



**DEPARTMENT OF THE NAVY**  
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3000 MARINE CORPS PENTAGON  
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M&RA (MF)  
30 DEC 2015

MARINE CORPS ORDER 1700.31

From: Commandant of the Marine Corps  
To: Distribution List

Subj: TRANSITION READINESS PROGRAM (TRP)

Ref: (a) Public Law 112-56 "Veterans Opportunity to Work,"  
November 21, 2011  
(b) 10 U.S.C. § 1142  
(c) DoD DTM 12-007, "Directive Type Memorandum," November  
21, 2012  
(d) SECNAV M-5210.1  
(e) DoD Directive 1332.35, "Transition Assistance for  
Military Personnel," December 9, 1993  
(f) DoD Directive 5124.02, "DoD Directives System,"  
June 23, 2008  
(g) SECNAVINST 5211.5E

Encl: (1) Career Readiness Standards (CRS)  
(2) Transition Readiness Seminar (TRS)  
(3) Capstone Procedures  
(4) Virtual Curriculum  
(5) Transition Readiness Reporting  
(6) Transition Readiness Seminar (TRS) Delivery Model  
(7) Personal Readiness Seminar (PRS)  
(8) Your Readiness Course  
(9) Key Terminology and Definitions  
(10) DD Form 2648 - Preseparation Counseling Checklist,  
Active Component  
(11) DD Form 2648-1 - Preseparation Counseling Checklist,  
Reserve Component  
(12) DD Form 2958 - Service Member Career Readiness  
Standards/Individual Transition Plan (ITP) Checklist

1. Situation. Marine and Family Programs Division (MF) has redesigned the Transition Assistance Management Program (TAMP). The TAMP has been renamed as the TRP. The former Transition Assistance Program (TAP) Workshop has been renamed the TRS; also referred to as Transition GPS (Goals, Plans, and Success) by the Office of the Secretary of Defense (OSD). The TRP provides exposures to opportunities in transition, career, and employment

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assistance to Active Duty (AD), Reserve Component (RC), and eligible family members through the Career Services Center and online accessible resources.

2. Mission. The TRP ensures that Marines are prepared for their transition from military to civilian life and provides Marines and their families with the tools and resources needed to pursue Department of Defense (DoD) directed CRS as directed in references (a) through (f).

3. Execution. All Marine Corps installations and activities will comply with the policies and standards for the TRP established herein.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The intent of this Order is to establish updated policies and standards for TRP in order to ensure that Marines are transition ready prior to separation, retirement, deactivation, and demobilization from service.

(a) Commanders shall ensure the program and its policies stated in this Order are supported.

(b) The TRP will assist Marines in achieving their CRS in support of their career development, education, and entrepreneurship goals.

(2) Concept of Operations

(a) The TRP is the Marine Corps implementation to deliver the following mandated transition assistance services:

1. Preseparation Counseling. Informs Marines of available transition-related services, benefits, curriculum, assessments, CRS deliverables, and the ITP during and after their separation, retirement, demobilization or deactivation from AD.

2. Department of Labor Employment Workshop (DOLEW). Provides Marines with critical job search skills and tools for today's labor market to include resume writing, interviewing techniques, access to labor market information and job search techniques.

3. Veterans Affairs (VA) Benefits Briefing (VA I and II). Provides Marines with information on education,

healthcare, compensation, life insurance, home loans, and vocational rehabilitation and training benefits; Marines also gain an understanding of how to navigate through the e-benefits online portal and the VA disability compensation process.

(b) Eligibility. Transition readiness services are available to all AD and RC Marines and their families, who are separating, retiring, demobilizing, or deactivating; who have completed a minimum of 180 days or more of continuous AD. Transition services are available for 180 days after separation or retirement, per reference (b).

(c) Commanders and Commanding Officers (COs) must allow time for Marines to conduct transition-related activities and obtain assistance related to their post-separation goals throughout their Marine for Life Cycle (M4LC) and at predetermined action points.

(d) The TRP consists of three major components:

1. M4LC Transition Services. Services include the PRS - the first action point in the M4LC, "Your Readiness" MarineNet course, assistance with individual assessment, career exploration, educational guidance, and career/employment assistance throughout a Marine's career.

2. Career Services and Advising. Services include advising Marines on post-transition goals to include: Career/Employment, Education, Career Technical Entrepreneurship, and review/validation of CRS.

3. Transition Readiness Seminar (TRS). Standard instruction that provides, at a minimum, mandatory requirements to include DOLEW, VA I and II, Military Occupational Code (MOC) Crosswalk, Resilient Transitions, Financial Planning, ITP Review, and Capstone Overview. This is the final action point in the M4LC.

(e) Spouses and eligible family members of eligible Marines are encouraged to participate and utilize TRP resources and services. DoD civilians are encouraged to contact their local Employee Assistance Program for career resources and services. After allowing for reasonable time for sign up by AD and their families, installation commanders may authorize DoD civilians to participate in non-TRS workshops on a space-available basis.

b. Subordinate Element Missions

(1) The Deputy Commandant, Manpower and Reserve Affairs (DC M&RA). Establishes and maintains a TRP consistent with the policy and guidance contained in this Order and reference (c).

(2) Director, Marine and Family Programs Division, M&RA (MF) shall:

(a) Establish and support the TRP consistent with policy and program guidance in this Order.

(b) Coordinate, as appropriate, transition readiness matters with other Headquarters, U.S. Marine Corps (HQMC) MF staff agencies, major commands, DoD agencies, and other service headquarters.

(c) Provide policy oversight and guidance, and develop and propose recommended changes.

(d) Create and maintain standard transition curricula for action points in the M4LC, as defined in reference (c).

(e) Create and maintain standard PRS, Your Readiness, and TRS delivery models.

(f) Coordinate with installation Marine Corps Community Services (MCCS) Directors and monitor evaluation of personnel, budget, and training program initiatives relative to the TRP.

(g) Develop reporting requirements, staffing models, program evaluation tools, and measures of effectiveness for proper program implementation.

(h) Exercise functional control as the program and resource sponsor and serve as the Marine Corps subject matter expert on transition readiness matters.

(i) Evaluate and analyze installation TRP performance metrics, and statutory compliance.

(j) Provide oversight of prescribed certification and educational requirements for HQMC (MF) Personal and Professional Development (P&PD) and installation Transition Readiness staff.

(3) Commanding General and Commander, Marine Corps Installation Command shall:

(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 DC M&RA via Marine Corps installations in order to support the Operating Forces, tenant commands, and activities.

(4) Installation Commanders shall:

(a) Actively support and promote the TRP aboard the installation.

(b) Ensure P&PD staff determines the applicability and execution for 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).

(c) Ensure P&PD staff follows the HQMC (MF) standard delivery model for the PRS and TRS that includes all required curriculum subject to the availability of local service delivery partners.

(d) Ensure P&PD staff publishes a schedule of the PRS and TRS delivery dates and installation specific guidelines for eligible Marines to be registered for attendance at least two weeks in advance of scheduled PRS and TRS dates.

(e) Ensure installation training facilities are sufficient to meet military population throughput, specifically related to the TRS and PRS training class size limit of 50.

(f) Provide information technology and classrooms to support requirements in paragraph 3b4(e) above.

(g) Ensure P&PD staff validates PRS and TRS Readiness attendance and adhere to reporting requirements, as determined necessary by HQMC (MF).

(h) Ensure P&PD staff participates in annual curriculum reviews with HQMC (MF).

(i) Ensure P&PD staff reviews required pre-work and individual CRS and; CO (or designee) verifies whether Marines

have met, or not met their CRS as defined in enclosure (1) during Capstone. For those Marines who have not met CRS or require additional assistance, ensure warm handover is provided to the appropriate supporting agency.

(j) Encourage all TRS participants to complete the prescribed participant assessment(s) following each completed TRS module.

(k) Ensure sufficient fiscal, physical, and personnel resources are provided to carry out the requirements of this Order.

(l) Ensure transition readiness events, information, or updates are promoted in MCCS advertising and public affairs planning, products, and events.

(m) Provide support and adequate materials for daily operational requirements.

(n) Ensure Transition Readiness staff obtain and maintain, within 2 years of employment, HQMC (MF) approved professional development certification.

(o) Ensure TRP is in compliance with the Functional Area Checklist provided to the Inspector General (IG) of the Marine Corps by HQMC (MF).

(p) Provide transition-related services and resources to all eligible Marines and their family members as stated in this Order.

(q) Conduct outreach to local businesses, professional organizations, and employment offices to facilitate transition readiness opportunities.

(r) Advise eligible Marines and their family members of P&PD services and career and educational resources.

(s) Participate in Commanding General's Inspection Program, in conjunction with installation IG utilizing the Functional Area Checklist.

(t) Provide transition readiness standards to prepare and assist Unit Transition Coordinators (UTCs) in performing their duties in support of Transition Readiness no

later than (NLT) 45 days after their appointment to this collateral duty.

(u) Ensure transition readiness components are recorded in HQMC (MF)-defined systems, to include coordination with individual unit administrative sections aboard the installation for the entry of the PRS code in Marine Corps Total Force System (MCTFS).

(v) Utilize the Functional Area checklist prepared and maintained by MF as the standard for ensuring compliance with this Order.

(5) Commanding Officer's, Officer(s)-in-Charge, and Inspectors-Instructors shall:

(a) Allow time for Marines to participate in M4LC transition services.

(b) Ensure that all AD and RC Marines, who have completed their first 180 continuous days or more on AD perform mandatory Preseparation Counseling, VA I and II, DOLEW (unless limited or exempted per enclosure (2)), and Capstone.

(c) Designate, in writing, UTCs who will verify Capstone CRS to support transition preparedness and facilitate Capstone procedures, per enclosure (3).

(d) Ensure UTCs attend initial training session with installation Transition Readiness staff to gain knowledge of the services of the TRP NLT 45 days following their appointment to the position.

(e) Ensure all transitioning Marines attend mandatory portions of TRS. Encourage spouses of transitioning Marines to attend the TRS.

(f) Allow Marines who request to attend 2-day Track options in addition to the TRS time away from work or duty assignment to complete; this will be considered their place of duty.

(g) Approve exemptions from the DOLEW, per enclosure (2).

(h) Determine when Marines are eligible to use Virtual Curriculum, per enclosure (4), to fulfill mandatory Transition Readiness requirements.

(i) Ensure the DD Form 2958 is reviewed for completion, verify CRS have been met or not met, and print and sign the name of CO (or designee) for each Marine, verifying their readiness for transition. For those Marines who have not met standards or require additional assistance, ensure warm handover is documented and provided in accordance with enclosure (3).

(j) Ensure the original signed DD Form 2958 is returned to the Marine, a copy is filed in the Command's official files for 12 months following transition date, and a copy is provided to installation Transition Readiness staff for completion of entry in HQMC (MF) designated system.

(k) Ensure Marines described by the following characterizations are provided priority of service for TRS and a higher level of support or referral to a supporting agency throughout the transition process:

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.

(6) Unit Transition Coordinator (UTC)

(a) Facilitate all unit transition activities and coordinate with appropriate personnel, as necessary, to identify and monitor all separating, retiring, demobilizing and deactivating Marines, regardless of their rank, including all unanticipated separations.

(b) Attend scheduled UTC transition readiness training as conducted by TRP personnel NLT 45 days following the appointment to this collateral duty.

(c) Collaborate with installation P&PD staff to schedule Marines to participate in mandatory and optional transition readiness training.

(d) Identify and notify eligible Marines within their unit of mandatory requirements to attend TRS 12-14 months prior to End of Active Service (EAS), or 12-24 months prior to retirement, but NLT 180 days prior to separation, demobilization, deactivation or retirement.

(e) Prepare Marines for Preseparation Counseling using the most current DD Form 2648/-1 and most current approved DoD Preseparation Counseling script in preparation for TRS by completing Section II, personal information in preparation for TRS. The most current approved Preseparation Counseling script can be found on the HQMC (MF) Transition Readiness SharePoint portal.

(f) Verify Marines complete TRS pre-work prescribed by P&PD staff, verify forms, and bring completion certificates and qualifying exemptions for the DOLEW to the TRS when scheduled.

(g) Coordinate Marines scheduled to deploy to attend TRS prior to deploying if their return date is within 180 days prior to their EAS.

(h) Coordinate Marines participation in face-to-face Capstone meeting with the CO (or designee) to ensure CRS or warm handover are documented and the DD Form 2958 is printed and signed for each Marine per enclosure (3).

(i) Verify Marines assigned to TRS do not have any scheduled appointments or commitments during TRS; this shall be designated as their place of duty.

(j) Return a copy of the completed and signed DD Form 2958 to the P&PD staff NLT 5 working days following Capstone completion. The original form will go to the Marine and a copy to the command's official files.

(7) Installation Personnel Administration Center

(a) Verify Marines have the original, completed DD Form 2648/-1 and the DD Form 2958 prior to completing the Marine's separation out-processing. A completed form includes

signature and date by P&PD staff, Marine, and CO (or designee). Incomplete forms must be returned to their CO for completion.

(b) Coordinate with P&PD staff for the return of completed DD Form 2958 upon successful completion of Marine's out-processing.

#### 4. Administration and Logistics

a. The currency, accuracy, and completeness of publication and distribution of this Order, and changes thereto, are the responsibility of the Commandant of the Marine Corps (CMC) HQMC (MF).

b. Submit recommendations for changes to this Order to CMC HQMC (MF) via the appropriate chain of command.

c. Records created as a result of this Order 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.

d. The generation, collection, or distribution of personally identifiable information and management of privacy sensitive information shall be in accordance with the Privacy Act of 1974, as amended, per reference (g). Any unauthorized review, use, disclosure or distribution is prohibited.

#### 5. Command and Signal

a. Command. This Order is applicable to the Marine Corps Total Force.

b. Signal. This Order is effective on the date signed.



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Deputy Commandant for  
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Career Readiness Standards (CRS)

1. CRS are defined as a set of common and specific activities and associated relevant deliverables that demonstrate the Marine is prepared to transition effectively and pursue post-separation higher education, career technical training, and/or civilian employment goals. All transitioning Marines must meet CRS based upon their anticipated post-service goals, except as exempted in paragraph 3 below. An overview of the CRS shall be provided by installation Transition Readiness staff during the TRS. All CRS can be accomplished throughout the M4LC and shall be documented on the DD Form 2958.

2. All transitioning Marines will initiate or complete the following CRS prior to or while attending the TRS:

- a. A 12-month post-separation budget.
- b. ITP, including documentation of the Marine's employment, higher education, career technical training and/or entrepreneurship goals, actions and milestones.
- c. MOC crosswalk gap analysis worksheet evaluating transferability of military skills to the civilian workforce.
- d. Identified requirements and eligibility for certification, licensure, and apprenticeship in the Marine's desired potential career field.
- e. E-benefits registration.
- f. Continuum of military service opportunity and connectivity counseling as delivered via the Reserve Opportunities and Obligations Brief (AD only).
- g. 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.
- h. Job application package, receive a job offer letter or provide proof of future employment. The job application package must include a private or public sector resume, personal and professional references, and at least two submitted job applications.

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i. Receive a DOL Gold Card certificate for DOL American Job Centers.

3. General and flag officers are exempt from CRS, completion of the ITP, DD Form 2958, and Capstone.

4. Accessing Higher Education and Career Technical Training CRS. In addition to the requirements in paragraph 2 above, all transitioning Marines seeking higher education or career technical training upon departure from military service will complete and provide additional documented evidence of:

a. Comparison of higher education or career technical training institution options section of the ITP.

b. Completed an application or received letter from a higher education or career technical training institution.

c. Confirmed one-on-one counseling with higher education or career technical training institution advisor via telephone, email, or letter.

Transition Readiness Seminar (TRS)

1. Eligibility. All AD and RC Marines who separate, retire, demobilize or deactivate after a minimum of 180 continuous days of AD are eligible and required to participate in TRS with limited exemptions as indicated in paragraph (4) below. DoD Civilians are not authorized to attend TRS.

2. The following are mandatory requirements of TRS:

a. Preseparation Counseling. Informs Marines of available transition-related services, benefits, curriculum, assessments, CRS deliverables, and the ITP during and after their separation, retirement, demobilization or deactivation from AD.

(1) 12-14 months prior to a separating or deactivating Marine's EAS or at least 24 months prior to retiring Marine's EAS but NLT 180 days prior to EAS, Marines will meet with their UTC, to initiate Preseparation Counseling and the Preseparation Counseling Checklist (DD Form 2648/-1) at their command.

(2) RC Marines serving 180 continuous days or more on AD, as in the performance of mobilization or AD for Operational Support (ADOS) orders, shall begin the Preseparation Counseling process as soon as possible within their remaining AD period of service. The AD gaining force command is responsible for ensuring all assigned RC personnel complete mandatory transition assistance requirements prior to release from AD or return to Home Training Centers (HTC). RC Marines may choose to decline Preseparation counseling with verification of completed DD Form 2648-1 for each successive period of AD consisting of 180 days or more of continuous service.

(3) Preseparation Counseling will not be provided to a Marine who is being discharged or released before completion of that Marine's first 180 continuous days on AD.

(4) Preseparation Counseling shall begin as soon as possible within the remaining period of service for unanticipated separations with less than 90 days prior to EAS.

(5) The Marine shall sign and bring the DD Form 2648/-1 to the TRS.

(6) Upon completion of the TRS, the P&PD staff will sign and date the form indicating the Marine has received all

information on the topics selected. An original signed copy will be returned to the Marine.

(7) Transition Readiness Staff shall enter the DD Form 2648/-1 data into the HQMC (MF)-defined system NLT one week following the completion of the Form. The DD Form 2648/-1 has no expiration date; a copy of the form is not required to be retained by the staff. The CO and Transition Readiness staff shall determine reasonable timeframe with completion of any previous DD Form 2648/-1.

b. Completion of VA I and II.

c. Completion of DOLEW unless approved for an exemption as defined below.

3. Except for those components designated as mandatory, completion of these subcomponents is determined based on the eligible Marine's ability to attain CRS. TRS consists of these subcomponents:

a. Resilient Transitions.

b. Completion of a MOC Crosswalk to include completion of gap analysis.

c. Personal Financial Planning for Transition to include completing a 12-month post-separation budget.

d. ITP Review.

4. 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 DD Form 2958. Marines who qualify for an exemption may elect to participate in the DOLEW. Reference (c) establishes the following exemptions from participating in the DOLEW:

a. Marines retiring after 20 or more years of active military service.

b. Marines who meet one of the following criteria:

(1) Are able to provide documented evidence of civilian employment.

(2) Are able to provide documented acceptance into an accredited career technical training, undergraduate, or graduate degree program.

(3) Marines with specialized skills who, due to unavoidable circumstances, are needed to support a unit on orders scheduled to deploy within 60 days. The first CO in the Marine's chain of command with court martial authority pursuant to Chapter 47 of the Uniform Code of Military Justice must certify on the DD Form 2958 exemption from the DOLEW. A make-up plan must accompany the postponement certification.

(4) Wounded, ill, and injured recovering Marines most likely to transition out of AD, who are enrolled in the Education and Employment Initiative or a similar transition program designed to secure employment, higher education, or technical training post-separation. The Marine must provide proof of entry into the specific program(s).

(5) AD and RC Marines who have previously attended the DOLEW within the previous 24 months.

5. 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. The Virtual Curriculum may be utilized to fulfill this requirement as referenced in enclosure (4). Operations and Maintenance, Marine Corps funds are not authorized to support TAD/travel to attend TRS. Documentation of completed TRS components must be provided to the P&PD staff.

6. TRS shall be the place of duty for the Marine for the time specified and provided by the P&PD Staff. The Marine should be released during duty hours to complete TRS and exempt from normal duty for the full 24 hour period of each workshop or briefing day and 12 hours immediately preceding and following TRS.

7. Spouses of eligible Marines are encouraged to attend all or part of the TRS, as desired.

8. Additional Tracks. Marines desiring to attend will be afforded the opportunity to register and attend additional 2-day Tracks on Accessing Higher Education, Career and Technical Training, and Entrepreneurship, as defined in enclosure (1);

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this will be considered their place of duty. Marines electing to attend the 2-day Tracks will complete additional CRS for the track(s) selected per enclosure (3).

Capstone Procedures

1. Capstone is the culmination of the transition process and occurs NLT 90 days preceding anticipated separation, retirement, demobilization or deactivation. Using the DD Form 2958, the CO (or designee), as scheduled by their UTC, personally interviews each separating Marine to determine if the Marine has met CRS, has a viable plan to transition from military to civilian life, and has been provided a warm handover to connect with external agencies that offer additional assistance.
2. Per enclosure (2) of this Order, transitioning Marines will attend the TRS and complete the required documentation throughout the M4LC.
3. Installation P&PD staff will review CRS; CO (or designee) will verify whether Marines have met or not met CRS as defined in enclosure (1) prior to Capstone.
4. In the case of eligible AD Marines with an unanticipated separation of less than 90 days or fewer before discharge or release from AD, Capstone will be completed NLT the date of separation as reflected on the DD Form 214.
5. In the case of eligible RC Marines released from AD, in which operational requirements make the prescribed timeline unfeasible, Capstone will be completed NLT the date of release from AD as reflected on the DD Form 214.
6. The P&PD staff shall review the Marine's DD Form 2958 and other documents listed in paragraph 2 above prior to Capstone.
7. The Marine shall bring the following information to the Capstone:
  - a. DD Form 2648/-1, Preseparation Counseling Checklist, completed and signed.
  - b. DD Form 2958, signed by the Transition Counselor.
  - c. Completed ITP.
  - d. 12-month post-separation budget.
  - e. MOC Crosswalk Gap Analysis worksheet.

- f. Completed job application package or job offer letter (if applicable).
- g. DOL Gold Card Certificate
- h. Completed self-assessment.
- i. Completed application, current attendance, or letter of acceptance for a college/university or technical training institution (if applicable).
- j. Confirmation of counseling appointment with academic advisor at college or technical training institution (if applicable).

8. DD Form 2958 shall be completed as follows:

- a. Section I, Service Member Information. This section shall be completed in full by the Marine.
- b. Section II, Common Career Readiness Standards. This section shall be verified prior to Capstone by the Transition Readiness staff for all participants after reviewing the Marine's completed ITP (including completion of the Military Occupation Specialty 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 at the TRS.
- c. Section III, Accessing Higher Education/Career Technical Training Readiness Standards. This section shall be completed prior to Capstone by Transition Readiness staff or the CO for those Marines with intention to attend an institution of higher learning or career/technical training after reviewing the Marine's self-assessment, comparison of academic or training institution choices, application or acceptance letter and confirmed meeting with academic advisor.
- d. Section IV, Other. This section shall be completed by Transition Readiness staff or CO prior to Capstone after confirming completion of DD Form 2648/1, attendance at the VA Benefits Briefings, attendance at the DOLEW, attendance at

additional track workshops, and after reviewing Block I/Section I of the Marine's ITP. If the Marine was exempted from attendance at the DOLEW, 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 box (d), by the Marine during the TRS by locating information as follows:

(1) To locate a VA Representative Name (block 24a), 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 DD Form 2958.

(2) To locate a DOL Representative Name (block 25a), 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 DD Form 2958.

(3) Other resources identified by the Marine, transition counselor, CO (or designee) can be completed in line 26 of the DD Form 2958.

f. Section VI, Verification. The transitioning Marine shall sign line 28 of the DD Form 2958. Line 29 shall be signed by Transition Readiness staff. The CO (or designee) shall determine, based upon supporting documentation and/or evidence provided by the Marine, if they did or did not meet the CRS on line 27 and sign and print their name in line 30 of the DD Form 2958.

9. If the CO (or 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 item (d) of line 24, 25, or 26 of the DD Form 2958, after first ensuring the Marine has had personal contact with the appropriate agency.

10. The CO (or designee) shall provide the original completed DD Form 2958 to the Marine and ensure a copy is filed in the command's official files. A copy of the DD Form 2958 must also be provided to the installation Transition Readiness staff to complete the entry of information in the Marine's record in the Service tracking system.

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11. Eligible Marines in remote/isolated locations will have the aforementioned data forwarded to their parent unit UTC for liaison and transmission to the nearest or servicing Marine Corps installation P&PD staff for their appropriate submission.

Virtual Curriculum

1. The preferred method of delivery for the TRS is required when a servicing installation exists within a reasonable commuting distance of a Marines duty assignment or RC Marines residence/Reserve Training Center.
2. Virtual Curriculum is available on Joint Knowledge Online (JKO) for all mandatory modules of the TRS and limited non-mandatory modules of the TRS for the attainment of CRS as established by this Order. This delivery method is intended to support eligible Marines otherwise unable to accomplish installation based delivery. The JKO information is located at <https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam?ORG=JKO&cid=624119>. This curriculum supports:
  - a. Eligible Marines in remote and isolated locations (reasonable commuting distance for this purpose is defined as 100 miles or 3 hours of driving distance).
  - b. Eligible Marines with unanticipated/rapid, and/or short notice separations (i.e., specialized populations such as In Hands of Civilian Authority, In Hands of Foreign Authority or Prisoners, etc.).
  - c. Spouses of eligible Marines electing not to attend TRS in person.
  - d. Wounded, ill, and injured recovering Marines likely to transition from AD and that are within 180 days of separation or retirement.
3. COs, with guidance from P&PD staff, if necessary, shall determine when Marines are eligible to complete mandatory transition requirements through JKO.
4. Marines completing the Virtual Curriculum for mandatory components shall retain completion certificates and provide appropriate documentation to the nearest P&PD staff for review prior to Capstone if appropriate per enclosure (3).
5. Virtual Curriculum Transition Readiness reporting is provided in enclosure (4).

Transition Readiness Reporting

1. The following data shall be submitted and collected in the Defense Manpower Data Center (DMDC) and Department of Defense Transition Assistance Program (DoDTAP) for Mangers and Counselors ([www.dmdc.osd.mil/tacl](http://www.dmdc.osd.mil/tacl)):

- a. Attendance at all mandatory transition classes.
- b. DD Form 2648/-1 data.
- c. DD Form 2958 data.
- d. Attendance at all optional tracks.
- e. Attendance at all transition readiness classes.

2. Per paragraph 3b(2)g of this Order, HQMC (MF) developed reporting requirements will be submitted and collected via the HQMC (MF) SharePoint P&PD reporting portal on a monthly basis.

3. Eligible Marines in remote/isolated locations will have the aforementioned data forwarded to their parent unit UTC for liaison and transmission to the nearest or servicing Marine Corps installation Transition Readiness staff for their appropriate submission.

4. Completed Virtual Curriculum modules will be automatically uploaded into DMDC/DoDTAP for Mangers and Counselors.

5. Reserve Component

a. RC Marines serving 180 continuous days or more on AD, as in the performance of mobilization or ADOS orders, will have their data reported through their orders sponsor/gaining force command to the nearest or servicing Marine Corps installation Transition Readiness staff for their appropriate submission.

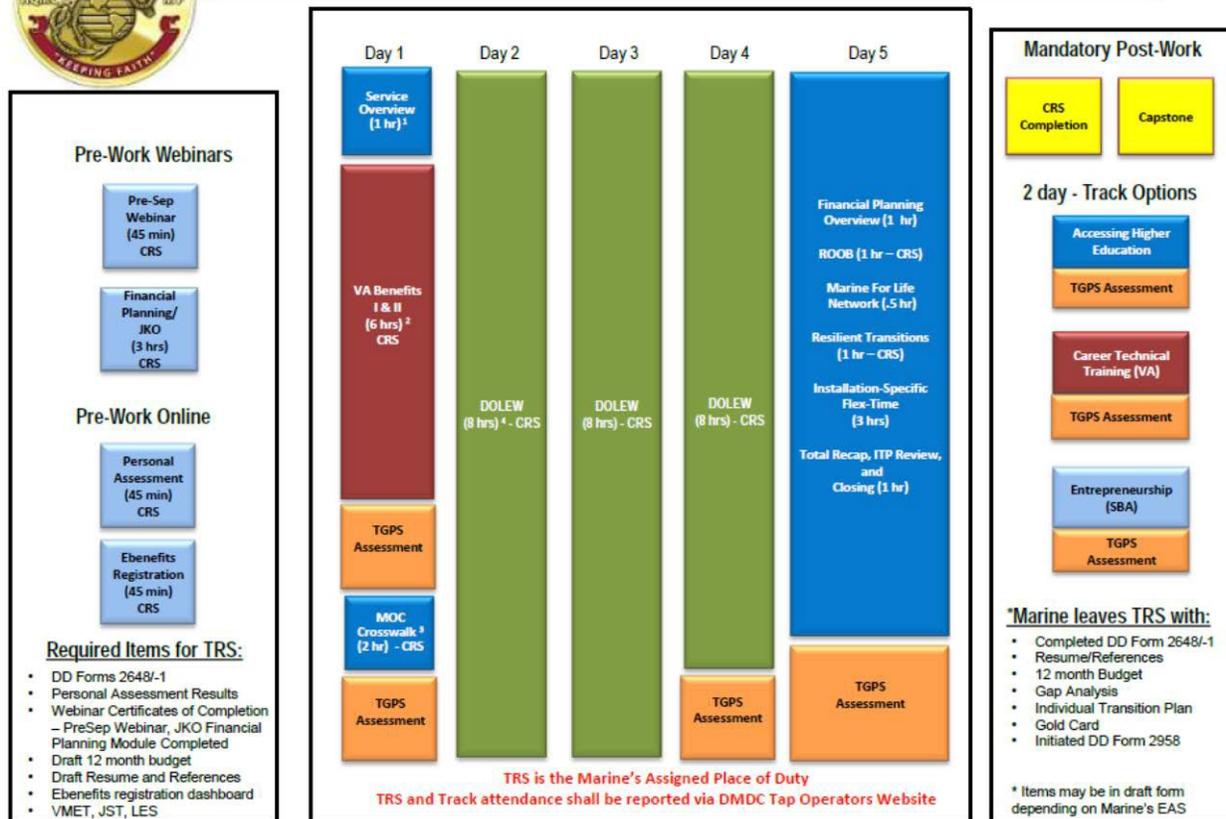
b. Eligible AD and RC Marines serving in Marine Forces Reserve (MARFORRES) units/detachments/inspector-instructors/AD support will have their data forwarded to the MARFORRES Marine and Family Services Director for processing to direct servicing Transition Readiness staff at Camp Lejeune and Camp Pendleton for their appropriate submission.

Transition Readiness Seminar (TRS) Delivery Model

1. HQMC (MF) shall develop a standard TRS delivery model that includes all required modules and prerequisites.
2. All installation Transition Readiness staff shall ensure delivery of the standard TRS delivery model. Additional instruction can be added as time permits and as authorized by HQMC (MF).



**Transition Readiness Seminar Format**



Personal Readiness Seminar (PRS)

1. Marine Corps installations shall deliver the PRS to all incoming AD Marines upon check-in but NLT 90 days at their First Permanent Duty Station (FPDS). RC Marines may attend PRS during their check-in process to Military Occupation Specialty (MOS) schools aboard Marine Corps installations as scheduling permits. PRS is also available for RC Marines in transit from initial MOS Training to their assigned HTC.
2. The PRS is a four-hour classroom presentation that covers two main topics: an overview of the M4LC model, including P&PD programs and services; and introductory personal finance topics.
3. Marines arriving at their FPDS shall register for PRS during the mandatory check-in process.
4. There are two action points in the M4LC where Marines devote specific time and effort to career readiness preparations; PRS and TRS.
5. Marines complete the following pre-work requirement at their FPDS:
  - a. Registration for a DS-logon to gain access to e-benefits portal.
  - b. Registration and completion of Kuder Journey assessment.
6. Marines must bring a copy of their e-benefits dashboard and Kuder Journey assessment results to the PRS.
7. The Transition Readiness staff will initiate a DD Form 2958 for each Marine via the DMDC/DoDTAP Transition Assistance Program for Managers and Counselors web service capability and record completion of items number 9 (registration for e-benefits), number 13, (completed an assessment tool to identify personal leanings and interest regarding career selection), and number 16a (completed an assessment tool to identify aptitudes, interests, strengths, or skills).
8. Attendance at PRS will be tracked via the DMDC/DoDTAP web service capability through a session titled FPDS and in MCTFS through the entry of a PRS code.
9. Marines will be introduced to the Individual Development Plan (IDP) during the PRS.

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10. The completed financial pre/post-test documents will be electronically submitted by the installation Transition Readiness staff via e-mail to [HQMC\\_PPD@usmc.mil](mailto:HQMC_PPD@usmc.mil) within 36 hours of seminar completion.

Your Readiness Course

1. Your Readiness is an interactive online course through MarineNet covering four main topics: the reenlistment process, the transition process, developing the individual transition plan, and available resources to support Marines throughout their careers.
  
2. Your Readiness is available to take separately as a module of the Leading Marines distance education program which satisfies the Professional Military Education requirement and is required for promotion to the rank of Lance Corporal.
  
3. All Marines should familiarize themselves with the content of this course. Enlisted Marines are recommended to have completed the course prior to their first interview with their career planner.

## Key Terminology and Definitions

Accessing Higher Education "Track". A 2-day seminar facilitated by P&PD staff which guides the Marine through the variety of decisions involved in choosing a college, degree program, the admissions process and funding options. The expected outcome is a Marine will have created a customized plan for a successful transition to a higher education institution.

Action Points. A set of touch points during the Marine's career when goals and plans are developed, reviewed, and updated to reflect changes in skillsets or priorities. The Marine Corps has defined eight touch points, with special emphasis on the first and last points. The action points are: First Permanent duty station, Re-enlistment, Promotion, Deployment/Redeployment, Mobilization/Demobilization, Change of Duty Station, Major Life Events, and Retirement/Separation.

Career and Technical Training "Track". A 2-day seminar facilitated by the Department of VA designed for individuals interested in obtaining training in a trade or technical field in order to obtain a job. Similar to the Accessing Higher Education Track, this course guides Marines through choosing a career path and evaluating their needs such as comparison of institutions, requirements and eligibility for certification, licensure, apprenticeships, to create an individual plan for success.

Career Readiness Standards (CRS). A set of common and specific activities and associated relevant deliverables (documentation within the last 12 months) that demonstrate the Marine is prepared to transition effectively and pursue post-separation higher education, career technical training, and/or civilian employment goals.

Capstone. The culmination of the transition process occurs NLT 90 days preceding anticipated separation, retirement, demobilization or deactivation. Using the DD Form 2958, the CO (or designee), as scheduled by their UTC, personally interviews each separating Marine to determine if the Marine has met CRS, has a viable plan to transition from military to civilian life, and has been extended the opportunity to be connected with external agencies that offer additional assistance.

Continuum of Military Service Opportunity Counseling. Counseling that provides information to AD Marines on the procedures for and advantages of affiliating with the Selected

Reserve, pursuant to section 1142 of Title 10, United States Code. This brief is delivered via the Reserve Opportunities and Obligations Brief.

Department of Labor Employment Workshop (DOLEW). A workshop facilitated by the DOL, which provides Marines with critical job search skills and tools for today's current labor market to include resume writing, interviewing techniques, access to labor market information, and secure employment opportunities based on military experience and training.

DOL American Job Centers. Centers run by the State Workforce Agencies that provide veterans with enhanced intensive services through an array of career and supportive services.

DOL Gold Card. A DOL program that provides 6 months of priority services for post 9/11 veterans at any DOL American Job Center, including all DOL-funded employment and training programs, case management, skills assessment and interest surveys, career guidance, and job search assistance.

E-benefits. A central portal for Veterans, Marines, and their families to research, find, access, and manage their benefits and personal information; also provides access to the Veterans Employment Center; found at [www.ebenefits.va.gov](http://www.ebenefits.va.gov).

Eligibility. Refers to all AD and RC Marines and their families, who are separating, retiring, deactivating, or demobilizing who have completed a minimum of 180 days or more of continuous AD. Transition services are available for 180 days after separation or retirement.

Entrepreneurship "Track". Also referred to as "Boots 2 Business" is a 2-day seminar facilitated by the SBA for Marines interested in pursuing self-employment in the private or non-profit sector. This course will teach Marines about the challenges faced by entrepreneurs, the benefits and realities of entrepreneurship, and the steps toward business ownership.

Individual Development Plan (IDP). A written plan designed to meet particular goals for individual career development that are aligned with the eligible Marine's mission and organizational operations. Marines will be introduced to the IDP during PRS training.

Individual Transition Plan (ITP). The Marine's plan for outlining education, training, and employment objectives to assist with a successful transition to the civilian environment.

ITP Review. A component of TRS where P&PD Staff explain the purpose, use, function, and responsibilities associated with the ITP. Eligible Marines must produce evidence of this document before separation, retirement, demobilization or deactivation from AD.

Marine For Life Cycle (M4LC). Transition Readiness is a process that occurs across the M4LC, not an event that occurs at a single point in time. The M4LC concept allows Marines to gain awareness of career readiness preparations at the beginning of their military career and at various action points throughout their career.

Military Occupation Code (MOC) Crosswalk. A component of TRS that provides Marines with the opportunity to identify civilian occupations that aligns with their military experience and post-separation goals.

Personal Financial Planning for Transition. A component of TRS that provides Marines with skills to develop 12-month post separation budget. It also assists Marines in learning how to manage their own finances as civilians, both at home and in the workplace.

Personal Readiness Seminar (PRS). Four-hour Marine Corps workshop designed for Marines to attend after arrival at their first permanent duty station. Curriculum provides an overview of career and educational resources, as well as financial topics such as banking and financial services, savings and investments, living expenses, understanding debt, and service members' rights.

Resilient Transitions. A component of TRS that provides Marines with resources on transition related issues, including stress management, considerations for families, support systems, value of a mentor, and special issues, that eligible Marines and their families may encounter as they prepare for post-military life.

Reserve Opportunities and Obligation Brief. Federal law (Title 10, U.S. Code) mandates that separation Marines are educated on their opportunities for service in the Selected Reserve before leaving AD. The presentation of the Reserve Opportunities and Obligations Brief as part of TRS ensures that all eligible

Marines are provided information regarding procedures for and advantages of affiliation with the Selected Reserves.

Transition Assistance Program (TAP). OSD program to ensure Marines are career ready upon separation from AD; known as TRS by the Marine Corps.

Transition Goals, Plans, and Success (TGPS). A package of activities and curriculum specifically designed to provide eligible Marines with the targeted of knowledge skills, documentation and assistance required to meet the CRS before transition and enable a successful transition from AD to civilian life.

Transition Readiness Seminar (TRS). Marine Corps seminar which includes a mandatory standardized core curriculum to include Resilient Transitions, MOS Crosswalk, DOLEW, Department of VA Benefits, and Financial Planning.

Transition Readiness Staff. P&PD staff who assist and support Transition Readiness functions, i.e. Transition Readiness Managers, Specialists, Assistants, Advisors, Technicians, etc.; and other P&PD staff as directed by P&PD Branch Head.

Transition Readiness Program (TRP). Previously referred to as the Transition Assistance Program, this program now consists of the M4LC Transition Services, Career Services and Advising; and the TRS.

Transition Readiness Program Manager. Previously referred to as the Transition Assistance Program Manager.

Unit Transition Coordinator (UTC). UTCs, in coordination with installation P&PD staff, are Marines who are charged with the collateral duty to ensure Marines within their units meet all requirements for the TRP.

VA Benefits Briefings I and II (VA I and II). This briefing, facilitated by VA representatives, consists of two modules: VA I includes a four-hour brief providing the transitioning Service member with information on education, healthcare, compensation, life insurance, home loans and vocational rehabilitation and employment benefits. VA II is an additional two-hour brief which provides information related to VA healthcare and the VA disability compensation process. Service members also gain an understanding of how to navigate through the e-benefits portal.

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Warm Handover. Part of the Capstone process that connects the Marine with appropriate interagency resources in DOL, VA and the community for additional post-transition assistance.

Your Readiness. This online training, accessed through MarineNet, provides an overview of P&PD services, the reenlistment process, transition process, developing the ITP, and an introduction to available resources and support provided at our installations. An element of "Leading Marines," it is required for promotion to Corporal.

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SAMPLE DD FORM 2648  
PRESEPERATION COUNSELING CHECKLIST, ACTIVE COMPONENT

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SAMPLE DD FORM 2648-1  
PRESEPARATION COUNSELING CHECKLIST, RESERVE COMPONENT

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SAMPLE DD FORM 2958  
SERVICE MEMBER CAREER READINESS STANDARDS/INDIVIDUAL TRANSTIION  
PLAN CHECKLIST