

HOW TO INITIALIZE YOUR PRESEPARATION COUNSELING (create DD 2648)

(Form DD-2648, is a requirement and tracks completion of the congressionally mandated TAP components)

****Initialize Pre-Separation Counseling at:** milconnect.dmdc.osd.mil\milconnect

- Sign In (Top right Corner) Logon using CAC Card or DS Logon (e-benefits username and password)
- Click OK on next screen
- Click on Correspondence/Documentation (in menu bar below Milconnect)
- Select DOD Transition Assistance Program (DODTAP.MIL) from dropdown
- Scroll down and select Initialize Preseparation Counseling
- Click OK on next screen

Section 1 Service Member Personal Information:

- Verify prepopulated information. If inaccurate, contact MPF
 - Answer remaining questions appropriately.
 - *Certain items may require additional assistance, please see specific item # below:*
 - 1. In Training Status- click No
 - 12. Security Clearance – this is not for a specific clearance, it encompasses all levels
 - 15. Click down arrow and select unit listed or hit enter key
 - 17. Start typing in military installation. Your installation should pop up below the box. (If military Installation not listed contact TAP staff or use Keesler AFB) Select installation listed or hit enter key
 - 18 Enter actual separation / retirement date (Not terminal leave date)
 - 19a. If less than 365 days, provide justification
 - 21. Select Retiring or Discharge
 - 22. Select Voluntary or Involuntary (Involuntary examples: Administrative, High /year Tenure, Medical)
- Click Save and Next

Section 2 Initial Counseling:

**Certain items may require additional assistance, please see specific item # below:*

4. Post Transition Goals = Select your goals

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

1. Registered on ebenefits – if this has not been completed, please do so and mark yes.

2-12. All answers are no.

Click Save and next

Section 5 Signatures and Remarks

Answer questions 1-5

- **RETIREEES with 20 or more years of active duty** and/or **MEDICAL RETIREEES** you **must** add the following remarks:
"My signature in Block 26 acknowledges I viewed the AFPC/JA foreign/post government employment video and am aware joint SecAF and SecState approval is required before accepting foreign government employment or my retired pay is subject to recoupment."

Click on Add Remarks

Click here to Sign and Lock

Eform will automatically close. Scroll back down to the purple eform and reopen the document to verify your signature was captured.