Creating, Accessing Verifying, and Printing your Eform (DD2648) and Accessing your Verification of Military Experience and Training (VMET)

CREATING AND ACCESSING EFORM (DD2648):

Login to https://milconnect.dmdc.osd.mil/milconnect/

Click on light blue SIGN-IN icon in the upper right.

LOGIN utilizing your CAC.

Once logged in CLICK on the dark gray bar CORRESPONDENCE/DOCUMENTATION and scroll down to DODTAP.

**If you have previously created or signed an Eform DO NOT create a new one as doing so will erase any and all previously documented TAP requirements and signatures. Contact a TAP Counselor for assistance before proceeding.**

Mbrs must create their Eform within DODTAP so that all TAP classes attended will be recorded correctly. Verification of TAP attendance requirements and completion of all Capstone requirements (Career Readiness Standards (CRS) will be verified and recorded by your TAP Counselor using this form.

Once logged in you can access your dashboard to create a new Eform or open your existing Eform and verify your personal contact information in Section I. Pls update your unit and MajCom UIC code, your planned separation or retirement date, and type of discharge. **Pls note that members expecting admin/legal/or MEB separation should use their current end of contract. (When creating an Eform your DOS cannot exceed 24 months from today’s date in any case)**

DO NOT UPDATE any further TAP related dates or Career Readiness Standards. These will be verified and signed during both your Preseparation and Capstone appointments.

**Mbrs must CLOSE their Eform if they access it. Failing to CLOSE it will LOCK it. Please use the CLOSE icon inside this application and do not close the browser until Eform has been closed.**

CAPSTONE APPOINTMENT –

Capstone is the final step in the TAP process where the TAP counselor will verify you have met your required Career Readiness Standards and all TAP requirements, which vary based on tier selection, and the completion dates will be recorded on your Eform.

Mbrs are responsible to know their Career Readiness Standards and can verify them and all TAP requirements simply by logging on to their Eform should they forget.
Mbrs are responsible for ensuring they have completed these tasks PRIOR to this appointment. Capstone appointments must be rescheduled at least (5) working days prior (No exceptions) as they typically book three weeks in advance.

Upon completion of all required Career Readiness Standards, the TAP counselor will have Mbr sign their Eform. The TAP Counselor will then sign and electronically fwd Eform to the command for final signature.

PRINTING EFORM-

Once signed by their command, Mbrs will need to print their Eform (DD2648). This is the only form required for out processing and mbrs are responsible to print it. No other documentation is needed to provide proof of TAP completion. Mbrs must have the printed Eform during out processing at the MPF.

VMPF UPDATES-

All active duty Air Force Mbrs will be cleared from the VMPF by the AFRC once your Eform is signed by your command. You do not need to call in advance for this to happen. Please be patient and allow 3-5 business days for this to happen.

VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET)-

Pls be sure to login using the same procedures above. You will see a VMET icon link on your dashboard where you can download and print your VMET.

Please note – All branches must use the new Eform and can verify TAP completion with this system. Most Army service members will out process Ft Carson and can print this form as proof of completion. TAP classes generally do not update until 24 hours after class completion. All other branches should contact us directly if they have questions regarding their Eform.