

HOW TO OBTAIN YOUR TRANSITION PRE-WORK

1. EFORM

All participants must initialize their eForm. **Only complete section I of the eForm.**

Initialize DoD TAP eForm (Accessible from Marine Online: www.mol.usmc.mil/ under a “few good links”.) or go directly to the site: <https://www.dodtap.mil/>.

- Log In.
- Select ‘Initialize Pre-Separation Counseling’.
- Complete section I. Save.
- Print Screen.
- CLOSE. Please be sure to click the CLOSE button before logging out. If you do not click close this keep the TRP office from finishing your form.

2. PRE-SEPARATION COUNSELING WEBINAR

- Go to the following link: <http://elearning-cp.usmc-mccs.org/courses/DD2648/dd2648.html>
- Complete the webinar.
- Print out the Certificate of Completion of this webinar.

3. TGPS PERSONAL FINANCIAL PLANNING FOR TRANSITION COURSE ON JKO

****This course will take 3 hours to complete****

Go to: <https://jkodirect.jten.mil>

Step 1: Sign-in using your CAC card or government issued email address

Step 2: Click on the “COURSE CATALOG”

Step 3: Under “Courses” tab, type “TGPS-US003” and SEARCH

Step 4: ENROLL in TGPS Personal Financial Planning for Transition course

Step 5: **PRINT** Completion Certificate and bring to class

4. VMET – VERIFICATION OF MILITARY EXPERIENCE AND TRAINING

Go to: <https://www.dmdc.osd.mil/tgps/>

If you do not have a CAC enabled PIN, you must register for a DS Log-on by selecting from the following options:

- Use your MyPay log-on information
- OR
- Information provided to DEERS (Defense Enrollment Eligibility Reporting System)

If you are still having problems obtaining your VMET, AFTER registering for a DS Log-on, please go to the TRS Office, Building 219, Room 1 and request a copy.

- Ensure you bring to the TRS class with you on first day of class.

5. KUDER INTEREST PROFILER

Step 1: Go to: <http://dantes.kuder.com/>

Step 2: Complete Interest Profiler Survey.

Step 3: **PRINT** out results of survey and bring them to class.

Step 4: Log back into the eform on the DoDTap website and enter the date of completion in the pre-separation counseling phase section II- numbers 7 & 10.

6. Joint Service Transcript:

Go to: <https://smart.navy.mil/smart/welcome.do>

Step 1: Follow directions for CAC users if using your CAC. If not using your CAC then follow directions for **Registering to Use this system**.

Step 2: Once logged on the welcome page click on the Transcript link at the top of the page.

Step 3: Select the "COMBO REPORT" to print an individual (unofficial) transcript online.

Step 4: **PRINT** and bring to class.

OR: Contact the MCBH Education Office (257-2158) to print a copy for you.

7. E-BENEFITS:

Go to: <https://www.ebenefits.va.gov>

Step 1: Click on "**REGISTER FOR BENEFITS**" tab located at the top right side of website.

Step 2: Follow the steps to create the account

*You may use the same DS Log-on created to obtain your VMET

Step 3: **PRINT** out screen shot as proof of creating account.

Step 4: Log back into the eform on the DoDTap website and enter the date of completion in the pre-separation counseling phase section II- number 1.

8. PERSONAL STATEMENT OF MILITARY COMPENSATION FROM MOL: Go to:

<http://www.mol.usmc.mil/>

Step 1: Log into your Marine Online Account

Step 2: Click on Personal Information tab at the top of the screen

Step 3: Find the Personal Statement of Military Compensation (PSMC) link.

Step 4: You may view the PSMC detailed view or the basic PSMC view. The detailed view will give you a more narrative break-down of the information.

Step 5: **PRINT** out and bring to class.

9. PRINT OUT INDIVIDUAL TRANSITION PLAN (ITP) DOCUMENT (pages 1-14). Complete page 1 of the ITP.

***This can be found under Pre-Work on our website www.mccshawaii.com/trp.