UTC Next Steps After Completion of Initial UTC Training

- Download Resources Toolkit
- Complete Letter of Appointment
- Review Pre-Separation Webinar for overview of TRS pre-work
- Contact local Transition Readiness Program office for TRS specific information

Transition Readiness Seminar Notification Required

<table>
<thead>
<tr>
<th>Role</th>
<th>Notification Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retirees</td>
<td>24 months prior to retirement</td>
</tr>
<tr>
<td>Separates</td>
<td>12-14 months prior to separation</td>
</tr>
<tr>
<td>Involuntary Separates</td>
<td>Immediately upon notification of potential separation</td>
</tr>
<tr>
<td>Reservists</td>
<td>If on active duty more than 180 consecutive days</td>
</tr>
<tr>
<td>Deployed Marines</td>
<td>If return date is within 180 days prior to EAS</td>
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</tbody>
</table>

For purposes of calculating the days of active duty of a Marine to determine the 180 day consecutive requirement for pre-separation counseling, the following days do not apply: (1) the days when the Marine performs full-time training duty or annual training duty; and (2) the days a Marine attends, while on active military service, a school designated as a service school by law or by the USMC. Marines who are retiring or separating due to a disability are not required to fulfill 180 days or more of continuous active duty to qualify for pre-separation counseling.

USMC Standard TRS Pre-work for the Transitioning Marine

The UTC must inform each transitioning Marine of the USMC Standard TRS pre-work and any installation specific pre-work. Accessible from Marine OnLine.

- DOD Pre-Separation Script
- HQMC Pre-Separation Webinar and certificate of completion
- DoDTAP eForm Pre-Separation Phase (signature screenshot)
- Verification of Military Experience and Training (VMET)
- Joint Services Transcript (JST)
- Leave and Earnings Statement (LES)
- eBenefits Registration (dashboard screenshot)
- Kuder Journey Personal Assessment
- Joint Knowledge Online Finance Module w/12 month budget worksheet
- Draft Resume and References

**UTC Responsibilities after Marine Completes TRS**
- Coordinate entry of “TA –Transition Readiness Seminar” code in MCTFS
- Ensure Marine meets with the Transition Readiness staff For Capstone Review to review CRS prior to setting up appointment with Commander (or Designee)
- Schedule Commander’s Verification appointment with Commander or Designee NLT 90 days prior to EAS

**UTC Transition Readiness Process Final Steps—After Capstone**
- Maintain completed old DD Form 2648/-1, DD Form 2958, and DD 2648 eForm on file
- Request entry of “TZ” Capstone Code in MCTFS for:
  - DD Form 2648 eForm
  - Old paper DD Form 2958
- Ensure Marines takes printed copy of all forms to IPAC for scanning into OMPF
- Provide DD Form 2958s to Transition Readiness staff w/in 5 days
Steps for Marine to Complete eForm Pre-Separation Counseling

**Step 1.** From Marine OnLine (URL: [https://mol.tfs.usmc.mil/mol/ImportantLinks.do](https://mol.tfs.usmc.mil/mol/ImportantLinks.do))

**Step 2.** Log in to DoDTAP. (URL: [https://www.dodtap.mil](https://www.dodtap.mil))

**Step 3:** Initialize the eForm
Step 4: Notice the 3 Sections of the eForm

Step 5: Review Personal information in Section I.

Step 5a: If grayed out information is incorrect, the Marine must have it corrected at the personnel center (IPAC).

Step 5b: Enter data for the editable parts of the eForm.
Step 6: Marines who have completed PRS would have already completed these two items here. Marines who have not completed PRS would automatically start the process having completed #1 eBenefits and #7 Kuder Journey as part of pre-work. When they initiate the form, they would update to show the pre-work items they completed by checking yes for items #1 and #7 and entering the date.

Step 7: Notice that the number of days remaining until EAS is automatically calculated. If the Marine is completing this fewer than 89 days prior to EAS, the Marine will be required to indicate the justification prior to signature.

Step 7a. Once the form is complete (all required fields have been completed—NOT that all applicable CRS items have been completed), the Marine signs the form, stating that he/she was counseled on and received documentation on all items in Section II.
Step 8. Section III, the signature part of the form, is the screen that the UTC verifies as proof of the completion of Pre-Separation Counseling in the eForm.