



UTC Next Steps After Completion of Initial UTC Training

- Download Resources Toolkit
- Complete Letter of Appointment
- Review Pre-Separation Webinar for overview of TRS pre-work
- Contact local Transition Readiness Program office for TRS specific information

Transition Readiness Seminar Notification Required

Retirees	24 months prior to retirement
Separatees	12-14 months prior to separation
Involuntary Separatees	Immediately upon notification of <i>potential</i> separation
Reservists	If on active duty more than 180 consecutive days
Deployed Marines	If return date is within 180 days prior to EAS

For purposes of calculating the days of active duty of a Marine to determine the 180 day consecutive requirement for pre-separation counseling, the following days do not apply: (1) the days when the Marine performs full-time training duty or annual training duty; and (2) the days a Marine attends, while on active military service, a school designated as a service school by law or by the USMC. Marines who are retiring or separating due to a disability are not required to fulfill 180 days or more of continuous active duty to qualify for pre-separation counseling.

USMC Standard TRS Pre-work for the Transitioning Marine

The UTC must inform each transitioning Marine of the USMC Standard TRS pre-work and any installation specific pre-work. Accessible from Marine OnLine.

- DOD Pre-Separation Script
- HQMC Pre-Separation Webinar and certificate of completion
- DoDTAP eForm Pre-Separation Phase (signature screenshot)
- Verification of Military Experience and Training (VMET)
- Joint Services Transcript (JST)

- Leave and Earnings Statement (LES)
- eBenefits Registration (dashboard screenshot)
- Kuder Journey Personal Assessment
- Joint Knowledge Online Finance Module w/12 month budget worksheet
- Draft Resume and References

UTC Responsibilities after Marine Completes TRS

- Coordinate entry of “TA –Transition Readiness Seminar” code in MCTFS
- Ensure Marine meets with the Transition Readiness staff For Capstone Review to review CRS prior to setting up appointment with Commander (or Designee)
- Schedule Commander’s Verification appointment with Commander or Designee NLT 90 days prior to EAS

UTC Transition Readiness Process Final Steps—After Capstone

- Maintain completed old DD Form 2648/-1, DD Form 2958, and DD 2648 eForm on file
- Request entry of “TZ” Capstone Code in MCTFS for:
 - DD Form 2648 eForm
 - Old paper DD Form 2958
- Ensure Marines takes printed copy of all forms to IPAC for scanning into OMPF
- Provide DD Form 2958s to Transition Readiness staff w/in 5 days

Steps for Marine to Complete eForm Pre-Separation Counseling

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



Step 2. Log in to DoDTAP. (URL: <https://www.dodtap.mil>)



Step 3: Initialize the eForm



Step 4: Notice the 3 Sections of the eForm

Transition Assistance eForm (DD2648) -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed in DoD Instruction 1332.35

Status: Pre-Separation Counseling Created: 2016/04/20 Last Updated: [Save] [Close]

If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

- I. Service member Personal Information
- II. Pre-Separation Counseling/Pre-Separation Needs Assessment, Review and Verification
- III. Signatures and Remarks

Step 5: Review Personal information in Section I.

Step 5a: If grayed out information is incorrect, the Marine must have it corrected at the personnel center (IPAC).

Step 5b: Enter data for the editable parts of the eForm.

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If the Service member's personal information is incorrect, have them contact their servicing Personnel Office.

I. Service member Personal Information

1. Name (FEEDBACK) 2. DOD ID number (2014-09010) 3. Grade (O1) 4. Date of Birth (MM/DD/YYYY) 5. Service Army 6. Personnel Category Code (Reserve Member) 7. Component (Reserve) 8. In Training/PME Status (Yes/No)

For the basis of this Transition Assistance Counseling, did the Service Member serve on Title 10 for 180-days? (Yes/No)

9. Gender (Female) 10. Years of Service (0) 11. Highest Level of Education (Bachelor Degree)

12. Security Clearance (Yes/No) 13. Married (Yes/No) 14. Dependents (Yes/No) 15. Unit Name 16. Unit ID Code (H221587) 17. Military (Yes/No)

18. Anticipated Date of Separation (MM/DD/YYYY)

19. Reason for Separation (Select a Separation Reason) 20. Type of Separation (Select a Separation Type)

21. Does the Service member consent to allow this form to be sent to Federal agencies for additional Transition assistance post separation? (Yes/No)

22. Does the Service member consent to allow this form to be sent to Federal and other agencies who look for critical language skills and/or regional expertise that could be vital during times of need, crisis, and/or national emergencies? (Yes/No)

23. Is the Service member willing to be contacted post-separation? (Yes/No)

24. Does the Service member think they will have a family member/caregiver/legal guardian/designee be present during pre-separation counseling? (Yes/No/NA)

- II. Pre-Separation Counseling/Pre-Separation Needs Assessment, Review and Verification
- III. Signatures and Remarks

Step 6: Marines who have completed PRS would have already completed these two items here. Marines who have not completed PRS would automatically start the process having completed **#1 eBenefits** and **#7 Kuder Journey** as part of pre-work. When they initiate the form, they would update to show the pre-work items they completed by checking yes for items #1 and #7 and entering the date.

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Status: Pre-Separation Counseling Created: 2016/04/20 Last Updated: 2016/04/20

A. Pre-Separation Counseling/Pre-Separation Needs Assessment, Review and Verification

Service members shall be counseled on all items prescribed in Title 10, United States Code (U.S.C.), Chapter 58, Sections 1142(b) (1)-(7), Sections 1141, 1141a, 1141b, 1146, 1151, 1148, 1149, 1150, and 1154, and DoD policies, involuntarily separated Service members have alternative benefits and programs that apply to them.

1. Registered on eBenefits	Yes	No	2016/04/18
2. Prepared a criterion-based Financial Plan for military to civilian transition	Yes	No	
3. Completed a criterion-based Individual Transition Plan (ITP)	Yes	No	
4. Completed a Continuum of Military Service Opportunity counseling (Active Component Only)	Yes	No	
5. Evaluated transferability of military skills to civilian workforce / Complete DoD Standardized Gap Analysis	Yes	No	
6. Documented requirements and eligibility for licensure, certification, and apprenticeship	Yes	No	
7. Completed an assessment tool to identify personal interests and trainings regarding career selection	Yes	No	2016/04/18
8. Completed a job application package * (present, personal/professional references and, if required, application)	Yes	No	
9. Received a DOD Gold Card and understands post-9/11 Veterans have priority at DOD American Job Centers	Yes	No	
10. Completed an assessment tool to identify aptitudes, interests, strengths, or skills	Yes	No	
11. Completed a comparison of higher academic or technical training institution options	Yes	No	
12. Completed a college, university, or career technical training application or received an acceptance letter	Yes	No	
13. Confirmed one-on-one counseling with a higher education or career technical training institution advisor	Yes	No	

Step 7: Notice that the number of days remaining until EAS is automatically calculated.

If the Marine is completing this fewer than 89 days prior to EAS, the Marine will be required to indicate the justification prior to signature.

Step 7a. Once the form is complete (all required fields have been completed—NOT that all applicable CRS items have been completed), the Marine signs the form, stating that he/she was counseled on and received documentation on all items in Section II.

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Status: Pre-Separation Counseling Created: 2016/04/20 Last Updated: 2016/04/20

B. Signatures and Remarks

1. Pre-Separation 89 Days or Less

Pre-separation counseling days remaining prior to planned separation: 0

Pre-separation counseling completed 89 days or less Justification: Personal Reasons

Remarks:

2. Remarks

Created By: Remark Edit Delete Add Remarks

3. Service member's Signature for Pre-Separation Counseling

I was counseled on and received documentation on all items in Section II

Service member Signature: Click here to Sign and Save

Date Signed:

Save Cancel

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Step 8. Section III, the signature part of the form, is the screen that the UTC verifies as proof of the completion of Pre-Separation Counseling in the eForm.

Home | Section Attendance | Transition Documents | VMET | Logout

Transition Assistance eForm (DD2648) -- Data Entry

All sections and data fields of this eForm shall be completed for compliance with all applicable statutory requirements of Chapter 58, Title 10 U.S. Code and DoD policies as prescribed in DoD Instruction 1332.35
Status: Pre-Separation Counseling | Created: 2016/04/20 | Last Updated: 2016/04/20 | [Save] | [Clear]

A. Pre-Separation Counseling/Pre-Separation Needs Assessment, Review and Verification

M. Signatures and Remarks

1. Pre-Separation 89 Days or Less

Pre-separation counseling days remaining prior to planned separation: 8

Pre-separation counseling completed 89 days or less justification: Personal Reasons

Remarks:

2. Remarks

Created By: [Name] | Remark: [Text] | Add Remarks...

3. Service member's Signature for Pre-Separation Counseling

I have completed or will receive documentation on all items in Section B

Service member Signature: [Signature]

Date Signed: 2016/04/20

[Save] | [Print]

Transition Helpdesk | VMET Helpdesk | Accessibility/Section 508 | Link Disclaimer | OIGTAP for Service Members and Veterans is maintained by DMGC