

## Transition Checklist PDF Upload

Selecting “Transition Checklist PDF Upload” will take the user to a page where they can select to upload multiple electronically-completed Transition Checklists PDF files. Only the most recent versions of the official DD forms are accepted in the PDF Upload, and are available as links above the upload queue box.

**Transition Checklist PDF Upload**

Use this page to upload Transition Checklists PDF files; a maximum of 25 files can be added one at a time to the upload queue. Only the official [dtic.mil](http://dtic.mil) DD forms linked below will be accepted.

Acceptable PDF files must be one of the following electronically completed PDFs:  
[DD2648 \(Jan2011\)](#) | [DD2648-1 \(Jan2011\)](#) | [DD2958 \(Aug2013\)](#)  
 All other types/versions of these forms will be rejected.

[+ Add...](#)

[Refresh PDF Upload Results](#)

The PDF File Upload Table only contains successfully uploaded Transition Checklist DD forms.

Batch Ref No	File Name	Form Type	Form Status Upon Upload	Upload Date/Time	Current Form Status
737	DD2648-1_In_Progress.pdf	<a href="#">DD 2648-1</a>	In Progress	03/07/2014 14:30	In Progress
735	DD2958_Complete.pdf	<a href="#">DD 2958</a>	In Progress	03/07/2014 14:24	In Progress
734	DD2648-1_In_Progress.pdf	<a href="#">DD 2648-1</a>	In Progress	03/07/2014 14:21	In Progress
732	DD2648-1_In_Progress.pdf	<a href="#">DD 2648-1</a>	In Progress	03/07/2014 14:14	In Progress
729	DD2958_In_Progress_TypedIn_eRank.pdf	<a href="#">DD 2958</a>	In Progress	03/07/2014 13:31	In Progress
728	DD2958_In_Progress_LowerC...	<a href="#">DD 2958</a>	In Progress	03/07/2014	In Progress

**Steps for PDF Upload**

1. Click "Add" to select a PDF file; repeat until all desired files are added to the upload queue
2. Click "Upload"
3. Review confirmation pop-up for the number of PDF files successfully uploaded
4. Periodically click the "Refresh" button to see validation results of processed files

**Tips & Notes**

Transition Checklists with a form status of "In Progress" require user editing to be considered complete. Click the hyperlink in the form type column to edit the form.

**Key Fields on Each DD Form**

The Key Fields 1-5 on each Transition Checklist are required in order to save the form:

- DD2648: Last & First Name, SSN, Grade, Date of Birth, Service
- DD2648-1: Last & First Name, SSN, Grade, Date of Birth, Service Component
- DD2958: Last & First Name, DoD ID Number, Transition Date, Service & Component

\*If any reported Key Field values are invalid or blank, the file will not be saved and its status will be "Key Fields Missing"

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Pre-requisites to uploading a Transition Checklist PDF file include:

- **Having an acceptable version of the Transition Checklist already electronically-completed**
- **Having the PDF file saved to an accessible directory/location**
- **If you are not able to electronically sign the form, make sure you at least have the date by the signature block is entered.**

### ***How to Upload a Transition Checklist PDF File***

1. Select the "Add..." button, which will launch a pop-up that points to the user's directories to identify the desired file to upload. The user selects the completed Transition Checklist PDF file and presses "Open".
2. Repeat step 1 to add more PDF files to the upload queue, up to 25 files maximum.
3. Once files are in the upload queue, an "Upload" button will appear to upload the selected files to the database.
4. To upload the files, select the "Upload" button.
  - a. If the user selects the "Clear All" button, the upload box contents and all upload results are cleared.
  - b. If the user selects the "Delete" hyperlink next to a specific file, that specific file will be removed from the upload queue.
5. The system will launch a confirmation pop-up to notify the user of the upload results, such as how many of the selected files were successfully uploaded to the database.
6. Upon acknowledging the confirmation pop-up, the PDF File Upload table at the bottom of the page will update with all the successfully uploaded files.
  - a. The two form status fields will be blank until record level validation is completed.
7. The user selects the "Refresh" button to update the PDF File Upload table for validation results.
  - a. Each record will be validated per the standard validation rules for that transition checklist, and once completed, will be updated in the database.

### ***Form Status & Key Fields Required for Transition Checklist PDF Upload***

The Key Fields 1-5 on each Transition Checklist are required in order to save the form:

- DD2648: Last & First Name, SSN, Grade, Date of Birth, Service
- DD2648-1: Last & First Name, SSN, Grade, Date of Birth, Service Component
- DD2958: Last & First Name, DoD ID Number, Transition Date, Service & Component

If any reported Key Field values are invalid or blank, the file will not be saved and its status will be "Key Fields Missing".

A Transition Checklist with a form status of "In Progress" requires user editing to be considered complete. Click the hyperlink in the form type column to edit the form.

A Transition Checklist with a form status of "Complete" can only be viewed in PDF format and cannot be edited or deleted.

## Transition Checklist PDF File Upload Table

The “**Batch Reference Number**” column contains a numerical ID for a group of uploaded files.

The “**File Name**” column displays the original file name.

The “**Form Type**” column shows which type of Transition Checklist it is. The form type text will be a blue hyperlink if the form is In Progress or Complete, or simply black text if the form has Key Fields Missing.

The PDF File Upload Table only contains successfully uploaded Transition Checklist DD forms.

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729	DD2958_In_Progress_TypedIn_eRank.pdf	<a href="#">DD 2958</a>	In Progress	03/07/2014 13:31	In Progress
728	DD2958_In_Progress_LowerC	<a href="#">DD 2958</a>	In Progress	03/07/2014	In Progress

The “**Form Status upon Upload**” column displays the Form Status immediately after being uploaded – so the form will be one of these 3 values:

- Completed (can be viewed as a PDF)
- In Progress (can be edited in the website and viewed as a PDF)
- Key Fields Missing (cannot be viewed at all in the website)

The “**Upload Date/Time**” column contains the date and time the file was uploaded.

The “**Current Form Status**” column displays the current Form Status, which may be different from the status upon upload if an In Progress form was edited and saved to be Complete.