Checking the status of your eForm

Only your UTC or Career Planner may pick up your completed eForm from the Career Resource Office (CRO), however, you are able to check the status online. CRO staff are not authorized to give you the completed eForm.

Go to:
- [https://milconnect.dmdc.osd.mil/milconnect/](https://milconnect.dmdc.osd.mil/milconnect/)
- Click Sign in (green bar, top right corner)
- Log in using your DS Logon or CAC
- Click “Ok”
- Select “Correspondence/Documentation” (located on the top, second tab)
- Click “DoD Transition Assistance Program” (last choice in the drop down menu)
- Under “My Dashboard” you will see your eForm listed with its current phase.

Phases Defined

**Pre-Separation Counseling:** You have not completed all 5 days of TRS. Please see the CRO front desk for assistance in scheduling make up days.

**Capstone Review:** You need to meet with your Advisor to complete the 4 required Career Readiness Standards. Once your Advisor signs your yellow sheet, your eForm will be updated within 3 business days.

**Commander’s Verification:** The CO/Designee you have listed on your TRS Checklist has not signed your eForm yet. Please see your chain of command for assistance

**Complete:** Your eForm is complete. Please see your UTC or Career Planner to pick up the embossed copy you will need for IPAC. The Career Resource Office WILL NOT give you the form directly.