UTC CHEAT SHEET

Step 1: Provide the SM Pre-Work

- 18 months before your SM's EAS, give your SM the Pre-Work handout
- Have your SM start working through each item

Step 2: Verify Pre-Work Completion by Collecting:

1. Completed NAVMC 17031 (2-25)
2. ROOB Certificate
3. Screenshot of Initiated E-form with SM's name on it
4. Screenshot of VA.gov Registration with SM's name on it
5. Screenshot of VMET with SM's Name on it (DO NOT send the entire document)
6. Screenshot of JST with SM's Name on it (DO NOT send the entire document)
7. Screenshot of Updated E-mail Address in MOL

Step 3: E-mail the installation you want the IC scheduled on using the template e-mail

- ** DO NOT E-MAIL BOTH CAMPS**
- Camp Lejeune IC: clic@usmc.mil
- New River IC: nric@usmc.mil
- Title the e-mail: IC for SM's Name
    - Add "Expedite" to the subject line if the request is short-suspense
- Fill out the template e-mail
- Attach the SM's Pre-work

Step 4:

If you receive an IC denial e-mail:

- Follow the instructions in the e-mail
- Resubmit the template e-mail and attachments to the appropriate installation IC e-mail address

If you receive an IC appointment confirmation:

- Your IC request was approved and an appointment was scheduled
- Remind your SM to attend the IC appointment so you do not show up on the No Show list

Tutorial and Documents: https://share.articulate.com/e5VFdB4dOjpBqViQt1S_p

Template can be found on the next page!

DISTRIBUTION: DoW COMMUNITY ONLY

UTC CHEAT SHEET

Copy & paste this template into the e-mail request:

SERVICE MEMBER (SM) GENERAL INFORMATION

- SM's First & Last Name:
- SM's EDIPI:
- SM's EAS:
- SM's Transition Status (EAS / MedSep / AdSep / Retiring):

COMMAND INFORMATION - THIS MUST BE THE SM'S PARENT COMMAND

- Major Command:
- Minor Command:

SERVICE MEMBER'S CONTACT INFORMATION

- Personal Email Address:
- Work Email Address (Optional):
- Cell Phone Number:
- Work Phone Number:

UTC'S CONTACT INFORMATION

- Phone Number:
- Work Email Address:

SCHEDULING AVAILABILITY

- SM's NON-Availability (Next **4** Weeks):

JUSTIFICATION FOR EXPEDITED REQUEST (IF APPLICABLE)

- Reason for expedited request (if applicable):