



UNITED STATES MARINE CORPS
I MARINE EXPEDITIONARY FORCE
U. S. MARINE CORPS FORCES, PACIFIC
BOX 55300
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:
1040
CARP

POLICY LETTER 2-14

APR 22 2014

From: Commanding General
To: Distribution List

Subj: I MARINE EXPEDITIONARY FORCE TRANSITION PROGRAM

Ref: (a) DTM 12-007
(b) MarAdmin 734/12
(c) MarAdmin 514/13

Encl: (1) DD Form 2958
(2) DD Form 2648
(3) Career Readiness Standards
(4) Capstone Procedures

1. Situation. To set policy for Unit Transition throughout I Marine Expeditionary Force (I MEF). Presently, Marine Corps Base Camp Pendleton and station are experiencing a "back log" of service members who by law must attend a Transitional Readiness Seminar (TRS) one year prior to leaving active service. The Marine Corps Order covering the Unit Transition Program is out of date and is in re-write creating a void of direction on when and how to transition our service members. To that end, this policy letter is written and will be adhered to until the new Marine Corps Order is released.

2. Mission. I MEF will transition our assigned service members per public law and the Commandant's guidance. Commanders will assign an Officer or Staff Non-Commissioned Officer as the Unit Transition Coordinator (UTC). These assignments will be in duration of no more than one year and no less than six months. This time line is provided in order to not adversely affect a Marine's career while at the same time allowing for continuity of the unit's Transition Program.

3. Execution. Our most valuable assets are the individual Marines and Sailors who serve to accomplish our mission. When our service members make the choice not to re-enlist or are not eligible to re-enlist, the Commanding Officer will request a TRS class date no later than 365 days before the service members end of active service (EAS) or end of current contract (ECC). In order to facilitate this effort, the following measures will be taken:

a. Major Subordinate Commands (MSC) will assign a UTC to oversee the units program. The MSC Transition Coordinator will be assigned in writing by their Commanding General and will execute the following:

(1) Maintain contact with the I MEF Transition Coordinator and UTCs.

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(2) Provide oversight and direction of the MSC Unit Transition Coordinator Program; to include supervision and support of all UTCs.

(3) Conduct monthly UTC Training.

(4) Coordinate with Marine Corps Community Service (MCCS) Transition Team.

(5) Submit weekly situation reports to all commands within the MSC.

b. All Commanding Officers will assign a UTC in writing to oversee their unit's Transition Programs. These UTCs should report directly to the Commanding Officer or Executive Officer and work closely with the unit's S-1 or Career Planner to coordinate all Officer and Enlisted transitions, to include:

(1) Ensure all eligible service members attend the TRS 12 to 14 months before their EAS but complete TRS no less than 180 days prior to that date.

(2) Provide MCCS Transition Team with service members attending the TRS at least two weeks prior to the TRS class they will be attending.

(3) Ensure that all attendees complete the TRS pre-work via the MCCS website and bring completion certificates to the TRS when scheduled.

(4) Ensure transition counselors, such as UTCs, as designated by the Unit Commander, review the Individual Transition Plan (ITP) for completion and verify the service member meets their Career Readiness Standards (CRS) as defined in Enclosure (3) prior to the Capstone, as defined in Enclosure (4).

(5) Ensure service members participate in knee-to-knee (face to face) Capstone meeting with the Commander or designee to review the CRS are met and sign the ITP Checklist for each service member.

(6) Ensure any approved exemptions are documented on the Marine's ITP checklist.

(7) Ensure the ITP Checklist and DD Forms 2958 and 2648 are filed in the service member's Official Military Personnel File (OMPF). Ensure UTCs retain copies of DD Forms 2648 and 2958 for three years.

(8) Ensure the following service members are identified and supervised closely during the transition process:

a. Are 18-24 years old;

b. Are completing their first term of enlistment;

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- c. Are involuntarily separating due to force shaping; or
- d. Are rapidly separating from service.

(9) Encourage spouses and same sex domestic partners of transitioning service members to attend the TRS.

(10) Ensure all service members slated to deploy attend TRS prior to deploying, if upon their return date they have less than 180 days to their EAS/ECC.

(11) Ensure all transitioning service members report to the Individual Personnel Administration Center outbound section 180 Days prior to their EAS/ECC with a Separations Data Sheet to initiate the administrative process for transition.

c. UTCs shall;

(1) Maintain open and continual contact with the MCCS Transition Team in order to submit transitioning service member for TRS seat.

(2) Identify and notify all service members within their unit of the mandatory requirements to attend TRS activities 365 days prior to EAS/ECC.

(3) Provide initial separations counseling to all service members within 14-12 months prior to the service members EAS/ECC.

(4) Maintain a file copy of all completed MCCS Transition Team stamped DD Forms 2958 and 2648, for the current fiscal year plus the two previous fiscal years.

(5) Ensure completed and MCCS Transition Team stamped DD Forms 2958 and 2648 are uploaded to the service member's OMPF.

(6) Advise all service members to maintain a copy of the completed MCCS Transition Team stamped DD Forms 2958 and 2648 for their own personal records and use.

(7) Report weekly attendance and completion statistic to the Commanding Officer/Executive Officer to ensure compliance with the transition program.

4. Administration and Logistics

a. Transitioning service members are responsible to attend all five days of TRS and maintain all required copies of the DD Forms 2958 and 2648.

b. The Camp Pendleton TRS is administered and run by MCCS.

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5. Command and Signal

a. The I MEF UTC SNCOIC administers the Transition Program on behalf of the Commanding General.

b. The I MEF UTC SNCOIC can be reached at (760) 763-3881.



M. J. GOUGH
Chief of Staff

DISTRIBUTION: I,II

SERVICE MEMBER CAREER READINESS STANDARDS/INDIVIDUAL TRANSITION PLAN CHECKLIST

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1142, Pre-separation Counseling; DoD Directive 1332.35, Transition Assistance for Military Personnel; DoD Instruction 1332.36, Pre-separation Counseling for Military Personnel; and E.O. 9397, as amended (SSN).

PRINCIPAL PURPOSE(S): To document achievement of Career Readiness Standards commensurate with the Service member's desired employment, education, technical training, and/or entrepreneurial objectives.

ROUTINE USE(S): The DoD "Blanket Routine Uses" found at http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html apply.

DISCLOSURE: Voluntary; however, if the requested information is not provided, it may not be possible for a Commander or designee to verify that a Service member has met the Career Readiness Standards.

SECTION I - SERVICE MEMBER INFORMATION

1. NAME (Last, First, Middle Initial)	2. GRADE (Select one)	3. DoD ID NUMBER	4. TRANSITION DATE (YYYYMMDD)
5. SERVICE (Select one from each category)	6. UNIT		

SECTION II - COMMON CAREER READINESS STANDARDS

	(X one)	YES	NO	N/A
7. Completed the DoD Standardized Individual Transition Plan				
8. Prepared the DoD Standardized 12-month post-separation budget reflecting personal/family goals				
9. Registered on eBenefits				
10. Completed a Continuum of Military Service Opportunity counseling (active component Service members only)				
11. Evaluated transferability of military skills to civilian workforce (MOC CROSSWALK) and completed DoD standardized gap analysis				
12. Documented requirements and eligibility for licensure, certification, and apprenticeship				
13. Completed an assessment tool to identify personal interests and leanings regarding career selection				
14. Completed a job application package (resume, personal/professional references and, if required, application) or presented a job offer letter				
15. Received a DOL Gold Card and understands post 9/11 Veterans have priority for 6 months at DOL American Job Centers				

SECTION III - ACCESSING HIGHER EDUCATION/CAREER TECHNICAL TRAINING READINESS STANDARDS

16.a. Completed an assessment tool to identify aptitudes, interests, strengths, or skills				
16.b. Completed a comparison of academic or training institution choices				
16.c. Completed a college, university or career technical training application or received an acceptance letter, respectively				
16.d. Confirmed one-on-one counseling with a higher education or career technical training institution advisor or counselor				

SECTION IV - OTHER

17. Completed Preseparation Counseling (DD Form 2648/2648-1) - MANDATORY				
18. Completed VA Benefits Briefings I and II - MANDATORY				
19. Completed DOL Employment Workshop - MANDATORY UNLESS EXEMPT (See Item 20 for exemptions)				
20. REASON EXEMPTED FROM DEPARTMENT OF LABOR (DOL) EMPLOYMENT WORKSHOP (Select one)				
21. Completed Transition GPS Track(s) (Select all that apply)				
<input type="checkbox"/> Accessing Higher Education <input type="checkbox"/> Career Technical Training <input type="checkbox"/> Entrepreneurship				
22. Evaluated post-military transportation requirements and developed a plan to meet personal/family needs in ITP				
23. Evaluated post-military housing requirements and developed a plan to meet personal/family needs in ITP				

SECTION V - WARM HANDOVER TO SUPPORTING AGENCIES CONTACT INFORMATION

24.a. VA REPRESENTATIVE (Last Name, First Name)	b. POST-TRANSITION LOCATION	c. TELEPHONE NUMBER	<input type="checkbox"/> d. X IF HANDOVER CONFIRMED
25.a. DOL REPRESENTATIVE (Last Name, First Name)	b. POST-TRANSITION LOCATION	c. TELEPHONE NUMBER	<input type="checkbox"/> d. X IF HANDOVER CONFIRMED
26.a. OTHER RESOURCES (Last Name, First Name)	b. POST-TRANSITION LOCATION	c. TELEPHONE NUMBER	<input type="checkbox"/> d. X IF HANDOVER CONFIRMED

SECTION VI - VERIFICATION

27. I verify that all applicable Career Readiness Standards	were	were not met, as documented in the Individual Transition Plan.
28.a. SERVICE MEMBER (Print Last Name, First Name)	b. DATE (YYYYMMDD)	
29.a. TRANSITION COUNSELOR (Print Last Name, First Name)	b. REMARKS	c. DATE (YYYYMMDD)
30.a. COMMANDER (OR DESIGNEE) (Print Last Name, First Name)	b. REMARKS	c. DATE (YYYYMMDD)

INSTRUCTIONS

This checklist coincides with the Individual Transition Plan and certifies achievement of the Career Readiness Standards (CRS) commensurate with the Service member's desired employment, higher education, career technical training and/or entrepreneurial objectives. This checklist must be completed prior to the Service member's separation, certified by the Transition Counselor and Service member's Commander or Commander's designee.

Section I - Service Member Information.

1. **Name.** Self-explanatory.
2. **Grade.** Enter or select E1 - E9; W1 - W5; or O1 - O10 from the drop-down list.
3. **DoD Identification Number.** Self-explanatory.
4. **Transition Date.** Enter expected date of retirement, ETS, discharge, or release from active duty.
5. **Service.** Enter or select your specific Service Branch and Component from the drop-down lists.
6. **Unit.** Enter designation of current unit of assignment.

Section II - Common Career Readiness Standards and Section III - Accessing Higher Education/Career Technical Training Readiness Standards. A response is required for each entry. Mark the applicable box Yes, No, Not Applicable (N/A) in response to whether the Service member completed the corresponding Career Readiness Standards (CRS). Service members are required to meet the CRS and have a viable Individual Transition Plan (ITP).

Item 10 pertains only to Active Component Service members. Active Component Service members who are separating must receive counseling from a transition counselor on the value and importance of continuing Military Service in the Reserve Components.

Items 16.a. - d. pertain to Service members seeking higher education or career technical training when they depart from military service.

Section IV - Other.

- 20. Reason Exempted From Department of Labor (DOL) Employment Workshop.** Select the item from the drop-down list corresponding to the reason the Service member may be exempted from attending the DOL Employment Workshop. Select "Not Exempt" if the Service member does not meet the following exemption criteria:
- a. Service members retiring after 20 years or more of Active Federal Service (AFS) in the Military Services.
 - b. Service members, after serving their first 180 continuous days or more on active duty, pursuant to 10 U.S.C., if they meet at least one of the following criteria:
 - I. Provide documented confirmation of civilian employment.
 - II. Provide documented acceptance into an accredited career technical training, undergraduate or graduate degree program.
 - III. Have previously attended the DOL Employment Workshop.
 - c. Service members with specialized skills who, due to unavoidable circumstances, are needed to support a unit on orders to be deployed within 60 days. The first commander in the Service member's chain of command with authority pursuant to chapter 47 of 10 U.S.C. (also known as the "Uniform Code of Military Justice (UCMJ)") must certify on the ITP checklist any such request for exemption from the DOL Employment Workshop. A make-up plan must accompany the postponement certification.
 - d. Recovering Service Members (RSMs) imminently transitioning from active duty, who are enrolled in the Education and Employment Initiative (E2I) or a similar transition program designed to secure employment, higher education, or career technical training post-separation.

Section V - Warm Handover. Enter the name and contact information of the Veterans Administration, Department of Labor, or other employment, education, or supporting resources available at the Service member's final post-transition destination to provide assistance to the Service member after leaving active military service. The warm handover consists of a confirmed person-to-person contact of the Service member with appropriate partner agencies, and assurance that the partner acknowledges post-military assistance is required and that its staff will follow through to assist the member. A warm handover is required for those who do not meet the CRS or need further assistance.

Section VI - Verification. Commanders or Commanders' designees are responsible for verifying that Service members meet the CRS and have a viable ITP at Capstone. If Service members do not meet the CRS, then Commanders or Commanders' designees will take action to connect members via a warm handover to the appropriate interagency partners, or appropriate local resources, for the necessary assistance. Commanders or Commanders' designees will document the warm handover in Section V.

Type in the names of the Service Member, Transition Counselor, Commander or Commander's designee in Items 28.a. - 30.a. in lieu of a "wet" signature.

**PRESEPARATION COUNSELING CHECKLIST
FOR ACTIVE COMPONENT (AC), ACTIVE GUARD RESERVE (AGR), ACTIVE RESERVE (AR),
FULL TIME SUPPORT (FTS), AND RESERVE PROGRAM ADMINISTRATOR (RPA) SERVICE MEMBERS**

(Please read Privacy Act Statement and Instructions in Section III before completing this form.)

SECTION I - PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 1142, Preseparation Counseling; E.O. 9397, as amended (SSN).

PRINCIPAL PURPOSE(S): To record preseparation services and benefits requested by and provided to Service members; to identify preseparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed preseparation counseling checklist will be maintained in the Service member's official personnel file. Title 10, USC 1142, requires that not later than 90 days before the date of separation, for anticipated losses, preseparation counseling for Service members be made available. For unanticipated losses, preseparation counseling shall be made available as soon as possible.

ROUTINE USE(S): None.

DISCLOSURE: Disclosure of SSN is mandatory. Disclosure of other information in Section II is voluntary; however, it may not be possible to initiate preseparation counseling and other transition assistance services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.

SECTION II - PERSONAL INFORMATION *(To be filled out by all applicants)*

1. NAME			2. SSN	3. GRADE	4. DATE OF BIRTH (YYYYMMDD)
a. Last Name		b. First Name	c. Middle Initial		
5. SERVICE <i>(X one)</i>			6. DUTY STATION		7. ANTICIPATED DATE OF SEPARATION (YYYYMMDD)
<input type="checkbox"/> ARMY	5.a. COMPONENT		a. MILITARY INSTALLATION/CITY		
<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> AC				
<input type="checkbox"/> NAVY	<input type="checkbox"/> AGR	b. STATE		c. ZIP CODE	
<input type="checkbox"/> AIR FORCE	<input type="checkbox"/> AR			7.a. I AM <i>(X one)</i>	
<input type="checkbox"/> COAST GUARD	<input type="checkbox"/> RPA			<input type="checkbox"/> Retiring	<input type="checkbox"/> Separating Involuntarily
	<input type="checkbox"/> FTS			<input type="checkbox"/> Separating Voluntarily	
8. DATE CHECKLIST PREPARED (YYYYMMDD)		8.a. Place an X in this box ONLY if you have 89 days or less remaining on active duty before separation or retirement. <i>(Please read the following instructions: If separating or retiring and you have 89 days or less remaining on active duty before your separation or retirement, why was your preseparation counseling not conducted earlier? Please go to Section VI - REMARKS and check the response that best describes why preseparation counseling was not conducted earlier.)</i>			
9. Is your spouse/family member/legal guardian/designee present during preseparation counseling? <i>(X one)</i>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	<input type="checkbox"/> N/A
9.a. Are you willing to be contacted after separation or retirement regarding the value of the transition assistance programs and services you received? <i>(X one)</i>			<input type="checkbox"/> YES	<input type="checkbox"/> NO	

SECTION III - INSTRUCTIONS

All transitioning Service members shall read these instructions before completing Sections IV, V, and VI of this form. After being counseled, Service member shall sign and date the form in items 28.a. and 28.b.

This form will be used for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR), Full Time Support (FTS), and Reserve Program Administrator (RPA) Service members.

- (1) Items checked "YES" indicate that you require additional information or referral to a subject matter expert on the installation or to an appropriate person in another agency or organization outside of DoD or attendance at a scheduled employment or VA session (Section IV).
- (2) Shaded areas on the form mean: (a) the information is not applicable (example: item 11.b. is shaded under "Spouse" because DD Form 2586, "Verification of Military Experience and Education - VMET", does not apply to spouses); or (b) the item is referring to a Web site address and URLs require no further explanation. URLs are provided so Service members can research information at their leisure on a given topic or subject.
- (3) **Department of Labor TAP Employment Workshop:** In accordance with DoDI 1332.35, AC, AGR, AR, FTS, and RPA separating and retiring Service members who check "YES" in item 11.a. on DD Form 2648, "Preseparation Counseling Checklist", shall be released to complete the Department of Labor (DOL) Transition Assistance Program (TAP) Employment Workshop in its entirety. Service members will be exempt from normal duty the full 24 hour period of each DOL workshop day and the 12 hours immediately preceding and following the DOL workshop. In the event that a DOL Workshop is unavailable, the Service member will attend a military equivalent employment workshop conducted by the Military Services.
- (4) **Veterans Benefits Briefing:** In accordance with DoDI 1332.35, all separating and retiring Service members who check "YES" in item 19 shall be released to complete the Veterans Benefits Briefing sponsored and offered by the Department of Veterans Affairs (VA) in its entirety. Service members will be exempt from normal duty the full 24 hour period of each VA Benefits Briefing day and the 12 hours immediately preceding and following the VA Benefits Briefing.
- (5) **Disabled Transition Assistance Program (DTAP):** In accordance with DoDI 1332.35, all separating and retiring Service members who check "YES" in item 20 (with special emphasis on Wounded, Ill, or Injured) who have or think they have a service-connected disability, are awaiting a medical discharge, or have incurred an injury or illness while on active duty, or aggravated a pre-existing condition, and those referred to a Physical Evaluation Board or placed in a medical hold status by their Service, shall be released to complete the DTAP briefing sponsored by VA. Spouses/Family Member/Legal Guardian/Designee are encouraged to attend the DTAP briefing. Service members will be exempt from normal duty the full 24 hour period of each VA DTAP Briefing day and the 12 hours immediately preceding and following the VA DTAP Briefing.

PREPARATION COUNSELING CHECKLIST FOR AC, AGR, AR, FTS, AND RPA SERVICE MEMBERS	NAME (Last, First, Middle Initial)	SSN
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SECTION IV

Please indicate (by checking either YES or NO) whether you (or if accompanied by your spouse/family member/legal guardian/designee if applicable) desire additional counseling for the following benefits and services to which you may be entitled. All benefits and services checked YES should be used to develop your Individual Transition Plan (ITP). The following benefits and services available to all Service members, unless otherwise specified, will be explained by the Transition/Command Career Counselor.

	SERVICE MEMBER		SPOUSE		REFERRED TO
	YES	NO	YES	NO	
10. EFFECTS OF A CAREER CHANGE					
11. EMPLOYMENT ASSISTANCE					
a. Do you want to attend the Department of Labor sponsored Transition Assistance Employment Workshops or Service sponsored Transition workshops/seminars?					
b. Verification of Military Experience and Training (VMET) (DD Form 2586). Do you want a copy of your VMET document? If yes, go to www.dmdc.osd.mil/vmet to print your VMET document and cover letter.					
c. Counselor will provide information on civilian occupations corresponding to Military occupations (see Occupational Information Network (O*NET website) at www.online.onetcenter.org/crosswalk and related assistance programs) and civilian occupations related to assistance programs.					
(1) Licensing, Certifications and Apprenticeship Information.					
(a) Department of Labor www.careeronestop.org/CREDENTIALING/CredentialingHome.asp					
(b) U.S. Army Credentialing On-line https://www.cool.army.mil					
(c) U.S. Military Apprenticeship Program https://usmap.cnet.navy.mil/usmapss					
(d) DANTES www.dantes.doded.mil/dantes_web/danteshome.asp					
(e) Navy Cool Website https://www.cool.navy.mil					
d. TurboTAP.org (www.TurboTAP.org) and other programs, tools, and resources					
(1) Employment Hub www.turboTAP.org/portal/transition/resources/Employment_Hub					
(2) Hire Vets First www.hirevetsfirst.dol.gov/					
(3) State Job Boards www.careeronestop.org/jobsearch/cos_jobsites.aspx					
(4) DOL REALifelines www.hirevetsfirst.dol.gov/realifelines/index.asp					
e. Public and Community Service Opportunities www.turboTAP.org/portal/transition/lifestyles/Employment/Public_and_Community_Service_PACS_Registry_Program					
f. Teacher and Teacher's Aide Opportunities/Troops to Teachers www.proudtoserveagain.com					
g. Federal Employment Opportunities					
(1) www.usajobs.opm.gov					
(2) www.go-defense.com					
(3) Information on Veterans Preference in Federal Employment					
(4) Information on Veterans Federal Procurement Opportunities					
(5) Office of Personnel Management (OPM) Special Hiring Authorities					
h. Hiring Preference in Non-Appropriated Fund (NAF) jobs (Eligible Involuntary Separatees)					
i. State Employment Agencies					
(1) Career One Stop Centers www.careeronestop.org/jobsearch/cos_jobsites.aspx					
(2) Workforce Investment Act (WIA)					
j. Information concerning veterans small business ownership and entrepreneurship programs					
(1) Small Business Administration www.sba.gov/aboutsba/sbaprograms/ovbd/ and www.score.org SBA Patriot Express Loan					
(2) National Veteran's Business Development Corporation www.veteranscorp.org					
k. Information on employment and reemployment rights and obligations (USERRA) for Active Duty Service Members (Chapter 43, Title 38 U.S. Code)					
l. Information on "Priority of Service" for veterans in receipt of employment, training, and placement services provided under qualified job training programs of the Department of Labor					

PREPARATION COUNSELING CHECKLIST FOR AC, AGR, AR, FTS, AND RPA SERVICE MEMBERS	NAME (Last, First, Middle Initial)										SSN				
SECTION IV (Continued)											SERVICE MEMBER		SPOUSE		REFERRED TO
											YES	NO	YES	NO	
12. RELOCATION ASSISTANCE *NOTE: Status of Forces Agreement limitations apply to overseas Service members.															
a. Permissive (TDY/TAD) and Excess leave															
*b. Travel and Transportation Allowances (see Note above)															
13. CONTACT INFORMATION FOR HOUSING COUNSELING ASSISTANCE portal.hud.gov/portal/page/portal/HUD															
14. EDUCATION/TRAINING															
a. Education benefits (Post 9-11 GI Bill Chapter 33), (Montgomery GI Bill Chapter 30), (Veterans Educational Assistance Program), (Vietnam-era, etc.) www.gibill.va.gov															
b. U.S. Department of Education Federal Aid Programs www.FederalStudentAid.ed.gov															
c. Other Federal, State, or local education/training programs and options															
15. PHYSICAL AND MENTAL HEALTH WELL-BEING															
a. Information on availability of Healthcare and Mental Health Services (Post-traumatic stress disorder, anxiety disorders, depression, suicidal ideations, combat operational/stress, or other mental health conditions associated with service in the Armed Forces)															
(1) Transitional Healthcare Benefit/TRICARE (for eligibility and additional information go to: www.tricare.mil or www.tricare.mil/Factsheets/browsetopic.cfm) (click on Transitional Assistance Management Program)															
(2) VA Health Administration www1.va.gov/health/index.asp															
(3) VA Vet Center www.vetcenter.va.gov															
(4) State and local healthcare and mental health services															
b. Describe healthcare and other benefits to which the member may be entitled under the laws administered by the Secretary of Veterans Affairs - www.va.gov															
(1) VA health care															
(2) VA dental care															
16. HEALTH AND LIFE INSURANCE															
a. Continued Health Care Benefits Program - Option to purchase 18-month conversion health insurance. Concurrent pre-existing condition coverage with purchase of conversion health insurance www.tricare.mil/mybenefit/home/overview/SpecialPrograms/CHCBP															
b. Veterans Group Life Insurance (VGLI) www.insurance.va.gov/sglisite/vgli.htm and www.turboTAP.org websites															
c. Servicemembers' Group Life Insurance (SGLI) www.insurance.va.gov/sglisite/default.htm and www.turboTAP.org websites															
d. Traumatic Injury Protection Program (TSGLI) www.insurance.va.gov/sglisite/tsgli/expandedbenefits.htm and www.turboTAP.org websites															
e. Family Servicemembers' Group Life Insurance (FSGLI) www.insurance.va.gov/sglisite/fsgli/sglifam.htm and www.turboTAP.org websites															
f. Service-Disabled Veterans Insurance (S-DVI) www.insurance.va.gov/inForceGII/Site/buying/SDVI.htm and www.turboTAP.org websites															
g. Veterans' Mortgage Life Insurance (VMLI) www.insurance.va.gov/inForceGII/Site/buying/VMLI.htm and www.turboTAP.org websites															
h. For more information on Veterans Life Insurance, visit: www.insurance.va.gov															
i. Transitional Health and Dental Care Benefit - for eligibility criteria and additional information, go to: www.tricare.mil and www.tricare.mil/dental/TRDP_Eligibility.cfm															
17. FINANCES															
a. Financial Management (TSP, Retirement, SBP, military vs. civilian pay and benefits)															
b. Separation pay (Eligible Involuntary Separatees)															
c. Unemployment Compensation															
d. General money management (budgeting, debt reduction)															
e. Personal savings and investing															

PRESEPARATION COUNSELING CHECKLIST FOR AC, AG, AR, FTS, AND RPA SERVICE MEMBERS	NAME (Last, First, Middle Initial)	SSN

SECTION IV (Continued)	SERVICE MEMBER		SPOUSE		REFERRED TO
	YES	NO	YES	NO	

18. RESERVE AFFILIATION					
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19. Do you want to attend the Veterans Benefits Briefing? (See section III, Instructions, item 4.)					
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20. DISABLED VETERANS BENEFITS					
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a. Do you want to attend the Disabled Transition Assistance Program (DTAP) Briefing? See Section III - Instructions, item 5 and VA Vocational Rehabilitation and Employment Service at www.vba.va.gov/bln/vre					
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b. VA Disability Benefits www.vba.va.gov/VBA/benefits/factsheets					
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c. Benefits Delivery at Discharge and Quick Start www.vba.va.gov/predischarge					
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21. STATE VETERANS BENEFITS					
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22. 2-YEAR COMMISSARY AND EXCHANGE PRIVILEGES (Eligible Involuntary Separates)					
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23. LEGAL ASSISTANCE					
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24. POST GOVERNMENT (MILITARY) SERVICE EMPLOYMENT RESTRICTION COUNSELING Information on post government (military) employment counseling (restrictions on employment, imposed by statute and regulation) shall be conducted by Services as appropriate. Transition/Command Career Counselors shall refer separating and retiring Service members to an installation legal office (Staff Judge Advocate or Counselor's Office) to ensure they receive a post government (military) employment restrictions briefing or counseling from an ethics official.					
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25. INDIVIDUAL TRANSITION PLAN (ITP)					
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a. As a separating Service member, after receiving Preseparation Counseling information and completing this checklist, you and your spouse/family member/legal guardian/designee (if applicable) are entitled to receive assistance in developing an Individual Transition Plan (ITP) based on the areas of interest you have identified on this checklist. The Preseparation Counseling Checklist addresses a variety of transition services and benefits to which you may be entitled. Each individual is strongly encouraged to take advantage of the opportunity to develop an ITP. The purpose of the ITP is to identify educational, training, and employment objectives and to develop a plan to help you achieve these objectives. It is the Military Department's responsibility to offer Service members the opportunity and assistance they need to develop an ITP. It is the Service member's responsibility to develop an ITP based on his/her specific objectives and the objectives of his or her spouse, if appropriate.

Based upon information received during Preseparation Counseling, do you and/or your spouse/family member/legal guardian/designee desire assistance in developing your ITP? If YES, the Transition staff/counselor/Command Career Counselor is available to assist you (see www.TurboTap.org website).	SERVICE MEMBER		SPOUSE	
	YES	NO	YES	NO

b. To assist your transition counselor, choose the answer that best describes your post-military goal(s): (X all that apply)		
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<input type="checkbox"/> I already have post-military employment.	<input type="checkbox"/> I plan to go to school and use my VA education benefits.
<input type="checkbox"/> I plan to get a job and start work as soon as possible.	<input type="checkbox"/> I don't know what I plan to do.
<input type="checkbox"/> Other (please describe/write in)	

SECTION V - LANGUAGE SKILLS/REGIONAL EXPERTISE

Counselors will ensure all transitioning Service members, Active, Guard and Reserve with language skills and/or regional expertise complete Item 26.

26. The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.

a. Do you consent to being contacted by the Department of Defense for such purposes?	YES	NO
b. Do you consent to having the Department of Defense share your information with other Federal agencies for such purposes?	YES	NO

Career Readiness Standards (CRS)

1. All transitioning Marines must meet CRS based upon their pathway track of choice. An overview of the CRS shall be provided by installation Personal and Professional Development (P&PD) staff during the Transition Readiness Seminar (TRS). All CRS shall be documented on the ITP Checklist (enclosure (1)).
2. All transitioning Marines will complete the following CRS at the completion of the TRS:
 - a. Preseparation counseling as documented on the DD Forms 2648/-1.
 - b. A 12-month post-separation budget.
 - c. Individual transition plan, including documentation of the Marine's personal employment, higher education, career technical training and/or entrepreneurship goals, actions and milestones.
 - d. Military Occupation Specialty (MOS) crosswalk gap analysis evaluating transferability of military skills to the civilian workforce.
 - e. Identified requirements and eligibility for certification, licensure, and apprenticeship in the Marine's desired potential career field.
 - f. E-benefits registration.
 - g. Continuum of military service opportunity and connectivity counseling – Reserve Opportunities and Obligations Brief and Marine For Life Brief.
 - h. Completed individual assessment tool to identify personal interests and leanings that will enable informed decision-making regarding career, higher education, or career technical field selection.
 - i. Job application package or receive a job offer letter. The package must include a private or public sector resume and personal and professional references.
 - j. Receive a Department of Labor (DOL) gold card certificate for DOL American Job Centers.
3. In addition to the requirements in paragraph 2 above, all transitioning Marines attending the Employment or Entrepreneurship Pathway at TRS or seeking employment or small business ownership after service will complete at least two submitted job applications as part of the job application package noted in paragraph 2.i. above.
4. In addition to the requirements in paragraph 2 above, all transitioning Marines attending the Education or Career/Technical Training Pathway at TRS or seeking educational opportunities after service will complete the following Education and Technical Training Standards:
 - a. Comparison of academic or training institution choices section of the ITP.
 - b. A college, university or technical training application or received acceptance letter.

c. Confirm one-on-one counseling with college, university, or technical training institution advisor or counselor.

Capstone Procedures

1. Per paragraph 3 of this bulletin, transitioning Marines will attend the Transition Readiness Seminar (TRS) and complete the required documentation, including the Individual Transition Plan (ITP).
2. Installation Personal and Professional Development (P&PD) staff will verify Marines have met or did not meet their Career Readiness Standards (CRS) as defined in enclosure (3) prior to Capstone.
3. No less than 90 days prior to their EAS, or as soon as possible within remaining Active Duty for eligible Reservists, Marines will meet with their Commanding Officer (CO) or their designee, as scheduled by their Career Planner or Unit Transition Counselor (UTC), to review and complete DD Form 2958, Service Member Career Readiness Standards/Individual Transition Plan Checklist (ITP Checklist), and ensure the Marine's readiness for transition to civilian life. This meeting with the CO is known as the transition process "Capstone." The Marine shall bring the following information to the Capstone:
 - a. DD Form 2648/-1, Pre-Separation Counseling Checklist.
 - b. DD Form 2958, ITP Checklist.
 - c. Completed ITP.
 - d. 12-month post-separation budget.
 - e. MOS Crosswalk Gap Analysis completed at TRS.
 - f. Completed job application package or job offer letter (if applicable).
 - g. Department of Labor (DOL) Gold Card Certificate (if applicable).
 - h. Completed self-assessment.
 - i. Completed application or letter of acceptance for a college or technical training institution (if applicable).
 - j. Confirmation of counseling appointment with academic advisor at college or technical training institution (if applicable).
3. The UTC/Career Planner shall review the Marine's ITP Checklist and other documents listed in paragraph 2 above prior to Capstone.
4. DD Form 2958 shall be completed as follows:
 - a. Section I, Service Member Information. This section shall be completed in full by the Service member.

b. Section II, Common Career Readiness Standards. This section shall be reviewed for all Pathway participants and completed prior to Capstone by the P&PD staff after reviewing the Marine's completed ITP (including completion of the MOS Crosswalk Gap Analysis), 12-month post-separation budget, completed self-assessment, completed job application package including, at a minimum, a resume and personal and professional references, receipt of a DOL Gold Card, and after confirming the Marine has registered on e-Benefits and attended the Reserve Opportunities and Obligations Brief and Marine For Life Brief at the TRS.

c. Section III, Accessing Higher Education/Career Technical Training Readiness Standards. This section shall be reviewed for Education and Career/Technical Pathway participants and completed prior to Capstone by the P&PD staff after reviewing the Marine's self-assessment, comparison of academic or training institution choices, college or technical training application or acceptance letter and confirmed academic advisor counseling meeting.

d. Section IV, Other. This section shall be reviewed for all Pathway participants and completed prior to Capstone by the P&PD staff after confirming completion of DD Form 2648/1, attendance at the VA Benefits Briefings I and II, attendance at the Department of Labor Employment Workshop (DOLEW), attendance at additional pathway instructional classes, and after reviewing Block I/Section I of the Marine's ITP. If the Marine was exempted from attendance at the DOLEW, per paragraph 3 of this bulletin, block 20 must indicate the specific category under which the exemption was granted.

e. Section V, Warm Handover To Supporting Agencies Contact Information. This section shall be completed in full, excluding section d, by the Marine during the TRS by locating information as follows:

(1) To locate a VA Representative Name (block 24.a), go to www.va.gov and select Locations and Regional Benefits Offices. Select the appropriate destination location for the transitioning Marine to obtain contact information. Enter this information into line 24 on the ITP Checklist.

(2) To locate a DOL Representative Name (block 25.a), go to www.servicelocator.org and enter the destination zip code for the transitioning Marine. Select the name for the office of choice, and a contact name and phone numbers will be listed. Enter this information into line 25 on the ITP Checklist.

(3) Other resources identified by the Marine, transition counselor, or CO or their designee can be completed in Line 26 of the ITP Checklist.

f. Section VI, Verification. The transitioning Marine shall sign Line 28 of the ITP Checklist. Line 29 shall be signed by the transition counselor. The CO or his designee shall confirm the Marine met or did not meet the CRS on Line 27 and sign line 30 of the ITP Checklist.

5. If the CO or their designee determines that the Marine does not meet the CRS and requires a referral to a supporting agency, the appropriate "handover confirmed" box shall be checked in section d of Line 24, 25, or 26 of the ITP Checklist, after first ensuring the Marine has had personal contact with the appropriate agency.

6. The CO or their designee shall provide the original completed ITP checklist to the Marine and ensure a copy is filed in the Marine's official military personnel file. A copy of the ITP Checklist must also be provided to the installation P&PD staff to complete the entry of information in the Marine's record in the Service tracking system.