

IC STANDARD PRE-WORK INSTRUCTIONS

Launch DD Form 2648 eForm – Required

- 1: Visit <https://milconnect.dmdc.osd.mil>
- 2: Select **"Sign In"** at the top-right corner of the page
- 3: Select **"Correspondence/Documentation"** top-left of the page
- 4: Select **"DoD Transition Assistance Program (DoDTAP)"**
- 5: Select **"Initialize Pre-Separation Counseling"**
- 6: Complete Section 1: **"Service Member Personal Information"**
- 7: Save and **print**

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

- 1: Visit <https://milconnect.dmdc.osd.mil>
- 2: Select **"Sign In"** at the top-right corner of the page
- 3: Select **"Correspondence/Documentation"** top-left of the page
- 4: Select **"DoD Transition Assistance Program (DoDTAP)"**
- 5: Select **"VMET Document (DD-2586)"**, then click Submit
- 6: Download and **print**

Register on VA.gov – Required

- 1: Visit <https://www.va.gov>
- 2: Select **"Sign In"** at the top-right corner (**recommend using ID.me**)
- 3: **Print** screenshot of profile page

Download Joint Services Transcript (JST) – Required

- 1: Visit <https://jst.doded.mil>
- 2: **"Register"** to create a username and password, or **"Login"** with your **CAC (recommended)**
- 3: Select **"My Transcripts"** located at the top of the page
- 4: Select **"My Completed JST Transcript"**
- 5: Download and **print**

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

- 1: Visit <https://www.okinawa.usmc-mccs.org/marine-family-support/transition-readiness-program>
- 2: Open in **Chrome** and **download to desktop**
- 3: Open file in Adobe Reader and select **"Enable Features."**
- 4: **Complete as much of the 7-page** form as possible. Remaining sections will be completed throughout TRP
- 5: Complete the **O*Net Interest Profiler**. When you get to the graph click **"Save or share your profile"**
- 6: Record scores on page 4 and **Print**

Update MOL Email Address – Required

- 1: Visit <https://sso.tfs.usmc.mil>
- 2: Follow instructions to **"Login"**
- 3: Select **"Personal Info"**
- 4: Under **"Personal Updates"** section, select **"Contact Information"**
- 5: Add a valid personal email address and **print** screenshot of profile page

Complete Reserve Obligations & Opportunities Brief (ROOB) – Required

- 1: Visit <https://www.marinenet.usmc.mil/>
- 2: **"Sign In"** and search for **"ROOB"**
- 3: Select **Instructor-Led Course** and click **"View"**
- 4: Enroll and **watch all videos**
- 5: **Print** certificate

Download Leave and Earning Statement (LES) – Required

- 1: Visit <https://mypay.dfas.mil/#/>
- 2: **Print** LES

Review "Pre-Separation Counseling Resource Guide" – Required

- 1: Visit <https://www.tapevents.mil/resources>
 - 2: Select **"Resources"** located at the top of the page
 - 3: Review the Pre-Separation Counseling Resource Guide
- *not required to print***

Join the Marine for Life Network – Recommended

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

