

**Initial Counseling Pre-Separation (IC/PreSep)  
Transition Readiness Seminar (TRS)  
Information Letter**

1. **Initiate Pre-Separation Counseling:** Meet with your Unit Transition Counselor (UTC) to register for IC/PreSep class. Your UTC will issue an IC/PreSep Counseling Worksheet at around 18-12 months prior to your EAS date for separates, and 24-12 months for service members retiring with at least 20 years of service.
  
2. **Complete IC/PreSep/TRS PRE-REQUISITES:** Complete the following items on the Counseling Worksheet to present to your UTC. Your UTC will verify completion and then register you for an IC/PreSep class:
  - Create a DS Logon at:** <https://myaccess.dmdc.osd.mil/identitymanagement> **Date Complete:** \_\_\_\_\_
  - Complete the ONET Interest Profiler:** <http://www.mynextmove.org/explore/ip> **Date Complete:** \_\_\_\_\_
  - Initiate, digitally sign, and SAVE the eForm:** <https://milconnect.dmdc.osd.mil/milconnect/> **Date Complete:** \_\_\_\_\_  
Use the DS Logon you created above. Sign into the milConnect site and click on Correspondence/Documentation from the menu bar. Use the dropdown to select DoDTAP. Click on the blue Initialize Pre-separation Counseling button. Complete ALL areas and do NOT leave any red boxes blank. You MUST digitally sign and SAVE this form for it to be active and for your TRS class completion to be recorded.
  - Complete the Self-Assessment/Individual Transition Plan** provided by your UTC
  - Review Statement of Benefits for Military Members at:** <https://www.dodtap.mil/resources.html>
  - Update email address in MOL**
  - Joint Service Transcript (JST)** (Combo Report under the Transcript link) <https://jst.doded.mil/smart/welcome.do>
  - Verification of Military Experience and Training (VMET)** <https://milconnect.dmdc.osd.mil/milconnect/> Sign into the milConnect site and click on Correspondence/Documentation from the menu bar. Use the dropdown to select DoDTAP. Select the VMET tab and follow the onscreen instructions
  
3. **Attend IC/PreSep** per your UTC's instructions. This class is a **PRE-REQUISITE to get into a Transition Readiness Seminar.**
  - o Bring your completed IC/PreSep Counseling Worksheet and **completed Self-Assessment (REQUIRED)**. You will not be admitted to the class without them.
  - o During IC/PreSep you will receive information about TRS and meet with an advisor to review your Self-Assessment and determine the right tier and track for you.
  - o Return this form to the UTC once complete. The UTC will schedule you for a TRS class and track as needed.
  
4. **Report to TRS class and track** per your UTC's instructions. **Bring this signed worksheet with you!!**
  
5. **120-90 days prior to your EAS meet with your CO/Capstone Designee** to conduct the Commander's Verification. Your CO/Capstone Designee will sign the eForm electronically. It then becomes the DD-2648 that you need to print and take to IPAC when you check out. Your DD-2648 is REQUIRED in order to get your DD-214.

**Recommended materials to bring to TRS:**

- o Leave and Earnings Statement (LES)- <https://mypay.dfas.mil/mypay.aspx>
- o Job Post(s) for desired positions or industries
- o Monthly financial data (ex: rent, loans, investments, phone, gas, groceries, utilities, etc.)
- o Resume
- o Laptop or tablet

**TRS Class Reminders**

- o Dress Code: Professional business attire or uniform of the day. **NO** jeans, shorts, t-shirts, or flip-flops
- o Check-in: Camp Lejeune TRS 0700 | Camp Lejeune Retirement Seminar/ETRS 0730 | All MCAS New River classes 0730
- o You **MUST** show your ID card at check-in
- o Walk-ins will **NOT** be accepted
- o Children are not permitted to attend
- o Attendance is mandatory. Your command must approve any absences
- o Computer lab locations: New River Career Resource Center AS-912 and Camp Lejeune Education Center Room 219



**Make an appointment today! You do NOT need to attend TRS to meet with an Advisor.**

**Camp Lejeune, Bldg. 824, 0715-1630, (910) 451-3781 ♦ MCAS New River, AS-912, 0800-1630, (910) 449-4914**

(print first and last name of service member)

http://www.mccslejeune-newriver.com/trs/

STEP ONE: Completed by UTC and SM prior to registering for IC/Pre-Sep class

- Created a DS Logon, Completed ONET Interest Profiler, Digitally signed and saved eForm, Completed Self-Assessment/Individual Transition Plan, Reviewed Statement of Benefits for Military Members, VMET, JST, and Updated email address in MOL (Record Completion Dates on page 1) I acknowledge that I completed the above mandated TAP compliant items. SM signature:

UTC Name: Unit: The service member is registered for IC/Pre-Sep class on date: time: location: (indicate CL or NR) By signing, I certify that the service member has completed the above IC/Pre-Sep Prerequisites. UTC Signature:

STEP TWO: Will be completed by TRB staff during IC/Pre-Sep class

\*TIER endorsement and TRACK recommendation:

- Tier 1: SM should consider attending the track. Tier 2: SM and should consider attending the track. Tier 3: Recommended track:

Empty box for tier endorsement and track recommendation.

STEP THREE: Completed by UTC AFTER IC/Pre-Sep class

Tier Assignment, Track requirement, and TRS Registration: Select the appropriate tier then follow directions to ensure proper registration. Is SM DOLEW Exempt? Yes No - Reason for exemption: Employment 20 year retiree Education

Tier 1: Assumes maximum preparedness for transition into civilian employment or education/training program or other factors are met. Register for Days 1-5. SM will report to TRS for check in on: date: at time: location: \*Days 3-5 are required unless DOLEW exemption applies. If SM is DOL exempt, they MUST provide Command Letter at check in. SM will only attend days 1-2 if DOLEW exempt, but will still be registered for ALL 5 days.

Tier 2: SM is prepared but should have additional labor resources to include those provided by the Department of Labor, to include resume guidance/review. Register for Days 1-5\*. SM will report to TRS for check in Days 1-5 date: at time: location: \*Days 3-5 are required unless DOLEW exemption applies. If SM is DOL exempt, they MUST provide Command Letter at check in. SM will only attend days 1-2 if DOLEW exempt, but will still be registered for ALL 5 days.

Tier 3: SM requires more information and guidance to develop a transition plan that is focused on their specific situation. Register for Days 1-5 AND one track on days 6-7 (days 6-7 are required based on additional goals if other than employment.) SM will report to TRS for check in Days 1-5 date: at time: location: AND Days 6-7 date: at time: location: for: (indicate track) Track Options 1) Employment (beginning Jan 2020), 2) Managing My Education, 3) Career Exploration Planning Track, 4) Entrepreneurship

CO/Designee email address:

By signing, I certify that the service member has been registered for TRS. UTC Signature: