

Okinawa Transition Readiness Program (TRP)

Identify Service Members within **18 – 12 months from EAS** using the units **Alpha Roster**.

Click on "Alpha Roster" to view the 'How-to-obtain-roster' guide)

Provide Service Members with **TRS Pre-Work checklist** to complete and to schedule the Individual Counseling (IC) and Pre-Separation Counseling Brief appointment with the TRP office **NLT 365 days prior to EAS**.

Verify completion of IC, Pre-Separation Counseling Brief, and required track* for the Service Member through the weekly Master Roster provided by the TRP office.

**Please refer to [MARADMIN 632/19](#) for requirements*

↓ YES

↓ NO

Submit TRS registration for Service Member through **CLC2S**. This should occur **NLT 180 days prior to EAS**.
(Refer to UTC CLC2S guide for registration process)

Cannot register for TRS. Follow up with Service Member to complete IC & Pre-Separation Brief.
(Go back to previous step)

Verify the Service Member completed TRS and 2 day track (if required) through the weekly Master Roster from TRP office **NLT 180 days prior to EAS**. Run "TA" training code for TRS completion.

NO →

Check CLC2S request status/follow up with Service Member.
(Go back to previous step)

↓ YES

Verify Capstone Review is completed through the Service Members eForm. Once completed, coordinate Commanders Verification with CO/ Designee **NLT 90 days prior to EAS**. Send a token request to MCBB_EFORM@USMC.MIL.

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Receive completed eForm (DD2648) and file in records for 12 months from EAS. Ensure coordination of the entry of the "TZ" training code for Commanders Verification completion is entered for each Service Member.

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Glossary of Terms

eForm: Provides transmission of the electronic DD Form 2648 (eForm) into a Service member's official military personnel file and the TAP Data Retrieval Web Service, which provides data gathered by TAP to the Military Services.

Individual Counseling (IC): Includes a personal self-assessment/ ITP to identify the pathway that determines the Service members' level of transition assistance needed and post-transition goals in accordance with Section 1142 of Title 10, U.S.C.

Pre-Separation Counseling: Provides counseling on various benefits, programs, services, tools, and other important resource entitlements for which they may be eligible pursuant to Section 1142 of Title 10, U.S.C.

Tiers: Prior to Individualized Initial Counseling, the Marine will initiate a Self-Assessment/Individual Transition Plan (ITP), designed to address their needs, and ensure they are placed in one of three Tiers (Tier 1, 2, or 3) by the Transition Readiness staff member per reference (a). The Tier is based on the post separation goals of the transitioning Marine.

Tracks: The track is a two day workshop regarding preparation for employment, education, vocational training, or entrepreneurship.

Career Readiness Standards (CRS): A set of common and specific activities and associated relevant deliverables (documented as part of Capstone completion), which must be achieved to demonstrate Service members are prepared to transition effectively to pursue their personal post-separation higher education, vocational training, and civilian employment goals.

Capstone Review: Completed by the transition staff, capstone is the culmination of the transition process and occurs NLT 90 days preceding anticipated separation, retirement, demobilization or deactivation.

Commander's Verification: Completed after Capstone Review phase. Mandatory phase in which eligible Service Members provide CRS to the commander or designee.

eForm Token: Token "refers to the "Automated Email Notification" that is sent by transition staff, which gives the Commander/Designee access to their Service Members' eForm. The eForm token must be submitted by the UTC. Token Requests must include Service Member's first and last name, EDIPI number, and CO/Designee email address.