Transition Readiness Program Best Practices

PURPOSE

The Transition Readiness Program Best Practices is designed to help Unit Transition Coordinator (UTC) s manage their unit program. The recommendations are advisory in nature and are intended to assist UTC with guiding Service Members through the transition process. Each recommendation was designed to produce positive results and aid the UTC in ensuring program compliance.

The Marine Corps Community Services (MCCS) Okinawa Transition staff conduct multiple Commanding General Readiness Inspections on units throughout Okinawa. These recommendations are based on common findings and discrepancies:

- Transition timelines not met
- A program manager not assigned
- Standard operating procedures not established
- Training event codes not reported into Service Members training records

References: Public Law 115-232 Section 552, DoDI 1332.35, MCO 1700.31, MARADMIN 632/19

BEST PRACTICES

- Understand the terms used throughout the Transition Readiness Program (TRP). Mastering transition terms limits communication breakdowns, identifies a Service Member's step in their transition process and ensures appropriate assistance is provided in a timely manner.

- Establish a UTC program manager turnover binder. At a minimum, the binder must address unit UTC duties/responsibilities, standard operating procedures, pending/ future tasks, references, and points of contact. Other helpful documents for the program binder include: Organizational reporting structure chart, daily and monthly tasks and functions, and turnover procedures. Units with high billet turnover rates can benefit from a turnover binder as it lays out specific unit procedures needed to reduce turnover turbulence.

- Frequently review the National Defense Authorization Act (NDAA) Master Roster and sync its information with unit tracking methods. The NDAA roster is the transition office' primary resource to track the TRP timeline process. An updated roster is emailed to all UTCs on a weekly basis. The roster identifies transition milestones with Pre-Separation and Individual Counseling (IC) sessions, 2 Day Track, and Transition Readiness Seminar (TRS) completions and incompletions. At its core, the roster contains all the data a program manager needs to ensure proper program management.

- Common Logistics Command and Control System (CLC2S) is the platform used to request TRS enrollment. Properly navigating through CLC2S and maintaining a constant presence within the system will reduce inaccuracies and ensure TRS enrollment. Establishing procedures that highlight a request' submission and follow up is an important factor in ensuring the function's success.

- Obtain up to date information regarding IC appointment scheduling, Transition Readiness and Pre-Retirement Seminar on the MCCS Okinawa TRP webpage. Necessary transition documents such as the Pre-Work Checklist, Initial Transition Plan, Transition Timeline Guide, and seminar schedules are available for download. A general understanding of the webpage will help the UTC obtain information and documents that are needed in the transition process. https://www.mccsokinawa.com/transition/#tab0

- Develop a policy letter that covers all transition requirements for the UTC, Commander's Designees, and Service Members. Distribute a copy to the unit' leadership and post hard copies in all common areas or bulletin boards. Upload a copy to the unit's share drive or unit webpage.

- Reform the unit check out sheet to include a UTC entry. Adding the UTC to the check-out sheet will assist the UTC with ensuring the Service Member completed all transition requirements. Collecting completed eForms from the Service Members at this stage in their transition process will help offset any discrepancies.

- Streamline unit tracking methods by reducing the amount of displayed data cells. The information should remain relevant to key transition milestones. Data cells that address IC / Pre-separation, TRS, 2 Day Track, and Capstone deadline tracking is recommended. Tracking systems should also allow for historical tracking to identify separated Service Members. A well-defined tracking system can help the UTC ensure operational and historical program regulations.

- Establish frequent reconciliation meetings with unit UTCs. The program manager should conduct regular meetings with all UTC's. The meeting should focus on identifying Service Members within the Manage Your Transition Timeline framework and tracking their progress throughout the process. Key subjects to focus on are ICs, TRS, 2 Day Track, Capstone Review and Service Member's TA and TZ training code updates. It is recommended that the program manager collect completed eForms, coordinate training code updates, and schedule Commanding Officer's command verification review appointments. Refocusing reconciliation meetings to create proactive follow-up timelines and confirm Service Member's transition progress is crucial to proper program management.

RESOURCES

MCCS Website: https://www.mccsokinawa.com/transition/#tab8

MCCS Transition Readiness Program Contacts:

- o Camp Foster (Main Office), Building 445, 2nd FL, DSN: 645-3151
- o Camp Courtney, Building 4425, DSN: 622-7878
- o Camp Hansen, Building 2339, DSN: 623-7736, 623-7291
- o Camp Kinser, Building 1220, DSN: 637-1307
- o Camp Schwab, Building 3429, 2nd FL, Room 219, DSN: 625-2699

Inspector General Functional Area Checklist website: Functional Area Checklists (FACs) (afpims.mil)

MCO 1700.31, Transition Readiness Program:
https://www.marines.mil/News/Publications/MCPEL/Electronic-Library-Display/Article/900630/mco-170031/

MARADMIN 632-19, Title 10, United States Code, Section 552, Improvements To The Transition Readiness Program:

https://www.marines.mil/News/Messages/Messages-Display/Article/2015875/transition-readiness/