



## Transition Pre-Work

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### **NLT 365 Days - Initial Counseling/Pre-Separation Counseling**

These individual sessions, provided by the P&PD staff, are designed to establish the foundation of the transition process and to give you an overview of the Transition Readiness Seminar (TRS), and the Career Readiness Standards that will help you reach your post-transition goals. Upon completion of the Initial Counseling, you will be required to complete the Pre-Separation Counseling. These mandatory requirements cannot be waived and must be completed prior to registration/entry to the TRS.

***\*\*You MUST meet with your UTC prior to scheduling Initial Counseling and Pre-Separation Counseling\*\****

*Please scan QR Code to schedule your Initial Counseling appointment and register for Pre-Separation Brief*

### **Required Materials to Bring to Initial Counseling Appointment:**

- Initiate your eForm DD2648 (<https://milconnect.dmdc.osd.mil/milconnect/> )
- Print Self-Assessment (<https://sandiego.usmc-mccs.org/marine-family-support/transition-readiness-program>)  
Alternate Source: Request form NAVMC 17031 (.pdf) from TRP staff
- Print Screenshot of Registration Dashboard (<https://www.va.gov> )
- Unofficial Joint Services Transcript (JST) (<https://jst.doded.mil/jst/> )
- Verification of Military Experience (VMET) (<https://milconnect-pki.dmdc.osd.mil/milconnect> )
- Reserve Obligations & Opportunities Certificate (<https://www.marinenet.usmc.mil/marinenet/>)
- Schedule your Initial Counseling Appointment and Pre-Separation Brief (See QR Code)

### **1) Initiate DD2648-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

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

**Step 1.** Download and Complete Form:

(<https://sandiego.usmc-mccs.org/marine-family-support/transition-readiness>)

### **3) VA Registration-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 a copy to TRP staff

#### 4) 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

#### 5) 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 to IC, pre-separation Counseling & TRS

#### 6) Update MOL Email Address-Required

**Step 1:** Visit <https://sso.tfs.usmc.mil>

**Step 2:** Follow instructions to login

**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

#### 7) 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 prior to attending Pre-Separation Counseling

#### 8) Reserve Obligations & Opportunities Brief (ROOB)-Required

**(Required for servicemembers with 8-year contract obligations)**

**Step 1:** Visit <https://www.marinenet.usmc.mil/>

**Step 2:** Once logged in, search "ROOB" Course Number- MFRROOB001

**Step 3:** Find Instructor-Led Course and click "view"

**Step 4:** Enroll and watch all videos

**Step 5:** Once complete, print a copy and bring to IC/Pre-Separation Counseling

#### 9) Join the Marine for Life Network-Recommended

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

#### 10) Register for the Transition Readiness Seminar-Required

**Step 1:** Complete Initial Counseling

**Step 2:** Attend Pre-Separation Counseling Brief

**Step 3:** Contact your Unit Transition Readiness Coordinator (UTC) to register for TRS

