

**USMC TRANSITION READINESS PROGRAM
SELF-ASSESSMENT/INDIVIDUAL TRANSITION PLAN**

PRIVACY ACT STATEMENT

In accordance with the Privacy Act of 1974 (Public Law 93-579), this notice informs you of the purpose for collection of information on this form. Please read it before completing the form.

AUTHORITY: 10 U.S.C., Chapter 58; 10 U.S.C. 8041 Subtitle C, formerly 5041; E.O. 9397, as amended; and [SORN M01754-4](#).

PRINCIPAL PURPOSE: The primary purpose of this assessment is to develop a plan for attaining employment, education, vocational, and entrepreneurial goals for transitioning Service Members in support of Transition Readiness Program (TRP).

ROUTINE USES: Information will be accessed by TRP authorized personnel with a need-to-know to meet the purpose. A complete list and explanation of the applicable routine uses are published in the authorizing SORN available at: <https://dpcl.d.defense.gov/Privacy/SORNsIndex/DOD-wide-SORN-Article-View/Article/570629/m01754-4/>.

DISCLOSURE: Providing information is voluntary, however failure to provide the information may effect services and or support provided.

RECORD MANAGEMENT: This form shall be managed in accordance with record schedule 1000-39, "Family Support Programs" of SECNAV M-5210.1.

OVERVIEW: Your Self-Assessment/Individual Transition Plan is your road map for attaining your employment, education, vocational, and entrepreneurial goals and will help you make a successful transition to civilian life. Develop your plan, keeping in mind this is a living document that will be modified as you near transition. As part of your transition, there are Career Readiness Standards (CRS) that you will be required to meet. CRS are designed to increase your ability to successfully overcome any challenges in pursuit of your post-transition goals. This document is a Career Readiness Standard (CRS), and will be required during your **Initial Counseling**, **TRS Workshops**, and **Capstone Review** appointments so make sure you bring it with you to each of these appointments. **CRS are noted throughout the document.**

SECTION A: SERVICE MEMBER INFORMATION

Name		Sex	Marital Status		# of Children	Branch of Service
Component	Years of Service	Rank	Installation		Unit	
Commander/Designee email address (see Unit Transition Coordinator (UTC))						
Anticipated Type of Separation		Anticipated Character of Discharge		Anticipated Disability	Highest Level of Education	

SECTION B: TRANSITION DATES

Anticipated EAS Date	Anticipated Terminal Leave Date (if known)
Step 1: Initial Counseling/Pre-Sep Counseling Due Date (EAS date - NLT 365 days):	
Step 2: Transition Readiness Seminar (TRS) Due Date (EAS date - NLT 180 days):	
Step 3: Capstone Review Due Date (EAS date - NLT 120 days):	
Step 4: Commander's Verification Due Date (EAS date - NLT 90 days):	

SECTION C: PERSONAL ASSESSMENT

What are your short-term goals? (between now and 1 year after Transition)

What are your long-term goals? (after 1 year of Transition)

<input type="checkbox"/> Register on VA.Gov	
1. Visit VA.gov and register for a DS Logon Premium Account for access to personalized benefits and information that allows you to log in to multiple VA and DoD websites and apps using a single username and password. A DS Logon Level 2 (Premium) Account is required before you can view personal information in VA and DoD systems.	
2. Date completed (select the date you registered for your DS Logon Premium Account):	
<input type="checkbox"/> Individual/Family Insurance Considerations	
1. Have you identified individual/family needs (e.g. as medical care, dental expenses, location of potential providers, exceptional family member needs, care of elderly parents, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Visit www.healthcare.gov to evaluate costs of health insurance.	
3. Explore options for Life Insurance and/or Survivor Benefit Plans.	
4. Visit MilitaryOneSource , VA Vet Centers or DoD inTransition Program for information on confidential mental health services.	
<i>Your Individual/Family Insurance Consideration Notes</i>	
<input type="checkbox"/> Post-Transition Housing and Relocation Considerations	
1. Do you have a place to live after leaving the military? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Do you plan to relocate after leaving the military? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Will you have a support system (e.g. Family, Friends, Mentor, Transportation, and Housing) in place upon relocation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. Do you have concerns of homelessness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
5. Have you identified current housing expenses to include furnishings, maintenance/repairs, mortgage/rent, taxes/fees, utilities, deposits, home owners insurances, renting vs. buying, etc.? <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Will costs of living be higher than current living arrangements? <input type="checkbox"/> Yes <input type="checkbox"/> No	
7. Assess impact of individual/family requirements on relocation options (e.g., quality of local schools, availability of medical care, spouse employment opportunities, etc.).	
8. Consider using one or more cost of living calculators, such as those provided by bankrate.com , payscale.com , nerdwallet.com , and/or moving.com	
9. Have you connected with the installation transportation office (or DMO) to receive information about the movement and storage of your household goods? <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Visit the VA website to get information on the VA home loan program	
<i>Your Post-Transition Housing and Relocation Consideration Notes</i>	
<input type="checkbox"/> Post-Transition Transportation Considerations	
1. Will you have reliable transportation to-from your place of employment and/or school? <input type="checkbox"/> Yes <input type="checkbox"/> No	
2. Have you reviewed your vehicle payment, insurance, registration, and taxes? <input type="checkbox"/> Yes <input type="checkbox"/> No	
3. Is there a need to purchase a new vehicle for you or spouse/dependents? <input type="checkbox"/> Yes <input type="checkbox"/> No	
4. If you are disabled, determine if you are eligible for assistance in purchasing a vehicle and/or automotive adaptive equipment by visiting the VA's website	
<i>Your Post-Transition Transportation Considerations Notes</i>	

SECTION D: MOS / CAREER FIELDS

Career Field: Designate the career field you wish to pursue based on your personal, family, and financial obligations and desires.

Desired Career Field

Desired Relocation Destination

Identify your primary and additional MOS Titles (Code and Title)

1. PMOS

2. ADMOS 1

3. ADMOS 2

The Interest Assessment (CRS)

1. You will complete an interest assessment during the MOC Crosswalk course. Greater success and satisfaction occur when an individual's interests and personality type are compatible with their work environment. RIASEC scores are a measurement of your personality. [MyNextMove for Veterans](#) provides RIASEC values for occupations so you can see how your scores align with the values of different occupations.

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2. MilGears Engage My Career (EMC): MilGears offers another valuable tool to plan for transition called Engage My Career (EMC). EMC is designed to provide customized best fit career development pathways for active-duty and transitioning Servicemembers, veterans, and their families. The EMC Tool allows the user to: Create a customized Learning and Employment Record (LER), set goals and draft actionable plans. To view the Navigation tutorial for EMC and begin building your LER, visit <https://milgears.osd.mil/emc>.

Retrieve your Verification of Military Experience and Training (VMET) Document

The [VMET](#) (DD Form 2586), provides an overview of your military experience and training. You can use this document with your DD Form 214, evaluation records, training certificates, awards, transcripts, and other documentation to complete a Job Application, identify credit recommendations from the American Council of Education (ACE), and possible certification/waiver of apprenticeship

Retrieve your Joint Services Transcript (JST)

Your [JST](#) is an academically accepted document approved by ACE to validate your military occupational experience. The JST also includes military course completions, descriptions of military occupations, and college level test scores.

Update your Marine Online (MOL) email address

Have you updated your email address in MOL to ensure you stay up to date on meeting your transition milestones?

Yes No

SECTION E: DETERMINE POST-TRANSITION GOALS (SELECT/COMPLETE ALL THAT APPLY)

Employment

1. Do you already have post-military employment?

Yes No

a. If yes, is it full-time or part-time?

Full Part

2. Do you plan to get a job and start work as soon as possible?

Yes No

a. If yes, is it full-time or part-time?

Full Part

b. If full-time, attend the Department of Labor 2-day track and complete a Resume (CRS)

c. If part-time, consider attending the Department of Labor 2-day track and complete a Resume

3. Do you have an updated resume?

Yes No

4. Do you plan on staying in your current career field?

Yes No

a. Obtain your Statement of Service (temporary DD-214) from your S1

b. Obtain at least 3 references who can attest to your technical skills and character

c. Record Volunteer experience that contributes to work experience and community support

d. Establish a [USAJOBS](#) account and research potential federal employment opportunities if interested in federal employment

e. Examine the [Employment related resources](#) provided as part of the [Marine Life Cycle](#)

f. Attend a [LinkedIn course](#)/set up profile and join the [Marine for Life Network](#)

g. Seek out and use additional resources such as the local DOL [Workforce Development Office/American Job Center](#)

<input type="checkbox"/> Education	
1. Highest Level of Education	
2. Do you currently possess a degree or certification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. List degree or certification	
3. Do you currently attend a college or university?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
a. If yes, is it full-time or part-time?	<input type="checkbox"/> Full <input type="checkbox"/> Part
4. Do you plan to go to college?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
a. If yes, when?	
b. If yes, attend the Education 2-day track to learn how to compare institutions of higher learning (CRS)	
5. Schedule one-on-one counseling with an Education Service Officer or Counselor	
6. Acknowledge understanding of transferability requirements (if transferring benefits)	
7. If applicable, apply for GI Bill benefits once you understand the criteria. Contact the academic institution GI Bill certifying official to confirm GI Bill eligibility and acceptance	
a. VA Certifying Official name and contact information:	
8. Examine the Higher Education resources provided as part of the Marine Life Cycle	
9. Explore the following Department of Education resources: Choosing a School , College Navigator , College Scorecard , and Federal Student Aid	
10. Identify potential sources of income while attending school (e.g., employment options and scholarship/grant eligibility including academic, athletic, need-based , veteran status , college- or career-specific)	
11. Explore the following Department of Veterans Affairs (VA) resource: Choosing a School	
12. Contact the local VA representative to identify local Veteran resources	
<input type="checkbox"/> Credentialing/Apprenticeships	
1. Are you currently attending a career technical institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you currently possess professional licenses or certifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. List military and/or civilian license(s) or certification(s):	
3. Have you ever participated in the COOL/USMAP/SkillBridge program?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, indicate which one(s):	
4. Do you require additional technical/apprenticeship training in your desired career field?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, attend the Vocational Training 2-day track to learn how to compare technical training institutions (CRS)	
5. Determine Credentialing/Apprenticeship/On-the-job training opportunities such as:	
a. Marine Corps Credentialing Opportunities On-Line (COOL)	
b. DoD SkillBridge Program	
c. VA On-The-Job Training and Apprenticeship	
6. Examine the Career and Technical Training related resources provided in the Marine Life Cycle	

<input type="checkbox"/> Entrepreneurship	
1. Do you already have your own business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you desire to start your own business?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, attend the Boots to Business (B2B), 2-day track	
3. Do you have a business plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Conduct market research on the business you plan to start	
b. Determine legal requirements, tax implications, licenses, and hiring practices	
c. Examine the Entrepreneurship related resources provided as part of the Marine Life Cycle	
<input type="checkbox"/> Other Post-Transition Goals	
1. <input type="checkbox"/> I do not know what I plan to do	
2. <input type="checkbox"/> Retiree	
<input type="checkbox"/> Other:	
SECTION F: TRANSITION READINESS SEMINAR (TRS) ATTENDANCE AND CAREER READINESS	
There are TRS attendance and CRS requirements you will be expected to meet prior to transition. Some CRSs apply to all career paths (Employment, Education, Vocational Training) while others only apply to a specific career path. TRS and CRS completion/attainment will be documented on your DD Form 2648 eForm .	
1. Transition Readiness Seminar Attendance Requirements	
<input type="checkbox"/> * Upon completion of Initial Counseling and Pre-Separation Counseling, check your DD Form 2648 eForm for specific TRS and CRS requirements as determined by your Transition Counselor	
<input type="checkbox"/> DoD Day (mandatory)	
<input type="checkbox"/> VA Benefits and Services Day (mandatory)	
<input type="checkbox"/> Department of Labor - One Day Course (mandatory unless exempt)	
Additional Tracks Offered:	
<input type="checkbox"/> Department of Labor - 2 Day Track*	
<input type="checkbox"/> Education - 2 Day Track*	
<input type="checkbox"/> Vocational Training - 2 Day Track*	
<input type="checkbox"/> Entrepreneurship - 2 Day Track*	
2. Career Readiness Standards Requirements	
<input type="checkbox"/> Register on VA.Gov	
<input type="checkbox"/> Prepare a criterion-based Financial Plan for military to civilian transition	
<input type="checkbox"/> Complete this Self-Assessment/Individual Transition Plan (ITP)	
<input type="checkbox"/> Complete a Continuum of Military Service Opportunity Counseling (Active Component Only)	
<input type="checkbox"/> Gap Analysis or Verification of Employment	
3. Department of Labor Employment Track (if applicable)	
<input type="checkbox"/> Completed Resume or Verification of Employment	
4. Education or Vocational Training Track Career Readiness Standards (if applicable)	
<input type="checkbox"/> Complete a comparison of higher academic or technical training institution options	
SECTION G: CAPSTONE REVIEW AND COMMANDER'S VERIFICATION	
<input type="checkbox"/> Complete Capstone Review with the Transition Readiness staff no later than 120 days from EAS	
<input type="checkbox"/> Complete Commander's Verification no later than 90 days from EAS	

SECTION H: TRANSITION TIMELINE

Transitioning Service members are encouraged to develop a [Transition Timeline](#) as part of the [Marine for Life Cycle](#) to follow your individual timeline. The deadlines in Section B: Transition Dates in this document are just a few of the dates you should include in your transition timeline. [Highly qualified professionals](#) are available to assist you in developing this timeline. This sample timeline does not include all of the possible considerations you need to make, as transition requirements vary by individual.

What actionable steps do I need to take to position myself and/or my family for success?

Who do I need to make an appointment with based on my individual/family needs?

Your additional notes/items for consideration