



**DEPARTMENT OF THE NAVY**  
HEADQUARTERS UNITED STATES MARINE CORPS  
3000 MARINE CORPS PENTAGON  
WASHINGTON, DC 20350-3000

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MARINE CORPS BULLETIN 1700

From: Commandant of the Marine Corps  
To: Distribution List

Subj: IMPLEMENTATION OF MANDATORY TRANSITION READINESS  
PARTICIPATION REQUIREMENTS

Ref: (a) DoD Directive Type Memorandum 12-007  
(b) MARADMIN 734/12  
(c) MARADMIN 514/13  
(d) SECNAV M-5210.1

Encl: (1) Sample DD Form 2958 Service Member Career Readiness  
Standards/Individual Transition Plan Checklist  
(2) Sample DD Form 2648 Preseparation Counseling Form  
(3) Career Readiness Standards  
(4) Capstone Procedures

1. Purpose. To provide guidance on mandatory transition readiness participation and required deliverables for all Marines prior to separation or retirement from the Marine Corps.

2. Background

a. Reference (a) established a requirement for an improved transition assistance program. Reference (b) provided guidance on implementation of the Transition Readiness Seminar (TRS) component established by reference (a). Reference (c) provided guidance on implementation of the Transition Readiness Capstone component established by reference (a).

b. Reference (a) established the following mandatory requirements as part of transition services:

(1) Pre-separation counseling.

(2) Completion of Department of Veterans Affairs (VA) Benefits Briefings (VA Benefits I and II).

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distribution is unlimited.

(3) Completion of Department of Labor Employment Workshop (DOLEW) unless approved for an exemption as defined below.

(4) Completion of a Military Occupation Specialty Crosswalk (MOS Crosswalk).

(5) Capstone, the culminating activity in the transition process, verifies Marines meet Career Readiness Standards (CRS) and have a viable plan for transition to civilian life.

3. Action. All Marine Corps commands and activities will comply with the policies established herein.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. It is the intent of the Commandant of the Marine Corps to ensure all Marines are "transition ready" by separation, demobilization or retirement.

(2) Concept of Operations

(a) All active duty and demobilizing/deactivating members of the Reserve component (RC) who retire or separate after a minimum of 180 continuous days of active duty are eligible and required to participate in TRS with limited exemptions as indicated below.

(b) Exemptions. The DOLEW is the only component of TRS for which Marines may receive an exemption from participation. All exemption requests must be documented on the Marine's Service Member Career Readiness Standards/Individual Transition Plan Checklist (ITP Checklist) (enclosure (1)). Marines who qualify for an exemption may elect to participate in the DOLEW. Reference (a) establishes the following exemptions from participating in the DOLEW:

1. Marines retiring after 20 or more years of active service in the military services.

2. Marines with specialized skills who, due to unavoidable circumstances, are needed to support a unit on orders to be deployed within 60 days. The first Commanding Officer (CO) in the Marine's chain of command with court martial

authority pursuant to Chapter 47 of the Uniform Code of Military Justice (UCMJ) must certify on the ITP Checklist any such request for exemption from the DOLEW.

3. Wounded, ill, and injured recovering Marines most likely to transition out of active duty, who are enrolled in the Education and Employment Initiative or a similar transition program designed to secure employment, further education, or technical training post-separation.

4. Members of the RC who are being demobilized or deactivated after serving a minimum of 180 continuous days of active duty who meet one of the following criteria:

- a. Are able to confirm employment;
- b. Can provide documented acceptance into an accredited technical training, undergraduate, or graduate degree program; or
- c. Have previously attended the DOLEW.

(c) Members of the RC who are being demobilized/deactivated after serving 180 continuous days or more on active duty shall begin the pre-separation counseling process as soon as possible within their remaining period of service. The active duty gaining force command is responsible for ensuring all assigned RC personnel complete mandatory transition assistance components prior to release from active duty or return to Home Training Centers.

(d) All Marines are encouraged to attend TRS at a Marine Corps installation. In those cases where an eligible Marine's duty station is more than 100 miles away from a Marine Corps installation, attendance at a transition class offered by another Military Service is acceptable.

(e) Spouses of eligible Marines are encouraged to attend the DOLEW and may attend a different pathway from their military sponsor for their information if and as desired.

b. Subordinate Element Missions

(1) Deputy Commandant, Manpower and Reserve Affairs (DC, M&RA), Director, Headquarters, U.S. Marine Corps (HQMC), Marine and Family Programs Division (MF)

(a) Develop and maintain a standard schedule for delivery of all required components of TRS.

(b) Ensure standard curriculum is available and adhered to for all installations to use in the delivery of TRS.

(c) Conduct a semi-annual curriculum review with representatives from installation Personal and Professional Development (P&PD) offices, to continuously review and improve standard curriculum delivered at the TRS.

(d) Review requests by installations for the use of non-standard curriculum or a non-standard schedule and provide one of the following responses:

1. Grant exemption for only the requesting installation, and only in the case of a compelling justification.

2. Determine request is a best practice that should be incorporated Marine Corps-wide and include the review at the next scheduled curriculum review meeting.

3. Deny the requested exemption.

(2) Commanding Generals, Marine Corps Combat Development Command and Marine Corps Installation Command

(a) Serve as a subordinate command in all matters pertaining to Marine and Family Programs.

(b) Ensure execution of the higher headquarters plan developed by the Deputy Commandant for Manpower and Reserve Affairs via Marine Corps installations in order to support the Operating Forces, tenant commands, and activities.

(3) Installation Commanders

(a) Ensure P&PD offices coordinate with and establish local Memoranda of Understanding with representatives of the following Federal agencies in the delivery of TRS materials: the Department of Labor (DOL), the VA, and the Small Business Administration (SBA), with the exception of installations outside the continental United States until SBA is able to support.

(b) Ensure P&PD offices follow the HQMC standard delivery model for the TRS that includes all required curriculum subject to the availability of local service delivery partners. A request for exemption to the standard schedule must be submitted to MF for approval prior to implementation, as noted in subparagraph (1)(d) above.

(c) Ensure P&PD offices publish a schedule of TRS delivery dates and installation specific guidelines for eligible Marines and service members to be registered for attendance at least two weeks in advance of the scheduled TRS dates.

(d) Ensure installation training facilities are sufficient to meet military population throughput with the following additional requirements for DOL and VA training:

1. DOL Instructor: Trainee class size of 1:50.
2. VA Instructor: Trainee class size of 1:50.

(e) Provide sufficient and adequate facilities and resources in support of the TRS including information technology and classrooms to support requirements in paragraph 3b(2)(d) above.

(f) Ensure P&PD offices validate TRS attendance and DD Forms 2648/-1 (enclosure (2)) reporting requirements, including additional reporting requirements as determined necessary by MF.

(g) Ensure P&PD staff participate in the semi-annual curriculum reviews with MF.

(h) Ensure P&PD staff verify whether Marines have met their Career Readiness Standards (CRS) as defined in enclosure (3) prior to Capstone.

(i) Encourage all TRS participants to complete the online participant assessment.

(j) Ensure P&PD offices retain a copy of the completed ITP Checklist (DD form 2958) for three years and enter data into the service tracking system.

(4) Commanding Officers of Transitioning Marines

(a) Ensure all eligible active duty Marines attend the TRS 12 to 14 months before their end of active service (EAS) but complete TRS no less than 180 days prior to that date. RC members shall begin the pre-separation counseling process as soon as possible within their remaining service.

(b) Ensure eligible Marines and service members are registered to attend TRS at least two weeks in advance of scheduled TRS dates in accordance with installation specific registration guidelines.

(c) Ensure that all attendees complete the TRS pre-work and bring completion certificates to the TRS when scheduled.

(d) Ensure unit transition counselors (UTC)/career planners review the ITP Checklist prior to the Capstone, as defined in enclosure (4).

(e) Ensure Marines participate in the Capstone meeting, as scheduled by their UTC/Career Planners, with the CO or designee, such as the Executive Officer.

(f) Ensure any approved exemptions are documented on the Marine's ITP Checklist.

(g) Ensure the ITP Checklist is reviewed for completion, CRS have been met or not met and sign the ITP Checklist for each Marine, verifying their readiness for transition in accordance with enclosure (4).

(h) Ensure a copy of the Form DD2648/-1 is filed in the Marine's Official Military Personnel File (OMPF). Ensure UTCs/Career Planners, as designated by the Unit Commander, retain copies of the DD form 2648/-1 for three years.

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(i) Ensure the original ITP Checklist is returned to the Marine, a copy is filed in the Command's official files, and a copy is provided to installation P&PD offices.

(j) Ensure Marines described by the following characterizations are specifically considered for a higher level of support or referral to a supporting agency throughout the transition process and during Capstone:

1. Are 18-24 years old;
2. Are completing their first term of enlistment;
3. Are involuntarily separating due to force shaping; or
4. Are rapidly separating from service in 89 days or less.

(k) Encourage spouses of transitioning Marines attend the TRS.

4. Administration and Logistics. Records created as a result of this Bulletin shall be managed according to National Archives and Records Administration approved dispositions per reference (d) to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium.

5. Reserve applicability. This Bulletin is applicable to the Marine Corps Total Force.

6. Cancellation contingency. This Bulletin is cancelled in one year or upon incorporation into a Marine Corps Order.



R. E. MILSTEAD, JR.  
Deputy Commandant for  
Manpower and Reserve Affairs

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SAMPLE DD Form 2958  
Service Member Career Readiness Standards/Individual Transition Plan  
Checklist

SERVICE MEMBER CAREER READINESS STANDARDS/INDIVIDUAL TRANSITION PLAN CHECKLIST			
<b>PRIVACY ACT STATEMENT</b>			
<p><b>AUTHORITY:</b> 10 U.S.C. 1142, Pre-separation Counseling; DoD Directive 1332.35, Transition Assistance for Military Personnel; DoD Instruction 1332.36, Pre-separation Counseling for Military Personnel; and E.O. 9397, as amended (SSN).  <b>PRINCIPAL PURPOSE(S):</b> To document achievement of Career Readiness Standards commensurate with the Service member's desired employment, education, technical training, and/or entrepreneurial objectives.  <b>ROUTINE USE(S):</b> The DoD "Blanket Routine Uses" found at <a href="http://dpclo.defense.gov/privacy/SORNS/blanket_routine_uses.html">http://dpclo.defense.gov/privacy/SORNS/blanket_routine_uses.html</a> apply.  <b>DISCLOSURE:</b> Voluntary; however, if the requested information is not provided, it may not be possible for a Commander or designee to verify that a Service member has met the Career Readiness Standards.</p>			
<b>SECTION I - SERVICE MEMBER INFORMATION</b>			
1. NAME (Last, First, Middle Initial)	2. GRADE (Select one)	3. DoD ID NUMBER	4. TRANSITION DATE (YYYYMMDD)
5. SERVICE (Select one from each category)	6. UNIT		
<b>SECTION II - COMMON CAREER READINESS STANDARDS</b>			
			(X one) YES NO N/A
7. Completed the DoD Standardized Individual Transition Plan			
8. Prepared the DoD Standardized 12-month post-separation budget reflecting personal/family goals			
9. Registered on eBenefits			
10. Completed a Continuum of Military Service Opportunity counseling (active component Service members only)			
11. Evaluated transferability of military skills to civilian workforce (MOC CROSSWALK) and completed DoD standardized gap analysis			
12. Documented requirements and eligibility for licensure, certification, and apprenticeship			
13. Completed an assessment tool to identify personal interests and leanings regarding career selection			
14. Completed a Job application package (resume, personal/professional references and, if required, application) or presented a job offer letter			
15. Received a DOL Gold Card and understands post 9/11 Veterans have priority for 6 months at DOL American Job Centers			
<b>SECTION III - ACCESSING HIGHER EDUCATION/CAREER TECHNICAL TRAINING READINESS STANDARDS</b>			
16.a. Completed an assessment tool to identify aptitudes, interests, strengths, or skills			
16.b. Completed a comparison of academic or training institution choices			
16.c. Completed a college, university or career technical training application or received an acceptance letter, respectively			
16.d. Confirmed one-on-one counseling with a higher education or career technical training institution advisor or counselor			
<b>SECTION IV - OTHER</b>			
17. Completed Preseparation Counseling (DD Form 2648/2648-1) - MANDATORY			
18. Completed VA Benefits Briefings I and II - MANDATORY			
19. Completed DOL Employment Workshop - MANDATORY UNLESS EXEMPT (See Item 20 for exemptions)			
20. REASON EXEMPTED FROM DEPARTMENT OF LABOR (DOL) EMPLOYMENT WORKSHOP (Select one)			
21. Completed Transition GPS Track(s) (Select all that apply): <input type="checkbox"/> Accessing Higher Education <input type="checkbox"/> Career Technical Training <input type="checkbox"/> Entrepreneurship			
22. Evaluated post-military transportation requirements and developed a plan to meet personal/family needs in ITP			
23. Evaluated post-military housing requirements and developed a plan to meet personal/family needs in ITP			
<b>SECTION V - WARM HANDOVER TO SUPPORTING AGENCIES CONTACT INFORMATION</b>			
24.a. VA REPRESENTATIVE (Last Name, First Name)	b. POST-TRANSITION LOCATION	c. TELEPHONE NUMBER	d. X IF HANDOVER CONFIRMED
25.a. DOL REPRESENTATIVE (Last Name, First Name)	b. POST-TRANSITION LOCATION	c. TELEPHONE NUMBER	d. X IF HANDOVER CONFIRMED
26.a. OTHER RESOURCES (Last Name, First Name)	b. POST-TRANSITION LOCATION	c. TELEPHONE NUMBER	d. X IF HANDOVER CONFIRMED
<b>SECTION VI - VERIFICATION</b>			
27. I verify that all applicable Career Readiness Standards were/were not met, as documented in the Individual Transition Plan.			
28.a. SERVICE MEMBER (Print Last Name, First Name)			b. DATE (YYYYMMDD)
29.a. TRANSITION COUNSELOR (Print Last Name, First Name)		b. REMARKS	c. DATE (YYYYMMDD)
30.a. COMMANDER (OR DESIGNEE) (Print Last Name, First Name)		b. REMARKS	c. DATE (YYYYMMDD)



### INSTRUCTIONS

This checklist coincides with the Individual Transition Plan and certifies achievement of the Career Readiness Standards (CRS) commensurate with the Service member's desired employment, higher education, career technical training and/or entrepreneurial objectives. This checklist must be completed prior to the Service member's separation, certified by the Transition Counselor and Service member's Commander or Commander's designee.

#### Section I - Service Member Information.

1. **Name.** Self-explanatory.
2. **Grade.** Enter or select E1 - E9; W1 - W5; or O1 - O10 from the drop-down list.
3. **DoD Identification Number.** Self-explanatory.
4. **Transition Date.** Enter expected date of retirement, ETS, discharge, or release from active duty.
5. **Service.** Enter or select your specific Service Branch and Component from the drop-down lists.
6. **Unit.** Enter designation of current unit of assignment.

**Section II - Common Career Readiness Standards and Section III - Accessing Higher Education/Career Technical Training Readiness Standards.** A response is required for each entry. Mark the applicable box Yes, No, Not Applicable (N/A) in response to whether the Service member completed the corresponding Career Readiness Standards (CRS). Service members are required to meet the CRS and have a viable Individual Transition Plan (ITP).

Item 10 pertains only to Active Component Service members. Active Component Service members who are separating must receive counseling from a transition counselor on the value and importance of continuing Military Service in the Reserve Components.

Items 16.a. - d. pertain to Service members seeking higher education or career technical training when they depart from military service.

#### Section IV - Other.

- 20. Reason Exempted From Department of Labor (DOL) Employment Workshop.** Select the item from the drop-down list corresponding to the reason the Service member may be exempted from attending the DOL Employment Workshop. Select "Not Exempt" if the Service member does not meet the following exemption criteria:
- a. Service members retiring after 20 years or more of Active Federal Service (AFS) in the Military Services.
  - b. Service members, after serving their first 180 continuous days or more on active duty, pursuant to 10 U.S.C., if they meet at least one of the following criteria:
    - I. Provide documented confirmation of civilian employment.
    - II. Provide documented acceptance into an accredited career technical training, undergraduate or graduate degree program.
    - III. Have previously attended the DOL Employment Workshop.
  - c. Service members with specialized skills who, due to unavoidable circumstances, are needed to support a unit on orders to be deployed within 60 days. The first commander in the Service member's chain of command with authority pursuant to chapter 47 of 10 U.S.C. (also known as the "Uniform Code of Military Justice (UCMJ)") must certify on the ITP checklist any such request for exemption from the DOL Employment Workshop. A make-up plan must accompany the postponement certification.
  - d. Recovering Service Members (RSMs) imminently transitioning from active duty, who are enrolled in the Education and Employment Initiative (E2I) or a similar transition program designed to secure employment, higher education, or career technical training post-separation.

**Section V - Warm Handover.** Enter the name and contact information of the Veterans Administration, Department of Labor, or other employment, education, or supporting resources available at the Service member's final post-transition destination to provide assistance to the Service member after leaving active military service. The warm handover consists of a confirmed person-to-person contact of the Service member with appropriate partner agencies, and assurance that the partner acknowledges post-military assistance is required and that its staff will follow through to assist the member. A warm handover is required for those who do not meet the CRS or need further assistance.

**Section VI - Verification.** Commanders or Commanders' designees are responsible for verifying that Service members meet the CRS and have a viable ITP at Capstone. If Service members do not meet the CRS, then Commanders or Commanders' designees will take action to connect members via a warm handover to the appropriate intragency partners, or appropriate local resources, for the necessary assistance. Commanders or Commanders' designees will document the warm handover in Section V.

Type in the names of the Service Member, Transition Counselor, Commander or Commander's designee in Items 28.a. - 30.a. in lieu of a "wet" signature.

SAMPLE DD Form 2648  
Pre-separation Counseling Form

PRESEPARATION COUNSELING CHECKLIST FOR ACTIVE COMPONENT (AC), ACTIVE GUARD RESERVE (AGR), ACTIVE RESERVE (AR), FULL TIME SUPPORT (FTS), AND RESERVE PROGRAM ADMINISTRATOR (RPA) SERVICE MEMBERS <small>(Please read Privacy Act Statement and Instructions in Section III before completing this form.)</small>			
SECTION I - PRIVACY ACT STATEMENT			
<p><b>AUTHORITY:</b> 10 U.S.C. 1142, Preseparation Counseling; E.O. 9397, as amended (SSN).  <b>PRINCIPAL PURPOSE(S):</b> To record preseparation services and benefits requested by and provided to Service members; to identify preseparation counseling areas of interest as a basis for development of an Individual Transition Plan (ITP). The signed preseparation counseling checklist will be maintained in the Service member's official personnel file. Title 10, USC 1142, requires that not later than 90 days before the date of separation, for anticipated losses, preseparation counseling for Service members be made available. For unanticipated losses, preseparation counseling shall be made available as soon as possible.  <b>ROUTINE USE(S):</b> None.  <b>DISCLOSURE:</b> Disclosure of SSN is mandatory. Disclosure of other information in Section II is voluntary; however, it may not be possible to initiate preseparation counseling and other transition assistance services or develop an Individual Transition Plan (ITP) for a Service member if the information is not provided.</p>			
SECTION II - PERSONAL INFORMATION <small>(To be filled out by all applicants)</small>			
<b>1. NAME</b>		<b>2. SSN</b>	<b>3. GRADE</b>
a. Last Name		b. First Name	c. Middle Initial
4. DATE OF BIRTH (YYYYMMDD)			
<b>5. SERVICE (X one)</b>		<b>6. DUTY STATION</b>	
<input type="checkbox"/> ARMY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> NAVY <input type="checkbox"/> AIR FORCE <input type="checkbox"/> COAST GUARD		a. MILITARY INSTALLATION/CITY b. STATE c. ZIP CODE	
<b>5.a. COMPONENT</b>		<b>7. ANTICIPATED DATE OF SEPARATION</b> (YYYYMMDD)	
<input type="checkbox"/> AC <input type="checkbox"/> AGR <input type="checkbox"/> AR <input type="checkbox"/> RPA <input type="checkbox"/> FTS		7.a. AM (X one) <input type="checkbox"/> Retiring <input type="checkbox"/> Separating Involuntarily <input type="checkbox"/> Separating Voluntarily	
<b>8. DATE CHECKLIST PREPARED</b> (YYYYMMDD)		<b>8.a.</b> Place an X in this box ONLY if you have 89 days or less remaining on active duty before separation or retirement. <small>(Please read the following instructions: If separating or retiring and you have 89 days or less remaining on active duty before your separation or retirement, why was your preseparation counseling not conducted earlier? Please go to Section VI - REMARKS and check the response that best describes why preseparation counseling was not conducted earlier.)</small>	
<b>9.</b> Is your spouse/family member/legal guardian/designee present during preseparation counseling? <small>(X one)</small>		<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	
<b>9.a.</b> Are you willing to be contacted after separation or retirement regarding the value of the transition assistance programs and services you received? <small>(X one)</small>		<input type="checkbox"/> YES <input type="checkbox"/> NO	
SECTION III - INSTRUCTIONS			
<p>All transitioning Service members shall read these instructions before completing Sections IV, V, and VI of this form. After being counseled, Service member shall sign and date the form in items 28.a. and 28.b.</p> <p>This form will be used for Active Component (AC), Active Guard Reserve (AGR), Active Reserve (AR), Full Time Support (FTS), and Reserve Program Administrator (RPA) Service members.</p> <p>(1) Items checked "YES" indicate that you require additional information or referral to a subject matter expert on the installation or to an appropriate person in another agency or organization outside of DoD or attendance at a scheduled employment or VA session (Section IV).</p> <p>(2) Shaded areas on the form mean: (a) the information is not applicable (example: item 11.b. is shaded under "Spouse" because DD Form 2586, "Verification of Military Experience and Education - VMET", does not apply to spouses); or (b) the item is referring to a Web site address and URLs require no further explanation. URLs are provided so Service members can research information at their leisure on a given topic or subject.</p> <p>(3) <b>Department of Labor TAP Employment Workshop:</b> In accordance with DoDI 1332.35, AC, AGR, AR, FTS, and RPA separating and retiring Service members who check "YES" in item 11.a. on DD Form 2648, "Preseparation Counseling Checklist", shall be released to complete the Department of Labor (DOL) Transition Assistance Program (TAP) Employment Workshop in its entirety. Service members will be exempt from normal duty the full 24 hour period of each DOL workshop day and the 12 hours immediately preceding and following the DOL workshop. In the event that a DOL Workshop is unavailable, the Service member will attend a military equivalent employment workshop conducted by the Military Services.</p> <p>(4) <b>Veterans Benefits Briefing:</b> In accordance with DoDI 1332.35, all separating and retiring Service members who check "YES" in item 19 shall be released to complete the Veterans Benefits Briefing sponsored and offered by the Department of Veterans Affairs (VA) in its entirety. Service members will be exempt from normal duty the full 24 hour period of each VA Benefits Briefing day and the 12 hours immediately preceding and following the VA Benefits Briefing.</p> <p>(5) <b>Disabled Transition Assistance Program (DTAP):</b> In accordance with DoDI 1332.35, all separating and retiring Service members who check "YES" in item 20 (with special emphasis on Wounded, Ill, or Injured) who have or think they have a service-connected disability, are awaiting a medical discharge, or have incurred an injury or illness while on active duty, or aggravated a pre-existing condition, and those referred to a Physical Evaluation Board or placed in a medical hold status by their Service, shall be released to complete the DTAP briefing sponsored by VA. Spouses/Family Member/Legal Guardian/Designee are encouraged to attend the DTAP briefing. Service members will be exempt from normal duty the full 24 hour period of each VA DTAP Briefing day and the 12 hours immediately preceding and following the VA DTAP Briefing.</p>			

PREPARATION COUNSELING CHECKLIST FOR AC, AGR, AR, FTS, AND RPA SERVICE MEMBERS	NAME (Last, First, Middle Initial)										SSN	
<b>SECTION IV</b>												
Please indicate (by checking either YES or NO) whether you (or if accompanied by your spouse/family member/legal guardian/designee if applicable) desire additional counseling for the following benefits and services to which you may be entitled. All benefits and services checked YES should be used to develop your Individual Transition Plan (ITP). The following benefits and services available to all Service members, unless otherwise specified, will be explained by the Transition/Command Career Counselor.												
	SERVICE MEMBER		SPOUSE		REFERRED TO							
	YES	NO	YES	NO								
<b>10. EFFECTS OF A CAREER CHANGE</b>												
<b>11. EMPLOYMENT ASSISTANCE</b>												
a. Do you want to attend the Department of Labor sponsored Transition Assistance Employment Workshops or Service sponsored Transition workshops/seminars?												
b. Verification of Military Experience and Training (VMET) (DD Form 2586). Do you want a copy of your VMLT document? If yes, go to <a href="http://www.dmdc.osd.mil/vmet">www.dmdc.osd.mil/vmet</a> to print your VMET document and cover letter.												
c. Counselor will provide information on civilian occupations corresponding to Military occupations (see Occupational Information Network (O*NET website) at <a href="http://www.online.onetcenter.org/crosswalk">www.online.onetcenter.org/crosswalk</a> and related assistance programs) and civilian occupations related to assistance programs.												
(1) Licensing, Certifications and Apprenticeship Information.												
(a) Department of Labor <a href="http://www.careeronestop.org/CREDENTIALING/CredentialingHome.asp">www.careeronestop.org/CREDENTIALING/CredentialingHome.asp</a>												
(b) U.S. Army Credentialing On-line <a href="https://www.cool.army.mil">https://www.cool.army.mil</a>												
(c) U.S. Military Apprenticeship Program <a href="https://usmap.cnet.navy.mil/usmapss">https://usmap.cnet.navy.mil/usmapss</a>												
(d) DANTES <a href="http://www.dantes.doded.mil/dantes_web/danteshome.asp">www.dantes.doded.mil/dantes_web/danteshome.asp</a>												
(e) Navy Cool Website <a href="https://www.cool.navy.mil">https://www.cool.navy.mil</a>												
d. TurboTAP.org ( <a href="http://www.TurboTAP.org">www.TurboTAP.org</a> ) and other programs, tools, and resources												
(1) Employment Hub <a href="http://www.turboTAP.org/portal/transition/resources/employment_hub">www.turboTAP.org/portal/transition/resources/employment_hub</a>												
(2) Hire Vets First <a href="http://www.hirevetsfirst.dol.gov/">www.hirevetsfirst.dol.gov/</a>												
(3) State Job Boards <a href="http://www.careeronestop.org/jobsearch/coo_jobsites.aspx">www.careeronestop.org/jobsearch/coo_jobsites.aspx</a>												
(4) DOL REALifelines <a href="http://www.hirevetsfirst.dol.gov/realifelines/index.asp">www.hirevetsfirst.dol.gov/realifelines/index.asp</a>												
e. Public and Community Service Opportunities <a href="http://www.turboTAP.org/portal/transition/lifestyles/employment/public_and_community_service_PACS_Registry_Program">www.turboTAP.org/portal/transition/lifestyles/employment/public_and_community_service_PACS_Registry_Program</a>												
f. Teacher and Teacher's Aide Opportunities/Troops to Teachers <a href="http://www.proudtoserveagain.com">www.proudtoserveagain.com</a>												
g. Federal Employment Opportunities												
(1) <a href="http://www.usajobs.opm.gov">www.usajobs.opm.gov</a>												
(2) <a href="http://www.go-defense.com">www.go-defense.com</a>												
(3) Information on Veterans Preference in Federal Employment												
(4) Information on Veterans Federal Procurement Opportunities												
(5) Office of Personnel Management (OPM) Special Hiring Authorities												
h. Hiring Preference in Non-Appropriated Fund (NAF) jobs (Eligible Involuntary Separates)												
i. State Employment Agencies												
(1) Career One Stop Centers <a href="http://www.careeronestop.org/jobsearch/coo_jobsites.aspx">www.careeronestop.org/jobsearch/coo_jobsites.aspx</a>												
(2) Workforce Investment Act (WIA)												
j. Information concerning veterans small business ownership and entrepreneurship programs												
(1) Small Business Administration <a href="http://www.sba.gov/aboutsba/sbaprograms/cvbd/">www.sba.gov/aboutsba/sbaprograms/cvbd/</a> and <a href="http://www.score.org">www.score.org</a> , SBA Patriot Express Loan												
(2) National Veteran's Business Development Corporation <a href="http://www.veteranscorp.org">www.veteranscorp.org</a>												
k. Information on employment and reemployment rights and obligations (USERRA) for Active Duty Service Members (Chapter 43, Title 38 U.S. Code)												
l. Information on "Priority of Service" for veterans in receipt of employment, training, and placement services provided under qualified job training programs of the Department of Labor												

PREPARATION COUNSELING CHECKLIST FOR AC, AGR, AR, FTS, AND RPA SERVICE MEMBERS		NAME (Last, First, Middle Initial)										SSN									
SECTION IV (Continued)														SERVICE MEMBER		SPOUSE		REFERRED TO			
														YES NO		YES NO					
12. RELOCATION ASSISTANCE *NOTE: Status of Forces Agreement limitations apply to overseas Service members.																					
a. Permissive (TDY/TAD) and Excess leave																					
*b. Travel and Transportation Allowances (see Note above)																					
13. CONTACT INFORMATION FOR HOUSING COUNSELING ASSISTANCE <a href="http://portal.hud.gov/portal/page/portal/HUD">portal.hud.gov/portal/page/portal/HUD</a>																					
14. EDUCATION/TRAINING																					
a. Education benefits (Post 9-11 GI Bill Chapter 33), (Montgomery GI Bill Chapter 30), (Veterans Educational Assistance Program), (Vietnam era, etc.) <a href="http://www.gibill.va.gov">www.gibill.va.gov</a>																					
b. U.S. Department of Education Federal Aid Programs <a href="http://www.FederalStudentAid.ed.gov">www.FederalStudentAid.ed.gov</a>																					
c. Other Federal, State, or local education/training programs and options																					
15. PHYSICAL AND MENTAL HEALTH WELL-BEING																					
a. Information on availability of Healthcare and Mental Health Services (Post-traumatic stress disorder, anxiety disorders, depression, suicidal ideations, combat operational/stress, or other mental health conditions associated with service in the Armed Forces)																					
(1) Transitional Healthcare Benefit/TRICARE (for eligibility and additional information go to: <a href="http://www.tricare.mil">www.tricare.mil</a> or <a href="http://www.tricare.mil/factsheets/browsetopic.cfm">www.tricare.mil/factsheets/browsetopic.cfm</a> ) (click on Transitional Assistance Management Program)																					
(2) VA Health Administration <a href="http://www1.va.gov/health/index.asp">www1.va.gov/health/index.asp</a>																					
(3) VA Vet Center <a href="http://www.vetcenter.va.gov">www.vetcenter.va.gov</a>																					
(4) State and local healthcare and mental health services																					
b. Describe healthcare and other benefits to which the member may be entitled under the laws administered by the Secretary of Veterans Affairs - <a href="http://www.va.gov">www.va.gov</a>																					
(1) VA health care																					
(2) VA dental care																					
16. HEALTH AND LIFE INSURANCE																					
a. Continued Health Care Benefits Program - Option to purchase 18-month conversion health insurance. Concurrent pre-existing condition coverage with purchase of conversion health insurance <a href="http://www.tricare.mil/mybenefit/home/overview/SpecialPrograms/CHCBP">www.tricare.mil/mybenefit/home/overview/SpecialPrograms/CHCBP</a>																					
b. Veterans Group Life Insurance (VGLI) <a href="http://www.insurance.va.gov/sqlsite/vqli.htm">www.insurance.va.gov/sqlsite/vqli.htm</a> and <a href="http://www.turboTAP.org">www.turboTAP.org</a> websites																					
c. Servicemembers' Group Life Insurance (SGLI) <a href="http://www.insurance.va.gov/sqlsite/default.htm">www.insurance.va.gov/sqlsite/default.htm</a> and <a href="http://www.turboTAP.org">www.turboTAP.org</a> websites																					
d. Traumatic Injury Protection Program (TSGLI) <a href="http://www.insurance.va.gov/sqlsite/tsqli/expandedbenefits.htm">www.insurance.va.gov/sqlsite/tsqli/expandedbenefits.htm</a> and <a href="http://www.turboTAP.org">www.turboTAP.org</a> websites																					
e. Family Servicemembers' Group Life Insurance (FSGLI) <a href="http://www.insurance.va.gov/sqlsite/fsqli/sqlfam.htm">www.insurance.va.gov/sqlsite/fsqli/sqlfam.htm</a> and <a href="http://www.turboTAP.org">www.turboTAP.org</a> websites																					
f. Service-Disabled Veterans Insurance (SDVI) <a href="http://www.insurance.va.gov/inForceGltSite/buying/SDVI.htm">www.insurance.va.gov/inForceGltSite/buying/SDVI.htm</a> and <a href="http://www.turboTAP.org">www.turboTAP.org</a> websites																					
g. Veterans' Mortgage Life Insurance (VMLI) <a href="http://www.insurance.va.gov/inForceGltSite/buying/VMLI.htm">www.insurance.va.gov/inForceGltSite/buying/VMLI.htm</a> and <a href="http://www.turboTAP.org">www.turboTAP.org</a> websites																					
h. For more information on Veterans Life Insurance, visit: <a href="http://www.insurance.va.gov">www.insurance.va.gov</a>																					
i. Transitional Health and Dental Care Benefit - for eligibility criteria and additional information, go to: <a href="http://www.tricare.mil">www.tricare.mil</a> and <a href="http://www.tricare.mil/dental/TRDP_Eligibility.cfm">www.tricare.mil/dental/TRDP_Eligibility.cfm</a>																					
17. FINANCES																					
a. Financial Management (TSP, Retirement, SBP, military vs. civilian pay and benefits)																					
b. Separation pay (Eligible Involuntary Separatees)																					
c. Unemployment Compensation																					
d. General money management (budgeting, debt reduction)																					
e. Personal savings and Investing																					

PREPARATION COUNSELING CHECKLIST FOR AC, AGR, AR, FTS, AND RPA SERVICE MEMBERS	NAME (Last, First, Middle Initial)										SSN				
<b>SECTION IV (Continued)</b>											SERVICE MEMBER		SPOUSE		REFERRED TO
											YES	NO	YES	NO	
18. RESERVE AFFILIATION															
19. Do you want to attend the Veterans Benefits Briefing? (See section III, Instructions, item 4.)															
20. DISABLED VETERANS BENEFITS															
a. Do you want to attend the Disabled Transition Assistance Program (DTAP) Briefing? See Section III - Instructions, item 5 and VA Vocational Rehabilitation and Employment Service at <a href="http://www.vba.va.gov/bln/vre">www.vba.va.gov/bln/vre</a>															
b. VA Disability Benefits <a href="http://www.vba.va.gov/VBA/benefits/factsheets">www.vba.va.gov/VBA/benefits/factsheets</a>															
c. Benefits Delivery at Discharge and Quick Start <a href="http://www.vba.va.gov/predischarge">www.vba.va.gov/predischarge</a>															
21. STATE VETERANS BENEFITS															
22. 2-YEAR COMMISSARY AND EXCHANGE PRIVILEGES (Eligible Involuntary Separates)															
23. LEGAL ASSISTANCE															
24. POST GOVERNMENT (MILITARY) SERVICE EMPLOYMENT RESTRICTION COUNSELING Information on post government (military) employment counseling (restrictions on employment, imposed by statute and regulation) shall be conducted by Services as appropriate. Transition/Command Career Counselors shall refer separating and retiring Service members to an installation legal office (Staff Judge Advocate or Counselor's Office) to ensure they receive a post government (military) employment restrictions briefing or counseling from an ethics official.															
25. INDIVIDUAL TRANSITION PLAN (ITP)															
a. As a separating Service member, after receiving Preseparation Counseling information and completing this checklist, you and your spouse/family member/legal guardian/designee (if applicable) are entitled to receive assistance in developing an Individual Transition Plan (ITP) based on the areas of interest you have identified on this checklist. The Preseparation Counseling Checklist addresses a variety of transition services and benefits to which you may be entitled. Each individual is strongly encouraged to take advantage of the opportunity to develop an ITP. The purpose of the ITP is to identify educational, training, and employment objectives and to develop a plan to help you achieve these objectives. It is the Military Department's responsibility to offer Service members the opportunity and assistance they need to develop an ITP. It is the Service member's responsibility to develop an ITP based on his/her specific objectives and the objectives of his or her spouse, if appropriate.															
Based upon information received during Preseparation Counseling, do you and/or your spouse/family member/legal guardian/designee desire assistance in developing your ITP? If YES, the Transition staff/counselor/Command Career Counselor is available to assist you (see <a href="http://www.TurboTap.org">www.TurboTap.org</a> website).											SERVICE MEMBER		SPOUSE		
											YES	NO	YES	NO	
b. To assist your transition counselor, choose the answer that best describes your post-military goal(s): (X all that apply)															
<input type="checkbox"/> I already have post-military employment.											<input type="checkbox"/>	I plan to go to school and use my VA education benefits.			
<input type="checkbox"/> I plan to get a job and start work as soon as possible.											<input type="checkbox"/>	I don't know what I plan to do.			
<input type="checkbox"/> Other (please describe/write in)															
<b>SECTION V - LANGUAGE SKILLS/REGIONAL EXPERTISE</b>															
Counselors will ensure all transitioning Service members, Active, Guard and Reserve with language skills and/or regional expertise complete Item 26.															
26. The Department of Defense and other Federal agencies have placed a high level of importance on critical foreign language skills and regional expertise to meet emerging requirements during times of need, crisis, and/or national emergency. The Department of Defense and other Federal agencies may want to contact you in the future to determine if you would be willing to volunteer your services or to offer you potential employment that would take advantage of your language proficiency and/or regional expertise.															
a. Do you consent to being contacted by the Department of Defense for such purposes?												YES		NO	
b. Do you consent to having the Department of Defense share your information with other Federal agencies for such purposes?												YES		NO	



Career Readiness Standards (CRS)

1. All transitioning Marines must meet Career Readiness Standards (CRS) based upon their pathway track of choice. An overview of the CRS shall be provided by installation Personal and Professional Development (P&PD) staff during the Transition Readiness Seminar (TRS). All CRS shall be documented on the ITP Checklist (enclosure (1)).

2. All transitioning Marines will initiate or complete the following CRS at the TRS:

a. Pre-separation counseling as documented on the DD Forms 2648/-1.

b. A 12-month post-separation budget.

c. Individual transition plan, including documentation of the Marine's personal employment, higher education, career technical training and/or entrepreneurship goals, actions and milestones.

d. Military Occupation Specialty (MOS) crosswalk gap analysis evaluating transferability of military skills to the civilian workforce.

e. Identified requirements and eligibility for certification, licensure, and apprenticeship in the Marine's desired potential career field.

f. E-benefits registration.

g. Continuum of military service opportunity and connectivity counseling - Reserve Opportunities and Obligations Brief and Marine For Life Brief.

h. Individual assessment tool to identify personal aptitudes, interests, strengths, and skills that will enable informed decision-making regarding career, higher education, or career technical field selection.

i. Job application package or receive a job offer letter. The package must include a private or public sector resume and personal and professional references.

j. Receive a Department of Labor (DOL) gold card certificate for DOL American Job Centers.

3. In addition to the requirements in paragraph 2 above, all transitioning Marines attending the Employment or Entrepreneurship Pathway at TRS or seeking employment or small business ownership after service will complete at least two submitted job applications as part of the job application package noted in paragraph 2.i. above.

4. In addition to the requirements in paragraph 2 above, all transitioning Marines attending the Education or Career/Technical Training Pathway at TRS or seeking educational opportunities after service will complete the following Education and Technical Training Standards:

a. Comparison of academic or training institution choices section of the ITP.

b. A college, university or technical training application or received acceptance letter.

c. Confirm one-on-one counseling with college, university, or technical training institution advisor or counselor.



Capstone Procedures

1. Per paragraph 3 of this bulletin, transitioning Marines will attend the Transition Readiness Seminar (TRS) and complete the required documentation, including the Individual Transition Plan (ITP).
2. Installation Personal and Professional Development (P&PD) staff will verify whether Marines have met their Career Readiness Standards (CRS) as defined in enclosure (3) prior to Capstone.
3. No less than 90 days prior to their EAS, or as soon as possible within remaining Active Duty for eligible Reservists, Marines will meet with their Commanding Officer (CO) or their designee, as scheduled by their Career Planner or Unit Transition Counselor (UTC), to review and complete DD Form 2958, Service Member Career Readiness Standards/Individual Transition Plan Checklist (ITP Checklist), and ensure the Marine's readiness for transition to civilian life. This meeting with the CO is known as the transition process "Capstone." The Marine shall bring the following information to the Capstone:
  - a. DD Form 2648/-1, Pre-Separation Counseling Checklist.
  - b. DD Form 2958, ITP Checklist.
  - c. Completed ITP.
  - d. 12-month post-separation budget.
  - e. MOS Crosswalk Gap Analysis completed at TRS.
  - f. Completed job application package or job offer letter (if applicable).
  - g. Department of Labor (DOL) Gold Card Certificate (if applicable).
  - h. Completed self-assessment.
  - i. Completed application or letter of acceptance for a college or technical training institution (if applicable).

j. Confirmation of counseling appointment with academic advisor at college or technical training institution (if applicable).

3. The UTC/Career Planner shall review the Marine's ITP Checklist and other documents listed in paragraph 2 above prior to Capstone.

4. DD Form 2958 shall be completed as follows:

a. Section I, Service Member Information. This section shall be completed in full by the Service member.

b. Section II, Common Career Readiness Standards. This section shall be reviewed for all Pathway participants and completed prior to Capstone by the P&PD staff after reviewing the Marine's completed ITP (including completion of the MOS Crosswalk Gap Analysis), 12-month post-separation budget, completed self-assessment, completed job application package including, at a minimum, a resume and personal and professional references, receipt of a DOL Gold Card, and after confirming the Marine has registered on e-Benefits and attended the Reserve Opportunities and Obligations Brief and Marine For Life Brief at the TRS.

c. Section III, Accessing Higher Education/Career Technical Training Readiness Standards. This section shall be reviewed for Education and Career/Technical Pathway participants and completed prior to Capstone by the P&PD staff after reviewing the Marine's self-assessment, comparison of academic or training institution choices, college or technical training application or acceptance letter and confirmed academic advisor counseling meeting.

d. Section IV, Other. This section shall be reviewed for all Pathway participants and completed prior to Capstone by the P&PD staff after confirming completion of DD Form 2648/1, attendance at the VA Benefits Briefings I and II, attendance at the Department of Labor Employment Workshop (DOLEW), attendance at additional track instructional classes, and after reviewing Block I/Section I of the Marine's ITP. If the Marine was exempted from attendance at the DOLEW, per paragraph 3 of this bulletin, block 20 must indicate the specific category under which the exemption was granted.

e. Section V, Warm Handover To Supporting Agencies Contact Information. This section shall be completed in full, excluding section d, by the Marine during the TRS by locating information as follows:

(1) To locate a VA Representative Name (block 24.a), go to [www.va.gov](http://www.va.gov) and select Locations and Regional Benefits Offices. Select the appropriate destination location for the transitioning Marine to obtain contact information. Enter this information into line 24 on the ITP Checklist.

(2) To locate a DOL Representative Name (block 25.a), go to [www.servicelocator.org](http://www.servicelocator.org) and enter the destination zip code for the transitioning Marine. Select the name for the office of choice, and a contact name and phone numbers will be listed. Enter this information into line 25 on the ITP Checklist.

(3) Other resources identified by the Marine, transition counselor, or CO or their designee can be completed in Line 26 of the ITP Checklist.

f. Section VI, Verification. The transitioning Marine shall sign Line 28 of the ITP Checklist. Line 29 shall be signed by the transition counselor. The CO or his designee shall confirm the Marine met or did not meet the CRS on Line 27 and sign line 30 of the ITP Checklist.

5. If the CO or their designee determines that the Marine does not meet the CRS and requires a referral to a supporting agency, the appropriate "handover confirmed" box shall be checked in section d of Line 24, 25, or 26 of the ITP Checklist, after first ensuring the Marine has had personal contact with the appropriate agency.

6. The CO or their designee shall provide the original completed ITP checklist to the Marine and ensure a copy is filed in the command's official files. A copy of the ITP Checklist must also be provided to the installation P&PD staff to complete the entry of information in the Marine's record in the Service tracking system.