

INDIVIDUAL COUNSELING & PRE-WORK CHECKLIST

Congratulations on your Separation or Retirement from the military!

Please read the contents of this document in its entirety.

IAW FY19, NDAA Public Law 115-232, Section 552, Improvements to the Transition Readiness Seminar, there are new counseling requirements and pathways for the TRS program. Effective 1 October 2019, service members must complete Individual Counseling (in-person) with a Personal & Professional Development Advisor no later than 365 days prior to their EAS. The P&PD Advisor is assigned by the first letter of the service member's last name, see their contact information below:

A – F: Ms. Kelly Brown; Kelly.Brown@usmc-mccs.org; 703-784-4973

G – L: Ms. Nathaly Arvizu; Nathaly.Arvizu@usmc-mccs.org; 703-784-4962

M – R: Ms. Ivette Bennett; Ivette.Bennett@usmc-mccs.org; 703-784-3158

S – Z: Mr. Travis Greene; Travis.L.Greene@usmc.mil; 703-784-4961

Service members will contact their assigned P&PD Advisor directly and schedule their Individual Counseling (IC) appointment. Plan for this appointment to last between 30-60 minutes. The service member will also need to bring their required pre-work and completed checklist with them to this appointment. Failure to do the pre-work will force us to reschedule the service member's IC appointment.

Individual Counseling is facilitated at 3019 Embry Loop, Religious and Family Services Annex (next to the Base Chapel), Quantico, VA.

INDIVIDUAL COUNSELING PRE-WORK (BRING IN-HAND):

- DD FORM 2648 E-FORM PRINT-OUT
- VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET)
- JOINT SERVICES TRANSCRIPT (JST)
- REGISTER FOR E –BENEFITS
- Be prepared to sign-up for a Pre-Separation workshop at IC conclusion.**
- Refer to Pre-work instructions on the next page. Completion of pre-work is **mandatory**. The service member will also need to bring the completed pre-work checklist with them to IC.

Career Resource Center (CRC)

3019 Embry Loop, Rm 131
Quantico, VA 22134
(703) 784-2511/4963

Individual Counseling Checklist (PLEASE BRING COMPLETED)

Last Name: _____ First Name: _____ Rank: _____

Date: _____ Unit/Installation: _____

DOD ID (EDIPI) # **PRINT CLEARLY** _____ EAS Date: _____

Required Materials To Bring (INSTRUCTIONS ON OTHER PAGE):

	Complete	Missing	Comments
<input type="checkbox"/> Pre-Separation Counseling eForm (Signature screen print)	_____	_____	_____
<input type="checkbox"/> eBenefits Premium Registration Dashboard	_____	_____	_____
<input type="checkbox"/> Verification of Military Experience (VMET)	_____	_____	_____
<input type="checkbox"/> Unofficial Joint Services Transcript (JST)	_____	_____	_____

Necessary Individual Counseling session reminders (Read and Initial):

_____ Arrive on-time. Bring this checklist and the completed pre-work to the Individual Counseling (IC) appointment.

_____ Be prepared to schedule your pre-separation workshop class (UTC can give you class dates).

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THE BELOW SIGNATURE CERTIFY THAT THE ABOVE SERVICEMEMBER HAS COMPLETED THE REQUIRED PRE-WORK FOR THEIR INDIVIDUAL COUNSELING APPOINTMENT SCHEDULED ON

DATE _____ **TIME** _____ **WITH** _____

Service Member Signature _____

Pre-work Instructions

DD FORM 2648 E-FORM PRINT-OUT

- Step 1:** Access DD2648 E-Form through MOL (A Few Good Links) or go to <https://milconnect.dmdc.osd.mil>
- Step 2:** Click on “Sign in” located at the top right corner of the page
- Step 3:** Follow instructions to login
- Step 4:** Click on “Correspondence/Documentation” to see the drop down menu
- Step 5:** Select “DoD Transition Assistance Program (DoDTAP)”
- Step 6:** Click on “Initialize Pre-Separation Counseling”
- Step 7:** Complete:
Items 1-23 of Section I
Items 1-12 of Section II (ITEM 1 SHOULD BE “YES”, ALL OTHERS WILL BE “NO”)
Item 1 of Section III
- Step 8:** Click “Save” then click on “Click Here to Sign and Lock”. Click “Save” again before exiting or the digital signature will delete. *Tip: Ensure all blocks are answered. The system will not let you sign & lock if there are fields with a RED outline around them.*
- Step 9:** Print a screenshot of Section III (with your electronic signature and EDIPI visible) or print a draft copy of the DD Form 2648 (e-form) page 1 showing same and bring to pre-separation/TRS.
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VERIFICATION OF MILITARY EXPERIENCE AND TRAINING (VMET)

- Step 1:** Go to <https://milconnect.dmdc.osd.mil>
- Step 2:** Click on “Sign in” located at the top right corner of the page
- Step 3:** Follow instructions to login
- Step 4:** Click on “Correspondence/Documentation” to see the drop down menu
- Step 5:** Select “DoD Transition Assistance Program (DoDTAP)”
- Step 6:** Click on “VMET”
- Step 7:** Select “VMET Document (DD-2586) & Click “Submit”
- Step 8:** Print your VMET and bring it to pre-separation/TRS
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JOINT SERVICES TRANSCRIPT (JST)

- Step 1:** Go to <https://jst.doded.mil>
- Step 2:** Click on “Register” to create a username & password or login with your CAC
- Step 3:** Once logged in, click on “Transcript” located at the top of the page
- Step 4:** Click on “Combo Report”
- Step 5:** Print a copy of your combo report and bring to pre-separation/TRS

NOTE: Air Force personnel should contact CCAF to receive transcripts: www.au.af.mil/au/ccaf/transcripts.asp

E –BENEFITS

- Step 1:** Go to: <https://www.ebenefits.va.gov>
- Step 2:** Click on "Register" located at the top right corner of the screen
- Step 3:** Follow instructions to create a DS login and password
- Step 4:** Print a screenshot of your profile page and bring to pre-separation/TRS

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