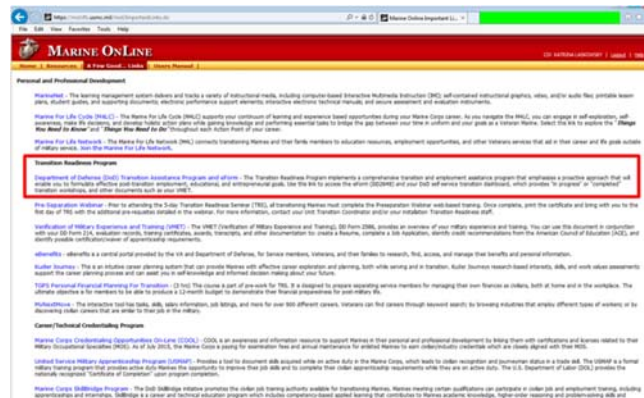


Steps for Marine to Complete eForm for TRS Fast Pass

Step 1. From Marine OnLine (URL: <https://mol.tfs.usmc.mil/mol/ImportantLinks.do>)



- This is a quick way to link into the DoDTap website. However, this is not the only way. If you cannot log into MOL, proceed to step two and type in the URL given directly.

Step 2. Log in to DoDTAP. (URL: <https://www.dodtap.mil>)



- Once you log in, this should bring you to the "My Dashboard" area.

Step 3: Click Initialize the Pre-Separation Counseling

Step 4: Notice that there are 3 Sections of the eForm

- Only Complete Section I. The other sections will be completed at a later time.

Step 5: Review Personal information in Section I.

Step 5a: If grayed out information is incorrect, the Marine must have it corrected at the personnel center (DEERS).

Step 5b: Enter data for the editable parts of the eForm.

The screenshot shows the 'Transition Assistance eForm (DD2648) -- Data Entry' interface. At the top, there are navigation tabs: Home, Service Assistance, Transition Documents, and VAC1. The main content area is titled 'Transition Assistance eForm (DD2648) -- Data Entry' and includes a warning about DEERS data. The form is divided into sections: '1. Service member Personal Information', '2. Service member Information', and '3. Pre-Separation Counseling/Pre-Separation Needs Assessment, Review and Verification'. Two red boxes are overlaid on the form: one on the top right indicating that grayed-out data is pre-populated from DEERS and not editable, and another on the middle right indicating that the Marine enters data for the editable parts.

- Complete numbers 1-25 in Section I.
- Do not erase the unit code in number 15. This determines the unit name.
- Make sure your personal email address is reflected in the form for number 21 to ensure ease of access to required links.

Hint: Number 17 the military installation is MCB Hawaii. This can be done by beginning to type in the appropriate information. Once you begin typing, options will appear in a drop down box for you to select from.

- Once all data is input and verified in numbers 1-25, save, and print screen the page.

*****Please be sure to CLOSE the form before exiting the site. If you do not click the CLOSE button it will block the TRP office from completing the form.**