



Frequently Asked Questions (FAQ)

TRANSITION READINESS PROGRAM (TRP)

FY23

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What is the Personal and Professional Development (P&PD) Branch?

P&PD's programs and services assist Marines and their spouses in achieving their personal and professional goals. Through services such as Voluntary Education, Credentialing, Library Services, Family Member Employment Assistance, Information, Referral, and Relocation Services, Leadership Scholar Program, Personal Financial Management Program, and the Marine For Life Network, P&PD prepares Marines and families for life after active duty service with personal professional and educational support prior to separation.

What is the TRP?

The Transition Readiness Program (TRP) supports Marines and their families in their successful transition to civilian life through a series of comprehensive transition and employment assistance events and services. The TRP emphasizes a proactive approach that enables them to formulate effective post-transition employment, educational, and entrepreneurial goals. The program includes three pillars: TRS Requirements, Marine For Life Cycle services, and Career Services and Advising. HQMC Marine & Family Programs Division, Personal and Professional Development (P&PD) Branch oversees TRP policy and implementation.

What are the Transition Readiness Seminar (TRS) requirements?

The TRS requirements consist of the following mandated phases:

- Individualized Initial Counseling (IC) - Must be completed no later than (NLT) 365 days EAS date
- Pre-separation Counseling - Must be completed NLT 365 days from EAS date.
- Transition Readiness Seminar (TRS) - Must be completed NLT 180 days from EAS date.
- Capstone Review - Must be completed NLT 120 days from EAS date.
- Commander's Verification - Must be completed NLT 90 days from EAS date.

Why is TRS referred to as a Commander's Program?

The Commander is the one ultimately responsible for ensuring that Marines are provided the opportunity to attend the mandatory portions of TRS, as required by law. This includes providing guidance to their chain of command on the importance of recognizing your attendance at TRS events as your place of duty. Commanders are also responsible for verifying that each Marine meets CRS no later than 90 days from transitioning and prepared to pursue a good quality of life as a civilian, and initiating a warm handover if the Marine has not met CRS or requires additional assistance.

How does the Marine Corps track attendance?

The Marine Corps uses the DoDTAP.mil system to record TRS attendance, Track attendance, and completion of CRS. All other workshop attendance and services provided is recorded using an internal SharePoint reporting tool.

Who is required to complete the TRS requirements?

- All Active and Reserve Component Marines who separate, retire, demobilize, or deactivate after a minimum of 180 consecutive days of Active Duty are eligible and required to participate in TRS. The 180-day requirement does not apply to Marines who are being retired or discharged due to a disability.
- Retiring Marines may start up to 24 months before their retirement and non-retiring Marines may start up to 24 months before their separation date.
- Marines pending a medical board or unanticipated separation should begin as soon as possible.

Does the TRP offer job placement assistance?

No. Through the TRP, Marines are provided with the necessary tools and resources to guide them in aligning military career goals with civilian goals. As part of the M4LC, embedding transition planning and preparation throughout their career, enables Marines to be proactive and competitive in the employment industry. Our Marine For Life Network connects transitioning Marines and their family members to

education resources, employment opportunities, and other Veteran services that aid in their career and life goals outside of the military service.

What is the Marine For Life Cycle (M4LC)?

Transition Readiness is a process that occurs across the M4LC, not an event that occurs at a single point in time. The Marine Corps has defined 9 pre-determined action points during the Marine's career that requires action by the Marine. The shift to the M4LC is important for several reasons:

- It provides Marines with the time and opportunity to deliberately plan for their post separation career and understand in advance how the skills and training gained in the military can be utilized in the civilian world.
- Organizationally, it enables the Department of Defense to clearly illustrate how the Military Services prepares and effectively positions Service members for quality of life after serving their country.
- For the Nation, it makes the most of the talent pool of highly trained and adaptable individuals who can more rapidly contribute productively to civilian society.

What are the 9 M4LC Action Points?

There are 9 pre-determined Marine Corps action points. They are:

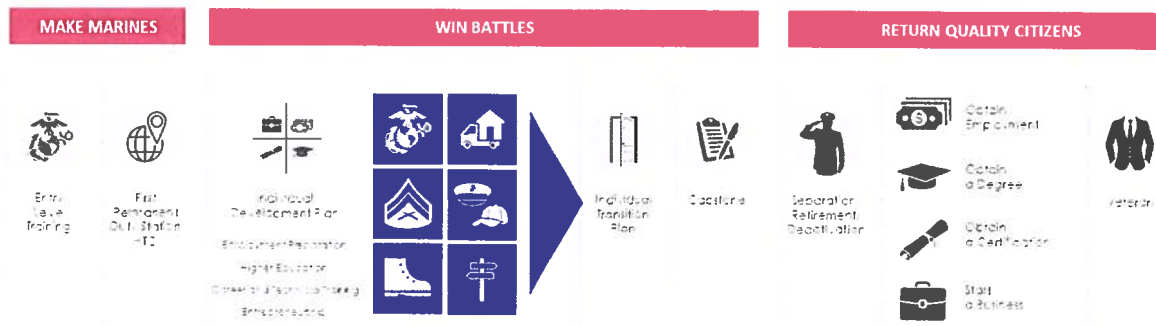
1.  → First permanent duty station, Home Training Center
2.  → Reenlistment
3.  → Promotion
4.  → Deployment
5.  → Mobilization/Demobilization
6.  → Change of Station
7.  → Major Life Events
8.  → Retirement, separation, release from active duty
9.  → Veteran

These action points signal the Marine to take action at different stages throughout their career whether on a personal and/or professional level. This allows them to be proactive by planning ahead for their civilian career by aligning their military career choices with their civilian career goals.

The Marine for Life Cycle approach also allows transitioning Marines to meet Career Readiness Standards (CRS) through career and educational exploration at the beginning of their military career and various action points throughout. Marine for Life Cycle services include the Personal Readiness Seminar (PRS) – which is the first action point of the life cycle - and Transition Readiness Seminar (TRS), the final action point of the

life cycle. [Check out](#) the “Things You Need to Know” and “Things You Need to Do” for each action point in your career.

What does the M4LC look like?



What is the PRS?

PRS is a mandatory workshop Marines receive at their first permanent duty station within 90 days of arrival. It covers two main topics: an overview of the Marine For Life Cycle model, including P&PD programs and services, and introductory personal finance topics. During this workshop Marines will be introduced to the Individual Development Plan (IDP).

How do I register for PRS?

Registration is completed through your installation's TRP office and course attendance can only be completed aboard Marine Corps installations.

How can I access PRS if I'm not at a USMC installation?

Contact your nearest Marine Corps installation's TRP office for information on completing PRS through a synchronous platform. HQMC is currently in the process of converting the PRS curriculum to a virtual format.

What is the Individual Development Plan (IDP)?

The IDP is a written plan designed to outline particular goals for individual career development that are aligned with the Marine's mission and organizational operations. The IDP will morph into the Individual Transition Plan (ITP) upon transition.

Do I have to complete an IDP?

Yes. The IDP will be initiated at the PRS. Your Commander, through your unit leadership, will ensure that you are updating this document at key action points throughout your career.

What is the Individualized Initial Counseling (IC)?

NLT 365 days from EAS, schedule an appointment with your installation's TRP office to complete the mandatory IC. The TRP personnel, such as Personal and Professional Development (P&PD) Advisors, are committed to providing a full range of education, vocational, career, and transition services that educate, encourage and empower you and your family in achieving personal and professional success.

How do I schedule my IC?

Contact your Unit Transition Coordinator (UTC) for assistance. You can also contact your installation's TRP office.

Do I have to complete pre-work prior to scheduling my IC?

Yes. Your UTC can provide you with the list of pre-work requirements. You will need to complete an Individual Transition Plan (ITP) to prepare for your IC.

How can I complete IC if I'm not at a USMC installation?

Contact your UTC or nearest Marine Corps installation's TRP office for assistance.

What is the Individual Transition Plan (ITP)?

The ITP is your transition road map and it helps you outline education, training, and employment objectives to assist with a successful transition to the civilian environment.

Do I have to complete an ITP?

Yes. Completion of the ITP is mandatory.

What do I need to do first?

Contact your UTC for guidance. Your installation's TRP office can assist with identifying your UTC.

Do I have to complete the TRS requirements if I haven't completed 180 consecutive days on Title 10 Order?

No. Contact your installation's TRP office for further guidance.

Do I have to use my personal leave to participate in any of the TRS requirements?

No. This is considered your place of duty and you are exempt from normal duty for the full 24 hours of each workshop or briefing day and the 12 hours immediately preceding and following each workshop or briefing.

How are TRS requirements handled for incarcerated Marines?

The installation's TRP office will work with the unit to accommodate completion of mandatory TRS requirements.

If I am in rapid separation, unanticipated, incarcerated, or Other Than Honorable (OTH) status, do I still have to complete TRS?

Yes. If you have completed at least 180 days of continuous active duty service, you are still required to meet prescribed Career Readiness Standards (CRS) requirements.

Can my spouse participate in any of the TRS requirements?

Spouses of eligible transitioning Marines are welcome and encouraged to participate. They are also encouraged to contact the Family Member Employment Assistance Program (FMEAP) office to register for the Spouse Transition and Readiness Seminar (STARS).

Who is authorized to deliver and provide assistance with the TRS requirements? And are individual units authorized to operate the IC and/or TRS workshop for transitioning Marines?

The delivery of TRS activities and events are only performed by TRP civilian personnel through a cooperative partnership involving the Department of Defense (DoD), Department of Labor (DOL), Department of Veterans Affairs (VA), Small Business Administration (SBA). However, units are encouraged to request support and/or utilize their local installation TRP or surrounding sister services transition programs for assistance. The only authorized activities that are executed at the unit level is the final Commander's Verification phase.

Which USMC installations host the TRS?

- MCB Camp Butler
- MCB Hawaii

- MCB Camp Lejeune
- MCB Camp Pendleton
- MCB Quantico
- MCAS Beaufort
- MCAS Cherry Point
- MCAS Iwakuni
- MCAS Miramar
- MCAS New River
- MCAS Yuma
- MCRD Parris Island
- MCRD San Diego
- MCLB Albany
- MCAGCC 29 Palms
- Henderson Hall

What if I would like to complete the TRS requirements with another branch of service? Would that still meet the requirements?

Yes. The transition program is standardized across the DoD. Therefore, mandatory requirements can be met through the Army, Navy, and Air Force transition service offices.

Do TRS requirements have an expiration date?

Yes. Completion of each phase is valid for 24 months.

I am a wounded, ill and injured Marine who will be unable to work and being medically retired. Do I still have to complete all TRS requirements?

Yes. Wounded, ill, and injured Marines will be accommodated to complete transition services by their supporting Marine Corps Transition Readiness office.

I have been on Active Duty for less than 180 days, but being medically retired. Do I still have to complete TRS?

Yes, there is no minimum number of active duty time required when being medically retired or discharged due to a disability.

Are Marines eligible to reenlist once they have started TRS?

Yes, this does not affect the re-enlistment process. In fact, TRS provides Marines with the opportunity to make informed career decisions in the event they re-enlist.

If I am demobilizing or deactivating with less than 90 days remaining on full-time active duty, will I be in violation of the policy?

No. The Statue and policy made provisions for demobilizing or deactivating members of the Reserve Components being released from active duty under circumstances in which operational requirements, as prescribed by the service, make the no later than 90-day timeline unfeasible. You must complete all TRS requirements no later than your last day on active duty before release from active duty.

What if I am not assigned to any Marine Corps installation? What are my options for completion of TRS requirements?

You may complete the TRS requirements with any service. Coordinate with your UTC to ensure you receive proper approval and registration requirements prior to attendance.

I previously completed all TRS requirements, can I opt out?

Marines who have previously attended within the past 24 months may opt out of attending, as determined by the installation's TRP office.

How do I access proof of completed transition coursework?

You can access the DoDTAP link on the Marine OnLine website under a "Few Good Links".

If I was unable to complete all of the mandatory requirements prior to separation, can I extend to complete them

There is no authority to extend the end of active obligated service date in order to complete TRS requirements. Upon separation, you can access virtual Transition modules through the TAP Events website. Ensure to connect and coordinate with your UTC and installation TRP office.

What if I am getting another set of Active Duty orders or transferring to the Reserve Component? Do I still need to participate in TRS?

If there is no break in service, and you are continuing on Title 10 orders, you do not have to complete TRS requirements. Ensure to connect and coordinate with your UTC and installation TRP office.

What is Pre-Separation counseling?

A mandatory workshop designed to provide counseling and information on various benefits, programs, services, tools, and other important resource entitlements for which Marines may be eligible to receive.

Who conducts Pre-separation Counseling in the Marine Corps?

Pre-separation counseling is facilitated by the installation TRP office. Pre-Separation Counseling must be completed prior to attendance to the TRS workshops and recorded using the DD Form 2648 eForm.

When should Pre-Separation Counseling be completed?

No later than 365 days prior to separation or retirement.

What is covered in the ROOB?

Federal law (Title 10) mandates that separating Marines are educated on their opportunities for service in the Reserve component before leaving active duty. This brief ensures eligible Marines are provided information regarding procedures for and advantages of affiliation with the Reserves. This brief is normally provided by a uniformed Reserve component Marine.

What are the Career Readiness Standards (CRS)?

CRS are defined as a set of common and specific activities and associated relevant deliverables that demonstrate the Marine is prepared to transition effectively and pursue post-separation education, career technical training, and/or entrepreneurship goals. All CRS can be accomplished throughout the M4LC and will be documented in the Marines transition record in DoDTAP.mil

What are the required Career Readiness Standards?

- Completed criterion-based Individual Transition Plan (ITP)
- Completed criterion-based 12-month post-separation budget
- Register on eBenefits
- Evaluate transferability of military skills to the civilian workforce (MOC Crosswalk) and complete the DoD standardized Gap Analysis
- Identify requirements and eligibility for licensure, certification and apprenticeship regarding career selection
- Complete a standardized individual assessment tool to identify personal interests that will enable informed decision-making regarding career selection

- Complete a job application package (private or public sector resume, personal and professional references, and at least two submitted job applications) or present a job offer letter
- Complete Continuum of Military Service Opportunity Counseling (only for Active Component Service members)

Do I have to complete CRS if I don't plan on working or I'm going straight to school?

Yes. However, some CRS deliverables are determined by the tier level assigned at IC.

When are CRS required to be completed?

They are required to be delivered no later than 90 days prior to your separation or retirement and prior to your 120 day capstone review with the installation TRP office.

What is Capstone?

Capstone is a two-stage process. Stage one is an in-depth review of the Marines ITP and CRS conducted by the TRP office no later than 120 days prior to EAS. Stage two consists of the commander or designee verifying that the Marines have met Career Readiness Standards (CRS) based on the employment, education, or technical training goals they intend to pursue post transition.

How do you register for Capstone Review and Commander's Verification?

You must contact your UTC or installation TRP office to set up an appointment for Capstone Review. Then request your UTC to set up an appointment for your Commander's Verification with your commander NLT 90 days from your EAS/retirement.

Who is considered a "Designee"?

A Designee is the individual appointed by the Commanding Officer to execute commander's verification on his or her behalf (SNCO or higher). The designee must be an individual, active duty and senior to the transitioning Marine, in the chain of command, and familiar with the Marine's skills and abilities.

What happens if I don't meet Career Readiness Standards?

If your Commanding Officer (or designee) believes you have not met Career Readiness Standards (CRS) and/or you require additional assistance to successfully transition to the civilian sector, they will arrange for a "warm handover" connecting you with an appropriate DoD partner agency that can provide continued benefits, services and support.

What is a "Warm Handover"?

A "warm handover" provides a confirmed introduction and assurance that the appropriate interagency party acknowledges that a Marine requires post-military assistance and the interagency party is willing to follow through on providing assistance to meet the needs of Marine and assist them in attaining making a successful transition.

How does the unit verify completion of Capstone?

Upon completion of Capstone (meeting between Marine and Commander/designee) the UTC will use the completed DD Form eForm to provide notification to the unit admin to enter the "TZ – Transition Readiness Capstone" code into MCTFS.

What is the DD Form 2648 eForm?

This form replaced the DD Form 2648/-1 and DD Form 2958 effective 7 November 2016. The eForm tracks completion of VOW, CRS and transition activities completed by the Marine throughout their career. The electronic form is located on DoDTAP.mil.

Where is all the transition data stored?

All transition data including DD Form 2648 eForm is stored within the DoDTAP system at DMDC. The unit maintains copies on file and the IPAC keeps the form into the Marines official military personnel file (OMPF).

Who has access to the DD Form 2648 eForm?

There are three end users to the DD Form 2648: The installation TRP personnel, the member and the commander/Designee.

What is the difference between the brick and mortar and virtual curriculum?

The virtual curriculum mirrors the classroom curriculum with self-paced training courses, complete with tools and templates used in the classroom. It also provides 24/7 access to transition resources, allowing members the opportunity to return and reuse support resources throughout the military life cycle to update their career planning and individual transition plans.

Who is eligible to take the virtual curriculum?

- Eligible Marines whose duty locations are in remote or isolated locations
- Eligible Marines with unanticipated/rapid and/or short notice separations
- Spouses of eligible Marines electing not to attend TRS workshops in person
- Wounded, ill, and injured recovering Marines likely to transition from AD and that are within 180 days or separation or retirement

Where can I find the virtual curriculum?

It can be located online at <https://www.tapevents.mil/>

How do I receive credit for it?

You may only receive credit upon first receiving approval from your installation TRP office. Upon approval, they will ensure the training is properly reflected in your DD Form 2648 eForm.

Where can I access Unit Transition Coordinator and Commanders (or designee) training?

Connect with your installation TRP office to schedule your UTC training.

What if I'm a UTC assigned to a non-USMC installation. How do I facilitate the transition process for my Marines?

Contact your nearest Marine Corps installation for virtual training. Then contact your servicing TRP office to receive training on the expectation of your role regarding their local procedures. Because the transition program is standardized, our ultimate goal is to ensure that our Marines receive career readiness training and have their information entered into DoDTAP.mil wherever they are located.

Where can I find resources to assist me through my career?

- Visit your local Transition Readiness Program office for assistance.
- Use the Marine For Life Cycle Action Point checklists on Marine On-line by visiting a "Few Good Links".
- Connect with the Marine For Life Network through LinkedIn