

POST-CAPSTONE INSTRUCTIONS FOR PRINTING YOUR eFORM (DD FORM 2648)

Congratulations on completing TAP!

ACTION:

- 1.) Once your unit leadership (Commander or First Sergeant) signs your eform (that was emailed to them by your TAP Counselor), you will need to print the eform and take it to your base final-out appointment. It is recommended that you print at least 2 copies, so you will have one for your own records.

To access your eform (DD Form 2648):

- a. Log in to MilConnect: <https://milconnect.dmdc.osd.mil/milconnect/>
- b. Click on Correspondence & Documentation along the top banner
- c. Select DoD TAP from the drop-down options
- d. Once page loads, scroll down to the eform. If the status shows "Complete", it is ready to be printed. If status is not showing complete, your unit leadership has not yet signed the eform and you must wait until it has been signed before printing.
- e. Click on the completed eform to download and print. Please do **NOT** click on the "Create a new eform (DD 2648)" tab.
 - * If you do not have printer access, please visit the A&FRC and use a computer/printer in our Discover Resource Center (free of charge).
 - * If you have any questions, please call or email your TAP counselor.

NOTE: Your A&FRC TAP counselor will clear all TAP items on your virtual MPF checklist only after your eform has been digitally signed by your unit leadership.

Very Respectfully,
Spangdahlem TAP Team