A close-up photograph of Marine Corps uniform details. On the left, a portion of a sword with an ornate brass hilt is visible. A red and white striped belt with a silver star buckle lies across the center. Below the belt, a white glove is shown with a gold Marine Corps insignia (eagle, globe, and anchor). The background features a dark blue fabric with white stars, reminiscent of the American flag.

Transition Readiness Program (TRP) Training for Commanders and Designees

Transition Readiness Program (TRP) References

DoDI 1332.35

MCO 1700.31

MARADMIN 568/16

MARADMIN 503/16

MARADMIN 632/19

Public Law 115-232

Section 552



Agenda

- FY19 NDAA Changes
- Capstone Interview and CO's Responsibilities
- eForm
- Warm Handover
- Common Trends

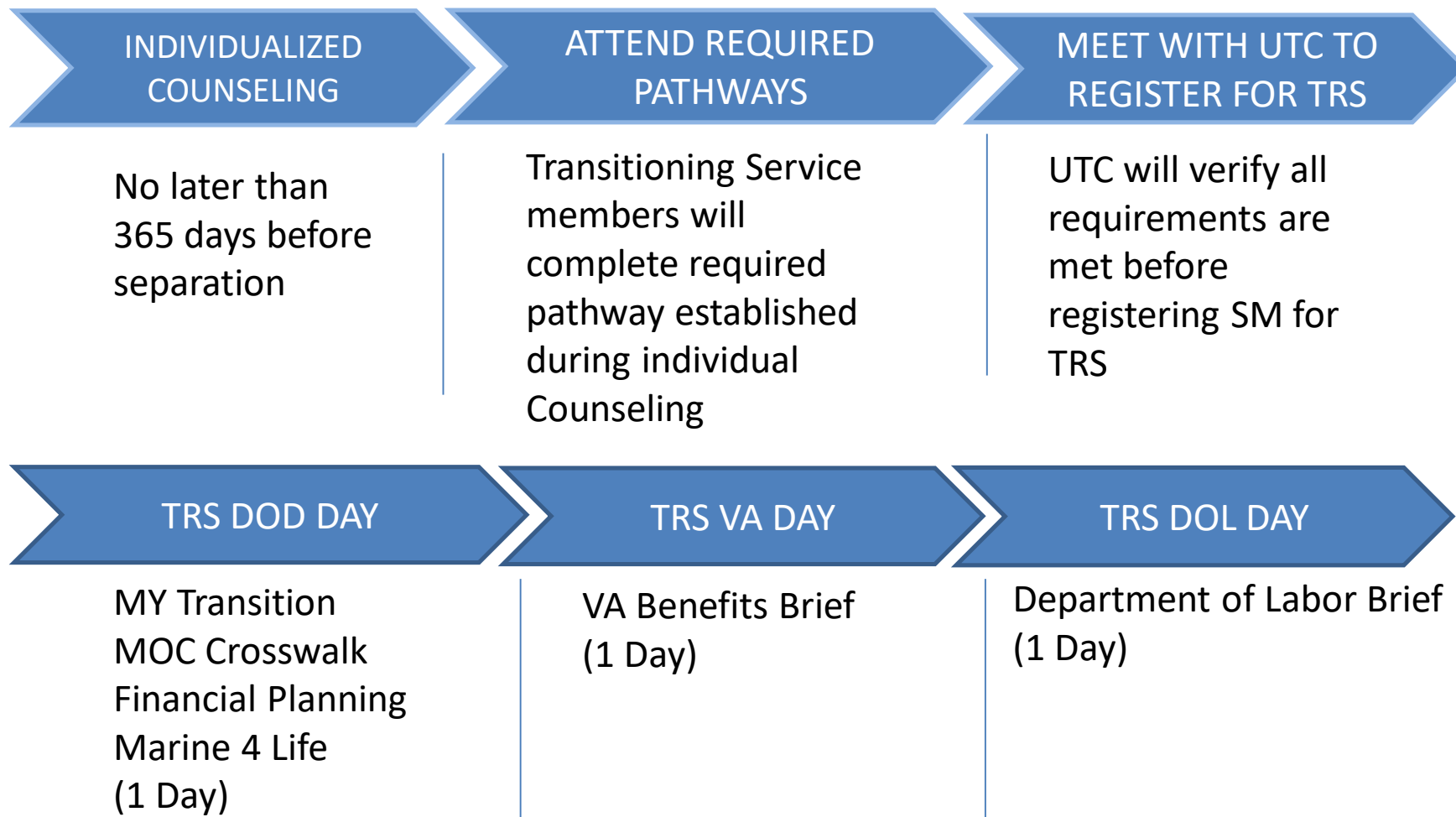


Newly Appointed UTC

- Appointed in writing by Commanding Officer (O-6)
- E5 or above
- At least 12 months remaining with the command
- Reports directly to CO/XO
- Identifies Marines who are 12-18 months from separating
- Registers Marines to attend Individual Counseling (NLT 365 days prior to EAS), and ensure pathways are completed before registering SM to the TRS (NLT 180 days prior to separation)



Pre-Separation Counseling and TRS



Managing your Transition Timeline



MANAGING YOUR (MY) TRANSITION TIMELINE

**TRANSITION
ACTIVITIES CAN
OCCUR AS EARLY AS
24 MONTHS FOR
THOSE RETIRING, AND
NO LATER THAN 365
DAYS FOR THOSE
SEPARATING/
TRANSITIONING**

CAREER/FINANCIAL RESOURCES:

[American Job Centers](#)
[Assistance from your TAP counselor](#)
[Basic Skills Improvement Opportunities](#)
[CareerPath DECIDE](#)
[Credentialing/Apprenticeship \(USMAP/COOL\)](#)
[Disability Compensation](#)
[DOL Unemployment Compensation for Veterans](#)
[FedShareVets](#)
[Financial Education, Counseling and Training](#)
[Job Counseling and Employment Placement](#)
[Office of Personnel Management Veteran Services](#)
[SenSe mobile application](#)
[Veterans.gov \(DOL\)](#)
[Vocational Rehabilitation and Employment](#)

[Veteran Employment Services Office](#)
[Veteran-owned Businesses \(SBA\)](#)

EDUCATION RESOURCES:

[Education Benefits \(e.g. Post-9/11 GI Bill\)](#)
[Community College of the Air Force Transcript](#)
[Professional Education Counseling](#)
[Troops to Teachers \(available 3-years post sep.\)](#)
[Tuition Assistance](#)

HEALTH AND WELLBEING RESOURCES:

[eBenefits/My HealtheVet Accounts](#)
[inTransition Program](#)
[Mental Health Resources](#)
[Peer Support Services](#)

[Suicide Prevention Information](#)
[VA Health Care/Dental Care](#)
[VA Life Insurance \(FGLI, FSGLI, etc.\)](#)
[VA Mental Health Access](#)
[VAVET Centers](#)
[Wounded Warrior](#)

ADDITIONAL RESOURCES:

[Community Support Resources](#)
[Joint Services Transcript](#)
[Military OneSource](#)
[National Resource Directory](#)
[Non-military Counseling](#)
[VA Home Loans](#)
[Veterans Military Exchange Online Shopping Benefit](#)

Statement of Benefits

Your statement of benefits will list the programs, services, and other benefits you qualify for and must be given to you no later than 30 days after your separation date. If qualified, these benefits are available to you as early as your day of separation.

VA: Disability compensation, home loan eligibility, Post 9/11 GI Bill eligibility, other

DoD: Pay and retirement, healthcare (TRICARE), Space A travel, [Commissary](#), [Exchange](#), MWR, lodging facilities, installation access, and other benefits outlined in the transition guide.

18 - 24 MONTHS

- Make an appt. with your local Transition Assistance Program (TAP) Counselor for your individualized initial counseling
- Attend initial counseling and complete your personal self-assessment/Individual Transition Plan (ITP)
- If retiring, schedule/attend Pre-separation counseling (can occur before 365 days, but no later than 365 days)
- Identify a [mentor](#)
- Create a [LinkedIn](#) account and build your network
- Begin [exploring career options/SECO](#)
- Secure [your Joint Service Transcript \(JST\)](#) or [CCAFT transcript](#) and [Verification of Military Experience and Training \(VMET\)](#)

12-18 MONTHS

- If separating/transitioning, schedule/attend Initial Counseling Pre-separation Counseling (can occur before 365 days, but no later than 365 days)
- Explore [SkillBridge](#) or Career Skills opportunities
- Review finances to ensure you are financially ready for civilian life. If retiring, schedule a meeting with a personal financial counselor
- Learn about the [VA Home Loan Guaranty Program](#)
- Register for/attend TAP workshops and additional tracks (employment, vocational, entrepreneurship, higher education)
- Create a [master resume](#)
- Consider taking [CLEP exams](#)

6-12 MONTHS

- Begin and refine your job search
- Use your master resume to begin drafting targeted resumes
- Arrange for household goods (HHG) [transportation counseling](#) if you plan to relocate upon separation
- Schedule your physical and dental checkups
- Decide if you want to "opt-out" of VA health benefits or not
- If retiring, meet with your Service Retirement Office
- Sign up for a [free year of the LinkedIn Premium Subscription](#)

4-6 MONTHS

- Complete your Baseline Wellbeing Assessment and Separation Health Assessment
- Start attending [career fairs](#)
- Review and update your will and other legal documents
- Consider whether to take [terminal leave](#) or [sell back your leave balance](#)
- Determine if you are eligible for separation pay or early retirement
- Submit a pre-discharge disability claim under the Benefits Delivery at Discharge (BDD) or Decision Ready Claim (DRC) programs (if applicable)
- Connect with an [American Job Center \(AJC\)](#) near the installation or at your post-separation location

3 MONTHS

- Schedule and complete your Capstone event with your commander or their designee
- Review your Pre-Separation Checklist (DD2648)
- Research your health insurance options; register for [TRICARE](#) (if you are a retiree)
- Research life insurance options for self and family
- Contact your medical treatment facility to get copies of your health and dental records
- Complete [VA Healthcare registration](#)
- Set up a one-on-one session with a VA Benefits Advisor
- Obtain a [Veterans' Preference letter from eBenefits](#)
- Apply for [VA Education and Career Counseling benefit](#) (if applicable)

90 DAYS OR LESS

- If seeking employment, begin applying and interviewing for positions
- Finalize relocation appointments and review your benefits, if applicable
- Begin to prepare your [Disability claim with your local VSO](#) (if applicable and not completed previously)
- If married, make a [Survivor Benefit Plan](#) election decision with your spouse
- If retiring, complete DD Form 2656 with a retirement services office or counselor
- [Contact Military OneSource](#) to learn about the no-cost resources available to you for your first year post-transition

DAY OF SEPARATION + 365

- Ensure you have multiple certified copies of your DD-234 (Certificate of Release or Discharge from Active Duty) in a fireproof place
- Ensure your VA benefits contact information is updated with your correct phone number, email, and address
- Continue to network and stay involved on LinkedIn and other social media sites
- Register for the [VA burial pre-need program](#)
- Apply for VA Dental Insurance (if applicable)
- Apply for Veterans ID card, [Veteran's Health Identification Card](#), or print Proof of Service card from [eBenefits](#)
- Utilize [Military OneSource](#) (up to 365 days post-transition)
- If you're married, inform your spouse about the benefits offered by [Spouse Education and Career Opportunities \(SECO\)](#)

Updated: June 14, 2019

https://www.dodtap.mil/rest/docs?filename=Managing_Your_Transition_Timeline.pdf



www.usmc-mccs.org

12/13/2019

Version Number/Last Update

7



The screenshot shows a software interface with a top navigation bar. The 'FY IC-PreSep Completed' button is highlighted with a red circle. Below the navigation bar, there is a section titled 'FY IC-PreSep Completed' which contains a table with columns for 'FY IC-PreSep Completed', 'FY TRS Completed', 'FY Partial', and 'FY No Shows'. The 'FY IC-PreSep Completed' column is currently selected.

EAS : Jun 2020

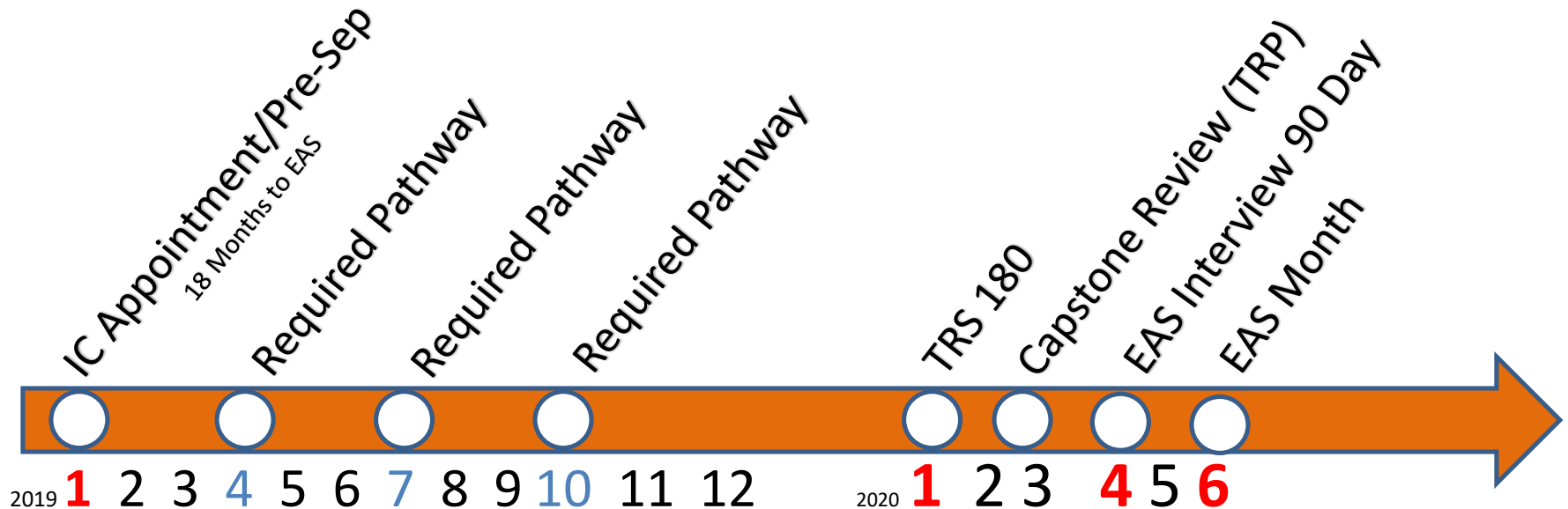
IC/Presep 18 Month: Jan 2019

TRS 180 Day: Jan 2020

EAS Capstone Interview 90 Day: April 2020

CEPT and B2B classes are Quarterly

Other Pathways are offered weekly at respective camps





CO/Designee Responsibilities

- CO (O6) or O5 (with court martial authority) appoints designees in writing
 - E6 or above
- Receives official email with token (may be sent to multiple designees)
- Capstone review:
 - Address career readiness standards with SM
 - Identifies areas of concern or non-compliance
 - Provides referral, if needed (Warm Handover)
 - Digitally sign eForm (Form locks and no further changes can be made)



Transition Readiness Program

Warm Handover

WARM HANDOVER

Helps identify who needs further assistance post-transition and captures the resources in one form.

Required for Marines who are separated under:

- General under Honorable conditions
- Bad conduct
- Other than Honorable
- Dishonorable
- Have not met their CRS requirements by Capstone event
- Have expressed need for further assistance with employment, housing, transportation, finances, or other services

Marines with less than Honorable discharge are referred to Department of Labor for employment, and integrated social service systems. Marine will need to register with the American Job Center

WARM HANDOVER

Primary focus: Promoting Post-Transition Wellness

Prevention, Integration, and Intervention

Prevention: Assist Marines in identifying their post-transition needs to include living arrangements, transportation needs, or a support network

Integration: Provide transitioning Marines with Veteran resource providers available in their communities and available post-transition

Intervention: Marines separated with less than Honorable conditions require more assistance to transition to civilian life

The screenshot shows a web-based form titled "II. Pre-Separation / Transition Counseling, Pre-Separation / Transition Counseling Needs Assessment, Review and Verification". Below this is a section titled "III. Other Warm Handovers and Supporting Agencies". The section contains a paragraph explaining the purpose of a warm handover. Below the text are several input fields: "Handover Type" (a dropdown menu with "Other" selected), "Representative:" (a text box), "Phone Number:" (a text box), "Organization:" (a text box), "Post-Transition Location:" (a text box), "Address:" (a text box), and "Comments:" (a large text area). Below these fields are two links: "Link to VA zip code search" and "Link to DOL zip code search". At the bottom of the form is a table with columns "Type", "Saved Warm Handovers Content", "Edit", and "Delete". The table is currently empty. Below the table is a section titled "IV. Signatures and Remarks".

II. Pre-Separation / Transition Counseling, Pre-Separation / Transition Counseling Needs Assessment, Review and Verification

III. Other Warm Handovers and Supporting Agencies

A warm handover requires a Counselor to do a person-to-person (face-to-face, telephonic, or email) connection with the Service member and the appropriate agency or resource. The warm handover does not go beyond making the connection between Service member and agency or resource. This section of the eForm documents the initial contact information of this connection (which should also be annotated on the Service member's Individual Transition Plan (ITP)), and the Commander is responsible for verifying the warm handovers were executed.

Handover Type: Other Representative: Phone Number:

Organization:

Post-Transition Location:

Address:

Comments:

Add Link to VA zip code search Link to DOL zip code search

Type	Saved Warm Handovers Content	Edit	Delete
------	------------------------------	------	--------

IV. Signatures and Remarks

WARM HANDOVER

Section 5 of the Warm Handovers Summary

If a Warm Handover is not necessary, you may mark **“No”** to the following questions:

- I verify that a warm handover was executed for all applicable CRS not met.
- I verify that a warm handover was executed because the Service Member did not have a post-transition transportation plan.
- I verify that a warm handover was executed because the Service Member did not have a post-transition housing plan.
- I verify that a warm handover was executed to Department of Labor because the Service member is separating with less than an Honorable Discharge.

Refer to your “eForm Desk Guide”, pages 47 – 70.

WARM HANDOVER

Intake Questions

What are your immediate transition plans?

- Living Situation
- Transportation
- Education
- Employment

What obstacles do you see preventing you from transitioning?

- | | |
|--------------------|--------------|
| - Finances | - Employment |
| - Transportation | - Networking |
| - Living Situation | - Family |
| - Medical | - Insurance |
| - VA Benefits | - Education |

WARM HANDOVER

Partner Agencies

Department of Veteran's Affairs

- Veteran Retraining Assistance Program (VRAP) with 12-months of employment training
- Vocational Rehabilitation and Employment (VR&E)
- Veteran's Benefits Administration

Department of Labor

- 2,700 American Job Centers in communities within each state
- Equipped to assist Veterans to find employment in a selected field
- Assist with education, vocational, or re-training programs



WARM HANDOVER

Resources

American Job Centers

www.careeronestop.org/

www.careeronestop.org/localhelp/americanjobcenters/find-American-job-centers.aspx

MyVA Communities

www.va.gov/nace/myva/index.asp

www.va.gov/nace/myVA/commuityBoards.asp

Department of Labor's Veterans' Employment and Training Service

www.dol.gov/vets/

Veterans.gov/

Marine for Life Network

Phone (866) 645-8762

Email: M4LOps@usmc.mil

Website URL: <http://www.usmc-mccs.org/services/career/marine-for-life-network/>

WARM HANDOVER

Okinawa Resources

Transition Office

Schwab: 625-2699

Hansen: 623-3055/7736

Courtney: 622-7878

Foster: 645-3151

Kinser: 637-1309

Personal Financial Specialist

Hansen: 623-3050

Foster: 645-3473

Kinser: 637-1628

Education Office

Schwab: 625-2046

Hansen: 623-4376

Courtney: 622-9694

Foster: 645-7160

Kinser: 637-1821

Veterans Affairs Rep

Foster: 645-3508/3151

Retried Activities Office

Camp Foster: 645-3159

Family Advocacy

Foster: 645-2915

Community Counseling

Foster: 645-2915

Hansen: 623-1458

A close-up photograph of a Marine Corps uniform sleeve. The sleeve is white with a red stripe and a gold rank insignia. A gold US Marine Corps emblem is pinned to the sleeve. The background is a dark blue fabric with white stars.

Transition Readiness Program

Common Issues

Common Issues

- Not meeting time requirements for TRS
 - NLT 180 days for Pre-Sep
 - NLT 90 Days for Capstone (Commanders Verification)
- Incomplete warm handover
- Legal/Medical last minute TRS registration
- Scheduled appointments during week of TRS
- Not exempting from normal duty for full 24 hour period of each workshop day.

TRP Offices

Foster 645-3151

Hansen 623-7736 or 623-3055

Kinser 637-1307

Schwab 625-2699

QUESTIONS?