

Transition Readiness Program (TRP)
Pre-Work Checklist

Service Members must complete the Individualized Initial Counseling (IC) and Pre-Separation Counseling prior to attending the Transition Readiness Seminar (TRS).

Step 1. Complete the pre-work checklist below.

YOU MUST BRING ALL PRE-WORK TO YOUR APPOINTMENT

\*MOST WEBPAGES ARE NOT COMPATABLE WITH MICROSOFT EDGE, PLEASE USE CHROME\*

- (REGISTER & INITIATE - PRINT COPY) Initiate eForm
https://milconnect.dmdc.osd.mil/
(DOWNLOAD, COMPLETE, & PRINT) Self-Assessment/Individual Transition Plan (ITP)
https://www.mccsokinawa.com/transition/#tab3
Navy personnel may utilize the Navy ITP version
(WATCH - PRINT SCREENSHOT) Watch the Reserve Opportunities and Obligations Brief (ROOB) www.marinenet.usmc.mil Not required for retiree and navy personnel
Search: ROOB (contains 17 short videos)
(REGISTER - PRINT SCREENSHOT) Register for VA.Gov account
https://www.va.gov/
(PRINT) Leave and Earning Statement (LES)
https://mypay.dfas.mil/
(PRINT) Verification of Military Experience and Training (VMET)
https://milconnect.dmdc.osd.mil/
(PRINT) Joint Services Transcript (JST)
https://jst.doded.mil/smart/signIn.do
(UPDATE - PRINT SCREENSHOT) Update personal email address on MOL
https://sso.tfs.usmc.mil/sso/DoDConsent.do

How-to-Guides to initiate eForm, register for VA.gov, access LES from MyPay are located at www.mccsokinawa.com/transition/#tab3

Step 2. Visit www.mccsokinawa.com/transition/#tab3 to schedule your Initial Counseling appointment. Please allow 2 hours for your appointment.

REQUIRED TRACK(S): MYE, B2B, DOL, C2E (Circle all that apply)

REMARKS:
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\_\_\_\_\_
\_\_\_\_\_

(PRINT NAME - COUNSELOR)

(SIGNATURE - COUNSELOR)

(DATE)

## 2-Day Tracks

In addition to TRS you may be required to attend additional training tracks to further help navigate your next steps in the transition process. These additional training tracks are determined by your Transition Counselor based on your transition career path. Marines and Sailors should complete these requirements before registering for the TRS.

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**Managing Your Education Track:** Managing Your Education (MYE) is a 2-day track facilitated by a Personal and Professional Development staff which guides the Marine through the variety of decisions involved in choosing a college, degree program, the admissions process and funding options. The expected outcome is a Service Member will have created a customized plan for a successful transition to a higher education institution.

**To register please email [eduadvisor@okinawa.usmc-mccs.org](mailto:eduadvisor@okinawa.usmc-mccs.org)**

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**Entrepreneurship Track:** Also referred to as “Boots 2 Business” (B2B) is a 2-day track facilitated by the Small Business Administration (SBA) for Marines and Sailors interested in pursuing self-employment in the private or non-profit sector. This course will teach service members about the challenges faced by entrepreneurs, the benefits, and realities of entrepreneurship, and the steps toward business ownership. **To register please email [MCBB\\_TRP@usmc.mil](mailto:MCBB_TRP@usmc.mil)**

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**Career and Credential Exploration Track:** Career and Credential Exploration (C2E) is a 2-day track facilitated by the Department of Labor that offers a unique opportunity to identify skills, increase awareness of training and credentialing programs, and develop an action plan to achieve career goals. Service Members and spouses who attend will complete personalized career development assessments of occupational interest, aptitudes, and work values. These assessments will present workshop participants with a variety of tailored jobs recommendations aligned with their interest and aptitudes, some of which are classified as “high demand” or “high growth” occupations. **To register please email [MCBB\\_TRP@usmc.mil](mailto:MCBB_TRP@usmc.mil)**

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**Department of Labor Employment Track:** Department of Labor Employment Workshop (DOLEW) is a 2-day track available to meet the congressionally mandated requirement for those who seek employment after separating or retiring from the military. The DOLEW curriculum is designed to assist Service Members with their transition into high-quality civilian careers. The track will assist in identifying and developing career goals, understanding hiring methods, creating a professional introduction, and draft resume.

**To register please email [MCBB\\_TRP@usmc.mil](mailto:MCBB_TRP@usmc.mil)**