

OVERVIEW: Your Self-Assessment/Transition Plan is your road map for attaining your employment, education, vocational, and entrepreneurial goals and will help you make a successful transition to civilian life. Complete your plan, keeping in mind this is a living document that will be modified as you near transition. As part of your transition, there are Career Readiness Standards (CRS) that you will be required to meet. CRS are designed to increase your ability to successfully overcome any challenges in pursuit of your post-transition goals. This document is a Career Readiness Standard (CRS), and will be required during your **Initial Counseling** and **Capstone Review** appointments. **CRS are noted by 3 asterisks (***) throughout the document.**

SECTION A: SERVICE MEMBER INFORMATION

Full Name:	Rank	EDIPI:	Anticipated EAS:
Branch of Service:	Length of Service:		Component:
Installation:	Type of Separation:		Unit:
Reason for Separation:			Dependents:
Highest Level of Education:	Marital Status:		
Personal Email:	Work Email:		Phone:

SECTION B: TRANSITION DATES

Step 1: Initial Counseling/Pre-Sep Counseling Due Date (EAS date – NLT 365 days):

Step 2: Transition Readiness Seminar (TRS) Due Date (EAS date-NLT 180 days):

Step 3: Commander’s Verification Due Date (EAS date-NLT 90 days):

SECTION C: PERSONAL ASSESSMENT

- Register on eBenefits*****
 1. Visit [eBenefits](#) and [register](#) for a DS Logon Premium Account for access to personalized benefits and information.
 2. Date completed:

- Individual/Family Insurance Considerations**
 1. What is your individual/family health care plan? (e.g. medical care, dental expenses, location of providers, exceptional family member needs, care of elderly parents, etc.)
 2. Visit www.healthcare.gov to evaluate costs of health insurance.
 3. Explore options for Life Insurance and/or Survivor Benefit Plans.
 4. Visit [MilitaryOneSource](#), [VA Vet Centers](#) or [DoD inTransition](#) Program for information on confidential mental health services.
 5. If Retiring, contact TriCare directly for guidance.

Post-Transition Housing and Relocation Considerations

Do you have a place to live after you transition? Yes No

Have you identified current housing expenses to include furnishings, maintenance/repairs, mortgage/rent, taxes/fees, utilities and home owners insurances, etc? Yes No

Have you assessed the impact of individual/family requirements on relocation options (e.g. quality of local schools, availability of medical care, spouse employment, etc.). Yes No

Will costs of living be higher than current living arrangements? Yes No

Will you have a support system in place upon relocation? Yes No

Have you used one or more cost of living calculators, such as those provided by bankrate.com, payscale.com, nerdwallet.com, and/or moving.com. Yes No

Have you contacted the installation transportation office (DMO) to obtain information about the movement and storage of your household goods? Yes No

Visit the VA website to get information on the [VA home loan program](http://www.va.gov).

Post-Transition Transportation Considerations

1. Will you have reliable post transition transportation? Yes No

2. If you are disabled, determine if you are eligible for assistance in purchasing a vehicle and/or automotive adaptive equipment by visiting: <http://www.warms/vba.va.gov>

Criterion-Based Financial Plan for Military to Civilian Transition ***

1. Visit [MCCS Lejeune New River](http://www.mccslejeune.com) for a copy of the criterion based budget worksheet.

2. Have you developed a current and projected financial worksheet? Yes No

3. Do you have adequate funds to support family expenses and emergencies? Yes No

4. Is additional assistance needed in preparing for finances post-transition? Yes No

5. Have you reviewed your free credit report at [Annual Credit Report?](http://annualcreditreport.com) Yes No

6. Have you visited an installation [Personal Financial Management Specialist](#) to assist with developing a budget based on your current financial obligations (e.g., living expenses, education expenses, security deposits and debt) and anticipated post-transition expenses?
 Yes No

Notes:

Evaluate the Benefits of the Reserve Component***

1. Attend the Reserve Opportunities and Obligations Brief (ROOB), to evaluate the benefits of joining the Reserve Component, if applicable.

2. Any Guard or Reserve member facing employment difficulty prior to or after an active duty tour can contact [Employer Support of the Guard and Reserve](#) (ESGR) to learn their legal rights.

Community Resources and Peer to Peer Support

1. Do you have a support system (personal counsel/mentoring) in place to support your transition? Yes No
2. Join the [Marine For Life Network](#). The Marine For Life Network (M4L) connects transitioning Marines and their family members to education resources, employment opportunities, and other Veterans services that aid in their career and life goals outside of military service.
3. Visit the [National Resource Directory \(NRD\)](#). The NRD is a resource website that connects wounded warriors, Service members, Veterans, their families, and caregivers to programs and services that support them.

Notes:

SECTION D: MOS/ CAREER FIELDS

Career Field: Designate the career field you wish to pursue based on your personal, family, and financial obligations and desires.

Desired Career Field:

Desired Relocation Destination:

Identify your primary and additional MOS Titles

1. PMOS:
2. ADMOS 1:
3. ADMOS 2:

Complete the Interest Profiler Assessment***

1. Complete the [O*Net Interest Profiler](#). O*Net Interest Profiler does not require login. Greater success and satisfaction occur when an individual's interests and personality type are compatible with their work environment. RIASEC scores are a measurement of your personality. [MyNextMove for Veterans](#) provides RIASEC scores for occupations. You will use this information during MOC Crosswalk.

 R I A S E C

Retrieve your Verification of Military Experience and Training (VMET) Document

1. The [VMET](#) (DD Form 2586), provides an overview of your military experience and training.

You can use this document with your DD Form 214, evaluation records, training certificates, awards, transcripts, and other documentation to complete a Job Application, identify credit recommendations from the American Council of Education (ACE), and possible certification/waiver of apprenticeship requirements.

 Retrieve your Joint Services Transcript (JST)

1. Your [JST](#) is an academically accepted document approved by ACE to validate your military occupational experience. The JST also includes military course completions, descriptions of military occupations, and college level test scores.

 Updated your Marine Online (MOL) email address

1. Have you updated your email address in MOL to ensure you stay up to date on meeting your transition milestones? Yes No

SECTION E: DETERMINE POST-TRANSITION GOALS (SELECT/COMPLETE ALL THAT APPLY) **Employment**

1. Do you already have post-military employment? Yes No
 - a. If yes, is it full time or part time? Full Part
2. Do you plan to get a job and start work as soon as possible? Yes No
 - If yes, attend the Department of Labor 2-day track and complete a Draft Resume***
 - Obtain at least 3 References who can attest to your technical skills and character
 - Record Volunteer experience that contributes to work experience and community support
 - Establish a [USAJOBS](#) account and research potential federal employment opportunities if interested in federal employment
 - Examine the [Employment related resources](#) provided as part of the [Marine for Life Cycle](#).
 - Attend a [LinkedIn course](#)/set up profile and join the [Marine for Life Network](#).
 - Seek out and use additional resources such as the local DOL [Workforce Development Office/American Job Center](#).

 Education

1. Do you currently possess a degree or certification? Yes No
2. Do you currently attend a college or university? Yes No
 - a. If yes, is it full time or part time? Full Part
3. Do you plan to go to college immediately? Yes No
 - If yes, attend the Accessing Higher Education (AHE), 2-day track to learn how to compare institutions of higher learning***
 - Schedule one-on-one counseling with an [Education Service Officer or Counselor](#).

- Acknowledge understanding of transferability requirements (if [transferring benefits](#)).
- Examine the [Higher Education resources](#) provided as part of the [Marine for Life Cycle](#).
- Department of Education: Federal Student Aid: [Choosing a School](#)
- Department of Veterans Affairs (VA): [Choosing a School](#)
- Department of Education: [College Navigator](#) , [College Scorecard](#), and [Federal Student Aid](#).
- Identify potential sources of income while attending school (e.g., employment options and [scholarship/grant](#) eligibility including academic, athletic, [need-based](#), [veteran status](#), college- or career-specific).
- Contact the local [VA representative](#) to identify local Veteran resources.
- [Apply for GI Bill benefits](#) once you understand the criteria (if applicable). Contact the academic institution GI Bill certifying official to confirm GI Bill eligibility and acceptance.
- VA Certifying Official name and contact information:

Credentialing/Apprenticeships

1. Are you currently attending a career technical institution? Yes No
2. Do you currently possess professional licenses or certifications? Yes No
3. Have you ever participated in the USMAP/SkillBridge program? Yes No
4. Do you require additional training in your desired career field? Yes No
 - If yes, attend the Vocational Training 2-day track to learn how to compare technical training institutions***
5. Determine Credentialing/Apprenticeship/On-the-job training opportunities such as:
 - [Marine Corps Credentialing Opportunities On-Line \(COOL\)](#)
 - [DoD SkillBridge](#) Program
 - VA [On-The-Job Training and Apprenticeship](#)
6. Examine the [Career and Technical Training related resources](#) provided as part of the [Marine for Life Cycle](#).

Entrepreneurship

1. Do you already have your own business? Yes No
2. Do you desire to start your own business? Yes No
 - If yes, attend the [Boots to Business](#) (B2B), 2-day track
 - Conduct market research on the business you plan to start
 - Develop a business plan
 - Determine legal requirements, tax implications, licenses, and hiring practices
 - Examine the [Entrepreneurship related resources](#) provided as part of the [Marine for Life Cycle](#)

Other

- a. I do not know what I plan to do.
- b. Retiree.
- c. Other:

There are TRS attendance and CRS requirements you will be expected to meet prior to transition. Some CRSs apply to all career paths (Employment, Education, Vocational Training) while others only apply to a specific career path. TRS and CRS completion/attainment will be documented on your [DD Form 2648 eForm](#).

1. Transition Readiness Seminar Attendance Requirements

- * Upon completion of Initial Counseling, check your [DD Form 2648 eForm](#) for specific TRS and CRS requirements as determined by your Transition Counselor.
 - **Marine Corps Day One (mandatory)**
 - **VA Benefits and Services (mandatory)**
 - **Department of Labor – One Day Course (mandatory unless exempt)* effective January 2020**
 - Employment – 2 Day Track * **effective January 2020**
 - Accessing Higher Education – 2 Day Track*
 - Vocational Training – 2 Day Track*
 - Entrepreneurship – 2 Day Track*

2. Career Readiness Standards Requirements

- [Register for eBenefits](#)
- Prepare a [criterion-based Financial Plan](#) for military to civilian transition
- Complete this Self-Assessment/Transition Plan (ITP)
- Complete a [Continuum of Military Service Opportunity Counseling](#) (Active Component Only)
- [Gap Analysis or Verification of Employment](#)

3. Department of Labor Employment Track (if applicable)

- [Draft Resume or Verification of Employment](#)

4. Accessing Higher Education or Vocational Training Track Career Readiness Standards (if applicable)

- Complete a [comparison](#) of higher academic or technical training institution options.

SECTION F: CAPSTONE REVIEW AND COMMANDER'S VERIFICATION

- Complete Capstone Review with transition Counselor.
- Complete [Commander's Verification](#) no later than 90 days from EAS.

SECTION G: TRANSITION TIMELINE

Transitioning Service members are encouraged to develop a [Transition Timeline](#) as part of the [Marine for Life Cycle](#). [Highly qualified professionals](#) are available to assist you in developing this time line. This sample timeline does not include all of the possible considerations you need to make as transition requirements vary by individual.

