



# UNIT TRANSITION COORDINATOR (UTC) TRAINING

The Unit Transition Coordinator (UTC) coordinates with the installation transition office to ensure that service members within their units meet all requirements for the Transition Readiness Program (TRP). As the UTC, you will ease the transition to civilian life for all separating, retiring, deactivating, and demobilizing service members regardless of rank. In order to become a UTC you must be appointed in writing by the CO.

## »»» ELIGIBILITY

- ✓ E-5 and Above
- ✓ Appointed in writing
- ✓ At least 12 months remaining with command
- ✓ Complete UTC training no later than 45 days from the appointed letter

## »»» HOW TO REGISTER

Call: 645-3151

or

Email: [MCBB\\_TRP@USMC.MIL](mailto:MCBB_TRP@USMC.MIL)

For special accommodations  
please call: 645-2104



# UNIT TRANSITION COORDINATOR (UTC) TRAINING 2025 SCHEDULE

|   |  |  |   |
|---|--|--|---|
| <b>January 22</b><br>8:30-11:30<br>Camp Hansen<br>Bldg 2339 | <b>February 19</b><br>8:30-11:30<br>Camp Hansen<br>Bldg 2339 | <b>March 19</b><br>8:30-11:30<br>Camp Hansen<br>Bldg 2339    | <b>April 24</b><br>8:30-11:30<br>Camp Kinser<br>Bldg 1220       |
| <b>May 7</b><br>8:30-11:30<br>Camp Foster<br>Bldg 445       | <b>June 10</b><br>8:30-11:30<br>Camp Foster<br>Bldg 445      | <b>July 10</b><br>8:30-11:30<br>Camp Foster<br>Bldg 445      | <b>August 12</b><br>8:30-11:30<br>Camp Hansen<br>Bldg 2339      |
| <b>September 9</b><br>8:30-11:30<br>Camp Foster<br>Bldg 445 | <b>October 16</b><br>8:30-11:30<br>Camp Hansen<br>Bldg 2339  | <b>November 18</b><br>8:30-11:30<br>Camp Hansen<br>Bldg 2339 | <b>December 18</b><br>8:30-11:30<br>Camp Courtney<br>Bldg. 4425 |

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updated: Nov 1, 2024