c. DOL One-Day



Exempt Completed Date  Service ▼ Session Type ▼ Military Installation

### 10. DOL Vocational Track

Completed Date  Service ▼ Session Type ▼ Military Installation



# Pre-Separation Counseling Phase Section III (p4)

## 11. DOD Education Track

Completed Date  Service  Session Type  Military Installation

## 12. SBA Entrepreneurship Track

Completed Date  Service  Session Type  Military Installation

## 13. Additional Entrepreneurship Track Training (8 week online course)

Completed   
Will Complete

Required

Opt Out

## 14. DOL Employment Track

Completed Date  Service  Session Type  Military Installation

## 15. Capstone Event

Completed Date  Service  Session Type  Military Installation

## 16. First Permanent Duty Station (USMC)

Completed Date  Service  Session Type  Military Installation

Other Work Handovers and Supporting Agencies

Save

Print



# Pre-Separation Counseling Phase Section IV Warm Handover

- 1 Service Member Personal Information
- 2 Initial Counseling
- 3 Pre-Separation / Transition Counseling, Pre-Separation / Transition Counseling Needs Assessment, Review and Verification
- 4 Other Warm Handovers and Supporting Agencies

## Warm-Handover

A warm handover requires a Counselor to do a person-to-person (face-to-face, telephonic, or email) connection with the Service member and the appropriate agency or resource. The warm handover does not go beyond making the connection between Service member and agency or resource. This section of the eForm documents the initial contact information of this connection (which should also be annotated on the Service member's Individual Transition Plan (ITP)), and the Commander is responsible for verifying the warm handovers were executed.

Type	Warm Handover Reason	Saved Warm Handovers Content	Comments
No warm handovers have been added.			<a href="#">Add</a>

- 5 Signatures and Remarks **4**

Close

Save

Print



# Pre-Separation Counseling Phase Section V Signatures and Remarks

## 5 Signatures and Remarks 4

### Service Member Consent for Information Sharing and/or Post-Separation Contact

1. Does the Service member consent to allow this form to be sent to Federal agencies for additional Transition assistance post-separation?

Yes  No

Required

2. 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

Required

3. Does Service member elect to participate in the long term post transition tracking study?

Yes  No

Required

4. Does the Service member allow this form to be sent to State/Territory Agencies for additional assistance post separation?

Yes  No

Required

Required

### Remarks

By	Role	Message	Date	Actions
----	------	---------	------	---------

No remarks have been added.

Add Remark



# Pre-Separation Counseling Phase Section V (p2)

## Pre-Separation Counseling Signatures

### Service Member's Pre-Separation Counseling Signature

Signature Obtained Through Disconnected Operations  Notify Service Member by Email to Sign

Notify Service Member

### Counselor's Pre-Separation Counseling Signature

Electronic Signature  Counselor Obtained Signature Through Disconnected Operations

Date Signed



Click Here to Sign and Lock

Counselors Signature



# ***CAPSTONE Event***

---

- Preferred method is to attend a CAPSTONE event conducted by transition counselors at Navy transition sites in small group (less than 25) seminars (2-4 hours).
- For those unable to attend a transition site CAPSTONE event due to operational commitment, a local CAPSTONE with a transition counselor (CCC or designated rep) will be conducted to verify CRS



# CAPSTONE

## Completion of DD Form 2648

- Warm Handovers\* are provided to transitioning Service members who:
  - Have not met career readiness standards (CRS) by the capstone event.
  - Do not have adequate housing or transportation
  - Those being released with less than honorable conditions
    - General/Under honorable
    - Bad Conduct
    - Other than Honorable conditions
    - Uncharacterized Separations.

\*reference SECNAV memorandum 28JUN2018



# Capstone Review Phase

## Section III

Unclassified

### Capstone Review Reporting Method: i

- Real-time Electronic Signature
- Disconnected Operation

### i Service Member Personal Information

### 2 Initial Counseling

### 3 Pre-Separation / Transition Counseling, Pre-Separation / Transition Counseling Needs Assessment, Review and Verification 10

#### Career Readiness Standards (CRS)

Service members shall be counseled on all items prescribed in Title 10, United States Code (U.S.C.), Chapter 58, Sections 1142(b) (1-17), Sections 1143, 1143a, 1144, 1145, 1146, 1147, 1148, 1149, 1150, 1151, and 1154, and DoD policies; involuntarily separated Service members have alternative benefits and programs that apply to them.

[Download eForm Script](#)

Per DoDI 1332.35, CRS documentation dates should be relevant (within 12 months prior to the Service member's transition from Active Duty).

#### 1. Registered on eBenefits

Pre-Sep Counseling:  Yes  No

Completed Date

Capstone:  Yes  No

Required

#### 2. Prepared a criterion-based, post-separation financial plan (budget)

Pre-Sep Counseling:  Yes  No

Completed Date

Capstone:  Yes  No

Required



# Capstone Review Phase Section III (p2)

### 3. Completed Self-Assessment/Individual Transition Plan (ITP)

Pre-Sep Counseling:  Yes  No Completed Date  
3/17/2021 📅 Capstone:  Yes  No

### 4. Completed a Continuum of Military Service Opportunity Counseling (Required Active Component Only)

Pre-Sep Counseling:  Yes  No  N/A Completed Date  
3/17/2021 📅 Capstone:  Yes  No  N/A

### 5. Verify a completed Gap Analysis or provide verification of employment

Pre-Sep Counseling:  Yes  No Completed Date  
3/17/2021 📅 Capstone:  Yes  No

### 6. Completed a resume or provided verification of employment in support of the Individual Transition Plan (ITP)

Pre-Sep Counseling:  Yes  No Completed Date  
3/17/2021 📅 Capstone:  Yes  No

### 7. Completed a comparison of higher education or technical training institution options

Pre-Sep Counseling:  Yes  No  N/A Completed Date 📅 Capstone:  Yes  No  N/A

## Report Attendance for Sessions and Tracks

### 8. Pre-Separation Counseling

Completed Date	Service	Session Type	Military Installation
3/17/2021 <span style="float: right;">📅</span>	Navy <span style="float: right;">▼</span>	Individual Instruction <span style="float: right;">▼</span>	Naval District Washington



# Capstone Review Phase Section III (p3)

9. Did the Service member complete the core curriculum requirements that included VA Benefits and Services, DOL One-Day/DOL Employment Workshop, Managing Your Transition (My Transition), Military Occupational Code Crosswalk, and Financial Planning for Transition?



- Yes
- No, the Service member took some or all of these courses separately, or they haven't taken them yet.

9a. Did the Service member complete the DoD Transition Day that included Managing Your Transition (My Transition), Military Occupational Code Crosswalk, and Financial Planning for Transition?



- Yes
- No, the Service member took some or all of these courses separately, or they haven't taken them yet.

### i. DoD Transition Day

Completed Date	Service	Session Type	Military Installation
3/16/2021	Navy	Online Synchronous	NS Norfolk

### 9b. VA Benefits and Services

Completed Date	Service	Session Type	Military Installation
3/17/2021	Navy	Online Synchronous	NS Norfolk

### 9c. DOL One-Day

Exempt

### Exempt Justification

Retiring with 20 Years AFS

### Comment



**Unclassified**

# Capstone Review Phase Section III (p4)

### 10. DOL Vocational Track

Completed Date  Service  Session Type  Military Installation

### 11. DOD Education Track

Completed Date  Service  Session Type  Military Installation

### 12. SBA Entrepreneurship Track

Completed Date  Service  Session Type  Military Installation

### 13. Additional Entrepreneurship Track Training (8 week online course)

Opt Out 

### 14. DOL Employment Track

Completed Date  Service  Session Type  Military Installation

### 15. Capstone Event

Completed Date  Service   Session Type   Military Installation   
3/17/2021  Navy   Individual Instruction   NS Norfolk 

### 16. First Permanent Duty Station (USMC)

Completed Date  Service  Session Type  Military Installation



# Capstone Review Phase Section III (p5)

## Post-Separation Plans

17. Does the Service member have adequate transportation to meet their personal/family needs post-separation, or a plan to address their transportation needs?

Yes  No

Remark

0/250

18. Does the Service member have adequate housing to meet their personal/family needs post-separation, or a plan to address their housing needs?

Yes  No

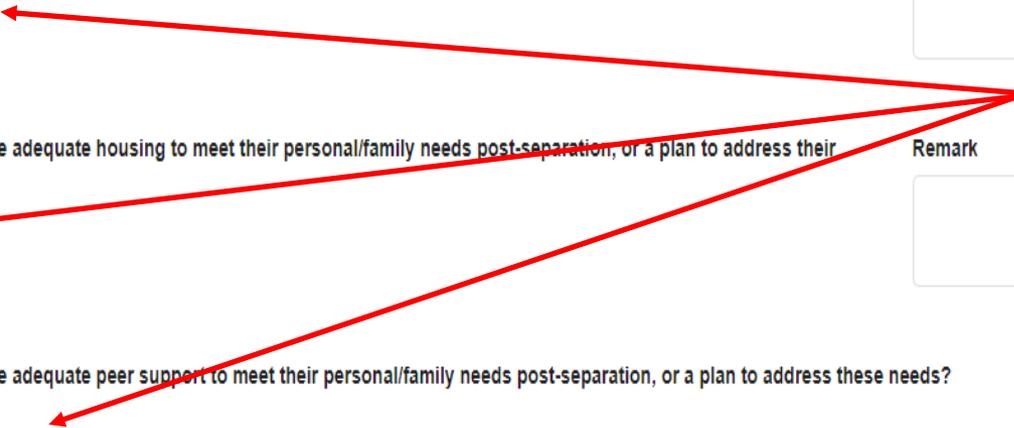
Remark

0/250

19. Does the Service member have adequate peer support to meet their personal/family needs post-separation, or a plan to address these needs?

Yes  No

No Requires Warm-handover



4 Other Warm Handovers and Supporting Agencies 1

5 Signatures and Remarks 1

Close

Save Print Unlock



# Capstone Review Phase Section IV Warm Handover

2 Initial Counseling

3 Pre-Separation / Transition Counseling, Pre-Separation

4 Other Warm Handovers and Supporting Agencies

1. Is a Warm Handover required?  
 Yes  No

A warm handover requires a Counselor to do a person-to-person connection between Service member and agency or resource. The warm handover should be annotated on the Service member's Transition Plan (ITP), and the Commander is responsible for ensuring the handover is completed.

Type	Warm Handover
	No warm handovers have been added.

Required

5 Signatures and Remarks 1

Close

### Add Warm Handover

1. Handover Type

Required

2. Warm Handover Reason

Required

3. Representative

Required

4. Phone Number

Required

5. Organization

Required

6. Post-Transition Location  i

Required

7. Address

Save Cancel

or resource. The warm handover should also be annotated on the Service member's Transition Plan (ITP), and the Commander is responsible for ensuring the handover is completed.

Add



# Capstone Review Phase

## Section V Signatures and Remarks

### 5 Signatures and Remarks 1

#### Service Member Consent for Information Sharing and/or Post-Separation Contact

1. Does the Service member consent to allow this form to be sent to Federal agencies for additional Transition assistance post-separation?

Yes  No

2. 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

3. Does Service member elect to participate in the long term post-transition tracking study? i

Yes  No

4. Does the Service member allow this form to be sent to State/Territory Agencies for additional assistance post separation?

Yes  No

#### Remarks

By	Role	Message	Date	Actions
No remarks have been added.				<a href="#">Add Remark</a>



# Capstone Review Phase Section V(p2)

## 5. Method to Notify Commander or Commander's Designee

- Notify Commander Via Email Token
- I am the Commander's Designee

Add/Edit Commander Emails

## Pre-Separation Counseling Signatures

### Service Member's Pre-Separation Counseling Signature

Disconnected Operations Reporting Method: Originally Signed on 03/17/2021 Transcribed via Disconnected Operations by THOMAS ALLEN AL

### Counselor's Pre-Separation Counseling Signature

Disconnected Operations Reporting Method: Originally Signed on 03/17/2021 Transcribed via Disconnected Operations by THOMAS ALLEN AL

## Capstone Review Signatures

### Service Member's Capstone Review Signature

- Signature Obtained Through Disconnected Operations
- Notify Service Member by Email to Sign

### Counselor's Capstone Review Signature

- Electronic Signature
- Counselor Obtained Signature Through Disconnected Operations

Date Signed



Click Here to Sign and Lock

Must select  
an option  
before you  
can sign



# Commander's Email Notification

Transition Assistance eForm Approval Required for WAINWRIGHT, TAYLOR - Message (HTML)

**Clear subject line**

**eForm Token for the Commander to click on or copy/paste**

**Instructions for a Commander if they are not the correct recipient of the email.**

**The name of the TAP Counselor who sent the Commander the email**

Wed 8/19/2020 12:33 PM

[dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil](mailto:dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil)

**Transition Assistance eForm Approval Required for WAINWRIGHT, TAYLOR**

To: Milman, Piper P. CTR (USA)

Signed By: dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil

You have a Transition Assistance eForm that is ready for your review and approval for . If you received this email in error, please ensure the proper Commander/designee is correctly notified by following the steps at the bottom of this email.

Please login to the DoDTAP for Commanders website by copying and pasting the hyperlink below into your web browser to access the eForm for the specified Service Member. There is specific guidance inside the eForm for each item in the Commander's User's Guide, or review the User's Guide on the website. You must complete the 6-8 items (radio button, checkbox, remarks, etc.) with the Save button on top. After saving the eForm (and assuming all the required fields were completed correctly), you should see a confirmation message and the Save button should be active for you to sign.

<https://pt1.int.dmdc.osd.mil/tacl/CDRTokenLogin?eFormToken=fc50380fc89e4a1d90614fab401dab7a>

Please note, due to a change in 2018, the only way to access an electronic DD Form 2648 (eForm) or the TAP Commander's Portal is to use an email token, which is the unique URL/weblink sent via email from the DoDTAP website (e.g., the hyperlink you see above). For questions or concerns, please see the Commander FAQ list on the DoDTAP website or within the Commander's Portal after logging in.

- DoD Transition Assistance Program (DoDTAP) <https://www.dodtap.mil/>

**Steps to ensure the eForm is sent to the correct Commander/designee for approval:**

- Forward this email (you must include the original email/subject line)
- In the "To" line, search the Global Address List (GAL) for this transition counselor: PIPER MILLMAN
- Email the counselor with the below message:

Hello,  
I received a "Transition Assistance eForm Approval Required" email notification to approve and sign an eForm for a separating Service Member - but I am not the correct commander/designee for this individual. I am forwarding the email notification I received, so you can look-up the eForm on your dashboard by the individual's name. Can you please go into their eForm, remove my email entirely, and resend the notification to the proper commander/designee?  
Thank you.

Some People Pane features are turned off because Windows Desktop Search isn't available.



# Commander's Verification Phase

Phase: Commander's Verification Created: 3/17/2021 Last Updated: 3/17/2021

**i** Internet Explorer is no longer supported. If you use IE the website will not render correctly, you will not be able to scroll, etc. Please use Google Chrome, MS Edge, Mozilla Firefox or another modern web browser.

**i** 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.

## **1** Service Member Personal Information

1. Name

2. DOD ID Number

3. Grade **i**



# Commander's Verification Phase (p2)

## Commander's Designee Verification Review

### 20. Pre-Separation Counseling Completed with 364 Days or Less Remaining on Active Duty

✔ Number of Days: 443

### 21. Preliminary VOW Compliance Summary

✔ Compliant: Yes

#### 1. Pre-Separation Counseling

Status: COMPLETED ✔

Date Completed: 03/17/2021

#### 2. VA Benefits and Services

Status: COMPLETED ✔

Date Completed: 07/13/2016

#### 3. DOLEW / DOL One-Day

Status: EXEMPT ✔

Date Completed: Not Completed

Exemption Justification: Retiring with 20 Years AFS

Resonance Note

### 22. Individual Transition Plan Document Summary

✔ Reported as: Completed

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

I verify a viable ITP was completed.  Yes  No  
Required

### 23. 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 \(CRS\)](#)

I verify all applicable Career Readiness Standards were met.  Yes  No  N/A  
Required



# Commander's Verification Phase (p3)

## 1. Is a Warm Handover required?

Yes  No

A warm handover requires a Counselor to do a person-to-person (face-to-face, telephonic, or email) connection with the Service member and the appropriate agency or resource. The warm handover is the connection between Service member and agency or resource. This section of the eForm documents the initial contact information of this connection (which should also be annotated on the Service Transition Plan (ITP)), and the Commander is responsible for verifying the warm handovers were executed.

Type	Warm Handover Reason	Saved Warm Handovers Content	Comments
Military One Source	Peer Support	John Smith, 5521234569, Military One Source, Memphis, TN, 556 main	 
<a data-bbox="1773 664 1870 718" href="#">Add</a>			

## 2. Reported Warm Handover Information

[Click Here to View Guidance for Verifying Warm Handovers](#)

I verify that a warm handover was executed for all applicable CRSs not met.  Yes  No  N/A  
Required

## 3. 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?

 Reported as: Yes    Remarks: None

[Click Here to View Guidance for the Warm Handover Requirement Based on the Post-Transition Transportation Plan](#)

I verify that a warm handover was executed because the Service member did not have a post-transition transportation plan.  Yes  No  N/A



# Commander's Verification Phase (p4)

4. 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?

 Reported as: Yes    Remarks: None

[Click Here to View Guidance for the Warm Handover Requirement Based on the Post-Transition Housing Plan](#)

I verify that a warm handover was executed because the Service member did not have a post-transition housing plan.  Yes  No  N/A

5. Does the Service member have adequate peer support to meet their personal/family needs post-separation, or a plan to address these needs?

 Reported as: No

I verify that a warm handover was executed because the Service member did not have a plan to have adequate peer support.  Yes  No

6. Warm Handover Requirement Based on Less than Honorable Discharge

[Click Here to View Guidance for the Warm Handover Requirement Based on Less than Honorable Discharge](#)

I verify that a warm handover was executed to Department of Labor because the Service member is separating with less than an Honorable Discharge.  Yes  N/A



# Commander's Verification Phase (p5)

## Commander / Designee Verification Signature

### Commander/Designee Verification Signature

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 eForm](#)

Save

Print

Unlock



# NRMS GPS REPORTS



# NRMS GPS REPORT

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- Please remember to run GPS Pre-separation report in future.
- GPS Transition Compliance report is the past.
  - Member won't appear on Compliance report until after they are a loss.
- GPS Report are ONLY updated MONTHLY.
- For any Pre-sep sessions where member is being Invol Sep recommend you just enter a 90 days date for Anticipated Sep block, this would alleviate this issue in the future.
- NRMS rule states that loss get counted back to last command SM was Code 100 status.



# GPS

The screenshot shows the SAP Documents interface. On the left is a folder tree under 'Public Folders' containing 'Dashboards', 'NRMS', 'CIMS Analytics', 'Command Career Counselor Report', 'Cubes', 'GPS', 'PACT', 'Prototype', 'Training', 'test', and 'Universe Metadata'. The 'GPS' folder is selected. On the right is a table listing documents:

Title ^	Type
Detail Reports	Folder
GPS Pre-Separation	Web Intelligence
GPS Reserve Transition Compliance Report	Web Intelligence
GPS Transition Compliance	Web Intelligence
GPS TYCOM Transition Compliance	Web Intelligence



# Sample Pre-sep w/ NDAA 19

GPS Pre-Separation Tracking Report for 21412 - CVN 73 GEORGE WASHINGTON  
 UIC(s) Selected: Selected UICs  
 Based on Date Range: October 1, 2018 to September 30, 2019  
 Officer/Enlisted: All  
 # of Months: 12

Initial Counseling

Tracks

UIC	Rate/ Rank	Name	SEAOS	EDLN	EDLN Reason	Current ADGD	TGPS Rqrd	Init Cnslng Date	Pre-Sep Date	DOL Wrkshp Exmpt	DOL Wrkshp Date	VA Brl Date	Captn Date	Tracks Opt Out	High Edu Date	Career Tech Date	Entrep Track Date	DD2648 Cmpld Date
21412	LS3	XXXXXXXXXX, XXXXXX, XXXXX	7/22/19			7/23/13	Y							N				
21412	LS3	XXXXXXXXXX, XXXXXX, XXXXX	9/24/19			9/25/14	Y							N				
21412	LS3	XXXXXXXXXX, XXXXXX, XXXXX	12/21/22	2/22/19	HYT - HIGH YEAR TENURE BASED ON EDLN DATE: NO WAIVER REQUEST	2/23/09	Y				6/8/18	6/8/18		Y	6/8/18	6/8/18		
21412	LSC	XXXXXXXXXX, XXXXXX, XXXXX	11/30/18	10/31/18	240 - FLEET RESERVE	10/4/94	Y	2/2/17	5/3/17		2/9/18	2/9/18	8/1/17	Y	2/9/18	2/9/18	8/1/17	8/1/17
21412	LSC	XXXXXXXXXX, XXXXXX, XXXXX	2/10/19	8/31/18	287 - Unknown EDLN Reason	7/2/98	Y	1/11/18	4/11/18		3/16/18	3/16/18	4/20/18	Y	3/16/18	3/16/18	4/20/18	4/20/18
21412	LSC	XXXXXXXXXX, XXXXXX, XXXXX	2/10/19			6/23/99	Y							N				
21412	LSCS	XXXXXXXXXX, XXXXXX, XXXXX	6/21/19	7/31/19	237 - FLEET RESERVE	7/14/93	Y	6/22/17	9/26/17		9/29/17	9/29/17	10/10/17	Y	9/29/17	9/29/17	10/10/17	10/10/17
21412	LSSA	XXXXXXXXXX, XXXXXX, XXXXX	7/26/19	7/26/21	HYT - HIGH YEAR TENURE BASED ON EDLN DATE: NO WAIVER REQUEST	7/27/15	Y							N				
21412	LSSN	XXXXXXXXXX, XXXXXX, XXXXX	7/13/19	7/13/21	HYT - HIGH YEAR TENURE BASED ON EDLN DATE: NO WAIVER REQUEST	7/14/15	Y				8/3/18	8/3/18		Y	8/3/18	8/3/18		
21412	MA1	XXXXXXXXXX, XXXXXX, XXXXX	10/30/18	8/31/19	LDO - LIMITED DUTY OFFICER SELECTEE	5/3/11	Y							N				
21412	MA1	XXXXXXXXXX, XXXXXX, XXXXX	1/18/19			8/2/17	Y							N				
21412	MA1	XXXXXXXXXX, XXXXXX, XXXXX	7/3/19	7/31/18	287 - Unknown EDLN Reason	7/28/98	Y	6/22/17	9/26/17		1/26/18	1/26/18	2/20/18	Y	1/26/18	1/26/18	2/20/18	2/20/18
21412	MA2	XXXXXXXXXX, XXXXXX, XXXXX	12/25/18			3/2/11	Y							N				
21412	MA2	XXXXXXXXXX, XXXXXX, XXXXX	1/8/19			1/9/14	Y							N				
21412	MA2	XXXXXXXXXX, XXXXXX, XXXXX	3/15/19			9/27/10	Y							N				
21412	MA3	XXXXXXXXXX, XXXXXX, XXXXX	2/10/19			2/11/15	Y							N				

SAMPLE

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# Sample Pre-sep for Reserves

For Official Use Only  
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Run Date: 07/23/2019 08:36 AM  
Current User: N1103425715S0005

## GPS Pre-Separation Tracking Report for 62106 - NAVOPSPTCEN SAN DIEGO CA

UIC(s) Selected: UICs and their Children  
Based on Date Range: July 1, 2019 to June 30, 2020

Officer/Enlisted: All

# of Months: 12

Initial Counseling &  
Tier Assignment

Tracks  
OPT out

NRA UIC	Navy Reserve Activity UIC Description	UIC	UIC Description	SPI Code	Rate/ Rank	Name	SEAO S Date	EDLN	EDLN Reason	Current ADGD	TGPS Rqrd	Init Cnslng Date	Tier Assgnd	Pre-Sep Cmpltd	DOL Wrkshp Exmpt	DOL Wrkshp Date	VA Brf Date	Cap Stn Date	Tracks Opt Out	2648 Cmpltd Date
62106	NAVOPSPTCEN SAN DIEGO CA	55644	CBMU THREE ZERO THREE	V	YNSA		5/8/20	5/8/22	HYT - HIGH YEAR TENURE BASED ON EDLN DATE: NO WAIVER REQUEST	5/9/16	Y	2/23/19	II	5/24/19		2/15/19	2/15/19	5/29/19	N	5/30/19
62106	NAVOPSPTCEN SAN DIEGO CA	57092	COASTAL RIVGRU ONE	*	LS2		3/8/20			8/8/12	Y								Y	
62106	NAVOPSPTCEN SAN DIEGO CA	55644	CBMU THREE ZERO THREE	*	CE2		9/29/19			11/29/11	Y	1/15/19		4/15/19		4/12/19	4/12/19		Y	
62106	NAVOPSPTCEN SAN DIEGO CA	55644	CBMU THREE ZERO THREE	*	BU2		12/23/19			1/24/12	Y								Y	
62106	NAVOPSPTCEN SAN DIEGO CA	55644	CBMU THREE ZERO THREE	*	BU2		12/7/19			1/1/12	Y								Y	
62106	NAVOPSPTCEN SAN DIEGO CA	62106	NAVOPSPTCEN SAN DIEGO CA	3	EOCN		8/9/19			9/10/18	N								Y	
62106	NAVOPSPTCEN SAN DIEGO CA	55644	CBMU THREE ZERO THREE	*	EOCN		11/1/20	10/1/19	HYT - HIGH YEAR TENURE BASED ON EDLN DATE: NO WAIVER REQUEST	10/2/13	Y		II						Y	
62106	NAVOPSPTCEN SAN DIEGO CA	55644	CBMU THREE ZERO THREE	*	CM1		12/23/19			11/17/10	Y								Y	
62106	NAVOPSPTCEN SAN DIEGO CA	57092	COASTAL RIVGRU ONE	V	LS2		12/18/19			2/28/11	Y								Y	
62106	NAVOPSPTCEN SAN DIEGO CA	57092	COASTAL RIVGRU ONE	*	LN1		7/19/19			6/21/04	Y								Y	
62106	NAVOPSPTCEN SAN DIEGO CA	57092	COASTAL RIVGRU ONE	*	QM2		6/19/20			1/15/13	Y								Y	
62106	NAVOPSPTCEN SAN DIEGO CA	55644	CBMU THREE ZERO THREE	*	ET1		10/5/19			2/8/12	Y				5/24/19	5/24/19			Y	
62106	NAVOPSPTCEN SAN DIEGO CA	57092	COASTAL RIVGRU ONE	*	ITC		6/1/20			8/12/99	Y				4/29/19	4/29/19			Y	

Sample



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# Sample Compliance Report w/ NDAA 19

GPS Transition Compliance Report for CVN 73 GEORGE WASHINGTON  
 UIC(s) Selected: Selected UICs  
 Based on Date Range: October 1, 2017 to September 30, 2018  
 # of Months: 12

Length of Service	Losses	TGPS Rqrd	Init Cnslng Cmpltd	Init Cnslng On Time %	Pre-Sep Cmpltd	DOL Wrkshp Exmpt	DOL Wrkshp Cmpltd	VA Brf Cmpltd	CapStn Cmpltd	CapStn Cmpltd < 90 Days	CapStn On Time %	Tracks Opt Out	Tracks Opt Out %	DD2648 Cmpltd	VOW Cmplnc Rate
0-6 Years	<a href="#">278</a>	278	274	98.56%	277	0	275	275	276	186	31.29%	184	66.67%	276	98.2%
6+-10 Years	<a href="#">15</a>	15	12	80.00%	15	0	14	14	14	11	13.33%	9	64.29%	14	93.33%
10+-14 Years	<a href="#">13</a>	13	10	76.92%	13	0	13	13	13	7	46.15%	5	38.46%	13	100%
14+-20 Years	<a href="#">11</a>	11	8	72.73%	11	0	11	11	11	3	63.64%	1	9.09%	11	100%
20+ Years	<a href="#">18</a>	18	15	83.33%	18	0	18	18	18	4	77.78%	2	11.11%	18	100%
<b>Total:</b>	<b><a href="#">335</a></b>	<b>335</b>	<b>331</b>	<b>98.81%</b>	<b>334</b>	<b>0</b>	<b>331</b>	<b>331</b>	<b>332</b>	<b>211</b>	<b>34.63%</b>	<b>209</b>	<b>62.95%</b>	<b>332</b>	<b>98.21%</b>

Initial Counseling

Tracks

Sample



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# Sample Compliance Drill Down

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Run Date: 07/25/2019 01:01 PM  
Current User: N1103425715S0005

GPS Transition Compliance Detail Report for 21412 - CVN 7  
UIC(s) Selected: Selected UICs  
Based on Date Range: October 1, 2018 to September 30, 2019  
Length of Service: All  
# of Months: 12

Initial Counseling &  
Tier Assignment

Tracks  
OPT out

UIC	Rate/ Rank	Name	Sep Date	SPD Cd	SEAOS	EDLN	Init Cnslng Date	Init Cnslng On-Time Ind	Tier Assgnd	Pre-Sep Date	TGPS Reqd	DOL Wrkshp Exmpt	DOL Date	VA Brf Date	CapStn Date	CapStn Cmplt < 90 Days	Tracks Opt Out	DD2648 Cmplt Date	VOW Cmplt
21412	AA	XXXXXXXXXX, XXXXXXXX XXXXX	3/8/19	HKK	4/17/20	4/17/22	10/18/18	Y	III	1/18/19	Y		2/15/19	2/15/19	2/28/19	Y	N	2/28/19	Y
21412	AA	XXXXXXXXXX, XXXXXXXX XXXXX	4/26/19	JKQ	4/11/22		1/10/19	Y	III	4/10/19	Y		4/19/19	4/19/19	4/24/19	Y	N	4/24/19	Y
21412	ABE2	XXXXXXXXXX, XXXXXXXX XXXXX	5/4/19	MBK	5/4/19		6/28/18	Y	II	9/26/18	Y		3/1/19	3/1/19	3/11/19	Y	N	3/11/19	Y
21412	ABE2	XXXXXXXXXX, XXXXXXXX XXXXX	6/9/19	MBK	6/9/19		7/12/18	Y	II	10/10/18	Y		1/18/19	1/18/19	1/28/19	N	N	1/28/19	Y
21412	ABE3	XXXXXXXXXX, XXXXXXXX XXXXX	5/5/19	MBK	5/5/19		6/22/18	Y	II	9/20/18	Y		10/19/18	10/19/18	11/1/18	N	N	11/1/18	Y
21412	ABE3	XXXXXXXXXX, XXXXXXXX XXXXX	6/9/19	MBK	6/9/19		7/28/17	N	II	10/2/17	Y		9/21/18	9/21/18	12/19/18	N	Y	12/19/18	Y
21412	ABEAA	XXXXXXXXXX, XXXXXXXX XXXXX	5/16/19	GKK	4/20/20		10/4/18	Y	III	1/2/19	Y		3/29/19	3/29/19	4/10/19	Y	N	4/10/19	Y
21412	ABEAN	XXXXXXXXXX, XXXXXXXX XXXXX	10/12/18	HKK	3/7/21	3/7/22	1/11/18	Y	III	4/1/18	Y		4/13/18	4/13/18	4/20/18	N	N	4/22/18	Y
21412	ABEAN	XXXXXXXXXX, XXXXXXXX XXXXX	12/3/18	MBK	12/3/18	12/3/19	12/29/17	Y	II	3/29/18	Y		6/15/18	6/15/18	6/25/18	N	N	7/9/18	Y
21412	ABEAN	XXXXXXXXXX, XXXXXXXX XXXXX	6/9/19	MBK	6/9/19		9/12/18	Y	II	12/11/18	Y		3/15/19	3/15/19	4/8/19	Y	N	4/8/19	Y
21412	ABF3	XXXXXXXXXX, XXXXXXXX XXXXX	2/17/19	MBK	2/17/19		9/14/17	N	II	12/13/17	Y		6/29/18	6/29/18	12/13/18	Y	Y	12/13/18	Y
21412	ABF3	XXXXXXXXXX, XXXXXXXX XXXXX	3/24/19	MBK	3/24/19		5/17/18	Y	II	8/15/18	Y		8/24/18	8/24/18	2/28/19	Y	N	2/28/19	Y
21412	ABF3	XXXXXXXXXX, XXXXXXXX XXXXX	3/25/19	MBK	3/25/19		6/22/18	Y	II	9/20/18	Y		12/7/18	12/7/18	3/22/19	Y	N	3/22/19	Y
21412	ABFAN	XXXXXXXXXX, XXXXXXXX XXXXX	1/11/19	KFS	4/26/22		6/28/18	Y	III	9/28/18	Y		9/21/18	9/21/18	1/9/19	Y	N	1/9/19	Y
21412	ABFAN	XXXXXXXXXX, XXXXXXXX XXXXX	1/12/19	MBK	1/12/19	1/12/21	2/8/18	Y	II	5/9/18	Y		8/17/18	8/17/18	8/21/18	N	N	8/21/18	Y
21412	ABFAN	XXXXXXXXXX, XXXXXXXX XXXXX	2/19/19	LGH	2/19/19	2/19/19	8/21/17	N	III	11/19/17	Y		11/2/18	11/2/18	11/19/17	N	N	1/9/19	Y
21412	ABFAR	XXXXXXXXXX, XXXXXXXX XXXXX	6/20/19	GKK	6/19/22		10/18/18	Y	III	1/16/19	Y		2/15/19	2/15/19	6/11/19	Y	N	6/11/19	Y
21412	ABFC	XXXXXXXXXX, XXXXXXXX XXXXX	11/19/18	NBD	11/19/18	10/31/18	1/5/17	N	I	4/5/17	Y		5/12/17	5/12/17	3/26/18	N	N	3/27/18	Y

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# Sample Drilldown for Track Details

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Run Date: 07/23/2019 07:28 AM  
Current User: N1103425715S0005

**GPS Pre-Separation Tracking Report for 21412 - CVN 73 GEORGE WASHINGTON**  
**UIC(s) Selected: Selected UICs**  
**Based on Date Range: July 1, 2019 to June 30, 2020**  
**Officer/Enlisted: All**  
**# of Months: 12**

Rate/Rank	Name	Tracks Opt Out	Education	Employment	Vocation/Technical	Entrepreneurship
AA	XXXXXXXXXX, XXXXXX, XXXXX	N				2/28/19
AA	XXXXXXXXXX, XXXXXX, XXXXX	N		8/10/18		
ABE1	XXXXXXXXXX, XXXXXX, XXXXX					
ABE2	XXXXXXXXXX, XXXXXX, XXXXX					
ABE2	XXXXXXXXXX, XXXXXX, XXXXX	N	6/4/19			
ABE3	XXXXXXXXXX, XXXXXX, XXXXX					
ABE3	XXXXXXXXXX, XXXXXX, XXXXX	N	6/19/19			
ABE3	XXXXXXXXXX, XXXXXX, XXXXX	N	6/4/19			
ABE3	XXXXXXXXXX, XXXXXX, XXXXX	N	6/6/19			
ABEAA	XXXXXXXXXX, XXXXXX, XXXXX	N	4/10/19			
ABEAN	XXXXXXXXXX, XXXXXX, XXXXX					
ABEAN	XXXXXXXXXX, XXXXXX, XXXXX	N			11/29/18	
ABEAN	XXXXXXXXXX, XXXXXX, XXXXX	N		7/2/18		
ABEAN	XXXXXXXXXX, XXXXXX, XXXXX	N	4/10/19			
ABEAN	XXXXXXXXXX, XXXXXX, XXXXX	N	6/25/18			
ABEC	XXXXXXXXXX, XXXXXX, XXXXX					
ABEC	XXXXXXXXXX, XXXXXX, XXXXX	N		8/16/18		
ABF1	XXXXXXXXXX, XXXXXX, XXXXX					

Sample



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# Sample TYCOM Compliance Report

For Official Use Only  
Personal Data - Privacy Act of 1974

Run Date: 10/12/2018 12:43 PM  
Current User: N1103425715S0005

## GPS Transition Compliance Report For TYCOMS and Subordinate Units Based on Date Range: October 1, 2017 to September 30, 2018 # of Months: 12

Initial Counseling

Tracks  
OPT out

TYCOM/UIC	Length of Service	Losses	TGPS Req	Init Cnsing Cmpitd	Init Cnsing On Time %	Pre-Sep Compl	DOL Exempt	DOL Compl	VA Compl	CapStn Compl	CapStn < 90 Days	Capstn On Time %	Tracks Opt Out	Tracks Opt Out %	DD2648 Compl	VOW Cmplnc Rate
<b>53824 - COMNAV SURFPAC</b>																
57078 - NAVAL BEACH UNIT SEVEN	0-6 Years	3	3	0	0.00%	3	0	3	3	3	1	66.67%	0	0.00%	3	100%
	20+ Years	1	1	0	0.00%	1	0	1	1	1	0	100.00%	0	0.00%	1	100%
57078 - NAVAL BEACH UNIT SEVEN	Total	4	4	0	0.00%	4	0	4	4	4	1	75.00%	0	0.00%	4	100%
57091 - NSMWDC DET DAHLGREN VA	14+-20 Year	3	3	0	0.00%	3	0	3	3	3	1	66.67%	0	0.00%	3	100%
	20+ Years	3	3	0	0.00%	3	0	3	3	3	1	66.67%	0	0.00%	3	100%
57091 - NSMWDC DET DAHLGREN VA	Total	6	6	0	0.00%	6	0	6	6	6	2	66.67%	0	0.00%	6	100%
60500 - MCM MAINTENANCE DET BAHRAIN	10+-14 Year	1	1	0	0.00%	1	0	1	1	1	0	100.00%	0	0.00%	1	100%
	Total	1	1	0	0.00%	1	0	1	1	1	0	100.00%	0	0.00%	1	100%
64608 - CNSP TYCOM MATERIAL INSP TEAM	14+-20 Year	2	2	0	0.00%	2	0	2	2	2	1	0.00%	0	0.00%	2	100%
	Total	2	2	0	0.00%	2	0	2	2	2	1	0.00%	0	0.00%	2	100%
64609 - COMNAVSURFPAC COMMON SUPP DIR	0-6 Years	1	1	0	0.00%	1	0	1	1	1	0	100.00%	0	0.00%	1	100%
	20+ Years	1	1	0	0.00%	1	0	1	1	1	0	0.00%	0	0.00%	1	100%
64609 - COMNAVSURFPAC COMMON	Total	2	2	0	0.00%	2	0	2	2	2	0	50.00%	0	0.00%	2	100%
<b>53824 - COMNAV SURFPAC Total</b>		<b>2,421</b>	<b>2,415</b>	<b>1,594</b>	<b>66.00%</b>	<b>2,393</b>	<b>11</b>	<b>2,388</b>	<b>2,389</b>	<b>2,383</b>	<b>1,195</b>	<b>33.62%</b>	<b>813</b>	<b>33.66%</b>	<b>2,370</b>	<b>97.6%</b>
<b>Grand Total</b>		<b>2,421</b>	<b>2,415</b>	<b>1,594</b>	<b>66.00%</b>	<b>2,393</b>	<b>11</b>	<b>2,388</b>	<b>2,389</b>	<b>2,383</b>	<b>1,195</b>	<b>33.62%</b>	<b>813</b>	<b>33.66%</b>	<b>2,370</b>	<b>97.6%</b>

Sample



The data contained herein is protected by the Privacy Act of 1974. All measures required to protect this information should be taken.



# Take Aways

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- OPNAV 1900.2D awaiting CNP signature.
- Initial Counseling and Pre-separation counseling to be completed at greater than 365 days of release from active duty.
- There is no such thing as a dumb question, don't be afraid to ask.
- Always verify eForm completion via Person search in DMDC.
- CLOSE OUT ALL INCOMPLETE FORMS.
- If you email me please make sure you cc your ISIC/TYCOM or for TCs cc Anthony/Shelly.



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# Questions