

Camp Lejeune Executive Transition Readiness Seminar Checklist

Required Items to Complete Prior to ETRS:

- Initiate Pre-Separation Counseling on the DD Form 2648 (electronic form) via the milConnect site <https://milconnect-pki.dmdc.osd.mil/milconnect/> . Provide printed proof or a screen shot of the signature page to confirm.
- Register for a premium e-Benefits account via www.ebenefits.va.gov. Provide printed proof or a screen shot to confirm registration for a premium account.
- Complete the three Kuder Assessment quizzes via www.dantes.kuder.com. Register as a new user and select “veteran or active member in military.” Provide printed proof or a screen shot to confirm assessment completion. DO NOT PAY FOR ASSESSMENTS! THEY ARE FREE FOR ACTIVE DUTY! *An alternative free assessment is authorized if you have difficulty with the Dantes Kuder site. The alternate site is www.mynextmove.org/explore/ip.
- Prior to ETRS you can attend the Pre-TRS Brief (Marines only) – Briefs are conducted at the John A. Lejeune Education Center (Bldg. 825) on Stone Street in Room 421 on Tuesdays, Wednesdays, Thursdays, and Fridays at 1330.

Recommended Materials to Bring to ETRS:

- Leave and Earnings Statement (LES) - <https://mypay.dfas.mil/mypay.aspx>
- Verification of Military Experience and Training DD2586 (VMET) – <https://milconnect-pki.dmdc.osd.mil/milconnect/>
- Unofficial Joint Service Transcripts (JST) - <https://jst.doded.mil/>
- Personal Statement of Military Compensation found in MOL
- Resume (if you have one started)
- Wireless Internet Device (laptop, tablet, etc.)

ETRS Day One Arrival Time and Location: (Business Casual Attire is Required)

- **ETRS Check-In opens at 0730 and closes at 0800.** Late arrivals will need to reschedule with their UTC.
- Location for TRS: Bldg. 825 Stone Street. Park in the large parking lot on the far right side of the Education Center. Do not park in the single drive lane in front of Bldg. 824 or Bldg. 825 - This parking is for staff only.
- Attendees at ETRS must be in clean business casual attire. Jeans, shorts, t-shirts, hats, tennis shoes or flip flops will **NOT** be permitted while attending the five-day seminars.

Notes:

- Attendance is mandatory. No appointments should be scheduled during this time.
- Due to the professional nature of the TRS Seminars, children are not permitted to attend.
- Spouses are encouraged to attend with you as well as sign up for the transition class for spouses (S.T.A.R.S.). Please let your UTC know if you have a spouse who would like to attend TRS with you.
- If you need assistance completing the ETRS Pre-work, please attend a Pre-TRS Brief or utilize the Transition Readiness Program’s computer lab located in Bldg. 825, Room 219.

Post-ETRS Requirements:

- Post-ETRS completion, schedule an appointment with the Transition Readiness Program to conduct your Capstone Review; 90 - 120 days prior to EAS.
- Once the Capstone Review process is complete, your UTC will schedule a time for you to meet with your Commander or Designee to verify on the DD Form 2648 (eForm) that you are transition ready.
- After the Commander or Designee signs and verifies you are “Capstone Complete,” you will receive an email notification informing you that your eForm is ready to be printed in PDF form.

You have been scheduled to attend the Executive Transition Readiness Seminar (ETRS)

from: _____ to _____

