

**TRANSITION READINESS INITIAL COUNSELING PRE-WORK INSTRUCTIONS****Launch DD Form 2648 eForm and Download Verification of Military Experience and Training (VMET) – Required**

- 1: Visit <https://milconnect.dmdc.osd.mil>
- 2: Click on “Sign in” and follow instructions to login NOTE: A myAuth account is now required. • Select the CAC login option (preferred) • Use a personal (civilian) email you can access post-transition • Follow emailed instructions to create username and password (SAVE this info for ongoing access)
- 3: Once logged in to MilConnect, click on “Correspondence/Documentation”
- 4: Select “DoD Transition Assistance Program (DoDTAP)”
- 5: Click on “Initialize Pre-Separation Counseling”
- 6: Complete all sections of the eForm
- 7: Click “Save” but do not sign the eForm until after Pre-separation Counseling
- 8: Above bold line that says “Transition Documents Reported for Me,” click on “VMET”
- 9: Click blue button that says “VMET Document (DD-2586)”
- 10: Download, save, and print your VMET. Bring it to Initial Counseling & TRS

**Register on VA.Gov – Required**

- 1: Visit <https://www.va.gov>
- 2: Click on “Sign in” located at the top right corner of the page
- 3: Follow instructions to login
- 4: Capture a screen shot of your profile page and bring to Initial Counseling

**Download Joint services transcript (JST) – Required**

- 1: Visit <https://jst.doded.mil>
- 2: Click on “Register” to create a username & password or login with your CAC
- 3: Once logged in, click on “My Transcripts” located at the top of the page
- 4: Click on “My completed JST Transcript”
- 5: Print a copy of combo report and bring to Initial Counseling & TRS

**Complete NAVMC 17031 Self-Assessment / Individual Transition Plan (ITP) – Required**

- 1: Visit <https://miramar.usmc-mccs.org/modules/media/?do=download&id=158b1e47-2188-41e5-b657-b5eff7be0fcb&v=1> (gov computer) or <https://tinyurl.com/bdkut4tu> (non-gov computer)
- 2: Click “Enable All Features”
- 3: Fill out form electronically or by hand and bring COMPLETE form to Initial Counseling

**Update MOL Email Address – Required**

- 1: Visit <https://sso.tfs.usmc.mil>
- 2: Log in and click on “Personal Info”
- 3: Under the “Personal Updates” section, click on “Contact Information”
- 4: Add a valid personal email address

**Review “Pre-Separation Counseling Resource Guide” – Required**

- 1: Visit <https://www.tapevents.mil/resources>
- 2: Click on “Resources” located at the top of the page
- 3: Click on “Pre-Separation Counseling Resource Guide” to download (not necessary to print)
- 4: Review as instructed by TRP personnel

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**(continued from Page 1)**

**Complete Reserve Obligations & Opportunities Brief (ROOB) – (only for active duty, non-retiring Marines)**

- 1: Visit <https://www.marinenet.usmc.mil/>
- 2: Once logged in, search for “MFRROOB001” and click “view”
- 4: Enroll and watch all videos
- 5: Once complete, take picture/screenshot showing name and date. Bring to Initial Counseling.

**Join the Marine for Life Network - *Recommended***

Visit <https://usmc-mccs.org/services/career/marine-for-life-network/>

**Schedule Initial Counseling (IC) – *Required***

- 1: Visit [www.miramarttsappointments.as.me](http://www.miramarttsappointments.as.me)
- 2: Read the page and click “Book” button next to “Initial Counseling (Before TRS)”
- 3: Select a date and time and then enter your information
- 4: Follow instructions on confirmation email for when/where/how your IC will occur
- 5: Notify your Unit Transition Coordinator and leadership of the date & time of your appointment
- 6: **Take ALL items from this set of instructions to the Initial Counseling appointment or risk being turned away!**