



TRANSITION READINESS SEMINAR (TRS)

ATTENDANCE REQUEST - COMBAT LOGISTICS REGIMENT-3



TAP (TAMP) was established in November 1990 to comply with Public Law 101-510 and title 10, U.S.C., Section 1141, which mandated that all separating military members, including those retiring attend and that the spouses have access to transition assistance services.

MAY 2020

RANK: _____ NAME(LNAME, FNAME): _____ EDIPI: _____

EAS: _____ SEPARATION TYPE: _____ REASON FOR SEP: _____

WORK PHONE: _____ EMAIL: _____ DOB: _____

SNCOIC: _____ SNCOIC EMAIL: _____

SPOUSE ATTENDING: YES ☐ / NO ☐ NAME (if attending) _____

CLASS INFORMATION: Regular class times are Monday-Friday 0700-1630. You will show up in Business Casual attire, meaning NO JEANS, SANDALS, SHORTS, etc. You are required to show up with your completed pre-work on the first day in order to attend. YOU WILL BE RECEIVING AN EMAIL CONFIRMATION, NOT FROM YOUR CAREER PLANNER, BUT THE TRANSITION READINESS INSTRUCTOR ONCE YOU ARE CONFIRMED FOR TRS. DO NOT CONTACT THE CAREER PLANNER FOR "UPDATES". **Notify the Unit Transition Coordinator if you have not received an email the week prior to your attendance, with the deadline of Wednesday by COB or if you need to cancel your request - the same deadline applies. **REQUESTS SUBMITTED TO THE CAREER PLANNER OFFICE 1-2 WEEKS PRIOR TO THE CLASS REQUESTED ARE NOT GUARANTEED. ALL REQUESTS ARE ON A FIRST COME FIRST SERVED BASIS REGARDLESS OF STATUS.**

***** IF YOU ARE A NO-SHOW THE COMMAND WILL BE NOTIFIED ALONG WITH THE COMPANY 1STSGT *****

By signing, I verify that I have read and understand what is being asked of me as a Marine attending the TRS Seminar. I understand that if I am a "No-Show" the command will be notified and there may be possible administrative action.

ATTENDING MARINE

SIGNATURE: _____ DATE (YYYYMMDD): _____

CLASS DATES REQUESTED: _____ THROUGH _____ LOCATION _____

ALTERNATE

CLASS DATES REQUESTED: _____ THROUGH _____ LOCATION _____

COMMAND VERIFICATION

The above named Marine's EAS is within 24-18 months and is requesting to be scheduled for the mentioned class dates. I have verified that SNM has completed all pre-work. This will be SNM's appointed place of duty and they SHOULD NOT be scheduled for any work/duties/appointments (personal) during the dates attending class and annotated accordingly in the Morning Report.

SNCOIC

DATE: _____

(RANK LNAME, FNAME-----SIGNATURE)

OIC

DATE: _____

(RANK LNAME, FNAME-----SIGNATURE)

CP OFFICE RECEIVED: _____ BY: _____ SUBMITTED: _____ BY: _____

CONFIRMED: _____ COMPLETED: _____ TOKEN SENT: _____

Transition Readiness Program (TRP)
Pre-Work Checklist

Service Members must complete the Individualized Initial Counseling (IC) and the Pre-Separation Counseling webinar prior to attending the Transition Readiness Seminar (TRS). Please complete the checklist and contact the nearest Transition Readiness Program (TRP) office to schedule your IC & Pre-Separation Counseling appointment.

SERVICE MEMBER INITIALS ARE NEEDED FOR EACH ITEM BELOW UPON COMPLETION

MOST WEBPAGES ARE NOT COMPATABLE WITH MICROSOFT EDGE, PLEASE USE CHROME

- _____ **(DOWNLOAD, COMPLETE & PRINT)** Self-Assessment/Individual Transition Plan (ITP)
(Recommended to download and save on personal computer. *Must print off completed form*)
<https://www.mccsokinawa.com/transition/#tab3> (See Transition Guides & Presentations Section)

- _____ **(PRINT)** O*Net Interest Profiler
<https://www.mynextmove.org/explore/ip>

- _____ **(REGISTER – Print draft copy)** Initiate or update eForm
<https://milconnect.dmdc.osd.mil/>

- _____ **(PRINT)** Verification of Military Experience and Training (VMET)
<https://milconnect.dmdc.osd.mil/>

- _____ **(PRINT)** Leave and Earnings Statement (LES)
<https://mypay.dfas.mil/mypay.aspx>

- _____ **(PRINT)** Joint Services Transcript (JST)
<https://jst.doded.mil/smart/signIn.do>

- _____ **(REGISTER- Screenshot)** eBenefits Premium Account, Create a DS Login (Username & Password)
<https://www.ebenefits.va.gov>

Once all items are complete, contact your nearest TRP office to schedule your IC & Pre-Separation Counseling appointment. Please allow 2 hours for your appointment.

Date of Initial Counseling Appointment: _____

**** BRING ALL PAPERWORK TO THE IC & PRE-SEPARATION COUNSELING APPOINTMENT & TRS ****

REQUIRED TRACK(S): MYE, B2B, DOL, VOTECH (Circle all that apply)

REMARKS: _____

(PRINT NAME - COUNSELOR)

(SIGNATURE - COUNSELOR)

(DATE)

Completing Capstone Interview Steps

1. Once the TRS and/or Retirement seminar is completed, you will sign your eForm twice (x2) in blocks 26 and 42 electronically.
2. After you signed in blocks 26 and 42, make sure to log out of DODTAP.Mil.
3. Email the Unit Transition Coordinator (UTC) Office with the following information:

Unit Transition Counselors POC Information

Name: E8/1stSgt Moore, Michael A.

DSN: 315-645-4247

iPhone: 080-7940-1007

Email: michael.a.moore7@usmc.mil

***** INSTRUCTIONS FOR REQUEST VIA EMAIL *****

***Type in the Subject Line:** Capstone Token Request ICO Rank / Name (Last, First, MI)

***Type in the email Message Window:** I am requesting a Token be sent to the identified command appointed Capstone Designee to complete my Capstone Interview. The following is my information:

Name: John A. Smuckatellie

EDIPI: 1234567890

Company: Headquarters Co. or (If Other, Type your Company ONLY)

Capstone Designee: Rank / Last Name, First Name MI. (Must Have Appointment Letter)

Capstone Designee Email: *Official Government Email* **ONLY**

4. Your Token request will be sent to the TRS office for signature.
5. After TRS signs in block 27 and 43, your Token will be forwarded to your respective identified Capstone Designee.
6. After the designee electronically signs the eForm in block 47, you will now have the ability to print off your signed eForm from DODTAP.Mil.
7. Print off three (x3) copies of your completed Capstone interview with all e-signatures. Return to the Unit Transition Coordinator (UTC) Office to provide them with a copy and maintain a visible copy on your person in order to complete your check-out process with your unit Career Planner.

