MARINE & Family | Transition Readiness Program

Transition Readiness Program
Initial Counseling and Pre-Separation
Counseling Checklist

Last Name: _____ First Name: _____Rank:_____ Date: _____

Unit: _____ Arrival Time: _____ Departure Time: _____

Attending Pre-Separation Counseling on:_____ DOD ID #_____ EAS Date: _____

Commander (or Designee) phone and email: _____

Effective October 1, 2019, Intial Counseling is the first step in the transition process. This individual session, provided by the P&PD staff, is designed to establish the foundation of the transition process, an overview of the Transition Readiness Seminar (TRS) and the benefits of preparing for, and ensuring you are placed on the appropriate pathway that meets your intended goals.

Upon completion of Initial Conseling, you will be required to complete Pre-Separation Counseling. This session will provide you with an overview of entitlements and benefits you may have earned as a result of your time in service. These mandatory requirements cannot be waived and must be completed prior to registration/entry to the TRS.

Once you make an appointment to attend Initial Counseling and Pre-Separation Counseling at your local transition office, below are the minimum requirements for attendance. Please check for any additional requirements prior to your appointment.

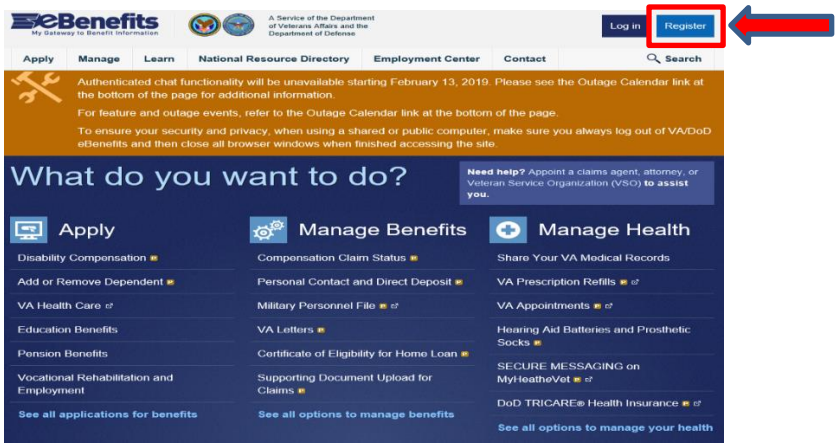
Required Materials To Bring to Intial Counseling/Pre-Separation Counseling:

- ☐ Self-Assessment/Individual Transition Plan (https://usmc-mccs.org/cycle)
- ☐ eBenefits Premium Registration Dashboard (https://www.ebenefits.va.gov)
- ☐ Unofficial Joint Services Transcript (JST) (https://jst.doded.mil/jst/)
- ☐ Verification of Military Experience (VMET) (https://milconnect-pki.dmdc.osd.mil/milconnect)
- ☐ Update email address in MOL (https://www.mol.usmc.mil)
- ☐ Proof of employment or attendance at college or technical institution

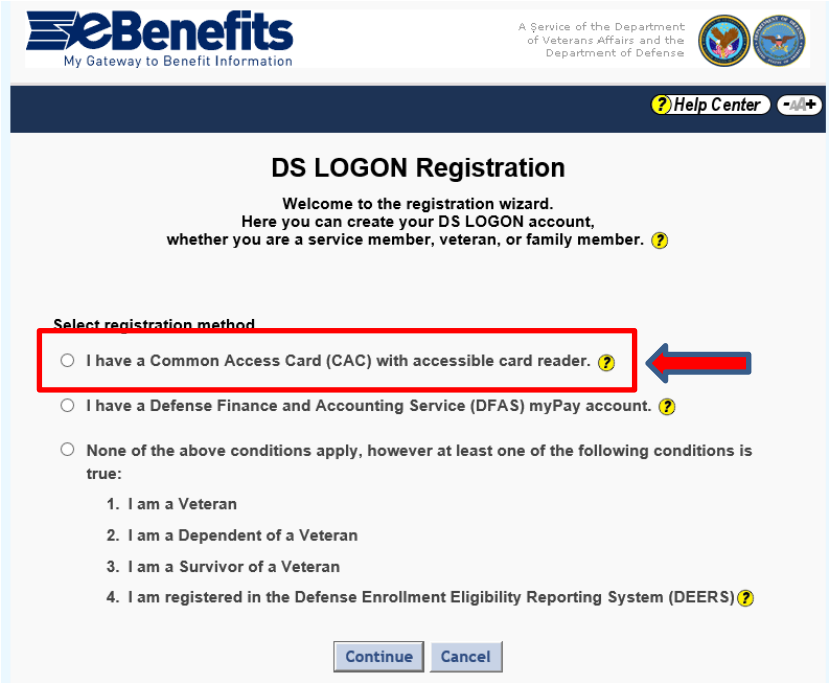
1) Steps to Complete eBenefits Registration (Premium Account)

Get a DS Logon Level 2 (Premium) Account. DS Logon is a secure ID available for Servicemembers, Veterans and Caregivers, that allows you to log in to multiple VA and DoD websites and apps using a single username and password. A DS Logon Level 2 (Premium) Account is required before you can view personal information in VA and DoD systems. Any VA App that connects to VA's Electronic Health Record (EHR) requires a DS Logon Level 2 Account. **You will need your USERNAME AND PASSWORD to use during class without a CAC. Print a screenshot of your profile page to verify that you have an ebenefits account.**

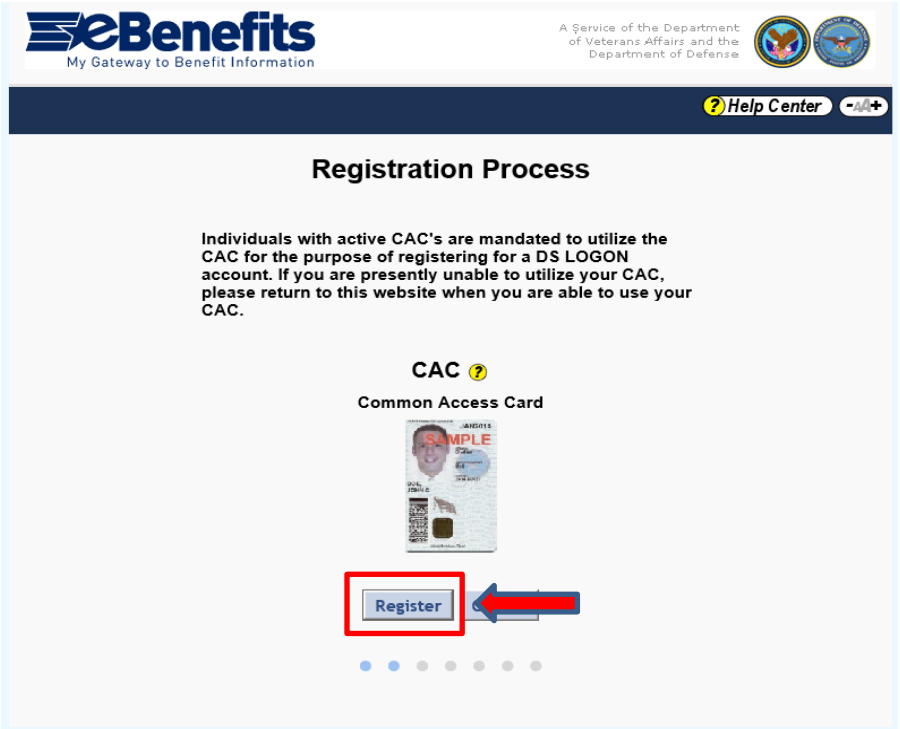
Step 1: Go to www.ebenefits.va.gov and Select "Register"



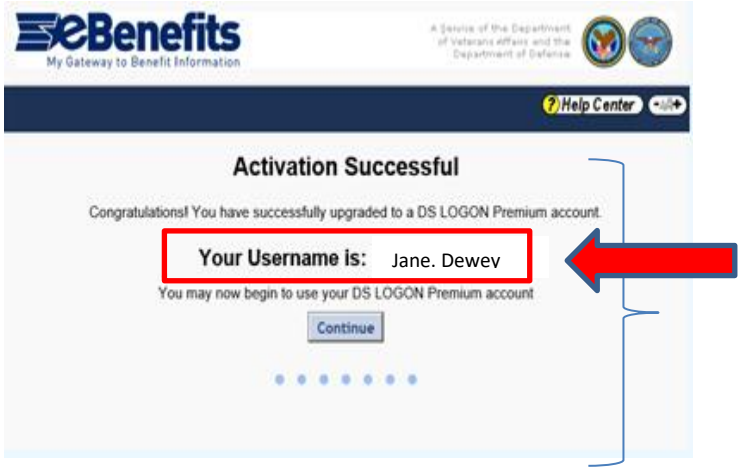
Step 3: Register using your CAC.



Step 4: Follow the prompts to register.



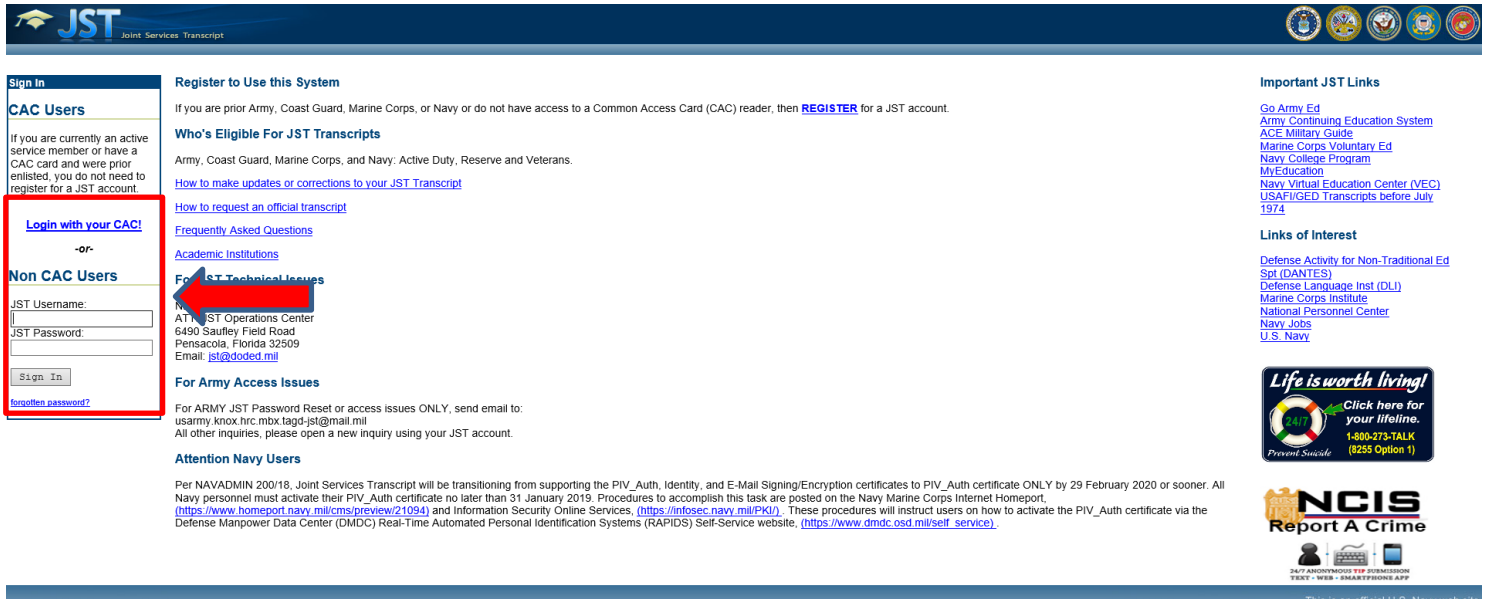
Registration Process
Welcome
Create your personalized password. Please note security requirements.
Password Security Requirements:
At least one lowercase letter (a to z)
At least one uppercase letter (A to Z)
At least one digit (0 to 9)
At least one special character (@_#!&$`%*+()./,;~-)|?{>=<)
At least 9 characters (and no more than 20) valid characters as described above
Cannot contain any words in the Dictionary that are more than three letters
Cannot contain personal information
1. Must not contain any common dictionary words, personal information (like parts of your name, SSN or date of birth), nor invalid characters.
2. Password will expire in 60 days.
3. Start entering the confirmation password to ensure password requirements have been met.
Password
Confirm Password
Show Passwords
Continue
Cancel


eBenefits
My Gateway to Benefit Information
A Service of the Department of Veterans Affairs and the Department of Defense
Help Center
Activation Successful
Congratulations! You have successfully upgraded to a DS LOGON Premium account.
Your Username is: Jane. Dewev
You may now begin to use your DS LOGON Premium account
Continue

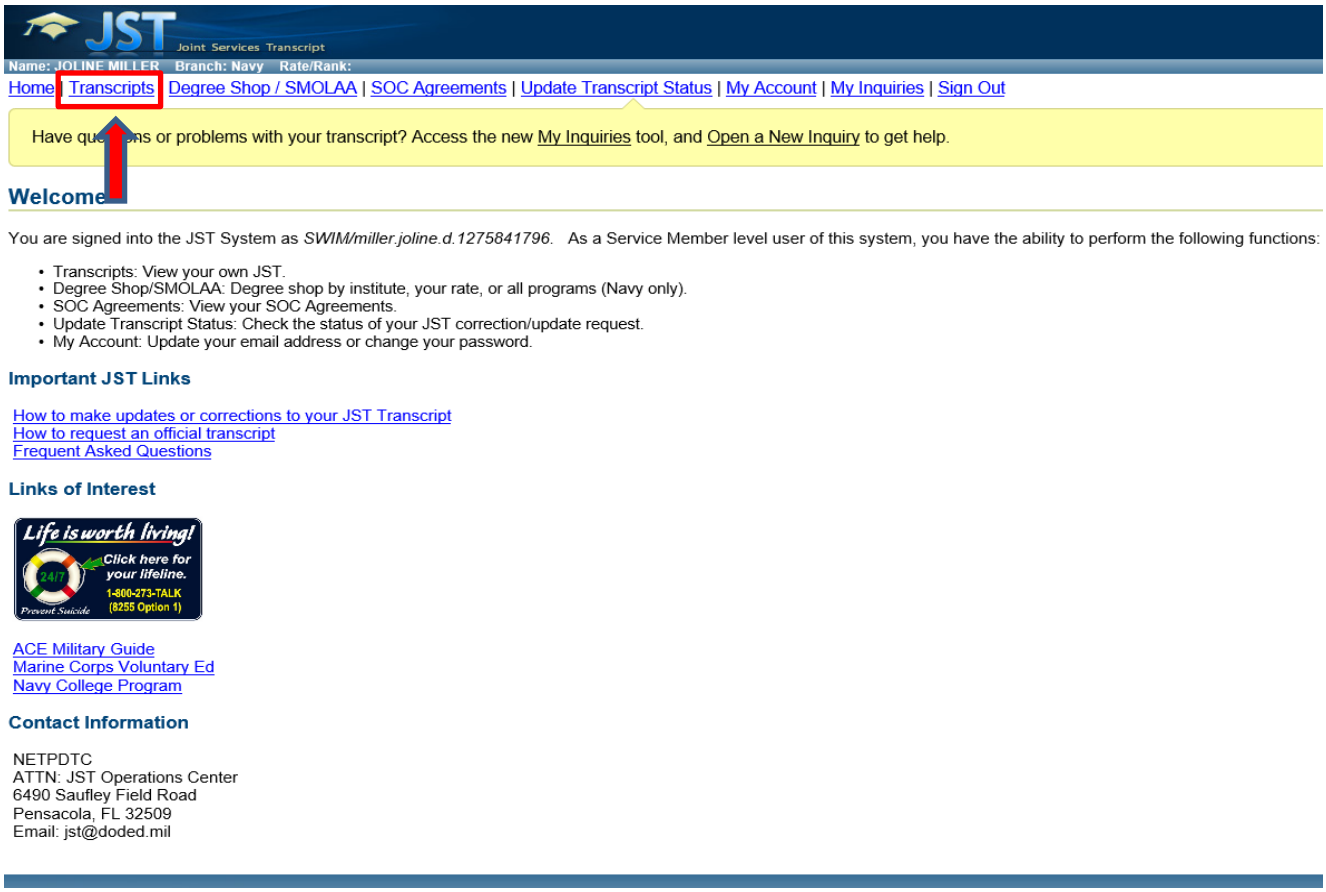
2) Steps to pull the Joint Services Transcript (JST)

Step 1: Visit https://jst.doded.mil

Step 2: Login with your CAC or username and password



Step 3: Select "Transcripts", Save and Print.

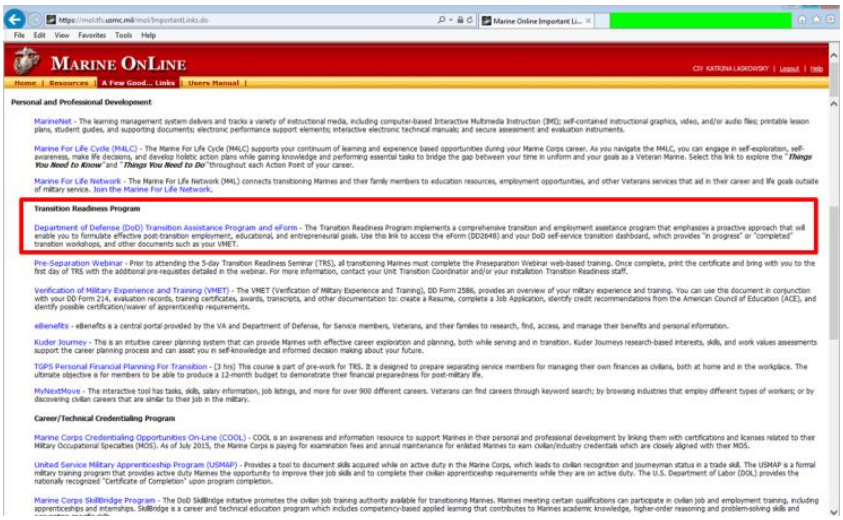


3) Steps to pull the Verification of Military Experience and Training (VMET)

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

Step 2. **Update your email address under your Profile.**

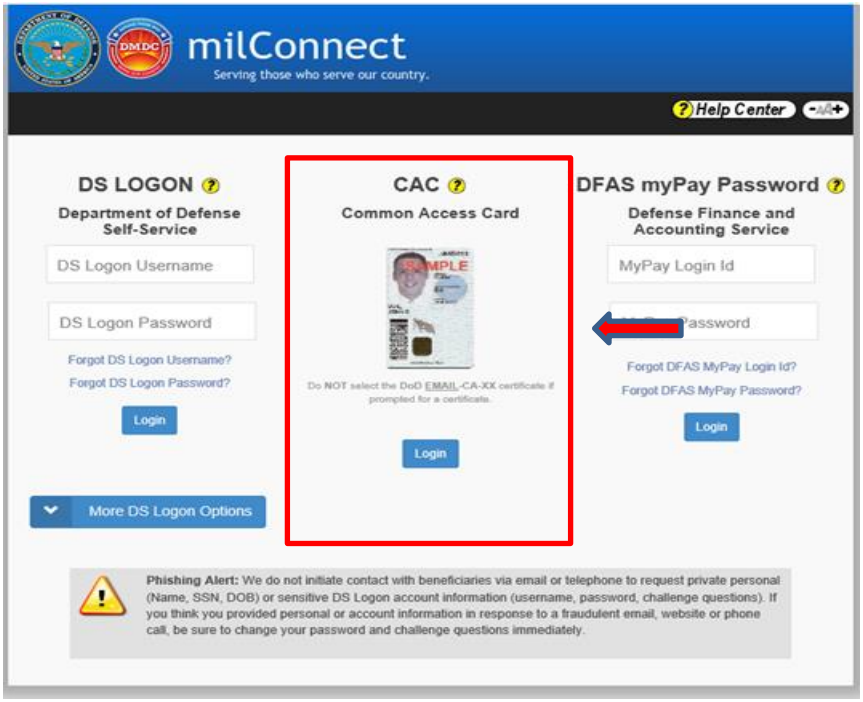
Step 3. Select the "Department of Defense Transition Readiness Progam and eForm" link



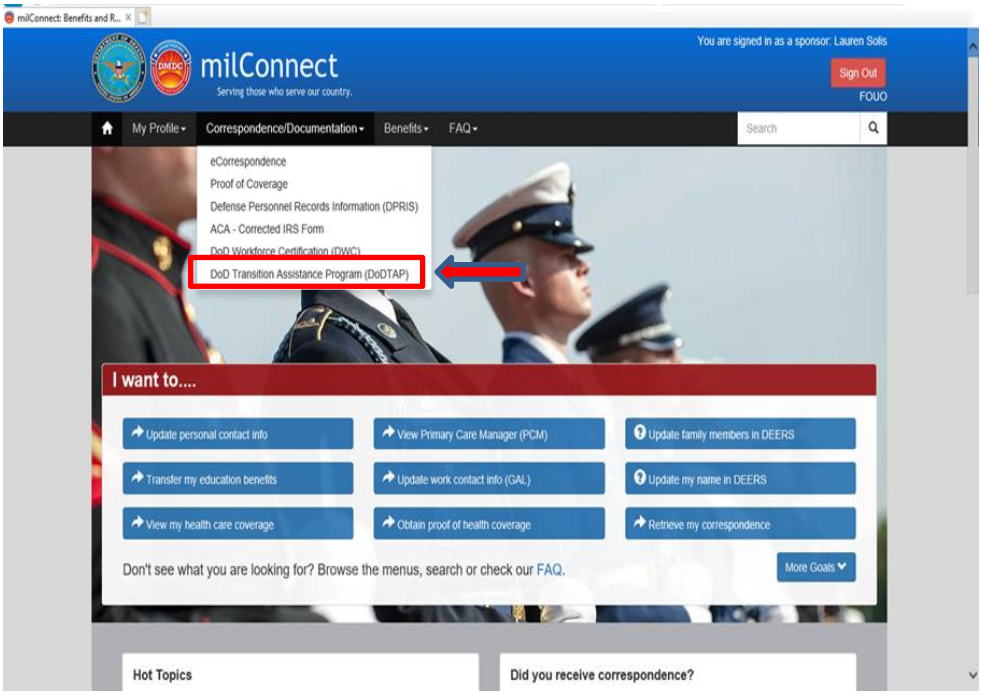
Step 4. You will be redirected to https://milconnect.dmdc.osd.mil/milconnect/.

Select the "Sign In" on the upper right hand corner.

Step 5: Sign in with CAC or DS Logon and Password

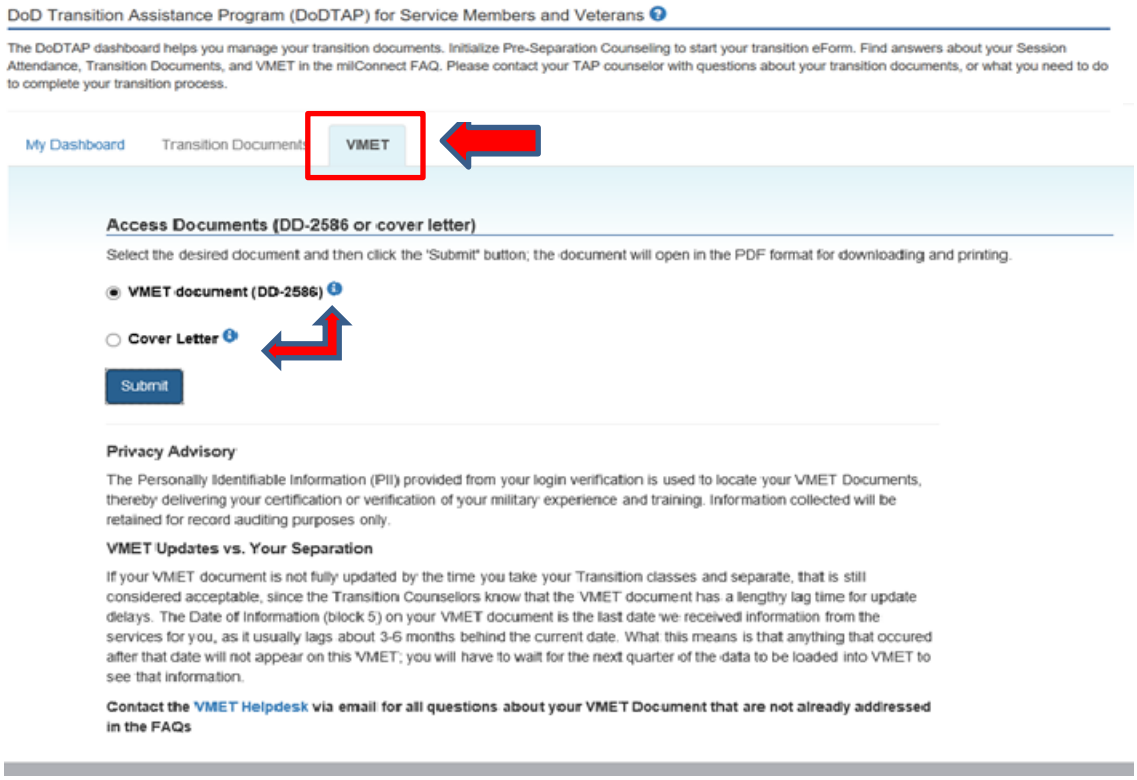


Step 6: Under the Correspondence/Documentation section, select "DoD Transition Assistance Program (DoDTAP)".



Step 7. Select the "VMET" tab on the DoDTAP website

Step 8. Save the document and Cover Letter



Once completed, have your UTC register you to attend Intial Counseling and Pre-Separation Counseling. Ensure you have approval to register to attend the TRS and all applicable tracks, so this can also be completed during your appointment.

Good Luck!