

5 Tips

highlighting: DD 2648, 2958 Upload

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Use the following tips to upload a completed "Preseparation Counseling Checklist," DD 2648, and "Service Member Career Readiness Standards/ Individual Transition Plan Checklist," DD 2958, properly.

1. Obtain access to the DMDC TAP website:

- Contact OPNAV N17
 - Mr. Tom Albert (901) 874-4254 tom.albert@navy.mil
 - Mr. David Greene (901) 874-6545 david.greene@navy.mil

2. Obtain current version

of DD 2648 and DD 2958.

- Log in to DMDC TAP at <https://www.dmdc.osd.mil/tacl/>, using CAC and CAC-enabled computer.
- On the 'Transition Checklist PDF Upload' page, find hyperlinks to the correct forms.
- **IMPORTANT:** The PDF Upload feature will accept only forms downloaded from the website.
 - Scanned forms or any other forms (even with a JAN 2011 version date) will NOT be accepted in the PDF Upload.

3. Complete forms off-line.

- **IMPORTANT:** These digital forms must be completed electronically.
 - DO NOT use pencil or pen, with the exception of required signatures.

- DO NOT use scanned forms or any forms other than those downloaded from the website.
- Ensure DD 2648 Blocks 1-6 are completed.
- To prevent receiving "Error - Email Helpdesk" message on DD 2958:
 - Block 1 for 'Name', ensure no period after middle initial.
 - Block 3 for 'DoD ID Number (EDI)', ensure no additional spaces after DoD ID #.
 - Blocks 24a, 25a, 26a for 'Name', ensure values conform to the listed punctuation format (include comma between last and first name).
- Save to an accessible directory/location on your computer.

4. Upload completed DD 2648 and DD 2958.

- Select "Transition Checklist PDF Upload".
- Click the "Add..." button
- A pop-up window opens and points to file directories on the user's computer.
- Identify the desired file to upload.
- Select the completed PDF file and press "Open".
 - Repeat this step to add additional files (25 max).
- Once files are in the upload queue, the "Upload" button will appear. Select the button to upload files.
- A confirmation pop-up notifies the user of the upload results, such as how many of the selected files were successfully uploaded to the database.
- Acknowledge the confirmation pop-up.

- The "PDF File Upload" table at the bottom of the page updates with all the successfully uploaded files.
 - NOTE: The two form status fields will be blank until record level validation is completed.
- Select the "Refresh" button to update the "PDF File Upload" table for validation results.
- Each record will be validated per the standard validation rules for that form and, once completed, will be updated in the database.

5. Ensure a copy of DD 2648 and DD 2958 is maintained in command files for two years.

Help

- If forms are downloaded from the TAP website, completed electronically and uploaded using the PDF Upload feature, and you still receive the "Error - Email Helpdesk" message, contact the TAP Helpdesk at dodhra.dodc-mb.dmdc.mbx.tacl-helpdesk@mail.mil.
 - Describe all steps taken, but do not include the completed DD form.
 - The Helpdesk will reply with directions for sending the form via encrypted email.