

## Initial Counseling (IC) & Transition Readiness Seminar (TRS) Checklist

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ EDIPI: \_\_\_\_\_ Grade/Rank: \_\_\_\_\_

Unit: \_\_\_\_\_ EAS Date: \_\_\_\_\_ **Type of Separation:** Regular / AdSep / MedSep

UTC Name: \_\_\_\_\_ Capstone 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 <http://www.mccscp.com/transition/>

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

**Step 1 – MUST bring to Initial Counseling & TRS:**  
(See page 3 for Instructions)

	Complete	Missing	Comments
<input type="checkbox"/> Initiate DD 2648 eForm	_____	_____	_____
<input type="checkbox"/> eBenefits Registration	_____	_____	_____
<input type="checkbox"/> Verification of Military Experience and Training	_____	_____	_____
<input type="checkbox"/> Joint Services Transcript (JST)	_____	_____	_____
<input type="checkbox"/> Individual Transition Plan (ITP)	_____	_____	_____
<input type="checkbox"/> Self-Assessment	_____	_____	_____

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 Brief:

  
  

Transition Readiness Seminar (TRS):

  
  

Capstone Appointment:

Date:

Time:

TRS Advisor:

Pre-Retirement     Employment     Education     VoTech     Entrepreneurship

Tier 1     Tier 2     Tier 3

Initial Counseling Completed by: \_\_\_\_\_  
IC Advisor Sign & Date

**Step 2 – Attend Pre-Separation Counseling Brief:**

- Provided Daily located at Leatherneck Lanes, Bldg 1339 Classroom 4, from 0930 – 1100. **(No Registration Needed)**
- Pre-Separation Brief Resource Guide can be found at [dvidshub.net/publication/issues/59060](http://dvidshub.net/publication/issues/59060)

**Step 3 – Attend Transition Readiness Seminar (TRS):**

Tier 1  Tier 2  Tier 3

Initial Counseling / Pre-Separation Counseling	Initial Counseling / Pre-Separation Counseling	Initial Counseling / Pre-Separation Counseling
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 (Reserve Brief) - as required	Register on eBenefits Self-Assessment/ITP Criterion Based Financial Plan Gap Analysis or Verification of Employment Continuum of Military Service (Reserve Brief) - as required	Register on eBenefits Self-Assessment/ITP Criterion Based Financial Plan Gap Analysis or Verification of Employment Continuum of Military Service (Reserve Brief) - as required
	<b>Service member <u>MAY</u> select one below:</b> <input type="checkbox"/> DOLEW (Employee) <input type="checkbox"/> AHE (Student) <input type="checkbox"/> Vocational Tech (Apprentice) <input type="checkbox"/> Entrepreneurship (Entrepreneur)	<b>Service member <u>MUST</u> select one below:</b> <input type="checkbox"/> DOLEW (Employee) <input type="checkbox"/> AHE (Student) <input type="checkbox"/> Vocational Tech (Apprentice) Entrepreneurship (Entrepreneur)
	<b>CRS required for AHE/VoTech:</b> <input type="checkbox"/> Complete comparison of education or training institutions	<b>CRS required for AHE/VoTech:</b> <input type="checkbox"/> Complete comparison of education or training institutions
	<b>CRS required for DOL Track:</b> <input type="checkbox"/> Draft Resume or Employment Offer	<b>CRS required for DOL Track:</b> <input type="checkbox"/> Draft Resume or Employment Offer

**Step 4 – Schedule Capstone Review with TRS Advisor (Must bring all items below):**

- Proof of eBenefits Registration
- Budget Worksheet
- Completed Self-Assessment/ITP
- GAP Analysis
- Resume/Employment Proof (Employment Track Only)
- Comparison of Educational Training (Education Track Only)
- Have current CO/Designee Email Address

## Initial Counseling Pre-Work Instructions

Please bring the following items with you to your Initial Counseling appointment & TRS:

- ❑ **Initial Counseling Checklist:** Pages 1 & 2 of this file.
- ❑ **Initiate DD eForm 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 click "Save". If two green bars appear, you may digitally sign. If a red bar appears, go back and see what is missing. Click "Save", then "Sign and Lock". Click on eForm to go back in so that you can print a screenshot of your electronic signature.
- ❑ **E-Benefits, Proof of 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:** Complete sections A through E and print. Go to:
  - [http://www.mccscp.com/wp-content/uploads/2020/10/2020-06-04\\_TRP-self-assessment.pdf](http://www.mccscp.com/wp-content/uploads/2020/10/2020-06-04_TRP-self-assessment.pdf)
- ❑ **Self-Assessment:** Go to [www.mynextmove.org](http://www.mynextmove.org) and click on “My Next Move for Veterans”. Then click on “ONet Interest Profiler”. Take the assessment and print out your results. Also, plug in your results on page 4 of the ITP above.

---

### \*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.