# INDIVIDUAL COUNSELING & PRE-WORK CHECKLIST

#### Please read the contents of this document in its entirety.

IAW FY19, NDAA Public Law 115-232, Section 552, Improvements to the Transition Readiness Seminar, there are new counseling requirements and pathways for the TRS program. Effective 1 October 2019, service members must complete Individual Counseling with a Transition Readiness Program (TRP) staff member no later than 365 days prior to their EAS.

Once service members have completed ALL required pre-work and the Individual Counseling (IC) Checklist, the member’s UTC, after verifying completed pre-work, will forward the completed checklist to a TRP staff member. A TRP staff member will then contact the service member to schedule an IC appointment.

### REQUIRED INDIVIDUAL COUNSELING PRE-WORK -- VERIFED BY UTC :

* Initiate eForm – DD Form 2648 (populate Section 1)

#### DO NOT sign eForm until after you’ve completed the Pre-Separation Counseling requirement

* Verification of Military Experience & Training (VMET)
* Joint Service Transcript (JST)
* eBenfits account registration
* Self-Assessment | Individual Transition Plan (ITP)
* Update MOL Email Address
* Review “Pre-Separation Resource Guide”

\*\*Refer to Pre-work Instructions on the next page\*\*

Completion of pre-work is **mandatory**. The service member must bring their completed pre-work items to the IC appointment or the appointment will be canceled.

Once the service member completes the IC appointment, the TRP staff member will provide the member's assigned UTC with the completed IC Checklist. The UTC will register the service member for Pre-Separation Counseling and TRS.

# IC Pre-work Instructions

# Launch DD Form 2648 eForm - *Required*

**Step 1:** Visit [https://milconnect.dmdc.osd.mil](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](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 TRP Personnel as instructed

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

# Step 1: Visit [https://milconnect.dmdc.osd.mil](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](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 Self-Assessment / Individual Transition Plan (ITP)- *Required*

**Step 1:** Complete Self-Assessment / ITP as instructed and directed by TRP personnel

# Update MOL Email Address - *Required*

**Step 1:** Visit [https://sso.tfs.usmc.mil](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/

## Individual Counseling Checklist | - Section 1 Completed

#### I: Service Member Section

Last Name: First Name: Rank:

Installation: Separation | Retirement Date: Under 90 days – Why?

Company | BN: DOD ID # **PRINT CLEARLY**: Email | Phone:

#### Individual Counseling Session - Reminders (Read and Initial):

Email completed IC checklist (Section I) to assigned UTC

Email the completed pre-work requirements to UTC for verification

**II. Transition Counselor Section Complete Missing Comments**

 Draft eForm (DD Form 2648)

 eBenefits Premium Registration Dashboard

 Verification of Military Experience (VMET)

 Unofficial Joint Services Transcript (JST)

 Initial Self-Assessment | ITP

Completed ROOB**(Separation SM only)** \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommended Tier & TRS with selected pathway

**The below signatures certify that the service member has completed the required IC session and associated pre-work scheduled on:**

**Date Time Transition Counselor**

**Transition Readiness Staff Signature UTC Signature**

#### Transition Readiness Seminar Attendance and Career Readiness Standards Requirements:

**Tier 1**

**Tier 2**

**Tier 3**

|  |  |  |
| --- | --- | --- |
| **\*Initial Counseling**  **\*Pre-separation Counseling** | **\*Initial Counseling**  **\*Pre-separation Counseling** | **\*Initial Counseling**  **\*Pre-separation Counseling** |
| **\*TRS**  Transition Overview MY Transition  MOC Crosswalk Financial Planning Marine For Life Network | **\*TRS**  Transition Overview MY Transition  MOC Crosswalk Financial Planning Marine For Life Network | **\*TRS**  Transition Overview MY Transition  MOC Crosswalk Financial Planning Marine For Life Network |
| VA Benefits and Services  Department of Labor One Day   Or exemption met | VA Benefits and Services  Department of Labor One Day   Or exemption met | VA Benefits and Services  Department of Labor One Day |
| **\*Career Readiness Standards- Capstone**  Register on eBenefits Self-Assessment | ITP  Continuum of Military Service (as required) | **\*Career Readiness Standards- Capstone**  Register on eBenefits Self-Assessment | ITP  Criterion Based Financial Plan Gap Analysis or  Verification of Employment Continuum of Military Service (as required) | **\*Career Readiness Standards- Capstone**  Register on eBenefits Self-Assessment |ITP  Criterion Based Financial Plan Gap Analysis or  Verification of Employment Continuum of Military Service (as required) |
| **Service member MAY select one below:**   * DOLEW * MY Education * Vocational Tech * Entrepreneurship | **Service member MAY select one below:**   * DOLEW * MY Education * Vocational Tech * Entrepreneurship | **Service member MUST select one below:**   * DOLEW * MY Education * Vocational Tech * Entrepreneurship |
|  | **CRS required for MY Education**  **| Vocational Tracks:**   * Complete comparison of education or training institutions | **CRS required for MY Education**  **| Vocational Tracks:**   * Complete comparison of education or training institutions |
|  | **CRS required for DOL Track:**   * Draft resume | **CRS required for DOL Track:**   * Draft Resume |