

IC Standard Pre-Work Instructions

Bring printed copies of required pre-work to IC, Pre-Sep, TRS & Capstone appointments

Launch DD Form 2648 eForm - Required

- Step 1: Go to <https://milconnect.dmdc.osd.mil>
- Step 2: Click on "Sign in" and follow instructions to login
- Step 3: Once logged in, click on "Correspondence/Documentation"
- Step 4: Select "DoD Transition Assistance Program (DoDTAP)"
- Step 5: Click on "Initialize Pre-Separation Counseling"
- Step 6: Complete all sections of the eForm, but DO NOT sign the eForm
- Step 7: Click "Save" then "Print" then "CLOSE"

Register on VA.Gov (Premium Account) - Required

- Step 1: Go to <https://www.va.gov>
- Step 2: Click on "Sign in" located at the top right corner of the page
- Step 3: Follow instructions to login
- Step 4: Capture a screen shot of the VA.gov homepage while logged in and print it out

Download Verification of Military Experience and Training (VMET) - Required

- Step 1: Visit <https://milconnect.dmdc.osd.mil>
- Step 2: Click on "Sign in" located at the top right corner of the page
- Step 3: Follow instructions to login
- Step 4: Once logged in, click on "Correspondence/Documentation"
- Step 5: Select "DoD Transition Assistance Program (DoDTAP)"
- Step 6: Click on "VMET"
- Step 7: Select "VMET Document (DD-2586) and Click "Submit"
- Step 8: Print your VMET.

Download Joint Services Transcript (JST) - Required

- Step 1: Visit <https://jst.doded.mil>
- Step 2: Click on "Register" to create a username & password or login with your CAC
- Step 3: Once logged in, click on "My Transcripts" located in the dropdown menu on the top left of the page
- Step 4: Click on "My Complete JST Transcript"
- Step 5: Print a copy of Combo Transcript

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

- Step 1: Complete NAVMC 17031 Self-Assessment / ITP in its entirety
- Step 2: Ensure the "Interest Assessment" section on page 4 is complete. Interest Assessment can be found at <https://www.mynextmove.org/explore/ip>

Update MOL Email Address - Required (Navy Personnel can update NSIPS)

- Step 1: Visit <https://sso.tfs.usmc.mil>
- Step 2: Follow instructions to log in
- Step 3: Once logged in, click on "Personal Info" tab
- Step 4: Under the "Personal Updates" section, click on "Contact Information"
- Step 5: Add a valid personal email address, screenshot the page after update, print, and bring to IC

Complete Reserve Obligations & Opportunities Brief (ROOB) - Required

Not required for NAVY & Retirees

- Step 1: Complete ROOB via MarineNet at <https://www.marinenet.usmc.mil/>
- Step 2: Once logged in, search "ROOB"
- Step 3: Click on ROOB self-paced course
- Step 4: Enroll and watch all videos
- Step 5: Once complete, print certificate of completion

Review "Pre-Separation Counseling Resource Guide" Required- DO NOT print for IC

- Step 1: Visit <https://www.tapevents.mil/resources>
- Step 2: Click on "Resources" located at the top of the page
- Step 3: Click on "Pre-Separation Counseling Resource Guide" to review

Join the Marine for Life Network - Recommended

- Step 1: Visit <https://usmc-mccs.org/services/career/marine-for-life-network/>