

DDeForm 2648

COMMANDERS/DESIGNEES USER'S GUIDE

Document version 1.1

2018

**DoD Transition Assistance Program (DoDTAP)
For Service Members and Veterans**

eForm Job Aid For Commanders/Designees

Commanders Verification: Overview

Mandatory phase in which eligible Service members produce evidence of the deliverables to Commander's or their designee that meet the CRS before separation, retirement, or release from active duty.

1. To access a Service member's eForm using a token, you must access the token sent from email dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil.
 - Click on the token URL/weblink send to you in the email titled "Transition Assistance eform Approval Required." If the URL link is blocked by your system administrator, copy and paste the URL/Link inside the email into your web browser and press return/enter
 - Authenticate using your CAC email certificate and access the eForm
 - The specific eForm linked to the service member will open for your review.
 - Review input data, verify and sign the service member's eForm,
 - Close out of the eForm to view the Commander/Designee Dashboard. If a specific eForm for that token has already been signed, the system will automatically redirect you to their Dashboard.
2. Commanders or Designees are required to review and verify Section I Personal Information.
3. Answer yes/no for section II Commander's Verification.
4. Electronically Sign eForm in Section III.
If the eForm is incomplete, it will not allow you to sign. Go to the top of the eForm and press save. A red box will alert you to information you did not complete.
5. The eForm contains embedded instructions and they are hyperlinked in blue. (See purple box and arrow on section II - question 1 for example)
6. When you have completed the eForm, a notification will be sent to the Service member notifying them of the completion. The Service member can print a copy of their form.

Commanders Verification: Additional Details

The eForm is not editable in this phase, with the exception of a few fields, such as Remarks or Warm Handovers.



Transition Assistance eForm (eForm) -- Commander's Verification

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.

Phase Commander's Verification Created 2017/12/11 Last Updated 2017/12/13 Save Close

If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

I. Service Member Personal Information

1. Name TEST, USER 2. Grade E4 3. Service Marine Corps 4. Component Active

5. Personnel Category Code Active Duty Member 6. Title 7. Unit Name: Not Available 8. Unit Id Code: M209021M

8. Anticipated Date of Separation: 2017/12/11 9. Type of Separation: Separating Voluntarily 10. Reason for Separation: Retiring

II. Commander's Verification

1. Pre-Separation Counseling Completed with 89 Days or Less Remaining on Active Duty

Per Title 10, USC 1142, Pre-Separation counseling must be completed at least 90 days prior to separation.

Pre-Separation counseling days remaining prior to planned separation: 57

Justification: Change in Career Decision

Justification Remarks: None

Each item will have a hyperlink with guidance on what you are viewing and verifying. When you click the hyperlink, information to help you answer the item will appear.

[Click Here to View Guidance for Pre-Separation counseling completed with 89 days or less remaining before the anticipated date of separation](#)

If a Service member has 89 days or less remaining on active duty at the time he/she completes Pre-separation Counseling, then the Commander/Commander's Designee must validate the justification and remarks provided by the Transition Assistance Counselor as to why the Service member did not complete Pre-separation Counseling at least 90 days prior to separation.

2. Veteran's Opportunity to Work (VOW) Act Compliance Summary

<input checked="" type="checkbox"/> 1. Pre-Separation Counseling	Status: Completed	Date Completed: 2017/12/12
2. VA Benefits Briefing	Status: Completed	Date Verified/Completed: 2016/03/16
3. DOL Employment Workshop	Status: Completed	Date Verified/Completed: 2016/03/11

This area shows VOW Compliance and includes dates it was completed

3. Individual Transition Plan Document Summary

Reported as: Completed

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

Yes No I verify a viable ITP was completed.

A Commander/Commander's Designee is responsible for verifying that Service members have a viable Individual Transition Plan (ITP). If the Service member has a viable ITP, as reported by the Transition Counselor or provided to you, then check the "Yes" option. If the Transition Counselor reported that the Service member does not have a viable ITP and you agree, you are required to 1) check the "No" option; 2) refer the Service member back to the appropriate member of your staff to assist them in developing a viable ITP; or 3) document in the remarks section that the Service member did not have a viable ITP and you are still signing off on the verification process without any additional referrals.

- Commanders or Designees must verify that all applicable CRS were completed (see box and explanation in number 4 below).

4. Career Readiness Standards Summary

 Number of CRS Items Reported as Incomplete

 [Click to View All Career Readiness Standards \(CRS\)](#)

#	CRS Met?	CRS Description
CRS 1	Yes	Registered on eBenefits
CRS 2	Yes	Prepared a criterion-based, post-separation Financial Plan, i.e., a budget
CRS 3	Yes	Completed a criterion-based Individual Transition Plan (ITP)
CRS 4	Yes	Completed a Continuum of Military Service Opportunity counseling (Active-Component Only)
CRS 5	Yes	Verified a completed Gap Analysis or provided verification of employment
CRS 6	Yes	Completed an assessment tool in support of the Individual Transition Plan (ITP)
CRS 7	Yes	Completed a resume or provide verification of employment in support of the Individual Transition Plan (ITP)
CRS 8	Yes	Completed a comparison of higher education or technical training institution options

 [Click Here to View Guidance for Verifying Career Readiness Standards \(CRS\)](#)

Yes No I verify all applicable Career Readiness Standards were met.

A Commander/Commander's Designee is responsible for verifying all applicable CRS were met, which means you are affirming that the Service member completed and provided to you the above CRS items. If you determine any of the applicable CRSs were not met, you are required to 1) check the "No" option to verify that all applicable CRS were not met; 2) initiate a warm handover below for the applicable CRS yourself or ensure it is completed by the appropriate member of your staff; and 3) document in the remarks section the steps taken to mitigate the member not meeting CRS (i.e., steps to initiate / execute a warm handover). As the Commander/Commander's Designee, you are in the unique position to decide that the Service member "meets CRS" even if some of the above listed CRSs are not completed, based on in-depth discussions with the member where you determine that the Service member is prepared and ready to transition.

5. Warm Handovers Summary

5a. Reported Warm handover Information

Type	Saved Warm Handovers Content	Edit	Add Warm Handover
Other	TVPO, 123-345-5678, TVPO, Mark Center, 4800 Mark Center Dr. Alexandria, VA		

Verify that all required warm handovers were issued

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

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

A Commander/Commander's Designee is responsible for verifying warm handovers were initiated / executed, which means you are affirming that a person-to-person connection (face-to-face, telephonic, or email exchange) between the Service Member and the warm handover point of contact listed above occurred. If you determine that a warm handover was executed for all applicable CRS not met, then check the "Yes" option. If you determine this connection has not yet occurred, then you are required to 1) check the "No" option; 2) initiate a warm handover and make the connection yourself or ensure it is completed by the appropriate member of your staff; and 3) document in the remarks section the steps taken to mitigate the situation regarding the warm handover.

5b. 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](#)

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

If you as the Commander/Commander's Designee determine that the Service member has a post-transition transportation plan that meets personal/family needs, then check the "Yes" option. If you determine that the Service member does not have a post-transition transportation plan that meets personal/family needs, then you are required to 1) check the "No" option; 2) initiate a warm handover and make the connection yourself or ensure it is completed by the appropriate member of your staff; and 3) document in the remarks section the steps taken to mitigate the situation (i.e., warm handover for post-transition transportation).

5c. 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](#)

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

If you as the Commander/Commander's Designee determine that the Service member has a post-transition housing plan that meets personal/family needs, then check the "Yes" option. If you determine that the Service member does not have a post-transition housing plan that meets personal/family needs, then you are required to 1) check the "No" option; 2) initiate a warm handover and make the connection yourself or ensure it is completed by the appropriate member of your staff; and 3) document in the remarks section the steps taken to mitigate the situation (i.e., warm handover for post-transition housing).

5d. 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](#)

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

If you as the Commander/Commander's Designee determine that the Service member is separating with a less than honorable discharge, then you are required to 1) check the "Yes" option; 2) initiate a warm handover to the Department of Labor American Job Center and make the connection yourself or ensure it is completed by the appropriate member of your staff; and 3) document in the remarks section the steps taken to mitigate the situation (i.e., warm handover to the Department of Labor American Job Center).

- Commanders or Designees **must verify whether a warm handover was executed** if a service member: (see green boxes & arrows in number 5 on page 4).
 - 1) Did not meet all applicable CRS,
 - 2) Did not have a post-transition transportation plan,
 - 3) Did not have a post-transition housing plan, or
 - 4) Is separating with less than an Honorable Discharge

- **Add remarks and electronically sign** the eForm (see phase III, number 1-2 below).
 - **Note:**
 - If the eForm is incomplete, it will not allow you to sign. Go to the top of the eForm and press **Save**. A red box will alert you to information you did not complete.

- After the eForm is approved, your dashboard will display the appropriate status. A date will be provided in the “Completed Date” column and the “Status” will display “Complete.” A completed eForm is not editable.
 - **Note:**
 - Completed eForms will remain listed on your dashboard until 60 days after their Anticipated Separation Date, at which point they will drop off your dashboard (but still be saved in the system.)

- Commanders or Designees cannot view a completed eForm. Service members can print a PDF of their signed eForm from their dashboard.

III. Commander's Signature and Remarks

1. Remarks

Add Remarks

Created By	Remark	Edit	Delete
USER TEST	Please sign and let me know if you received it		
USER TEST	eForm is approved	✎	✖

2. Verification and Approval

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