

Service Member Transition Process

Okinawa Transition Readiness Program (TRP)

Coordinate with your Unit Transition Coordinator (UTC) **18 – 12 months from EAS** to obtain and complete the **Transition Readiness Seminar (TRS) Pre-Work checklist**.



Complete the Pre-Work checklist, then schedule and complete your Individual Counseling (IC) and Pre-Separation Counseling Brief **NLT 365 days prior to EAS**.

To schedule your IC appointment please visit **MCCS TRP** website.

You will be required to bring the TRS Pre-Work checklist and all supporting documents to your appointment.



Complete the required **2-day track** based on the pathway selected during your IC. To register for the 2-day track visit **MCCS TRP** website.



Coordinate with your UTC to register and complete TRS **NLT 180 days prior to EAS**.



After completing TRS, schedule a Capstone Review with the Transition staff **NLT 120 days prior to EAS**. To schedule your Capstone Review contact the local **TRP office**.

You will be required to provide the TRP staff all of your Career Readiness Standards (CRS) during the Capstone Review. CRS include: Individual Transition Plan (ITP), Military Occupational Crosswalk (MOC), Financial Planning Worksheet and an education/training institution comparison tool or a resume.



Contact your UTC to coordinate the Commanders Verification interview with your CO/Designee **NLT 90 days prior to EAS**. You will be required to bring your CRS to the interview.

**Your eForm will be completed when the CO/Designee electronically signs the eForm. Print 3 copies of your eForm: (1) copy for IPAC, (1) copy for the UTC, and (1) copy for your records.*

***The TRP office will stamp off the Smooth Move requirement on your unit check-out sheet.*

References

DOD INSTRUCTION 1332.35, TRANSITION ASSISTANCE PROGRAM (TAP) FOR MILITARY PERSONNEL; Effective: September 26, 2019

MARINE CORPS ORDER 1700.31: TRANSITION READINESS PROGRAM (TRP); Effective: 30 DEC 2015

MARADMIN 632/19: TRANSITION READINESS; Date Signed: 11/13/2019 MARADMINS Number: 632/19

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Glossary and 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.

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: Mandatory phase in which eligible Service Members provide CRS to the commander or designee. Based upon the judgment of the commander or commander's designee, if the Service member cannot meet the CRS before transition, the commander or designee verifies, confirms and documents a warm handover to appropriate interagency partners or local resources before separation, retirement, or release from active duty.