

# Transition Readiness Seminar/Capstone (DD Form 2648)

## How to Complete the Transition Readiness Seminar:

THE TRANSITION READINESS SEMINAR FILLS UP QUICKLY, PLEASE BE PROACTIVE AND SCHEDULE EARLY. THIS REQUIREMENTS MUST BE COMPLETED NO LATER THAN 6 MONTHS PRIOR AND NO EARLIER THAN 20 MONTHS OUT (BETWEEN THE 6-20 MONTH WINDOW FROM SEPARATION DATE)

- 1) Contact the Unit Transition Coordinator (UTC).
  - a) Henderson Hall Contact: HNHL.UTC@usmc.mil OR (703) 614-7152
- 2) Fill out all information required from your unit's UTC.
- 3) Schedule when you will be out of office for the weeklong seminar.
- 4) Attend the seminar for when you are scheduled.
- 5) After you have completed the Transition Readiness Seminar, contact the Transition Office to schedule Capstone completion.
  - a) Henderson Hall Contact: [hnhl\\_trs@usmc.mil](mailto:hnhl_trs@usmc.mil) OR (703) 693-8523

\*\*\*AFTER COMPLETEION OF TRS/CAPSTONE, PLEASE FOLLOW THE BELOW STEPS FOR RETRIEVING YOUR COMPLETED DOCUMENT REQUIRED FOR SUBMISSION FOR ALL DEPARTING MARINES\*\*\*

## How to Retrieve the DD Form 2648:

- 1) Search 'milConnect' online.
  - a) <<https://milconnect.dmdc.osd.mil/milconnect/>>
- 2) Create Account or Sign in.
- 3) Click on 'Correspondence/Documentation' drop down menu.
- 4) Select 'DoD Transition Assistance Program (DoDTAP)'.
- 5) Scroll to 'Transition Documents Reported For Me'.
- 6) Download the 'eForm' document as LASTNAME\_2648