

TRANSITION READINESS CHECKLIST

Name: _____ EAS: _____ Date Issued: _____

***** Please know that attendance of the Pre-Separation Seminar is mandatory for coming to TRS. You **must** bring the below documents to your Pre-separation class or you will not be admitted into the class, you will then need to see your career planner to reschedule.**

- ATTEND**- Pre-Separation Seminar. Please ensure you have **ALL** below listed Pre-work for this class. Go to our website www.mccshawaii.com/trp for easy access to hyperlinks and instructions for all web pages needed.

Schedule Date of Pre-Sep- _____

- INITALIZE and PRINT** -DoD TAP eForm. Accessible from MilConnect.
- PRINT**- copy of VMET (Verification of Military Experience and Training).
- PRINT**- copy of Joint Service Transcript.
- PRINT**- provide proof of an account with E-Benefits
- COMPLETE AND PRINT**- O*NET Interest Profile.

- ATTEND TRS** -

Scheduled Date of TRS - _____

***** The uniform for the week of TRS is business casual (collared shirt, belt, trousers and dress shoes) or service Charlies. NO jeans, t-shirts, tennis shoes, beach wear or cammies will be permitted into class. YOU must check-in for TRS by **0630** with YOUR **RED FOLDER AND ALL TRS DOCUMENTS.****

*****Reverse for instructions**

Ensure you have all of the above Pre-work with you for both your Pre-separation and TRS class!

HOW TO OBTAIN YOUR TRANSITION PRE-WORK

1. PRE-SEPERATION SEMINAR:

- Check the Calendar on the TRP Webpage for specific class locations. Your Career planner will schedule this at the time of scheduling TRS. Attire for the class is the uniform of the day or appropriate civilian attire.

2. EFORM

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

<https://milconnect.dmdc.osd.mil/milconnect/>

- Log In.
- Select 'Initialize Pre-Separation Counseling'.
- Complete section I. Save.
- Print document. It will have Draft printed across the form.
- Close. Please be sure to click the CLOSE button before logging out. If you do not click close this keeps the TRP office from finishing your form.

*** **Please note:** that your E-form may say it is incomplete or that it has errors. Please disregard as the form will be completed at your Capstone review appointment after TRS.

4. VMET – VERIFICATION OF MILITARY EXPERIENCE AND TRAINING

Go to: <https://milconnect.dmdc.osd.mil/milconnect/>

- Use your MilConnect log-on information

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

5. JOINT SERVICE TRANSCRIPT:

Go to: <https://jst.doded.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.

6. 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 or take a photo 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.

7. O*Net Interest Profiler:

Go To: <https://www.mynextmove.org/explore/ip>

Follow the instructions and take the brief self-assessment survey. Once complete, print your results.

Ensure you have all of the above Pre-work with you for both your Pre-separation and TRS class!