

# 2025 Transition Readiness Checklist

**TO BE COMPLETED BY INDIVIDUAL**

Type of Separation Circle One: Regular / AdSep / MedSep / Retiree

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

DOD ID #: \_\_\_\_\_ Unit: \_\_\_\_\_

Phone number: \_\_\_\_\_

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

EAS: \_\_\_\_\_ Terminal Leave Start Date: \_\_\_\_\_

**TO BE COMPLETED BY TRP STAFF ONLY**

Employment

Education

Career Exploration

Entrepreneurship

Tier 1

Tier 2

Tier 3

Step	Scheduled Date	Staff Initials	Additional Notes
Individual Counseling			
Pre-Sep Counseling Seminar			
TRS Core Class			
Transition Budget			
TRS Track Class			
Capstone Review			
SkillBridge Brief			

**COMPLETE ALL PRE-WORK ON THE BACK OF THIS CHECKLIST PRIOR TO SCHEDULING YOUR IC**

**\*\* DO NOT LOSE THIS CHECKLIST – This checklist must be brought with you to each required portion of TRS. STAFF INITIALS WILL ONLY BE RECEIVED UPON COMPETION.**

# **TRANSITION PRE-WORK INSTRUCTIONS**

## **Launch DD Form 2648 eForm - Required**

- Step 1: Visit <https://milconnect.dmdc.osd.mil>
- Step 2: Click on “Sign in” and follow instructions to login
- Step 3: Once logged in, click on “Correspondence/Documentation”
- Step 4: Select “DoD Transition Assistance Program (DoDTAP)”
- Step 5: Click on “Initialize Pre-Separation Counseling”
- Step 6: Complete all sections of the eForm
- Step 7: Click “Save” but do not sign the eForm until IC & Pre-separation Counseling has been completed

## **Register on VA.Gov - Required**

- Step 1: Visit <https://www.va.gov>
- Step 2: Click on “Sign in” located at the top right corner of the page
- Step 3: Follow instructions to login
- Step 4: Capture a screen shot of your profile page and provide to UTC/TRP as instructed

## **Download Verification of Military Experience and Training (VMET) - Required**

- Step 1: Visit <https://milconnect.dmdc.osd.mil>
- Step 2: Click on “Sign in” located at the top right corner of the page
- Step 3: Follow instructions to login
- Step 4: Once logged in, click on “Correspondence/Documentation”
- Step 5: Select “DoD Transition Assistance Program (DoDTAP)”
- Step 6: Click on “VMET”
- Step 7: Select “VMET Document (DD-2586) & Click “Submit”
- Step 8: Print your VMET and bring it to IC, pre-separation Counseling & TRS

## **Download Joint services transcript (JST) - Required**

- Step 1: Visit <https://jst.doded.mil>
- Step 2: Click on “Register” to create a username & password or login with your CAC
- Step 3: Once logged in, click on “My Transcripts” located at the top of the page
- Step 4: Click on “My completed JST Transcript”
- Step 5: Print a copy of combo report and bring to IC & TRS

## **Complete NAVMC 17031 Self-Assessment / Individual Transition Plan (ITP)- Required**

- Step 1: Download / Complete <https://hawaii.usmc-mccs.org/marine-family-support/transition-readiness-program>

## **Update MOL Email Address - Required**

- Step 1: Visit <https://sso.tfs.usmc.mil>
- Step 2: Follow instructions to log in
- Step 3: Once logged in, click on “Personal Info”
- Step 4: Under the “Personal Updates” section, click on “Contact Information”
- Step 5: Add a valid personal email address

## **Review “Pre-Separation Counseling Resource Guide” Required**

- Step 1: Visit <https://www.tapevents.mil/resources>
- Step 2: Click on “Resources” located at the top of the page
- Step 3: Click on “Pre-Separation Counseling Resource Guide” to download
- Step 4: Review as instructed by TRP personnel

## **Complete Reserve Obligations & Opportunities Brief (ROOB) - Required**

- Complete ROOB via MarineNet or as instructed by TRP personnel
- Step 1: Visit <https://www.marinenet.usmc.mil/>
- Step 2: Once logged in, search “ROOB”
- Step 3: Find Instructor-Led Course and click “view”
- Step 4: Enroll and watch all videos
- Step 5: Once complete, take picture/screenshot showing name and date

## **Join the Marine for Life Network - Recommended**

- Step 1: Visit <https://usmc-mccs.org/services/career/marine-for-life-network/>

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