

2024 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: _____

UTC Name: _____ UTC Phone #: _____

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			
SkillBrief 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" Verify your information
- Step 7: Click "Save" but do not sign the eForm until IC & Pre-separation Counseling has been completed

Complete NAVMC 17031 Self-Assessment / Individual Transition Plan (ITP) - Both are Required

- Part 1: Complete Self-Assessment / ITP found on <https://hawaii.usmc-mccs.org/marine-family-support/transition-readiness>
- Part 2: Go to: <https://portal.armytap.army.mil> Register and Complete your Self-Assessment. This assessment MUST be completed prior to your Individual Counseling appointment,

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- Create either an IDMe or LogIn.gov account. DO NOT USE CAC Log In
- Step 4: Capture a screen shot of your profile page and provide to TRP Personnel as instructed

Complete Reserve Obligations & Opportunities Brief (ROOB) – Required for those EAS'ing NOT for those retiring

- Complete ROOB via MarineNet
- Step 1: Visit <https://www.marinenet.usmc.mil/>
- Step 2: Once logged in, search "ROOB"
- Step 3: Enroll and watch all videos
- Step 4: Once complete, take picture/screenshot showing name and date or print completion page

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

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

Join the Marine for Life Network – Recommended

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

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