

## Transition Readiness Program TRS Pre-Work, Initial Counseling and Pre-Separation Counseling Checklist

Computers and assistance can be found in the Career Resource Management Center located in building 852, Monday – Friday, 0730 – 1500 hrs.

\*\*If you do not have CAC access, create log-in accounts and a DS-LOGON through eBenefits “Register”\*\*

- 1. Self-Assessment/Individual Transition Plan:** (<https://usmc-mccs.org/cycle>)  
Print.
- 2. eBenefits: Register** for a premium account. Print a copy of your login page with your name on it. (<https://www.ebenefits.va.gov>)
- 3. Joint Services Transcript (JST):** Click “My Transcripts”, “Basic JST”, then “Download Transcript”. Print your unofficial transcript. (<https://jst.doded.mil/jst>)
- 4. Print a copy of the VMET (Verification of Military Experience and Training)** (<https://milconnect.dmdc.osd.mil>)
  - Select “**Sign In**” on the upper right hand corner.
  - Sign in with CAC or DS Logon and Password
  - Under the “**Correspondence/Documentation**” section, select “**DoD Transition Assistance Program (DoDTAP)**”.
  - For the VMET - Select VMET tab and follow instructions to print VMET.
- 5. Print most recent LES (Leave and Earnings Statement)** <https://mypay.dfas.mil/#/>
- 6. Call for the Initial Counseling, (928) 269-3150 or (928) 269-3159 (15-20 mins)**

At the Initial Counseling, you will be scheduled to attend Pre-Separation Counseling.

You are now schedule to attend Pre-Separation Counseling on: \_\_\_\_\_

**After attending Pre-Separation Counseling, provide your Unit Transition Coordinator (UTC) with the confirmation email.**

# MCCS CAREER RESOURCE MANAGEMENT CENTER

## TRANSITION READINESS PROGRAM

### MCAS-YUMA

MCAS BOX 99119 YUMA, ARIZONA 85369

PHONE: **928-269-5181/3150/3159**

FAX: 928-269-3723 DSN: 269-5181

### Day of TRS

- You must have items 1-5 with you on the first day of TRS, to be admitted.
- TRS begins promptly at 0730 hours at MCAS Yuma, building 1200, Sonoran Pueblo.
- You are preparing for the next phase of your life and the attire for the week will be "Business Casual." This means **NO shorts, flip flops, bare shoulders or yoga pants/leggings.**