

## Transition Readiness Seminar Checklist

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Rank: \_\_\_\_\_ EAS Date: \_\_\_\_\_

Unit: \_\_\_\_\_ UTC Name: \_\_\_\_\_ UTC Phone #: \_\_\_\_\_

Attending TRS Week of: \_\_\_\_\_ Arrival Time: 0600

Commander (or Designee) phone and email: \_\_\_\_\_

**Bring this checklist along with the materials described to the first day of TRS.**

Required Materials to Bring:	Complete	Incomplete/ Missing	Comments
• Pre-Separation Counseling eForm (Signature screen print)	_____	_____	_____
• eBenefits Premium Registration Dashboard	_____	_____	_____
• Verification of Military Experience (VMET)	_____	_____	_____
• Unofficial Joint Services Transcript (JST)	_____	_____	_____

**Necessary Reminders (Read and Initial)**

- \_\_\_\_\_ Arrival time 0600 at Mainside or San Onofre (circle one).
- \_\_\_\_\_ Sign the roster in the morning and after lunch.
- \_\_\_\_\_ Attendance is mandatory (Please reschedule any appointments during TRS).
- \_\_\_\_\_ CAPSTONE REVIEW is to be completed NLT 120 days prior to your EAS.
- \_\_\_\_\_ COMMANDER’S VERIFICATION 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).

\*\*UTC’s Signature \_\_\_\_\_ Date \_\_\_\_\_

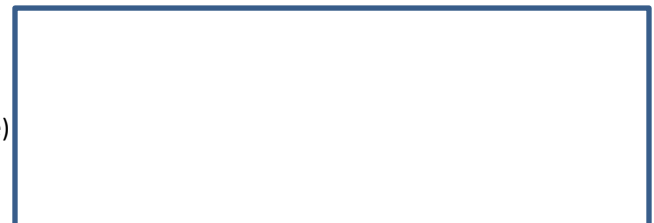
**Bring this checklist along with the materials listed below to your CAPSTONE REVIEW.**

TRS Advisor Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Appointment Date \_\_\_\_\_ Appointment Time \_\_\_\_\_ Bldg # \_\_\_\_\_

**Required Materials to Bring to CAPSTONE REVIEW:**

- \_\_\_\_\_ Individual Transition Plan (ITP)
- \_\_\_\_\_ Budget
- \_\_\_\_\_ Draft Resume (if attending college full-time)
- \_\_\_\_\_ Completed resume/job application/job offer (if working full or part-time)
- \_\_\_\_\_ Proof of eBenefits registration
- \_\_\_\_\_ Dante’s Kuder Journey results



- **Upon Completion of TRS, a completion roster will be sent to UTC to have the S3 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 cod “TZ” (Capstone verification completed).**

## Transition Readiness Seminar Pre-Work Links

All Links can also be found at: [www.mccscp.com/Transition](http://www.mccscp.com/Transition)

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

- **Initiate eForm DD 2648:** Go to (<https://milconnect.dmdc.osd.mil/milconnect/>) and click the green “Sign In” tab at the top right. Login using either CAC or DS Login. In the black strip at the top, use the drop down under Correspondence/Documentation and select DoD Transition Assistance Program (DodTAP). Select "Initiate Pre-Separation Counseling". Click Ok. Complete all 3 sections and digitally sign and save the form. Once saved and digitally signed, print a screenshot of the eForm to indicate initiation.
- **E-Benefits Premium Account Confirmation:** Go to <https://www.ebenefits.va.gov> and 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 show proof.
- **VMET- Verification of Military Experience and Training:** Go to <https://milconnect-pki.dmdc.osd.mil/milconnect/> and click the green “Sign In” tab at the top right. Login using CAC or DS login. In the black strip at the top, use the drop down under Correspondence/Documentation and select DoD Transition Assistance Program (DodTAP). Select the blue “VMET”. Click the bubble next to VMET document (DD-2586). Click Submit. Print.
- **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 off an unofficial transcript.