

## Initial Counseling Pre-Work Instructions

- ❑ **Initiate DD Form 2648:** <https://milconnect.dmdc.osd.mil/milconnect/> Login using either CAC or DS Login. In the grey strip at the top, use the drop down under “Correspondence/Documentation” and select DoD Transition Assistance Program (DoDTAP). Select "Initiate Pre-Separation Counseling". Fill out all sections and click "Save" but do not sign the eForm until IC & Pre-Separation Counseling Brief has been completed. While in DoDTAP select the “VMET” tab and continue to next step.
- ❑ **VMET- Verification of Military Experience and Training:** <https://milconnect.dmdc.osd.mil/milconnect/> Login using either CAC or DS Login. In the grey strip at the top, use the drop down under “Correspondence/Documentation” and select DoD Transition Assistance Program (DoDTAP). Click the grey VMET tab (DD-2586). Click Submit. **Print your VMET and bring it to your initial counseling.**
- ❑ **ITP/Self-Assessment:** <https://pendleton.usmc-mccs.org/marine-family-support/transition-readiness-program>. Download and complete NAVMC 17031 which can be found under the download section of the Transition MCCS webpage. When prompted select “save as” and save the form, once the form is saved you can open it and access the fillable PDF version. **A printed completed form is required for your initial counseling.**
- ❑ **Complete the ROOB Brief:** <https://portal.marinenet.usmc.mil/content/mnet-portal/en.html> search for “Reserve Opportunities and Obligations” self-paced course. Retirees are NOT required to complete the brief. Navy personnel refer to your career counselors for the Navy Reserve Benefits brief. **A printed certificate is required for your initial counseling.**
- ❑ **DS Logon:** <https://myaccess.dmdc.osd.mil/identitymanagement/> log in with CAC then click blue “Register for DS Log on Account” and follow directions to create a DS Logon and password. **A screenshot of your profile page is required for your initial counseling.**
- ❑ **JST- Unofficial Joint Service Transcript:** <https://jst.doded.mil/jst> Create an account or logon using CAC card. You will then go to the “My Transcript” tile and under “Download MY JST” drop down select “My Complete JST Transcript”. **Print your JST or download the transcript and bring to your initial counseling.**
- ❑ **Leave and Earnings Statement:** <https://mypay.dfas.mil> Must bring most current Leave and Earnings Statement (LES) to initial counseling.
- ❑ **Update MOL Email:** <https://sso.tfs.usmc.mil> click on “Personal Info”, under “Personal Updates” click on “Contact Information” add a valid personal email address.
- ❑ **Join the Marine for Life Network:** (Recommended) <https://usmc-mccs.org/services/career/marine-for-life-network/>
- ❑ **Initial Counseling and Capstone Appointments:** <https://www.eventbrite.com/o/transition-readiness-program-camp-pendleton-23351191083>

# Transition Readiness Program (TRP) Checklist

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ EDIPI: \_\_\_\_\_ Grade/Rank: \_\_\_\_\_

Unit: \_\_\_\_\_ EAS Date: \_\_\_\_\_ Type of Separation: Regular / AdSep / MedSep

UTC Name: \_\_\_\_\_ Capstone Designee Email: \_\_\_\_\_

**\*\*\*This section to be completed by IC Advisor\*\*\***

Initial Counseling and Capstone Review appointments can be made at <https://www.eventbrite.com/o/transition-readiness-program-camp-pendleton-23351191083>

Step 1 – MUST bring to Initial Counseling & TRS:	Complete	Missing	Comments
<input type="checkbox"/> Initiate DD 2648 eForm	_____	_____	_____
<input type="checkbox"/> Verification of Military Experience and Training (VMET)	_____	_____	_____
<input type="checkbox"/> ITP/Self-Assessment (NAVMC 17031)	_____	_____	_____
<input type="checkbox"/> Reserve Obligation and Opportunities Brief Cert	_____	_____	_____
<input type="checkbox"/> DS Logon	_____	_____	_____
<input type="checkbox"/> Joint Services Transcript (JST)	_____	_____	_____
<input type="checkbox"/> Leave & Earnings Statement (LES)	_____	_____	_____
<input type="checkbox"/> Update MOL Email	_____	_____	_____

Desired Occupation / Business		<p style="text-align: center;"><b><u>TRS Completion Status:</u></b> <i>Advisors' Signature and date</i></p> <p>Initial Counseling:</p> <p>Pre-Separation Brief:</p> <p>Transition Readiness Seminar (TRS):</p> <p><input type="checkbox"/> Needs to make up time _____</p> <p><input type="checkbox"/> TRS Complete _____</p> <p>Capstone Appointment:</p>
Desired Locations		
Reserves		
TA / Post 9/11 Ed Center Referral		
Financial Assistance		
Resume Assistance		
Healthcare Assistance		
Reliable Housing		
Reliable Transportation		
Other Remarks		

- Pre-Retirement      
 Employment      
 Education      
 VoTech      
 Entrepreneurship
- Tier 1      
 Tier 2      
 Tier 3

**Step 2 – Attend Pre-Separation Counseling Brief:**

- Provided daily at Leatherneck Lanes, Bldg 1339 Classroom 4, from 0930 – 1100. (**No Registration Needed**)
- Pre-Separation Brief Resource Guide can be downloaded at: <https://tapevents.mil/resources/documents>

**Step 3 – Attend Transition Readiness Seminar (TRS):**

- TRS registrations are done through your Unit Transition Coordinator (UTC)
- TRS curriculum can be downloaded at: <https://tapevents.mil/resources/documents>
- TRS arrival time is 0600 on Monday. Dress attire: business casual (no jeans, shorts, or flip-flops)
- Personal laptops are highly encouraged and recommended for TRS

Tier 1

Tier 2

Tier 3

Transition Overview Managing Your (MY) Transition MOC Crosswalk Financial Planning Marine for Life Network	Transition Overview Managing Your (MY) Transition MOC Crosswalk Financial Planning Marine for Life Network	Transition Overview Managing Your (MY) Transition MOC Crosswalk Financial Planning Marine for Life Network
VA Benefits and Services Department of Labor One Day <input type="checkbox"/> Or exemption met	VA Benefits and Services Department of Labor One Day <input type="checkbox"/> Or exemption met	VA Benefits and Services Department of Labor One Day
<b>Service member <u>MAY</u> select one below:</b> <input type="checkbox"/> Employment (Employee) <input type="checkbox"/> Education (Student) <input type="checkbox"/> Vocational (Apprentice) <input type="checkbox"/> Entrepreneurship (Entrepreneur)	<b>Service member <u>MUST</u> select one below unless exempt:</b> <input type="checkbox"/> Employment (Employee) <input type="checkbox"/> Education (Student) <input type="checkbox"/> Vocational (Apprentice) <input type="checkbox"/> Entrepreneurship (Entrepreneur)	<b>Service member <u>MUST</u> select one below:</b> <input type="checkbox"/> Employment (Employee) <input type="checkbox"/> Education (Student) <input type="checkbox"/> Vocational (Apprentice) <input type="checkbox"/> Entrepreneurship (Entrepreneur)

**Step 4 – Schedule Capstone Review (Must bring all items below):**

- Schedule Capstone Appointment NET 180 days of EAS on Eventbrite:  
<https://www.eventbrite.com/o/transition-readiness-program-camp-pendleton-23351191083>

Tier 1

Tier 2

Tier 3

Self-Assessment/ITP DS log on registration Have current CO/Designee Email Address	Self-Assessment/ITP DS log on registration Criterion Based Financial Plan Gap Analysis Have current CO/Designee Email Address	Self-Assessment/ITP DS log on registration Criterion Based Financial Plan Gap Analysis or Verification of Employment Have current CO/Designee Email Address
<b>CRS for chosen and completed track:</b> <input type="checkbox"/> Employment: Completed Resume or Verification of Employment <input type="checkbox"/> Education: Comparison of Colleges/Universities Vocational <input type="checkbox"/> Entrepreneurship: None <input type="checkbox"/> Vocational Training: Comparison of Technical Schools	<b>CRS for chosen and completed track:</b> <input type="checkbox"/> Employment: Completed Resume or Verification of Employment <input type="checkbox"/> Education: Comparison of Colleges/Universities Vocational <input type="checkbox"/> Entrepreneurship: None <input type="checkbox"/> Vocational Training: Comparison of Technical Schools	<b>CRS for chosen and completed track:</b> <input type="checkbox"/> Employment: Completed Resume or Verification of Employment <input type="checkbox"/> Education: Comparison of Colleges/Universities Vocational <input type="checkbox"/> Entrepreneurship: None <input type="checkbox"/> Vocational Training: Comparison of Technical Schools