

**Transition Readiness Checklist**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Rank: \_\_\_\_\_  
 EAS Date: \_\_\_\_\_ DOD ID # \_\_\_\_\_ Unit: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

**IMPORTANT DATES TO REMEMBER**

Ind. Couns. Appt.: \_\_\_\_\_ Pre-sep Sem: \_\_\_\_\_ TRS Class: \_\_\_\_\_ Capstone Rev: \_\_\_\_\_

**Individual Counseling requirements:**

- Completion of all Transition Pre-Work – Instructions on reverse
- Self Assesment / Individual Transition Plan

**Necessary Reminders (Read and Initial):**

- \_\_\_\_\_ Individual Counseling Appointment- 12 to 18 months prior to EAS.
- \_\_\_\_\_ Pre-separation Seminar - 12 to 14 months prior to EAS.
- \_\_\_\_\_ Transition Readiness Seminar- 12 to 14 months prior to EAS.
- \_\_\_\_\_ CAPSTONE REVIEW is to be completed NLT 120 days prior to your EAS.
- \_\_\_\_\_ Unit level Capstone is to be completed NLT 90 days prior to your EAS.

**TRP STAFF CLASS DATE RECCOMENDATIONS - (Command Initial only one option)**

- # 1 Transition Class Date - \_\_\_\_\_ Command Initials \_\_\_\_\_  
 Track and Date - \_\_\_\_\_
- # 2 Transition Class Date - \_\_\_\_\_ Command Initials \_\_\_\_\_  
 Track and Date - \_\_\_\_\_

TRS Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*Command Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\* UTC Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*\* DO NOT LOOSE THIS CHECKLIST – This checklist must be brought with you to your Individual Counseling appointment, Pre-Separation Seminar, TRS Class and Capstone review appointment \*\***

# **HOW TO OBTAIN YOUR TRANSITION PRE-WORK**

## **E-Form / Verification of Military Experience / Joint Service Transcripts / ONet Interest Profiler / E-Benefits / Self Assessment**

### **1. EFORM**

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

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

Step 1: Log In. – Create and use a DS LOG ON

Step 2: Select ‘Documents and Correspondence’.

Step 3: Select ‘DoD Transition Assistance Program (DoDTAP)’.

Step 4: Select ‘Initialize Pre-Separation Counseling’

Step 5: Complete section I. and click ‘Save’.

Step 6: Print document. It will have draft printed across the form. 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.

### **2. Self Assessment / ITP - Given by your UTC – if you need a new one -**

Go to: <https://mccshawaii.com/trp/> print a copy of the Self –Assessment / ITP and begin to complete.

### **3. VMET – VERIFICATION OF MILITARY EXPERIENCE AND TRAINING**

Step 1: Go to: <https://milconnect.dmdc.osd.mil/milconnect/>

Step 2: Use your MilConnect log-on information

Step 3: Select ‘Documents and Correspondence’

Step 4: Select ‘DoD Transition Assistance Program (DoDTAP)’

Step 5: Select “VMET” tab – Print Report **\*\*\* Please note:** 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

### **4. JOINT SERVICE TRANSCRIPT:**

Step 1: Go to: <https://jst.doded.mil/smart/welcome.do>

Step 2: 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 “MY COMPLETE TRANSCRIPT” to print an individual (unofficial) transcript online. PRINT Transcript OR: If you are having trouble, Contact the MCBH Education Office (257-2158).

### **5. O\*Net Interest Profiler:**

Go To: <https://www.mynextmove.org/explore/ip> - Follow the instructions and take the brief assessment survey. Once complete, print your results.

### **6. Create your EBenefits Account: 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 your DS Log-On

Step 3: Print out screen shot or take a photo as proof of creating account.

**\*\*The signature of the UTC and Command Signature authorizes Service Member to attend Transition Readiness Seminar and Track Class on selected dates. \*\***