1. **Initiate Pre-Separation Counseling:** Meet with your Unit Transition Counselor (UTC) to register for IC/PreSep class. Your UTC will issue an IC/PreSep Counseling Worksheet at around 12-18 months prior to your EAS date for separatees and 12-24 months for service members retiring with at least 20 years of service.

2. **Complete IC/PreSep/TRS PRE-REQUISITES:** Complete the following VOW Act compliant items on the Counseling Worksheet. Your UTC will verify completion and then register you for an IC/PreSep class:
   - Create a DS Logon at: [https://myaccess.dmdc.osd.mil/identitymanagement](https://myaccess.dmdc.osd.mil/identitymanagement)
   - Complete the ONET Interest Profiler: [www.mynextmove.org/explore/ip](http://www.mynextmove.org/explore/ip)
   - Initiate, digitally sign, and SAVE the eForm: [https://milconnect.dmdc.osd.mil/milconnect/](https://milconnect.dmdc.osd.mil/milconnect/) (use the DS Logon you created above.) Sign into the milConnect site and click on Correspondence/Documentation from the menu bar. Use the dropdown to select DoDTAP. Click on the blue Initialize Pre-separation Counseling button. Complete ALL areas and do NOT leave any red boxes blank. You MUST digitally sign and SAVE this form for it to be active and for your TRS class completion to be recorded.
   - Complete the Self-Assessment provided by your UTC.
   - Review Statement of Benefits for Military Members provided by your UTC
   - Update email address in MOL

3. **Attend IC/PreSep** per your UTC instructions. This class is a PRE-REQUISITE to get into a Transition Readiness Seminar.
   - Bring your completed IC/PreSep Counseling Worksheet and completed Self-Assessment (REQUIRED.) You will not be admitted to the class without them.
   - During IC/PreSep you will receive information about TRS and meet with an advisor to review your Self-Assessment and determine the right tier and track for you.
   - Once you complete class and obtain your stamped IC/PreSep Counseling Worksheet, return it to your UTC, who will schedule you for a TRS class and track as needed.

4. **Report to TRS class and track** per your UTC instructions.

5. **90-120 days prior to your EAS meet with your CO/Capstone Designee** to conduct the Commander's Verification. Your CO/Capstone Designee will sign the eForm electronically. It then becomes the DD2648 that you need to print and take to IPAC when you check out. Your DD2648 is REQUIRED in order to get your DD214.

**Recommended materials to bring to TRS:**
- Job Post(s) for desired positions or industries
- Monthly financial data (ex: rent, loans, investments, phone, gas, groceries, utilities, etc.)
- Resume
- Laptop or tablet
- Verification of Military Experience and Training (VMET): [https://milconnect.dmdc.osd.mil/milconnect/](https://milconnect.dmdc.osd.mil/milconnect/) Sign into the milConnect site and click on Correspondence/Documentation from the menu bar. Use the dropdown to select DoDTAP. Select the VMET tab and follow the onscreen instructions.

**TRS Class Reminders**
- Dress Code: Professional business casual or uniform of the day. NO jeans, shorts, t-shirts, and/or flip-flops
- Check-in: Camp Lejeune TRS 0700 | Camp Lejeune Retirement Seminar/ETRS 0730 | All MCAS New River classes 0730
- You MUST show your ID card at check-in
- Walk-ins will NOT be accepted
- Children are not permitted to attend
- Attendance is mandatory. Your command must approve any absences
- Computer lab locations: New River Career Resource Center AS-912 and Camp Lejeune Education Center Room 219

Make an appointment today! You do NOT need to attend TRS to meet with an Advisor.

**Camp Lejeune,** Bldg. 824, 0715-1630, (910) 451-3781 ♦ **MCAS New River,** AS-912, 0800-1630, (910) 449-4914

http://www.mccslejeune-newriver.com/trs/

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**Directions to New River classrooms:** Once through the main gate proceed straight until you reach building AS-912/913 on the right. Park in the parking lot near the brick building on the left side of the road.

- **TRS/Retirement check in will begin at 0730** in the lobby of AS-913. Your classroom will be provided at check in.

**Directions to Camp Lejeune classrooms:** From the main gate, turn right at the first traffic light onto Brewster Blvd. At the next light turn left onto Stone Street. You will pass the high school and school-age care. Turn right into the large parking lot for the John A. Lejeune Education center and park in that large lot.

- **TRS check in will begin at 0700** in the hallway of Bldg. 825 near Room 406 that faces the parking lot. Your classroom number will be provided at check in.
- **Retirement Seminar and ETRS check in** will occur **at 0730** outside of Room 300 near the snack bar area.

**Tier information:**

**Tier 1:** Includes Day 1, Monday and Day 2, Tuesday. Class will consist of finances, transition planning, resiliency, VA benefits, etc.

**Tier 2:** Includes all Tier 1 information plus Day 3, Wednesday. Day 3 consists of Department of Labor resources and resume writing. Career Readiness Standards including a completed resume, Gap analysis, and budget are required for TRS completion.

**Tier 3:** Includes all Tier 1 & 2 information plus Day 4-5, which is a track of your choice. They are: 1) **Employment**, 2) **Accessing Higher Education**, 3) **Credentialing/Apprenticeship**, 4) **Entrepreneurship (Boots to Business)**. Career Readiness Standards including a completed resume, Gap analysis, budget, and education/training program comparison are required for TRS completion.

**Track explanations:**

1) **Employment:** Detailed information on job searching, networking, career paths and interests.

2) **Accessing Higher Education:** How to choose a school, GI Bill and other funding options.

3) **Career Exploration and Planning:** Vocational/Technical training and apprenticeships.

4) **Entrepreneurship (Boots to Business):** Class for aspiring entrepreneurs hosted by Coastal Carolina Community College.

**Post TRS and the Capstone process:**

During TRS your advisor will record the completion of Career Readiness Standards in your eForm. You will not receive credit for incomplete/missing CRS. You must meet with your CO/Capstone Designee 90-120 days from EAS to conduct the Commander’s Verification. Your Commander’s designee will sign the eForm electronically, which is the DD2648.

**Get help with your transition:**

You can schedule an appointment with a TRB advisor to get help creating a solid plan. **Advisors can assist with** education, employment, finances, and benefits to include: **GI Bill**, school or training plan selection, job searching, **resumes**, interview skills, financial awareness, **VA benefits**, etc. **The sooner you see an advisor, the more prepared you will be.**

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Make an appointment today! You do NOT need to attend TRS to meet with an Advisor.


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