

Inspectors General Checklist

TRANSITION READINESS PROGRAM (TRP) 1700.31

This checklist applies to all levels and types of commands.

Functional Area Sponsor:

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Overall Comments: Place Here

Name of Command

Date

Inspector

Final Assessment

Discrepancies: Findings:

Subsection 1 - UNIT-SPECIFIC ITEMS (All commands)

- 0101 Has the Commanding Officer (CO) appointed, in writing, Unit Transition Coordinators (UTCs) and Designees?
Note: UTCs must be uniformed members, in the pay grade of E5 and above, with at least 12 months remaining with the command. The UTC will submit a copy of the appointment letter via an ePAR to the Reporting Unit/ Installation Personnel Administration Center (IPAC) for reporting of code "UTCN – Unit Transition Counselor" via unit diary (TTC 073 000).
Note: Designees must be uniformed members, staff non-commissioned officers or higher, not currently serving in the capacity as a UTC and who can properly assess the Marine's Transition Assistance Program (TAP) and Warm Handover compliance.
Note: Appointment letters must be kept on file and a copy provided to the installation's Transition Program office. By name (not blanket) letters will be used to validate compliance of this requirement.
Verification of UTCN code will also be used to validate compliance of this requirement.
Reference: MCO 1700.31, par 3b(5)(c); MARADMIN 632/19, par 11c

Result

Comments

- 0102 Did the UTC(s) complete UTC training with Marine Corps Transition Readiness staff no later than 45 days following appointment?
Note: This must be completed regardless of where the UTC is located by contacting the nearest Marine Corps installation. Signed certificates will be used to validate compliance of this requirement.
Reference: MCO 1700.31, par 3b(5)(d); MARADMIN 632/19, par 11c

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

| Result | Comments |
|--------|--|
| 0103 | <p>Does the UTC facilitate all unit transition activities and coordinate with appropriate personnel to identify, notify and track all eligible Marines within the unit?</p> <p>Note: UTC must demonstrate identification and notification processes along with a tracking mechanism to validate compliance of this requirement.</p> <p>Reference: MCO 1700.31, par 3b(6)(a)</p> <p>Recommendation: TRS Tracking rosters in Marine On-line (ReportNet) in conjunction with confirmation from the transition office.</p> |

| Result | Comments |
|--------|--|
| 0104 | <p>Does the CO ensure that all Active Duty (AD) and Reserve Component (RC) Marines complete mandatory Initial Counseling (IC) and Pre-separation Counseling, beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 12 months prior to End of Active Service (EAS) date?</p> <p>Note: For inspection purposes, this only applies to Marines with an EAS date on or after 1 January 2021.</p> <p>Note: Rosters and/or verification of completion from the Transition Program staff will be used to validate compliance of this requirement.</p> <p>Recommend: TRS Tracking rosters in Marine On-line (ReportNet) in conjunction with confirmation from the transition office.</p> <p>Reference: Public Law 115-232 Section 552; MCO 1700.31, par 3b (5)(b); MARADMIN 632/19, par 5</p> |

| Result | Comments |
|--------|---|
| 0105 | <p>Does the CO ensure that all Active Duty (AD) and Reserve Component (RC) Marines complete mandatory TRS Workshops and Tracks, beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 6 months prior to EAS date?</p> <p>Note: Rosters and/or DD Form 2648 eForms will be used to validate compliance of this requirement.</p> <p>Recommend: TRS Tracking rosters in Marine On-line (ReportNet) in conjunction with confirmation from the transition office.</p> <p>Reference: Public Law 115-232 Section 552; MCO 1700.31, par 3b (5)(b), MARADMIN 632/19, par 7</p> |

| Result | Comments |
|--------|----------|
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0106 Did the CO or Designee personally conduct Commander's Verification no later than 90 days prior to EAS, using the DD Form 2648 eForm?
Note: DD Form 2648 eForms will be reviewed to validate compliance of this requirement.
Reference: DoDI 1332.35, Section 9; MCO 1700.31, par 3b(5)(b) and Encl (3); MARADMIN 632/19, par 9

Result Comments

0107 Upon successful completion of TRS, has the UTC coordinated entry of the training event code "TA" (Transition Readiness Seminar)? Upon successful completion of Commander's Verification, has the UTC coordinated entry of the training event code "TZ" (Transition Readiness Capstone) for all final DD Form 2648 eForms?
Note: TRS rosters in Marine On-line (ReportNet) or Custom Reports will be used to validate compliance of this requirement.
Recommend: ePARs/MCTIMS/S-3
Reference: MCO 1700.31, par 3b4(u); MARADMIN 632/19, par 7c

Result Comments

0108 Does the UTC ensure that the final completed DD Form 2648 eForm is filed in the Command's official files for 12 months following the Marine's EAS date?
Note: Forms must be kept in a secure location readily accessible for inspection purposes and will be used to validate compliance of this requirement.
Reference: MCO 1700.31, par 3b(5)(j)

Result Comments

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