

Initial Counseling Pre-Work Instructions

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

- ❑ **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" but do not sign the eForm until IC & Pre-Separation Counseling Brief has been completed
- ❑ **ITP/Self-Assessment:** Go to: <https://portal.armytap.army.mil> Register and Complete your Self-Assessment. This assessment MUST be completed prior to your Individual Counseling appointment. This is done with your CAC.
- ❑ **DS Logon:** Go to <https://myaccess.dmdc.osd.mil/identitymanagement/> and click on “Need An Account” at the bottom corner and follow directions to create a DS Logon and password. You will need to access this during class without a CAC. Print a screenshot of your profile page to show proof.
- ❑ **VMET- Verification of Military Experience and Training:** Go to: <https://milconnect.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 your VMET and bring it to IC, pre-separation Counseling & TRS
- ❑ **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 and bring to IC & TRS.
- ❑ **Leave and Earnings Statement:** Must bring most current Leave and Earnings Statement (LES) by Monday morning of TRS. LES can be obtained through MyPay account. <https://mypay.dfas.mil>
- ❑ **Update MOL Email:** Visit <https://sso.tfs.usmc.mil> click on “Personal Info”, under “Personal Updates” click on “Contact Information” add a valid personal email address.
- ❑ **Join the Marine for Life Network:** (Recommended) <https://usmc-mccs.org/services/career/marine-for-life-network/>

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: _____

Necessary reminders (read and initial)

_____ Service Member must complete registration for Initial Counseling on Eventbrite:

<https://www.eventbrite.com/o/transition-readiness-program-camp-pendleton-23351191083>

_____ 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)

_____ Personal laptops are highly encouraged and recommended for TRS

_____ All TRS information can be found at: <https://pendleton.usmc-mccs.org/marine-family-support/transition-readiness/>

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

Step 1 – MUST bring to Initial Counseling & TRS:	Complete	Missing	Comments
<input type="checkbox"/> Initiate DD 2648 eForm	_____	_____	_____
<input type="checkbox"/> ITP/Self-Assessment (portal.armytap.army.mil)	_____	_____	_____
<input type="checkbox"/> DS Logon	_____	_____	_____
<input type="checkbox"/> Verification of Military Experience and Training (VMET)	_____	_____	_____
<input type="checkbox"/> Joint Services Transcript (JST)	_____	_____	_____
<input type="checkbox"/> Leave & Earnings Statement (LES)	_____	_____	_____
<input type="checkbox"/> Update MOL Email	_____	_____	_____

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:
Advisors' Signature and date

Initial Counseling:

Pre-Separation Brief:

Transition Readiness Seminar (TRS):
 TRS Core Date:
 TRS Track Date:

Capstone Appointment:

Pre-Retirement

Employment

Education

VoTech

Entrepreneurship

Tier 1

Tier 2

Tier 3



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: <https://www.dvidshub.net/publication/issues/66044>

Step 3 – Attend Transition Readiness Seminar (TRS):

- Managing Your (MY) Transition curriculum download: <https://www.dvidshub.net/publication/issues/65990>
- Military Occupational Codes (MOC) Crosswalk curriculum download: <https://www.dvidshub.net/publication/issues/65993>
- Financial Planning for Transition curriculum download: <https://www.dvidshub.net/publication/issues/66001>
- Managing Your (MY) Education (Ed Track) curriculum download: <https://www.dvidshub.net/publication/issues/65989>
- Employment Workshop (DOL EW): <https://www.dvidshub.net/publication/issues/65996>
- Employment Fundamentals of Career Transition: <https://www.dvidshub.net/publication/issues/65995>

Tier 1 Tier 2 Tier 3

Reserve Obligations & Opportunities Brief Transition Overview Managing Your (MY) Transition MOC Crosswalk Financial Planning Marine for Life Network	Reserve Obligations & Opportunities Brief Transition Overview Managing Your (MY) Transition MOC Crosswalk Financial Planning Marine for Life Network	Reserve Obligations & Opportunities Brief Transition Overview Managing Your (MY) Transition MOC Crosswalk Financial Planning Marine for Life Network
VA Benefits and Services Department of Labor One Day <input type="checkbox"/> Or exemption met	VA Benefits and Services Department of Labor One Day <input type="checkbox"/> Or exemption met	VA Benefits and Services Department of Labor One Day
Service member <u>MAY</u> select one below: <input type="checkbox"/> Employment (Employee) <input type="checkbox"/> Education (Student) <input type="checkbox"/> Vocational (Apprentice) <input type="checkbox"/> Entrepreneurship (Entrepreneur)	Service member <u>MUST</u> select one below unless exempt: <input type="checkbox"/> Employment (Employee) <input type="checkbox"/> Education (Student) <input type="checkbox"/> Vocational (Apprentice) <input type="checkbox"/> Entrepreneurship (Entrepreneur)	Service member <u>MUST</u> select one below: <input type="checkbox"/> Employment (Employee) <input type="checkbox"/> Education (Student) <input type="checkbox"/> Vocational (Apprentice) <input type="checkbox"/> Entrepreneurship (Entrepreneur)

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

- Schedule Capstone Appointment NET 180 days of EAS on Eventbrite: <https://www.eventbrite.com/o/transition-readiness-program-camp-pendleton-23351191083>
- Complete Post-Assessment: <https://portal.armytap.army.mil>

Tier 1 Tier 2 Tier 3

Self-Assessment/ITP DS log on registration Have current CO/Designee Email Address	Self-Assessment/ITP DS log on registration Criterion Based Financial Plan Gap Analysis Have current CO/Designee Email Address	Self-Assessment/ITP DS log on registration Criterion Based Financial Plan Gap Analysis or Verification of Employment Have current CO/Designee Email Address
CRS for chosen and completed track: <input type="checkbox"/> Employment: Completed Resume or Verification of Employment <input type="checkbox"/> Education: Comparison of Colleges/Universities Vocational <input type="checkbox"/> Entrepreneurship: None <input type="checkbox"/> Vocational Training: Comparison of Technical Schools	CRS for chosen and completed track: <input type="checkbox"/> Employment: Completed Resume or Verification of Employment <input type="checkbox"/> Education: Comparison of Colleges/Universities Vocational <input type="checkbox"/> Entrepreneurship: None <input type="checkbox"/> Vocational Training: Comparison of Technical Schools	CRS for chosen and completed track: <input type="checkbox"/> Employment: Completed Resume or Verification of Employment <input type="checkbox"/> Education: Comparison of Colleges/Universities Vocational <input type="checkbox"/> Entrepreneurship: None <input type="checkbox"/> Vocational Training: Comparison of Technical Schools