

## Initial Counseling Pre-Work Instructions

- ❑ **Initiate DD Form 2648 (Required)** Visit <https://milconnect.dmdc.osd.mil/milconnect/> Login using either CAC or DS Login. 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" but do not sign the eForm until IC & Pre-Separation Counseling Brief has been completed.
- ❑ **Download VMET Verification of Military Experience and Training: (Required)** While in DoDTAP select the “VMET” tab and continue to next step. Click the grey VMET tab (DD-2586). Click Submit. **Print your VMET and bring it to your initial counseling.**
- ❑ **ITP/Self-Assessment: (Required)** Visit <https://pendleton.usmc-mccs.org/marine-family-support/transition-readiness-program>. Download and complete NAVMC 17031 which can be found under the download section of the Transition MCCS webpage. When prompted select “save as” and save the form, once the form is saved you can open it and access the fillable PDF version. A non-fillable version is included in this packet on pages 4-10 if you are having difficulty downloading the fillable version. **A printed completed form is required for your initial counseling.**
- ❑ **Complete the ROOB Brief: (Required)** Visit <https://portal.marinenet.usmc.mil/content/mnet-portal/en.html> search for “Reserve Opportunities and Obligations” self-paced course. Retirees are NOT required to complete the brief. Navy personnel refer to your career counselors for the Navy Reserve Benefits brief. **A printed certificate is required for your initial counseling.**
- ❑ **JST- Unofficial Joint Service Transcript: (Required)** Visit <https://jst.doded.mil/jst> Create an account or logon using CAC card. You will then go to the “My Transcript” tile and under “Download MY JST” drop down select “My Complete JST Transcript”. **Print your JST or download the transcript and bring to your**
- ❑ **Update MOL Email Address: (Required)** Visit <https://sso.tfs.usmc.mil> click on “Personal Info”, under “Personal Updates” click on “Contact Information” add a valid personal email address.
- ❑ **Register/create an account on VA.gov: (Required)** Visit <https://www.va.gov/> creating an account will allow you to access and manage your VA benefits, health care and information online. Create an account using LOGIN.GOV. Use a personal email for account. Create a strong password. Setup two Authentication methods. Verify your identity for VA. **A screenshot of your profile page is required for your initial counseling.**
- ❑ **Leave and Earnings Statement (Required) :** <https://mypay.dfas.mil> **most current copy needed at TRS**
- ❑ **DS Logon: (Recommended)** Visit <https://myaccess.dmdc.osd.mil/identitymanagement/> log in with CAC then click blue “Register for DS Logon Account” and follow directions to create a DS Logon password. Your username will be provided after password is created. **A screenshot of your profile page is recommended for your initial counseling.**
- ❑ **Join the Marine for Life Network: (Recommended)** Visit <https://pendleton.usmc-mccs.org/marine-family-support/transition-readiness-program/marine-for-life-network>
- ❑ **Review "Pre-Separation Counseling Resource Guide": (Required)** Visit <https://tapevents.mil> Click on “Resources” located at the top of the page click on “Pre-Separation Counseling Resource Guide”, download the file and review the content.
- ❑ **Initial Counseling and Capstone Appointments: (Required)**  
<https://www.eventbrite.com/o/transition-readiness-program-camp-pendleton-23351191083>

# Transition Readiness Program (TRP) Checklist

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

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

UTC Name: \_\_\_\_\_ Capstone Designee Email: \_\_\_\_\_

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

Initial Counseling and Capstone Review appointments can be made at <https://www.eventbrite.com/o/transition-readiness-program-camp-pendleton-23351191083>

Step 1 – MUST bring to Initial Counseling & TRS:	Complete	Missing	Comments
<input type="checkbox"/> Initiate DD 2648 eForm	_____	_____	_____
<input type="checkbox"/> Verification of Military Experience and Training (VMET)	_____	_____	_____
<input type="checkbox"/> ITP/Self-Assessment (NAVMC 17031)	_____	_____	_____
<input type="checkbox"/> Reserve Obligation and Opportunities Brief Cert	_____	_____	_____
<input type="checkbox"/> Joint Services Transcript (JST)	_____	_____	_____
<input type="checkbox"/> Leave & Earnings Statement (LES)	_____	_____	_____
<input type="checkbox"/> Update MOL Email	_____	_____	_____
<input type="checkbox"/> VA Logon	_____	_____	_____

Desired Occupation / Business		<p style="text-align: center;"><b>TRS Completion Status:</b> <i>Advisors' Signature and date</i></p> <p>Initial Counseling:</p> <p>Pre-Separation Brief:</p> <p>Transition Readiness Seminar (TRS):</p> <p><input type="checkbox"/> Needs to make up time _____</p> <p><input type="checkbox"/> TRS Complete _____</p> <p>Capstone Appointment:</p>
Desired Locations		
Reserves		
TA / Post 9/11 Ed Center Referral		
Financial Assistance		
Resume Assistance		
Healthcare Assistance		
Reliable Housing		
Reliable Transportation		
Other Remarks		

Pre-Retirement      
 Employment      
 Education      
 VoTech      
 Entrepreneurship

Tier 1      
 Tier 2      
 Tier 3



**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)

**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):

 **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.)?  Yes  No

2. Visit [www.healthcare.gov](http://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.

*Your Individual/Family Insurance Consideration Notes*

 **Post-Transition Housing and Relocation Considerations**

1. Do you have a place to live after leaving the military?  Yes  No

2. Do you plan to relocate after leaving the military?  Yes  No

3. Will you have a support system (e.g. Family, Friends, Mentor, Transportation, and Housing) in place upon relocation?  Yes  No

4. Do you have concerns of homelessness?  Yes  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.?  
 Yes  No

6. Will costs of living be higher than current living arrangements?  Yes  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](http://bankrate.com), [payscale.com](http://payscale.com), [nerdwallet.com](http://nerdwallet.com), and/or [moving.com](http://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?  Yes  No

10. Visit the VA website to get information on the [VA home loan program](#)

*Your Post-Transition Housing and Relocation Consideration Notes*

 **Post-Transition Transportation Considerations**

1. Will you have reliable transportation to-from your place of employment and/or school?  Yes  No

2. Have you reviewed your vehicle payment, insurance, registration, and taxes?  Yes  No

3. Is there a need to purchase a new vehicle for you or spouse/dependents?  Yes  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](#)

*Your Post-Transition Transportation Considerations Notes*



SECTION D: MOS / CAREER FIELDS					
<input type="checkbox"/> <b>Career Field:</b> Designate the career field you wish to pursue based on your personal, family, and financial obligations and desires.					
Desired Career Field			Desired Relocation Destination		
<input type="checkbox"/> <b>Identify your primary and additional MOS Titles (Code and Title)</b>					
1. PMOS		2. ADMOS 1		3. ADMOS 2	
<input type="checkbox"/> <b>The Interest Assessment (CRS)</b>					
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. <a href="#">MyNextMove for Veterans</a> provides RIASEC values for occupations so you can see how your scores align with the values of different occupations.					
R	I	A	S	E	C
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 <a href="https://milgears.osd.mil/emc">https://milgears.osd.mil/emc</a> .					
<input type="checkbox"/> <b>Retrieve your Verification of Military Experience and Training (VMET) Document</b>					
The <a href="#">VMET</a> (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					
<input type="checkbox"/> <b>Retrieve your Joint Services Transcript (JST)</b>					
Your <a href="#">JST</a> 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.					
<input type="checkbox"/> <b>Update your Marine Online (MOL) email address</b>					
Have you updated your email address in MOL to ensure you stay up to date on meeting your transition milestones?					<input type="checkbox"/> Yes <input type="checkbox"/> No
SECTION E: DETERMINE POST-TRANSITION GOALS (SELECT/COMPLETE ALL THAT APPLY)					
<input type="checkbox"/> <b>Employment</b>					
1. Do you already have post-military employment?					<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
2. Do you plan to get a job and start work as soon as possible?					<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
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?					<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Do you plan on staying in your current career field?					<input type="checkbox"/> Yes <input type="checkbox"/> 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 <a href="#">USAJOBS</a> account and research potential federal employment opportunities if interested in federal employment					
e. Examine the <a href="#">Employment related resources</a> provided as part of the <a href="#">Marine Life Cycle</a>					
f. Attend a <a href="#">LinkedIn course</a> /set up profile and join the <a href="#">Marine for Life Network</a>					
g. Seek out and use additional resources such as the local DOL <a href="#">Workforce Development Office/American Job Center</a>					

<input type="checkbox"/> <b>Education</b>	
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 <a href="#">Education Service Officer or Counselor</a>	
6. Acknowledge understanding of transferability requirements (if <a href="#">transferring benefits</a> )	
7. If applicable, <a href="#">apply for GI Bill benefits</a> once you understand the criteria. Contact the academic institution GI Bill certifying official to confirm GI Bill eligibility and acceptance	
a. <a href="#">VA Certifying Official</a> name and contact information:	
8. Examine the <a href="#">Higher Education resources</a> provided as part of the <a href="#">Marine Life Cycle</a>	
9. Explore the following Department of Education resources: <a href="#">Choosing a School</a> , <a href="#">College Navigator</a> , <a href="#">College Scorecard</a> , and <a href="#">Federal Student Aid</a>	
10. Identify potential sources of income while attending school (e.g., employment options and <a href="#">scholarship/grant</a> eligibility including academic, athletic, <a href="#">need-based</a> , <a href="#">veteran status</a> , college- or career-specific)	
11. Explore the following Department of Veterans Affairs (VA) resource: <a href="#">Choosing a School</a>	
12. Contact the local <a href="#">VA representative</a> to identify local Veteran resources	
<input type="checkbox"/> <b>Credentialing/Apprenticeships</b>	
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. <a href="#">Marine Corps Credentialing Opportunities On-Line (COOL)</a>	
b. <a href="#">DoD SkillBridge</a> Program	
c. VA <a href="#">On-The-Job Training and Apprenticeship</a>	
6. Examine the <a href="#">Career and Technical Training related resources</a> provided in the <a href="#">Marine Life Cycle</a>	



<input type="checkbox"/> <b>Entrepreneurship</b>	
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 <a href="#">Boots to Business</a> (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 <a href="#">Entrepreneurship related resources</a> provided as part of the <a href="#">Marine Life Cycle</a>	
<input type="checkbox"/> <b>Other Post-Transition Goals</b>	
1. <input type="checkbox"/> I do not know what I plan to do	
2. <input type="checkbox"/> Retiree	
<input type="checkbox"/> Other:	
<b>SECTION F: TRANSITION READINESS SEMINAR (TRS) ATTENDANCE AND CAREER READINESS</b>	
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 <a href="#">DD Form 2648 eForm</a> .	
<b>1. Transition Readiness Seminar Attendance Requirements</b>	
<input type="checkbox"/> * Upon completion of Initial Counseling and Pre-Separation Counseling, check your <a href="#">DD Form 2648 eForm</a> for specific TRS and CRS requirements as determined by your Transition Counselor	
<input type="checkbox"/> DoD Day ( <b>mandatory</b> )	
<input type="checkbox"/> VA Benefits and Services Day ( <b>mandatory</b> )	
<input type="checkbox"/> Department of Labor - One Day Course ( <b>mandatory unless exempt</b> )	
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*	
<b>2. Career Readiness Standards Requirements</b>	
<input type="checkbox"/> <a href="#">Register on VA.Gov</a>	
<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	
<b>3. Department of Labor Employment Track (if applicable)</b>	
<input type="checkbox"/> Completed Resume or Verification of Employment	
<b>4. Education or Vocational Training Track Career Readiness Standards (if applicable)</b>	
<input type="checkbox"/> Complete a <a href="#">comparison</a> of higher academic or technical training institution options	
<b>SECTION G: CAPSTONE REVIEW AND COMMANDER'S VERIFICATION</b>	
<input type="checkbox"/> Complete <a href="#">Capstone Review</a> with the Transition Readiness staff no later than 120 days from EAS	
<input type="checkbox"/> Complete <a href="#">Commander's Verification</a> 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**