

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" but do not sign the eForm until IC & Pre-separation Counseling has been completed

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: Follow instructions to login
- Step 4: Capture a screen shot of your profile page and provide to UTC/TRP as instructed
- Step 5: Create a DS login: <https://myaccess.dmdc.osd.mil/identitymanagement/app/login>

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: Click on "VMET"
- Step 7: Select "VMET Document (DD-2586) & Click "Submit"
- Step 8: 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 as instructed and directed by UTC/TRP personnel: <https://lejeunenewriver.usmc-mccs.org/marine-family-support/transition-readiness-program>

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

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" (Continue onto next page)
- Step 4: Enroll and watch all videos
- Step 5: Once complete, take picture/screenshot showing name and date

Join the Marine for Life Network - Recommended

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