

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 _____

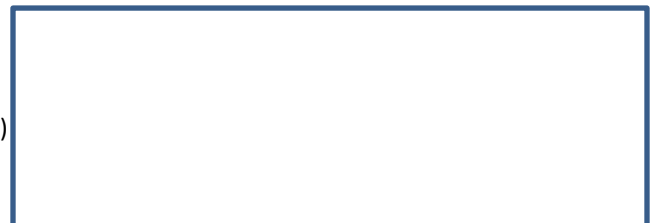
Bring this checklist along with the materials listed below to your CAPSTONE REVIEW.

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

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 blue “Sign In” tab at the top right. Login using either CAC or DS Login. Click ok. 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". Click Ok. Complete all 3 sections and click “save”. Digitally sign and click “save”. Print a screenshot of your electronic signature. Click “close”, and then “log out”.
- **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.