

ONLINE TAPS INSTRUCTIONS

1. Initiate the eForm DD-2648.

- a.) Click on <https://milconnect.dmdc.osd.mil/milconnect/>, and then click on Sign In (upper right-hand corner of the screen in the blue box). Select CAC and click on Login. Select the certificate that DOES NOT have Email in the Issuer line. Click on OK (you may have to select the non-Email certificate again). At the top of the screen, you will see four selections - My Profile, Correspondence/Documentation, Benefits, and FAQ.
- b.) Click on "Correspondence/Documentation", and then click on the bottom selection – "DoD Transition Assistance Program (DoDTAP)".
- c.) Click on Initialize Pre-Separation Counseling, this will open up the eForm for Data Entry. Verify your information and update it as necessary. For block 16 – Military Installation, you should type in "**HSWL St. Louis**". Enter in your actual Separation Date (the final date you are no longer on Active Duty). You will also need to add a personal email address and phone number.
- d.) Once you have updated everything that applies, please go to Section III (Signatures and Remarks), Save, and eSign the form.

When this done, please close and log out.

2. Register for your Level 2 eBenefits Premium account at <https://www.ebenefits.va.gov>.

- a.) Log in using your CAC to obtain a Premium account (this step is important to obtaining the Premium account), and then log out.
- b.) Create a Level 2 access. This requires a DS Logon Username and Password. Go back into <https://www.ebenefits.va.gov>, and click the Log in box. Check consent to monitor. On the initial sign-in screen there is a small blue box, "Need an Account?", underneath the section where a user name and password would be entered. On the first page after this, select "I am one of the following:", and click on Continue. Then just answer the questions that follow. On the first page after this, select "I am one of the following:", and click on Continue. Then just answer the questions that follow.
- c.) Log out and then Log back in using your new Username and Password. Once you have done this, log out and then log back in using your CAC.
- d.) Click on "Account Activity" on the left side of the screen. You should now see where it will have "Logged In – DS Logon, Level 2 Access" as one of the entries.
- e.) Right click, and select "Print".
 - Google Chrome - Change Destination to "Save as PDF" and click on Save.
 - Internet Explorer – select either "Adobe PDF" or "Microsoft Print to PDF", and click on Print.
 - For both Chrome and IE, you will be asked to enter a name for this file. It is recommended you use your Last Name and eBenefits as the file name (ex. *Smith_eBenefits*) and click on Save.Please note, your Account Activity MUST show Level 2.

3. Complete the Pre-Separation Counseling course found on the CG Learning Management System (CG LMS) at <https://elearning.uscg.mil/Default.asp>.

- a.) The course is found by clicking on "Course Catalog" at the top of the screen.
- b.) Click on "Catalogs".
- c.) Scroll down until you see "Catalog: Medical and Health", and click on that. 100061-Pre-Separation Counseling will be the second course listed.
- d.) At the end of the Pre-Separation Counseling course, you will need to obtain a copy of the transcript. The link for this is on the right-hand side of the screen (yellow folder icon) on the "My Account" page. Click on the Print icon at the right-hand top of the page, and select "Microsoft Print to PDF" as the printer. This will generate a .pdf copy of your transcript.

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4. Complete the online courses of TAPS located on the DOD Transition Online Learning (TOL) website at <https://www.tapevents.org/courses>

(Note: for best browser performance, please use Google Chrome, Microsoft Edge, or Firefox).

- a.) Select "Get Started" to start a course.
- b.) To begin the course, select the user type and complete the required fields.
- c.) SERVICE MEMBER: Register for a course using your CAC or entering your DOD ID and ALL the required information to receive credit. **Failure to do so will result in no credit for course completion.**
- d.) A registration confirmation will be sent to the email provided. If you need to leave the course and resume at a later time, use the direct link provided in the email or re-enter your details exactly as you entered them on your first visit.
- e.) There are approximately five Core Requirements to this course that you will need to complete:
 - Employment Fundamentals of Career Transition
 - Financial Planning for Transition
 - Managing Your (MY) Transition
 - Military Occupational Code (MOC) Crosswalk
 - VA Benefits & Services
- f.) Upon successful completion of each course, a personalized certificate will be generated for the first and last name specified in this form, and sent to the email address indicated.

5. After completion of Steps 1 through 4, email the following to the Transition Manager, Mr. Keener at Sector Houston-Galveston. He will go into DODTAP and update your information, and this will start the process that generates the eForm DD-2648, and is eventually given to the SPO.

All attachments must be in a PDF format.

- 1) The transcript from CG LMS showing completion of the Pre-Separation Counseling course
- 2) Certificates of Completion for all five DOD TOL (Core Requirement) courses
- 3) Your eBenefits Account Activity showing a Level 2 Access
- 4) Your DOD ID # (found on the back of your CAC)

Once you get closer to your separation date, you will want to make at least two copies of your medical record. If you intend to file a VA Disability claim, the VA will want a copy and you won't be able to get it back. Should you have issues later on, and you believe it was documented in your record, you will be able to review the second copy and show the VA where it is documented.

And the best way to file a disability claim is by using a Veteran Service Organization (VSO) such as Disabled American Veterans, AMVETS, Wounded Warrior Project, Veterans of Foreign Wars, or American Legion. These organizations help veterans file disability claims and do not charge anything for their services. They can greatly assist a member as they are extremely familiar with the laws and the VA procedures; they can make the process relatively painless.