

Transition Readiness Seminar Checklist

Last Name: _____ First Name _____ Rank: _____ Date: _____

Unit: _____ DOD ID # _____ EAS Date: _____

Attending TRS Week of: _____ Location (circle): **San Onofre (Bldg. 51519)** or **Mainside (Bldg. 1339)** Arrival Time: **0645**

Commander (or Designee) phone: _____ and e-mail: _____

Bring this completed checklist along with the required materials listed below to the first day of TRS

Required Materials to Bring:

	Complete	Incomplete/ Missing	Comments
• e-Benefits Premium Registration Dashboard.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Pre-Separation Webinar Completion Certificate.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
• JKO Personal Finance Completion Certificate.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Dante's Kuder Journey Assessment Results.....	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Leave and Earning Statement (LES).....	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Verification of Military Experience (VMET).....	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Unofficial Joint Services Transcript (JST).....	<input type="checkbox"/>	<input type="checkbox"/>	_____
• Initiate eForm (DD 2648) -print signature screenshot.....	<input type="checkbox"/>	<input type="checkbox"/>	_____

Necessary Reminders (Read and Initial)

- _____ Check-in is at **0645** at Mainside Bldg. 1339 (**IF** registered for San Onofre go to Bldg. 51919).
- _____ Attendance is mandatory for all 5 days. Please reschedule any appointments you may have.
- _____ CAPSTONE REVIEW with Transition Advisor is to be completed NLT 120 days prior to your EAS.
- _____ CAPSTONE VERIFICATION with Commander or their Designee is to be completed NLT 90 days prior to your EAS.
- _____ Encouraged to bring a computer and writing materials i.e. pens, pencils, paper.
- _____ Business Casual attire is required (**NO jeans, shorts, flip flops or T-shirts**).

Service Member's Signature: _____

Date: _____

UTC's Signature: _____

Date: _____

(This signature verifies Pre-Separation counseling has been conducted)

Transition Readiness Seminar Pre-Work Instructions

All links can also be found at: www.mccscp.com/Transition

You will bring the following items with you (along with the TRS Checklist) to Day 1 of TRS

- **E-Benefits Premium Account Confirmation:** Go to <https://www.ebenefits.va.gov>. Click on “Register” at the top corner and follow directions to create a DS Login and password. You will need to access this during class *without* a CAC card. Print a screenshot of your profile page to verify that you have an ebenefits account.
- **Pre-Separation Counseling Webinar (40 mins) :** At the following link, click on “Transition Readiness Training” toward the bottom of the page. This will prompt the Pre-separation Webinar to begin.
<http://www.usmc-mccs.org/services/career/transition-readiness/>
- **Joint Knowledge Online (JKO) Financial Planning for Transition (3 hr) -** Complete TGPS-US003.
https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=TGPS&course_number=-US003
- **Dante’s Kuder- Journey Interest Profile:** Go to <http://www.dantes.kuder.com/> and create an account. Once created, complete career assessment and print profile results.
- **LES- Leave and Earnings Statement:** Go to <https://mypay.dfas.mil/mypay.aspx> to create an account (or login using current account) and print a copy of most recent LES.
- **VMET- Verification of Military Experience and Training:** Go to <https://www.dmdc.osd.mil/tgps/> and login using CAC or DS login. Select "retrieve VMET" and print a copy.
- **JST- Unofficial Joint Service Transcript:** Go to <https://jst.doded.mil/smart/signIn.do> to create an account or logon using CAC card. You will then select “combo report” from the transition link to print a copy of your unofficial transcript.
- **Initiate eForm DD 2648:** Access from DoDTAP.mil (<https://www.dodtap.mil/login.html>) and using either CAC or DS Login, select "Initiate Pre-Separation Counseling" for eForm DD 2648. Complete all 3 sections, digitally sign, and save the form. Once digitally signed and saved, print a screenshot of the page as verification that eform process has been initiated.

Capstone Review Appointment Sheet

Service Member's Name: _____ TRS Completion Date: _____

Capstone Review Appointment Date: _____ Time: _____

Advisor's Name: _____ Location: _____

This document confirms that TRS has been completed as indicated by a green "Core Complete" stamp below. This mandatory Capstone Review appointment is the next step following TRS. The purpose of Capstone Review is to verify Career Readiness Standards compliance. Capstone Review must be completed *NLT 120 days prior to EAS*. The Service Member should be prepared to discuss their transition plan to include employment, education, budget, additional resources needed, and interest in additional training opportunities. The Service Member must present the following completed items during the Capstone Review appointment:

- ITP- Individual Transition Plan
- Gap Analysis
- Budget
- Draft resume (if you plan to attend college full time)
- Completed resume/job application/job offer (if you plan to work fulltime or part time)
- Proof of eBenefits registration
- Dante's Kuder Journey results

The next step following Capstone Review is Capstone Verification with the commander (or designee), which must be completed *NLT 90 days prior to EAS*. For questions regarding this appointment please call 760-763-1845.

Reminders:

- * Connect with P&PD Career Services (Bldg. 13150) after TRS/prior to Capstone, to improve resume/interview skills, and to obtain info on job leads/hiring events.
- * Connect with Base Education Center after TRS/prior to Capstone for assistance with college application.

THIS DOCUMENT MUST BE RETURNED TO THE TRS ADVISOR AT THE TIME OF CAPSTONE REVIEW APPOINTMENT

***TRS Core Complete Stamp & Advisor's Signature below.**

*****Unit Transition Coordinator*****

Please use this box to list email address(s) of CO or designee conducting Capstone Verification.

- * "Core Complete" stamp indicates that TRS has been completed and authorizes the Unit/IPAC to make entry of training event code "TA" (TRS Completed).
- * Following Capstone Verification with the commander (or designee), the UTC is responsible for coordinating entry of event code "TZ" (Capstone Verification completed).