

Initial Counseling & Transition Readiness Seminar (TRS) Checklist

Last Name: _____ First Name: _____ DOD ID#: _____ Rank: _____

Unit: _____ EAS Date: _____

UTC Name/email: _____ Commander (or Designee) email: _____

Necessary reminders (read and initial)

- _____ Service Member must complete registration for Initial Counseling on Eventbrite (<https://mccscp-ic.eventbrite.com>)
- _____ The Initial Counseling appointment must be completed **PRIOR** to attending the Pre-Separation Counseling brief.
- _____ TRS arrival time is 0600 on Monday. Dress attire: business casual (no jeans, shorts, or flip-flops)
- _____ All TRS information can be found at <https://www.mccscp.com/transition/>

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

Step 1 - MUST bring to Initial-Counseling & TRS:

Complete Missing Comments

(See pg. 3 for instructions)

- | | | | |
|---|-------|-------|-------|
| <input type="checkbox"/> Initiate eForm | _____ | _____ | _____ |
| <input type="checkbox"/> Self-Assessment/ITP | _____ | _____ | _____ |
| <input type="checkbox"/> Verification of Military Experience and Training | _____ | _____ | _____ |
| <input type="checkbox"/> Joint Services Transcript | _____ | _____ | _____ |
| <input type="checkbox"/> eBenefits Registration | _____ | _____ | _____ |

Desired Occupation/Business	
Desired Locations	
Reserve Eligibility	Y / N
TA/Post 9-11 Ed Center Referral	Y / N
Financial Assistance	Y / N
Resume Assistance	Y / N
Healthcare Assistance	Y / N
Reliable Housing	Y / N
Reliable Transportation	Y / N

TRS Completion Status:

Pre-Separation Counseling:

Transition Readiness Seminar (TRS):

Capstone Appointment:

Date: _____

Time: _____

Advisor: _____

Employment Education VoTech Entrepreneurship

Tier 1 Tier 2 Tier 3

Step 2 – Attend Pre-Separation Counseling Brief:

➤ Date: _____ Time: _____ Location: _____

Step 3 – Attend Transition Readiness Seminar:

Tier 1

Tier 2

Tier 3

Initial Counseling Preseparation Counseling	Initial Counseling Preseparation Counseling	Initial Counseling Preseparation Counseling	} Before TRS
Transition Overview Resilient Transition MOC Crosswalk Financial Planning Marine For Life Network	Transition Overview Resilient Transition MOC Crosswalk Financial Planning Marine For Life Network	Transition Overview Resilient Transition MOC Crosswalk Financial Planning Marine For Life Network	
VA Benefits and Services	VA Benefits and Services Department of Labor One Day <input type="checkbox"/> Or exemption met	VA Benefits and Services Department of Labor One Day	
Register on eBenefits Self-Assessment/ITP Continuum of Military Service (as required)	Register on eBenefits Self-Assessment/ITP Criterion Based Financial Plan Gap Analysis or Verification of Employment Continuum of Military Service (as required)	Register on eBenefits Self-Assessment/ITP Criterion Based Financial Plan Gap Analysis or Verification of Employment Continuum of Military Service (as required)	
	Service member MAY select one below: <input type="checkbox"/> DOLEW (Employee) <input type="checkbox"/> AHE (Student) <input type="checkbox"/> Vocational Tech (Apprentice) <input type="checkbox"/> Entrepreneurship (Entrepreneur)	Service member MUST select one below: <input type="checkbox"/> DOLEW (Employee) <input type="checkbox"/> AHE (Student) <input type="checkbox"/> Vocational Tech (Apprentice) <input type="checkbox"/> Entrepreneurship (Entrepreneur)	
	CRS required for AHE/VoTech: <input type="checkbox"/> Complete comparison of education or training institutions	CRS required for AHE/VoTech: <input type="checkbox"/> Complete comparison of education or training institutions	
	CRS required for DOL Track: <input type="checkbox"/> Draft Resume or Employment	CRS required for DOL Track: <input type="checkbox"/> Draft Resume or Employment	

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

- Proof of eBenefits registration
- Budget
- Completed Self-Assessment/ITP
- GAP Analysis
- Resume/Employment Proof (Employment Track Only)
- Comparison of Educational Training (Education Track Only)

Initial Counseling Pre-Work Instructions

Please bring the following items with you to your Initial Counseling appointment & 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". Fill out all sections and provide a digital signature. Be sure to log out of the program after completion.
- **E-Benefits Premium Account Registration:** 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.
- **ITP/Self-Assessment:** Go to https://www.mccscp.com/wp-content/uploads/2019/09/19_TRS_SelfAssessment_Fillable_V2.pdf. Complete sections A through E and print.

***Note to UTC:**

- **Upon Completion of both Initial Counseling and Pre-Separation Counseling brief, a completion roster will be sent to UTCs, allowing the Service Member to be registered for TRS.**
- **Use the Initial Counseling & TRS Checklist to designate the correct TIER & TRACK when submitting TRS reservation requests.**