



FAQs for Commanders and Commander's Designees Login

The DoD Transition Assistance Program (DoDTAP) for Commanders and Commander's Designees web application is designed as a tool to enable Commanders or Commander's Designees to review, verify, and approve a Service member's Transition Assistance documentation, enabling them to validate that the Service member is prepared to depart the military "career-ready."

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[How do I login as a Commander or Commander's Designee to approve transition assistance documents?](#)

When a Transition Assistance Counselor has completed the Capstone Review phase of an electronic DD Form 2648 (eForm), they will input the Commander's or the Commander's Designee's email address, and the TAP system will send you an email notification indicating there is a transition assistance document ready for your review and approval. You will not be able to review or approve an eForm until the Capstone Review phase has been completed and you are designated as the Commander or Commander's Designee to approve it.

[How do I login as a Commander or Commander's Designee to approve transition assistance documents?](#)

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[Where is the login for Commanders and Commander's Designees on the DODTAP website?](#)

Due to a change in 2018, the only way for Commanders/Designees to access an electronic DD Form 2648 (eForm) or the TAP Commander's Portal is by clicking an email token, which is the unique URL/weblink sent by email from TAP Counselors via the DoDTAP website. This change was implemented to ensure that only the specific Commanders or Commander's Designees that a Transition Assistance Capstone Review Counselor designated at Capstone Review would be the individual who reviewed the eForm (vs., for example, another Commander that was not specifically designated by the Counselor at Capstone Review).

[How do I access my Dashboard for Commanders and Commander's Designees?](#)

Due to a change in 2018, the only way for Commanders/Designees to access their TAP Commander's/Designees' Dashboard is by clicking an email token, which is the unique URL/weblink sent by email from TAP Counselors via the DoDTAP website. Clicking an email token will take Commanders/Designees into the specific electronic DD Form 2648 (eForm) for that token. 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 the Commander/Designee to their Dashboard.

[The hyperlink in the email I was sent doesn't work to see a Service Member eForm - now what?](#)

A hyperlink only remains "active" to see a Service Member eForm as long as the electronic DD Form 2648 (eForm) is ready to be signed and has not yet been signed by a Commander/Designee. If the Transition Assistance Capstone Review Counselor made further edits to the eForm after notifying you and has not yet re-completed the Capstone Review, Commanders/Designees will not be able to review and approve the eForm. If a specific eForm for that hyperlink has already been signed, the system will automatically redirect the Commander/Designee to their Dashboard.

[When I log into the "DoDTAP for Commanders and Commander's Designee" website - the Commander's Dashboard doesn't display the eForm that I am trying to complete. How do I find it?](#)

The Commander's/Designees' Dashboard is designed to automatically display an electronic DD Form 2648 (eForm) when you click on the unique URL/weblink from the "Transition Assistance eForm Approval Required" email (aka token email) you received. Commanders/Designees must click on the hyperlink in each email they received doing this associates the specific Service Member eForm with a specific Commander/Designee. After the hyperlink is clicked once, it will appear on the dashboard for the specific Commander/Designee who clicked the link. If you did

not click on the hyperlink that appeared in the email for the specific Service Member you are trying to find, the eForm will not appear in your Dashboard to be signed.

To find an eForm for a specific service member that is not appearing on your Dashboard, you will need to search your email inbox for a Transition Assistance eForm email from the DoDTAP website that notifies you the eForm is ready for the Service Member. Click on the unique URL/weblink in that email to access the eForm. If you cannot find your email, contact the Transition Assistance Capstone Review Counselor to have the email resent to you.

I've never used this system before - is there training I need to take for it, or specific guidance on what I'm responsible for?

Within the DoDTAP Commander's Dashboard and on each eForm, there is specific guidance for Commanders and Commander's Designees regarding your responsibilities for verifying and approving transition assistance documents. There is no additional training you need to take.

I need to separate someone immediately, can't I just print out a blank eForm, fill it out, and be done?

No, the eForm process was designed to be completed electronically by the roles of the Transition Assistance Counselor, the Service member, and the approving Commander or Commander's Designee. For immediate separations, we recommend you contact your Transition Assistance Counselor for expedited processing, which can be accomplished in less than hour (pending personnel availability).