MCAS Miramar IC Standard Pre-Work Instructions

Launch DD Form 2648 eForm - *Required*
Step 1: Visit https://milconnect.dmdc.osd.mil
Step 2: Click on "Sign in" and follow instructions to login
Step 3: Once logged in, click on "Correspondence/Documentation"
Step 4: Select "DoD Transition Assistance Program (DoDTAP)"
Step 5: Click on "Initialize Pre-Separation Counseling"
Step 6: Complete all sections of the eForm
Step 7: Click "Save" but do not sign the eForm until IC & Pre-Sep Counseling have been completed

Register on VA.Gov - *Required*
Step 1: Visit https://www.va.gov
Step 2: Click on "Sign in" located at the top right corner of the page
Step 3: Follow instructions to login
Step 4: Capture a screen shot of your profile page and provide to TRP Personnel as instructed

Download Verification of Military Experience and Training (VMET) - *Required*
Step 1: Visit 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: Once logged in, click on "Correspondence/Documentation"
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 IC, pre-separation Counseling & TRS

Download Joint services transcript (JST) - *Required*
Step 1: Visit 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 "My Transcripts" located at the top of the page
Step 4: Click on "My completed JST Transcript"
Step 5: Print a copy of combo report and bring to IC & TRS

Complete NAVMC 17031 Self-Assessment / Individual Transition Plan (ITP)- *Required*
Step 1: Visit **https://miramar.usmc-mccs.org/marine-family-support/transition-readiness-program**
Step 2: Download **NAVMC 17031** found in right column of the screen, below the office hours
Step 3: If you can't access the form online, ask your UTC to send you a copy from UTC Teams group
Step 4: Save to desktop, enable all features, and complete form
Step 5: Print out or bring electronic copy to IC

Update MOL Email Address - *Required*
Step 1: Visit https://sso.tfs.usmc.mil
Step 2: Once logged in, click on "Personal Info"
Step 3: Under the "Personal Updates" section, click on "Contact Information"
Step 4: Add a valid personal email address

Review "Pre-Separation Counseling Resource Guide" - *Required*
Step 1: Visit https://www.tapevents.mil/resources
Step 2: Click on "Resources" located at the top of the page
Step 3: Click on "Pre-Separation Counseling Resource Guide" to download
Step 4: Review as instructed by TRP personnel

Complete Reserve Obligations & Opportunities Brief (ROOB) - *Required*
Step 1: Visit https://www.marinenet.usmc.mil/
Step 2: Once logged in, search "ROOB"
Step 3: Find Instructor-Led Course and click "view"
Step 4: Enroll and watch all videos
Step 5: Once complete, take picture/screenshot showing name and date

Schedule Initial Counseling (IC) - *Required*
Step 1: Visit www.miramartrsappointments.as.me
Step 2: Read the page and click "Book" button next to "Initial Counseling (Before TRS)"
Step 3: Select a date and time and then enter your information
Step 4: Follow instructions on confirmation email for when/where/how your IC will occ

Join the Marine for Life Network - *Recommended*
Step 1: Visit https://usmc-mccs.org/services/career/marine-for-life-network/