

1. **Initiate Pre-Separation Counseling:** Meet with your Unit Transition Counselor (UTC) to register for the IC/PreSep class. Your UTC will issue an IC/PreSep Counseling Worksheet at around 18-12 months prior to your EAS date for separates, and 24-12 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>
 - Complete the ONET Interest Profiler:** <http://www.mynextmove.org/explore/ip>
 - Initiate, digitally sign, and SAVE the eForm:** <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:** www.mccslejeune-newriver.com/TRS
 - Review Statement of Benefits for Military Members** provided by your UTC
 - Update email address in MOL**
3. **Attend IC/PreSep** per your UTC's instructions. This class is a **PRE-REQUISITE to get into a Transition Readiness Seminar.**
 - o **Bring your completed IC/PreSep Counseling Worksheet and completed Self-Assessment (REQUIRED). You will not be admitted to the class without them.**
 - o During IC/PreSep you will receive information about TRS and meet with an advisor to review your Self-Assessment and determine your tier and track.
 - o 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 recommended track.
4. **Report to TRS class and track** per your UTC's instructions.
5. **120-90 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 DD-2648 electronically. The completed eForm DD-2648 will need to be printed and turned into IPAC when you check out. Your eForm is REQUIRED in order to start the process for your DD-214.

Recommended materials to bring to TRS:

- o Leave and Earnings Statement (LES)- <https://mypay.dfas.mil/mypay.aspx>
- o Job Post(s) for desired positions or industries
- o Monthly financial data (ex: rent, loans, investments, phone, gas, groceries, utilities, etc.)
- o Resume
- o Laptop or tablet
- o Joint Service Transcript (JST): (Combo Report under the Transcript link) <https://jst.doded.mil/smart/welcome.do>
- o Verification of Military Experience and Training (VMET) <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

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

Directions to New River classrooms: Once through the main gate proceed straight until you reach building AS-912/913. It will be 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 facility. 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 in the snack bar area.

Tier information:

Tier 1: Includes 3 days: DoD Day, VA Benefits and Services, and 1-Day Department of Labor. No required Career Readiness Standards. Tracks held day 4-5 are optional to attend. Track options are: *1) Employment, 2) Accessing Higher Education, 3) Credentialing/Apprenticeship, 4) Entrepreneurship (Boots to Business)*. DOL Exemption with confirmed employment or college acceptance.

Tier 2: Includes 3 days: DoD Day, VA Benefits and Services, and 1-Day Department of Labor. **PLUS** Career Readiness Standards, which include the Gap analysis and budget to complete TRS. Tracks held day 4-5 are optional to attend. Track options are: *1) Employment, 2) Accessing Higher Education, 3) Credentialing/Apprenticeship, 4) Entrepreneurship (Boots to Business)*.

Tier 3: Includes 3 days: DoD Day, VA Benefits and Services, and 1-Day Department of Labor. **PLUS** Career Readiness Standards, which include the Gap analysis and budget. **PLUS** mandatory day 4-5, which is a track of your choice. Track options are: *1) Employment, 2) Accessing Higher Education, 3) Credentialing/Apprenticeship, 4) Entrepreneurship (Boots to Business)* and the corresponding Career Readiness Standard which may include a completed resume or education/training program comparison to complete TRS.

Track explanations:

- 1) *Employment:* Detailed information on job searching, networking, career paths, interview techniques, 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 business owners 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 120-90 days from EAS to conduct the Commander's Verification. Your Commander's designee will digitally sign the eForm DD-2648.

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.*



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/>