

## 2023 Transition Readiness Checklist

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Rank: \_\_\_\_\_

DOD ID # \_\_\_\_\_ Unit \_\_\_\_\_ Phone Number: \_\_\_\_\_

EAS: \_\_\_\_\_ Term Start Date: \_\_\_\_\_ **Type of Separation:** Regular / AdSep / MedSep / Retiree

Email: \_\_\_\_\_

	Name	Phone # / Email
Unit Transition Coordinator (UTC)		
Capstone Designee		

**Necessary Timeline Reminder :**

- Complete Individual Counseling Appointment- No Later Than 12 months prior to EAS.
- Pre-separation Counseling Seminar – No later Than 12months prior to EAS.
- Transition Readiness Seminar- No Later Than 6 months prior to EAS.

### **TRS Status and Important Dates**

**TO BE COMPLETED BY TRP STAFF ONLY**

Employment

Education

VoTech

Entrepreneurship

Tier 1

☐

Tier 2

☐

Tier

☐

	Scheduled Date	Staff Initials:	Additional Notes
Individual Counseling Date:			
Pre-Separation Seminar Date:			
TRS Core Date:			
TRS Track Date:			

Initial Counseling Completed by: \_\_\_\_\_ Command Signature : \_\_\_\_\_

IC Advisor Sign & Date

Command Sign & Date

**\*\* DO NOT LOSE THIS CHECKLIST** – This checklist must be brought with you to your Individual Counseling appointment, Pre-Separation Seminar, TRS Class and Capstone review appointment **\*\*\*\*The signature of the UTC and Command Signature authorizes Service Member to attend Transition Readiness Seminar and Track Class on selected dates. \*\***

# **TRANSITION PRE-WORK INSTRUCTIONS**

**ALL Pre-work must be completed and brought with you to the  
Individual Counseling Appointment**

1. **Schedule your Individual Counseling:** Go to: <https://hawaii.usmc-mccs.org/marine-family-support/transition-readiness> and click on **Step 1 – Scheduled your Individual Counseling appointment**. This will take you to Eventbrite, then choose the appropriate quarter to schedule in.
2. **Self Assessment / ITP:** Go to: <https://portal.armytap.army.mil> Register and Complete you Self-Assessment. This assessment **MUST** be completed prior to your Individual Counseling appointment, **NO EXCEPTIONS!**
3. **E-FORM:** Initialize DoD TAP eForm prior to your Individual Counseling appointment, **NO EXCEPTIONS!**  
**Only complete section I of the eForm.** <https://milconnect.dmdc.osd.mil/milconnect/> Log In. – Create and use a DS LOG ON, Step 2 Select ‘Documents and Correspondence’. Step 3: Select ‘DoD Transition Assistance Program (DoDTAP)’ Step 4: Select ‘Initialize Pre-Separation Counseling’ Step 5: Complete section I. check for errors and click ‘Save’ then ‘Close’. Print document. It will have draft printed across the form. Please be sure to click the CLOSE button before logging out. If you do not click close this keeps the TRP office from finishing your form. **DO NOT SIGN YOUR FORM!**
4. **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/#/>
5. **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.
6. **Joint Service Transcript:** Go to: <https://jst.doded.mil/smart/welcome.do> If not using your CAC then follow directions for **Registering to Use this system**. Once logged on the welcome page click on the Transcript link at the top of the page. Select the “MY COMPLETE TRANSCRIPT” to print an individual (unofficial) transcript online. PRINT Transcript OR: If you are having trouble, Contact the MCBH Education Office (257-2158).
7. **VA Account Registration:** Go to: <https://milconnect-pki.dmdc.osd.mil> and click on “Need An Account” at the bottom 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.
8. **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.