

IC STANDARD PRE-WORK INSTRUCTIONS

Launch DD Form 2648 eForm – Required

- Step 1:** Visit <https://milconnect.dmdc.osd.mil>
- Step 2:** Click on “Sign in” and follow instructions to login
- Step 3:** Once logged in, click on “Correspondence/Documentation”
- Step 4:** Select “DoD Transition Assistance Program (DoDTAP)”
- Step 5:** Click on “Initialize Pre-Separation Counseling”
- Step 6:** Complete all sections of the eForm
- Step 7:** Click “Save”. Do not sign the eForm until IC & Pre-separation Counseling has been completed, then print.

Register on VA.Gov – Required

- Step 1:** Visit <https://www.va.gov>
- Step 2:** Click on “Sign in” located at the top right corner of the page
- Step 3:** Capture a screen shot of your profile page and provide to UTC/TRP as instructed, then print

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

- Step 1:** Visit <https://milconnect.dmdc.osd.mil>
- Step 2:** Click on “Sign in” located at the top right corner of the page
- Step 3:** Follow instructions to login
- Step 4:** Once logged in, click on “Correspondence/Documentation”
- Step 5:** Select “DoD Transition Assistance Program (DoDTAP)”
- Step 6:** Select “VMET Document (DD-2586) & Click “Submit”
- Step 7:** Print your VMET and bring it to IC, pre-separation Counseling & TRS

Download Joint services transcript (JST) – Required

- Step 1:** Visit <https://jst.doded.mil>
- Step 2:** Click on “Register” to create a username & password or login with your CAC
- Step 3:** Once logged in, click on “My Transcripts” located at the top of the page
- Step 4:** Click on “My completed JST Transcript”
- Step 5:** Print a copy of combo report and bring to IC & TRS

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

- Step 1:** Complete Self-Assessment / ITP using the provided link
<https://www.okinawa.usmc-mccs.org/marine-family-support/transition-readiness-program>
- Step 2:** Download and save to computer. Open file using Adobe Reader. Once open, click “Enable Features”
- Step 3:** Do not forget to complete the O*Net Interest Profiler and list scores on page 4

Update MOL Email Address – Required

- Step 1:** Visit <https://sso.tfs.usmc.mil>
- Step 2:** Follow instructions to log in
- Step 3:** Once logged in, click on “Personal Info”
- Step 4:** Under the “Personal Updates” section, click on “Contact Information”
- Step 5:** Add a valid personal email address, then print

Review “Pre-Separation Counseling Resource Guide” Required

- Step 1:** Visit <https://www.tapevents.mil/resources>
- Step 2:** Click on “Resources” located at the top of the page
- Step 3:** Click on “Pre-Separation Counseling Resource Guide” to download
- Step 4:** Review as instructed by TRP personnel

Complete Reserve Obligations & Opportunities Brief (ROOB) – Required

Complete ROOB via MarineNet or as instructed by TRP personnel

- Step 1:** Visit <https://www.marinenet.usmc.mil/>
- Step 2:** Once logged in, search “ROOB”
- Step 3:** Find Instructor-Led Course and click “view”
- Step 4:** Enroll and watch all videos
- Step 5:** Once complete, take screenshot or print certificate showing name and date

Download Leave and Earning Statement (LES)– Required

- Step 1:** <https://mypay.dfas.mil/#/>
- Step 2:** Print a copy, bring to IC appointment

Join the Marine for Life Network – Recommended

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

