## 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.**

<table>
<thead>
<tr>
<th>Required Materials to Bring</th>
<th>Complete</th>
<th>Incomplete/ Missing</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Pre-Separation Counseling eForm (Signature screen print)</td>
<td>______</td>
<td>______</td>
<td>___________________________</td>
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<tr>
<td>• eBenefits Premium Registration Dashboard</td>
<td>______</td>
<td>______</td>
<td>___________________________</td>
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<tr>
<td>• Verification of Military Experience (VMET)</td>
<td>______</td>
<td>______</td>
<td>___________________________</td>
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<tr>
<td>• Unofficial Joint Services Transcript (JST)</td>
<td>______</td>
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### 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

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/](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](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/](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](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.