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MARINE CORPS ORDER 1700.31A

From: Commandant of the Marine Corps
To: Distribution List

Subj: MARINE CORPS TRANSITION READINESS PROGRAM (TRP)

Ref: See enclosure (1)

Encl: (1) References
(2) Marine Corps Transition Readiness Seminar (TRS)
Policy/Procedures

Report Required: Annual Report on Military Family Readiness Programs
(DoDI 1342.22), Pg. 1-1, Para. 7

1. Situation. This Order establishes requirements and assigns responsibilities for the Transition Readiness Program (TRP). Marines, Service Members attached to Marine Corps units, and their family members (hereafter referred to as Marines and family members) are provided TRP services in accordance with references (a) through (r).
2. Cancellation. MCO 1700.31.
3. Mission. TRP provides support to Marines to prepare for their transition from military to civilian life and provides them with the tools and resources needed to pursue and meet Department of Defense (DoD) directed Career Readiness Standards (CRS).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure that Marines complete program requirements and receive career counseling and resource referrals in support of their separation, retirement, deactivation, or demobilization from service in accordance with the prescribed timeframes.

(2) Concept of Operations

(a) The Marine Corps implements mandated transition assistance services through the TRP and as required by reference (e).

(b) The TRP is comprised of activities, curriculum, resources, and services provided to enable eligible Marines to attain the CRS throughout the Marine for Life Cycle (M4LC).

(c) The TRP consists of three major components:

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1. M4LC Transition Services. Services include the Personal Readiness Seminar (PRS), assistance with individual assessment, career exploration and coaching, 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 modules and instruction that provide, at a minimum, mandatory requirements to include Individualized Initial Counseling (IC), Pre-Separation Counseling Brief, TRS workshops, Capstone Review, and Commander's Verification.

(d) Eligible Marines must complete the TRS requirements as outlined in this Order and in accordance with the prescribed timeframes outlined in chapter 5 of this Order.

b. Subordinate Element Missions

(1) Deputy Commandant, Manpower and Reserve Affairs (DC M&RA). Establish and maintain the TRP consistent with the policy and guidance contained in this Order and all references.

(2) Marine and Family Programs Division (MF) Director

(a) Coordinate, as appropriate, TRP matters with other Headquarters Marine Corps (HQMC) activities, major commands, DoD agencies, and other service headquarters.

(b) Provide policy oversight and guidance and propose recommended changes.

(c) Utilize performance management strategies including but not limited to cost, quality, utilization, accessibility, and satisfaction to inform decision making, mitigate challenges, and address needs, in accordance with reference (i).

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

2. Maintain and update metrics, data collection processes, and staffing models to support program implementation and evaluation.

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

(e) Evaluate and analyze installation TRP statutory compliance.

(f) Provide oversight of prescribed certification and educational requirements for HQMC Personal and Professional Readiness (MFR) and installation TRP personnel.

(g) Assess the TRP to ensure quality assurance requirements are met through inspections, managers' internal control program, privacy program, privileging/credentialing, and internal certification.

(h) Develop and provide standardized MF approved training and education materials in accordance with this Order and reference (e). Instructor-led and web-based training materials must be hosted on MarineNet, Marine Corps Training Information Management System, or other MF approved platform appropriate to the training audience. Training documentation must be maintained in accordance with reference (l) and include the curriculum and enrollment data. Provide oversight and ensure compliance with training required by HQMC.

(i) Ensure participation in outreach, communication, activities, and events with Service Members and their families to promote the program and services.

(j) Review this Order annually to ensure that it is necessary, current, and consistent with statutory authority. The NAVMC 10974 is utilized to record the outcome of the annual review.

(3) Commanding General, Marine Corps Installations Command. Ensure execution of the plan developed by DC M&RA via Marine Corps installations to support the Operating Forces, tenant commands, and activities.

(4) Installation Commanders

(a) Establish, implement, and operate installation TRP in accordance with this Order; and actively support and promote the TRP aboard the installation.

(b) Enforce the requirements outlined in this Order to ensure the Marine Corps sustains legislative compliance with the program's prescribed timeframes as outline in references (a) and (b).

Additional requirements and responsibilities for Installation Commanders can be found in enclosure (2), chapter (1) of this Order.

(c) Utilize the standardized training materials provided or authorized by DC M&RA MF for all training.

(5) Transition Readiness Program (TRP) Personnel

(a) Operate and execute the requirements outlined in this Order to ensure the Marine Corps sustains legislative compliance with the program's prescribed timeframes. Additional requirements for TRP personnel are in enclosure (2), chapter (2) of this Order.

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

(6) Unit Commanders. Enforce the requirements outlined in this Order to ensure the Marine Corps sustains legislative compliance with the program's prescribed timeframes. Additional requirements for Unit Commanders are located in enclosure (2), chapter (3) of this Order.

(7) Installation Personnel Administration Center (IPAC), Administration Unit. Verify training event codes "TA" and "TZ" are reported for all Marines in possession of the DD Form 2648, prior to completing out-processing. In the absence of codes, Marines must be referred to the Unit Transition Coordinator (UTC) for resolution. This form must be uploaded to the Marine's Electronic Service Record.

(8) Eligible Marines

(a) Engage in the TRS requirements and follow all coordinating, scheduling and attendance instructions and directions provided by the installation TRP personnel and UTC.

(b) Coordinate, with the installation TRP office, attendance and completion of the TRS requirements immediately upon notification from the UTC.

(c) Participate in TRS requirements and ensure each TRS component is completed in accordance with the prescribed timeframes.

(d) Complete all pre-work requirements and submit as instructed by the installation TRP personnel.

(e) Provide the official DD Form 2648 to the UTC and IPAC or Administration Unit upon completion of the TRS requirements.

5. Administration and Logistics

a. Records Management. Records created as a result of this Directive shall be managed according to National Archives and Records Administration-approved dispositions in reference (l), to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium. Records disposition schedules are located on the Department of the Navy/Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>. Refer to reference (m), for Marine Corps records management policy and procedures.

b. Privacy Act. Any misuse or unauthorized disclosure of Personally Identifiable Information (PII) may result in both civil and criminal penalties. The Department of the Navy (DON) recognizes that the privacy of an individual is a personal and fundamental right that shall be respected and protected. The DON's need to collect, use, maintain, or disseminate PII about individuals for purposes of discharging its statutory responsibilities shall be balanced against the individuals' right to be protected against unwarranted invasion of privacy. All collection, use, maintenance, or dissemination of PII shall be in accordance with the Privacy Act of 1974, as amended [reference (n)] and implemented per references (o) and (r).

c. Forms. DD Form 2648: Service Member Pre-Separation/Transition Counseling And Career Readiness Standards eForm For Service Members Separating, Retiring, Released From Active Duty.

d. Records Disposition

(1) This Order is assigned record schedule 5000-8.

(2) No records schedules are used within this Order.

e. Recommendations. Recommendations to the content of this Order may be sent via the chain of command.

6. Command and Signal

a. Command. This Order is applicable to all Active and Reserve Component (RC) Marines.

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



W. J. BOWERS
Deputy Commandant for
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Distribution: PCN 10255331900

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References

- (a) 10 U.S.C. § 1142
- (b) 10 U.S.C. § 1144
- (c) 10 U.S.C. § 992
- (d) 10 U.S.C. § 1155
- (e) DoDI 1332.35 CH-1, "Transition Assistance Program (TAP) for Military Personnel," July 29, 2005
- (f) DoDI 1342.22, "Military Family Readiness," August 5, 2021
- (g) SECNAVINST 1754.1B
- (h) DoDI 1322.29 CH-1, "Job Training, Employment Skills Training, Apprenticeships, and Internships (JTEST-AI) for Eligible Service Members," May 5, 2020
- (i) MCO P1700.27B CH-1
- (j) MCO 1900.16 CH-3
- (k) MCO 1700.37
- (l) SECNAV M-5210.1
- (m) MCO 5210.11F
- (n) 5 U.S.C. § 552a
- (o) SECNAVINST 5211.5F
- (p) NAVMC 1700.2A
- (q) MCO 1040.31
- (r) MCO 5211.5

Marine Corps Transition Readiness Seminar (TRS) Policy/Procedures

Chapter 1

Installation Commanders Responsibilities

1. Ensure that TRP personnel determine and execute, as applicable, local Memoranda of Understanding with representatives of the Department of Labor (DOL), the Department of Veterans Affairs (VA), and the Small Business Administration (SBA) in the delivery of TRS resources and services.
2. Ensure TRP personnel deliver in-person UTC and commander/designee training by utilizing the HQMC standardized training.
3. Ensure TRP personnel follow the HQMC standard delivery model for the TRP that includes all TRS requirements as outlined in this Order and curriculum subject to the availability of local service delivery partners.
 - a. TRP personnel utilize and deliver the DoD and HQMC standardized curriculum, standardized Career Readiness documents and materials, Facilitator's Guide and Participant's Guide.
 - b. No additional workshops, classes, activities, or guest speakers are included during the DoD and HQMC standardized delivery model of the TRS workshops and 2-day tracks.
 - c. The in-person Reserve Opportunities and Obligations Brief (ROOB) is offered in the Pre-Separation Counseling Brief phase in coordination with the local Prior Service Recruiter (PSR) or Reserve Affairs office.
 - d. TRP personnel offer in-person delivery of each 2-day track.
4. Ensure TRP personnel publish an annual schedule of the TRS courses no later than 90 days prior to the beginning of the fiscal year or as directed by HQMC. The TRS schedule must be published through HQMC directed platforms and updated as required.
5. As outlined in the Transition Assistance Program Memorandum of Understanding, ensure installation training facilities are equipped with information technology equipment, compatible, adequate and updated software, internet capabilities, and classroom equipment, etc., and are made available for individual use during transition workshops and as needed to support career readiness preparation.
6. Ensure class size for all mandated workshops does not exceed 50 participants.
7. Document, maintain, and submit TRP attendance and patron program usage data in accordance with data collection processes.
 - a. Utilize the MF Division TRP Data Collection Tool located at [TRP Data Tool - New Item \(sharepoint-mil.us\)](#) to support the Office of the Secretary of Defense (OSD) Annual Report on Military and Family Readiness in accordance with reference (f).
 - b. Utilize the DD Form 2648 located at [TACL \(osd.mil\)](#) to support TAP enterprise single source data collection in accordance with reference (e).

Only TRP personnel will be provisioned to the Manager and Counselor role of this system.

8. Ensure TRP personnel utilize HQMC directed platforms for documentation and validation of the service member's completion of all TRS requirements. TRP personnel document TRS workshop attendance on the Marine's DD Form 2648 via the Sessions feature.

9. Ensure TRP personnel participate in all annual curriculum reviews, conference calls, program pilots, training and working groups as requested and directed by HQMC.

10. Ensure all TRS participants are encouraged to complete the DoD and HQMC prescribed participant survey(s) or assessment(s) following each completed workshop.

11. Ensure sufficient fiscal, physical, personnel, support, resources, and adequate materials are provided to carry out the requirements of this Order.

12. Ensure TRP events, information, or updates are promoted in MCCS advertising and public affairs planning, products, and events.

13. Ensure all TRP personnel who provide counseling and advising services obtain and maintain, within two years of employment, the Certified Career Services Provider credential through the National Career Development Association. TRP Personnel may also obtain and maintain one HQMC approved resume writing credential.

14. Ensure TRP personnel, as selected by the program's leadership, obtain and maintain, within two years of employment, the Accredited Financial Counselor certification with prior approval from HQMC.

15. Ensure TRP personnel host and/or participate in career/job fairs at least semi-annually. Ensure organizations supporting events that provide opportunities for Marines and family members are not charged in order to participate. Marine Corps TRP is a Warfighter and Family Services program executed as a Category A Morale, Welfare, and Recreation program. The utilization of pure nonappropriated funds is prohibited. Available appropriated funds (APF) are authorized to be obligated through the Uniform Funding and Management practice to support. Reference (f) requires TRP is supported using APF including all common support functions provided by Marine Corps Community Services (supervision, budgeting, procurement, contracting, marketing, commercial sponsorship, and advertising).

16. Ensure TRP services and resources are provided to all eligible Marines and family members as stated in this Order. Ensure TRP personnel advise eligible Marines and family members about services that support personal and professional readiness, and career and educational resources.

17. Ensure TRP personnel conduct outreach to local businesses, professional organizations, and employment offices to facilitate transition readiness opportunities.

18. Ensure TRP participates in Commanding General's Inspection Program (CGIP), in conjunction with installation Inspector General's (IG), to assess the commands, utilizing the TRP Functional Area Checklist found under the Functional Area Checklist section of the Inspector General of the Marine Corps' (IGMC) website.

19. Ensure the TRP personnel follow the grading criteria and inspection procedures found within the Inspector's guide established by HQMC.
20. Ensure TRP personnel prepare and participate in site-reviews as required and demonstrate compliance with the standards identified in the program resource guides located on the HQMC SharePoint site.
21. Ensure TRP utilizes the HQMC Standardized Position Descriptions and organizational charts to support consistency across all installations.
22. Ensure TRP utilizes HQMC Standardized branding for continuity and cohesion across all installations.
23. Ensure the facility is clearly marked with visible TRP signage on the outside and inside of the building to ensure customers can easily locate the TRP office.

Chapter 2

Installation Transition Readiness Program (TRP) Responsibilities

1. Determine and execute, as applicable, local Memoranda of Understanding with representatives of DOL, the VA, and the SBA in the delivery of TRS resources and services.
2. Deliver in-person UTC and commander/designee training utilizing the HQMC standardized training to prepare and assist UTCs and commander/designees in performing their duties.
3. Follow the HQMC standard delivery model for the TRP that includes all TRS requirements as outlined in this Order and curriculum subject to the availability of local service delivery partners.
 - a. Utilize and deliver the DoD and HQMC standardized curriculum, standardized Career Readiness documents and materials, Facilitator's Guide and Participant's Guide.
 - b. Ensure no additional workshops, classes, activities, or guest speakers are included during the DoD and HQMC standardized delivery model of the TRS workshops and 2-day tracks.
 - c. Ensure the in-person ROOB is offered in the Pre-Separation Counseling Brief phase in coordination with the local PSR or Reserve Affairs office.
 - d. Offer in-person delivery of each 2-day track, Pre-Separation Counseling brief, and all other courses as directed by HQMC.
 - e. Ensure the Marine For Life Network is briefed at the Pre-Separation Counseling brief, the DoD Day, or at other TRS touchpoints as directed by HQMC.
4. Conduct in-person IC and Capstone Reviews with all eligible Marines.
5. Verify and document the Marine's completion of all pre-work, CRS, and TRS requirements as outlined in this Order or as directed by HQMC.
6. Publish an annual schedule of the TRS courses no later than 90 days prior to the beginning of the fiscal year or as directed by HQMC. The TRS schedule must be published through HQMC directed platforms and updated as required.
7. Document, maintain, and submit TRP attendance and patron program usage data in accordance with data collection processes.
 - a. Utilize the MF Division TRP Data Collection Tool located at [TRP Data Tool - New Item \(sharepoint-mil.us\)](#) to support the OSW Annual Report on Military and Family Readiness in accordance with reference (f).
 - b. Utilize the DD Form 2648 located at [TACL \(osd.mil\)](#) to support TAP enterprise single source data collection in accordance with reference (e). Only TRP personnel will be provisioned to the Manager and Counselor role of this system.
8. Participate in all annual curriculum reviews, conference calls, training, and working groups as requested by HQMC.

9. Encourage TRS participants to complete the DoD and HQMC prescribed participant survey(s) or assessment(s) following each completed workshop.
10. Promote TRP events, information, or updates in MCCA advertising and public affairs planning, products, and events.
11. Host and/or participate in career/job fairs at least semi-annually. Organizations supporting events that provide opportunities for Marines and family members must not be charged in order to participate. See paragraph 15 of chapter 1 of this Order.
12. Provide TRP services and resources to all eligible Marines and their family members as stated in this Order. Advise eligible Marines and family members about services that support personal and professional readiness, and career and educational resources.
13. Conduct outreach to local businesses, professional organizations, and employment offices to facilitate transition readiness opportunities.
14. Participate in CGIP, in conjunction with installation IG, to assess the commands utilizing the TRP Functional Area Checklist found under the Functional Area Checklist section of the IGMC website and ensure to follow the grading criteria and inspection procedures found within the Inspector's guide established by HQMC.
15. Limit utilization of Disconnected Operations for DD Form 2648s that cannot be signed by the member due to incarceration, hospitalization, or other extenuating circumstances. In the event Disconnected Operations is used, TRP personnel must add a Remark within the DD Form 2648 summarizing the reason for its utilization.

Chapter 3

Unit Commanders Responsibilities

1. Allow time for eligible Marines to conduct TRP activities and obtain assistance related to their post-separation goals throughout their transition. Release Marines during duty hours to complete the TRS requirements and exempt Marines from normal duty for the full 24-hour period of each workshop or briefing day and the 12 hours immediately preceding and following each workshop or briefing.
2. Ensure eligible Marines are fully supported by their direct chain of command in the completion of the TRS requirements outlined in this Order.
3. Within 60 days of assuming command, publish or update a standard operating procedure aligning with the requirements of this Order and outlining roles and responsibilities specific to the unit.
4. Ensure TRP is included in the command's check-in and check-out sheets.
5. Adhere to the OSW and HQMC mandated performance compliance rates for all prescribed timeframes.
6. Ensure Marines identified for the Fleet Assistance Program complete the TRS requirements with the parent command. Marines approaching 365 days from end of active service (EAS) date must complete all TRS requirements prior to leaving parent command.
7. Ensure Marines scheduled to deploy initiate and complete TRS requirements prior to deploying as outlined below. To support this, commanders must ensure the TRP is included in the command's pre-deployment checklist.
 - a. Marines with a deployment return date within 365 days prior to EAS date must complete, at a minimum, IC and Pre-separation Counseling Brief with the parent installation prior to deployment.
 - b. Marines with a deployment return date less than 180 days prior to or during deployment must complete all TRS requirements prior to deployment.
8. Ensure separating and retiring Marines, and family members, receive transition services and benefits to which they are entitled.
9. Appoint UTC(s) at a ratio of one UTC to every 75 eligible Marines based on command transitional throughput, as defined in the Glossary. The UTC must be a uniformed member in the grade of E5 or above who has access to the commander and at least 12 months remaining with the command.
10. Ensure all UTCs are appointed in writing. Use sample appointment letter from chapter 15 to appoint the UTCs and ensure a copy of the appointment letter is provided to the installation TRP personnel. Career Planners cannot be appointed as UTCs.
11. Ensure all UTCs complete HQMC standardized UTC training provided by the installation TRP personnel, not later than 60 days from official appointment. UTCs are recommended to audit the TRS courses as space permits.

12. Ensure an internal audit of the command's TRP is conducted within 30 days prior to outgoing UTC's departure, and within 14 days of UTC's appointment. The audit is to ensure continuity and durability of TRP support during UTC personnel turnover.

a. UTC must ensure TRP turnover documentation is complete and available upon checking out of the unit.

b. Commander or designee must validate and sign the audit upon completion. Documentation must include, at a minimum, a review of all turnover binder items as listed in chapter 15 of this Order.

13. Conduct Commander's Verification with all eligible Marines. To assist with this requirement, each commander may appoint designees in writing. Commanders, or designees, must conduct Commander's Verification in accordance with enclosure (2). Use sample appointment letter in chapter 15 of this Order to appoint designees and ensure a copy of the appointment letter is provided to the installation TRP personnel. Career Planners cannot be appointed as designees.

14. Attend or ensure designees attend commander/designee training, as provided by the installation TRP personnel, not later than 60 days after official appointment. Commanders/designees are recommended to audit the TRS courses as space permits.

15. Ensure all short notice and involuntarily separating Marines are identified in a timely fashion, notified of the TRS requirements, and assisted in completing all TRS requirements. Commanders must ensure Marines undergoing a short notice separation or anticipating an involuntary separation begin and complete the TRS requirements as soon as the potential separation is identified or suspected, and as instructed by the installation TRP personnel.

16. Enforce Marine Corps SkillBridge Program requirements and procedures as outlined in reference (p).

17. Ensure TRS requirements are recorded, by the UTC, in HQMC defined systems, to include coordination with individual unit administrative sections aboard the installation for the entry of appropriate codes in Marine Corps Total Force System (MCTFS) or Marine Corps Training Information System (MCTIMS).

18. Commanders are authorized to use organic Operation and Maintenance, Marine Corps (O&MMC) funds for attendance at a transition seminar outside of the local area of the Marine's permanent duty station (PDS), as defined by the commander and per the Joint Travel Regulation, when, in their judgement, doing so is the best course of action. Commanders who choose to utilize O&MMC to fund a transitioning Marine's attendance at TRS workshops outside the PDS will not have budgets adjusted to accommodate that decision.

Chapter 4

Marine for Life Cycle (M4LC) Key Touchpoints

1. The M4LC supports the continuum of learning and experience-based opportunities throughout the Marine's career. As the Marines navigate the M4LC, they can engage in self-exploration, self-awareness, make life decisions, and develop holistic action plans while gaining knowledge and performing essential tasks to bridge the gap between their time in uniform and their goals as a Veteran Marine.

2. The M4LC preparation begins at the first permanent duty station or home station, through the completion of the PRS, and continues throughout the career of an eligible Marine, and culminates at Commander's Verification.

3. The M4LC includes the development of the individual development plan. Throughout the M4LC, Marines will be trained, educated, and postured to become career-ready upon retirement, separation, or release from Active Duty (AD).

4. Key touch points of the M4LC include:

a. First permanent duty station for Active Component personnel or first home station for RC personnel during initial drilling weekends. This touch point is fulfilled through the completion of the PRS.

(1) The PRS must be completed within 90 days of arrival to first PDS. All Marines (enlisted and officer) must attend the PRS. Upon completion of PRS, the unit must ensure the "PR - Personal Readiness Seminar" Training Event Code is applied to the MCTFS personnel file or MCTIMS.

(2) PRS is a classroom presentation that covers two main topics: overview of the M4LC model, including MFR programs and services, and introductory personal finance topics.

(3) The Personal Financial Management Program remains the governing program of the PRS as outlined in reference (k).

b. Reenlistment.

c. Promotion.

d. Deployment, redeployment, mobilization, and activation.

e. Change of duty station.

f. Major life events (e.g., change in family status, change in military occupational specialty, etc.).

g. Separation, retirement, demobilization, deactivation.

(1) The TRS requirements supports this touchpoint.

(2) Upon commencing the TRS requirements, the Marine will complete a personal self-assessment/Individual Transition Plan (ITP) and complete all requirements as outlined in this Order.

Chapter 5

Transition Readiness Seminar (TRS) Eligibility

1. Transition Readiness Program (TRP). The TRP provides transition activities, curriculum, resources, and services to eligible Marines to be career ready upon separation, retirement, or release from AD, thus enabling Marines to pursue education, seek or return to employment in the public or private sector, start their own business, pursue vocational training, or other form of self-employment. TRP consists of three major components: M4LC Transition Services, Career Services and Advising, and TRS.

2. Transition Readiness Seminar (TRS) Requirements. The TRS supports the M4LC and consists of IC, Pre-separation Counseling Brief, TRS Workshops, Capstone Review, and Commander's Verification.

3. Transition Readiness Seminar (TRS) Prescribed Timeframes

a. Individualized Initial Counseling (IC). Must be completed not later than 365 days prior to EAS date.

b. Pre-separation Counseling Brief. Must be completed not later than 365 days prior to EAS date.

c. Transition Readiness Seminar (TRS) Workshops. Must be completed not later than 180 days prior to EAS date.

d. Capstone Review. Must be completed not later than 120 days prior to EAS date.

e. Commander's Verification. Must be completed not later than 90 days prior to EAS date.

4. Eligibility. All eligible Marines, including general officers, must complete the TRS requirements. Eligibility is defined as follows:

a. Active Component (AC). All AC Marines who are separating or retiring and who have completed a minimum of 180 days or more of continuous AD orders must complete the TRS requirements. For purposes of TRS eligibility, the 180 days start accumulating upon the Marine's arrival to their first permanent duty station. Marine's attendance at a school designated as a service school while on military orders will not be included in calculating the continuous 180 days. Commanders are encouraged to allow Marines who do not meet the eligibility requirement to attend and complete the TRS requirements.

b. Reserve Component (RC). All RC Marines demobilizing or deactivating after serving 180 continuous days on AD orders must complete all TRS requirements. If being demobilized or deactivated during a time which makes the 365 day requirement unfeasible, the requirements will be completed as soon as possible within the remaining period of service.

c. Short Notice and Involuntary Separations. Marines undergoing a short notice separation or anticipating an involuntary separation must begin and complete the TRS requirements as soon as the potential separation is identified or suspected, and as instructed by the installation TRP personnel.

d. Incarcerations, Detentions, and Deserters. Marines who are incarcerated or detained by the military must complete the TRS requirements. Marines who are incarcerated or detained by civilian authorities will be offered the opportunity to participate in TRS. Inability, due to lack of resources or accessibility to the TRP, to complete any portion of the TRS requirements will be annotated on the member's DD Form 2648 by the installation TRP personnel, signed utilizing Disconnected Operations, and signed by the member's commander or designee. Deserters under military control are encouraged to participate and utilize TRP activities, curriculum, resources, and services, when feasible and as instructed by the installation TRP personnel.

e. Spouses and Family Members. Spouses and family members of eligible Marines are encouraged to participate and utilize TRP activities, curriculum, resources, and services.

f. Department of Defense (DoD) Civilians. DoD Civilians are encouraged to contact their local Employee Assistance Program for career resources and services.

Chapter 6

Transition Readiness Seminar (TRS) Exemption, Department of Labor (DOL)
Exemption, 2-Day Track Exemption, and DD Form 2648

1. Eligibility. No eligible Marine will be excluded from beginning and/or participating in the TRS requirements in accordance with the prescribed timeframes. Exemptions may be granted as outlined below and on a case-by-case basis. The installation TRP leadership remain the sole granting authority for eligibility exemptions.

2. Eligibility Exemption. There are limited eligibility exemptions associated with participation and completion of the TRS requirements. Eligibility exemptions are defined as follows:

a. Inter-Service Transfer. Eligible Marines transferring from Title 10 U.S. Code status to Title 10 U.S. Code status, by discharge and subsequent enlistment or appointment within 24 hours, and as verified by official orders by the installation TRP personnel. Intent to apply for an inter-service transfer does not exempt eligible Marines from beginning the TRS requirements in accordance with the prescribed timeframes. Only Marines in possession of official orders to execute an inter-service transfer may be exempt from continuation and completion of the TRS requirements.

b. Approved Re-enlistment. Eligible Marines with an approved re-enlistment, as verified by the TRP personnel and the commander or designee. Intent to re-enlist does not exempt eligible Marines from beginning the TRS requirements in accordance with the prescribed timeframes. However, Marines may be exempt from continuation and completion of the TRS requirements upon verification of the re-enlistment approval.

c. Career Intermission Program (CIP). Eligible Marines transferring from AD to the Individual Ready Reserve, by discharge and subsequent enlistment or appointment within 24 hours, in order to participate in the CIP, and as verified as an approved CIP applicant by the installation TRP personnel. Intent to apply for the CIP does not exempt eligible Marines from beginning the TRS requirements in accordance with the prescribed timeframes. Only Marines approved by the Commandant of the Marine Corps (Manpower Management) to participate in the CIP in accordance with section 710, Title 10 U.S. Code, may be exempt from continuation and completion of the TRS requirements.

d. No Break in Service. Marines transferring from Title 10 U.S. Code to Title 10 U.S. Code status, by discharge and subsequent enlistment or appointment within 24 hours, are not required to complete the TRS requirements.

3. Department of Labor (DOL) Exemption. Marines may receive exemption from participation in the DOL One-Day Employment Fundamentals of Career Transition. Marines assigned to tier level III cannot be exempt. Exemptions must be documented on the Marine's DD Form 2648 by the installation TRP personnel. Exemptions must be received from the installation TRP personnel and confirmed by the commander or designee at Commander's Verification. Exemptions are defined as follows:

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

b. Marines who are able to provide documented evidence of civilian employment.

c. Marines who are able to provide documented acceptance into an accredited career technical training, undergraduate, or graduate degree program.

d. Wounded, ill, or injured and recovering Marines most likely to transition out of AC, 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).

4. 2-Day Track Exemption. Marines assigned to tier level I and II must elect a 2-Day Track but may receive exemption from participation. Exemptions must be documented on the Marine's DD Form 2648 by the installation TRP personnel. Exemptions must be received from the installation TRP personnel and confirmed by the commander or designee at Commander's Verification. Tier III Marines cannot receive exemption from attending the elected 2-Day Track.

5. DD Form 2648. Also referred to as the eForm, the DD Form 2648 documents the Marine's completion of each TRS requirement. Eligible Marines who meet the eligibility exemptions prior to or after beginning the TRS requirements in accordance with the prescribed timeframes, will not be required to complete a DD Form 2648.

Chapter 7

Transition Readiness Seminar (TRS) Priority of Services and Installation Designations

1. Transition Readiness Seminar (TRS) Priority of Service. The following is the descending order of priority for participation in TRS requirements:

a. Eligible Marines identified as part of the targeted population: eligible Marines consisting of those who are 18 to 24 years old, completing first-term enlistments, involuntarily separating due to force shaping or separating on short notice from military service.

b. Eligible Marines closest to their dates of separation, retirement, or release from AD.

c. Eligible Marines returning from overseas or assigned to remote or isolated and geographically dispersed locations.

d. All other eligible Marines.

e. Eligible spouses.

f. Eligible Marines who attended any previous TRS requirements and who want to repeat it may do so as resources and capacity allow.

2. Installation Designations. Marines must complete the TRS requirements with the Marine Corps installation, or DoD military installation, they are physically attached or assigned to. The TRS is standardized across the DoD. Eligible Marines who are geographically detached from a Marine Corps installation must contact their designated Marine Corps installation TRP office, as outlined below, to meet the requirements of this Order.

a. AC Marines assigned to duty at non-Marine Corps installations or other remote locations east of the Mississippi must complete requirements of this Order with Marine Corps Base (MCB) Camp Lejeune, NC or Marine Corps Air Station (MCAS) Cherry Point, NC.

b. AC Marines assigned to duty at non-Marine Corps installations or other remote locations west of the Mississippi must complete requirements of this Order with MCB Camp Pendleton, CA or MCAS Miramar, CA.

c. RC Marines assigned to a Marine Corps installation must complete requirements of this Order through their installation TRP office.

d. RC Marines assigned to duty at non-Marine Corps installations or other remote locations must complete requirements of this Order with Marine Forces Reserve.

e. Marines assigned to Recruiting commands west of the Mississippi must complete requirements of this Order with Marine Corps Recruit Depot (MCRD) San Diego, CA.

f. Marines assigned to Recruiting commands east of the Mississippi must complete requirements of this Order with MCRD Parris Island, SC.

g. Marines on Marine Security Guard Duty or attached to a U.S. Embassy must complete requirements of this Order with MCB Quantico, VA.

Chapter 8

Individualized Initial Counseling (IC)

1. IC initiates the TRS requirements. IC is a coordinated effort between the Marine, the installation TRP personnel and the UTC. IC includes a personal self-assessment/ITP to identify the pathway that determines the Marine's level of transition assistance needed, and their post-transition goals.
2. IC must be completed, in-person, prior to the Pre-separation Counseling Brief.
3. All eligible Marines must complete IC with their designated installation TRP office. When in-person completion is not feasible, UTCs must coordinate the Marine's virtual completion of an individualized and synchronous IC provided by the designated installation.
4. IC must be completed no later than 365 days prior to the EAS date.
 - a. For EAS dates due to retirement, this may begin as soon as possible during the 24-month period preceding an anticipated retirement date but no later than 365 days prior to EAS date.
 - b. For EAS dates other than retirement, Marines may complete the IC 18 months before separation or release from AD but no later than 365 days prior to EAS date.
5. IC completion is valid for 24 months, for both AC and RC Marines.
6. Eligible Marines must complete all mandatory and standard pre-work, in accordance with chapter 15 of this Order, in preparation for the IC. Completed pre-work must be submitted to the installation TRP personnel for verification.
7. At IC, the installation TRP personnel will place the Marine in one of three TRS tier levels (tier I, II, or III). The tier level, based on the post-separation goals and needs of the eligible Marine, and other factors assessed by the Installation TRP personnel, includes TRS components and CRS requirements that will provide assistance, information, and training in support of education, employment, entrepreneurship, or vocational goals.
 - a. Tier I: Marine is fully prepared and career ready to transition.
 - b. Tier II: Marine is moderately prepared and career ready for transition but may require some additional assistance.
 - c. Tier III: Marine is not fully prepared or career ready for transition and will require maximum support to address post transition goals.
8. Marines must complete, attend, and submit all tier level requirements as outlined in chapter 15 of this Order. The completion of all requirements must be verified by the installation TRP personnel at Capstone Review, and the commander or designee at Commander's Verification.
9. All eligible Marines must meet CRS based upon their assigned tier level. An overview of the CRS must be provided by the installation TRP personnel

during the IC, Pre-separation Counseling Brief and TRS workshops. All CRS can be accomplished throughout the M4LC and must be documented on the DD Form 2648.

10. The DD Form 2648 will be used by eligible Marines and the installation TRP personnel to document IC completion.

Chapter 9

Pre-separation Counseling Brief

1. The Pre-separation Counseling Brief is a mandatory workshop designed to provide counseling and information on various benefits, programs, services, tools, and other important resource entitlements that Marines may be eligible to receive.
2. The Pre-separation Counseling Brief must be attended after IC completion and prior to attendance to TRS.
3. All eligible Marines must attend the in-person Pre-separation Counseling Brief with their designated installation TRP office as outlined in chapter 7 of this Order. When in-person attendance is not feasible, UTCs must coordinate the Marine's virtual attendance to a synchronous Pre-Separation Counseling Brief provided by the designated installation.
4. The Pre-separation Counseling Brief must be attended no later than 365 days prior to the EAS date.
5. Attendance to the Pre-separation Counseling Brief is valid for 24 months, for both AC and RC Marines.
6. The DD Form 2648 will be used by eligible Marines and the installation TRP personnel to document Pre-separation Counseling Brief attendance.

Chapter 10

Transition Readiness Seminar (TRS) Workshops

1. TRS workshops provide eligible Marines and their families with the information, resources and tools needed to pursue and reach their post transition goals.
2. All eligible Marines must attend the TRS workshops with their designated installation TRP office, as outlined in chapter 7 of this Order.
3. TRS workshops must be attended after completion of the Pre-separation Counseling Brief.
4. TRS workshops must be completed no later than 180 days prior to the EAS date.
5. The completion of TRS workshops is valid for 24 months, for both AC and RC Marines.
6. Attendance to the TRS workshops is documented on the Marine's DD Form 2648 by the installation TRP personnel.
7. TRS workshops are composed of Core Curriculum and 2-Day Tracks as outlined below:
 - a. Core Curriculum consists of the DoD Transition Day, the VA Benefits and Services, and DOL One-Day.
 - (1) DoD Transition Day. Delivers an understanding of resilience necessary during transition, identifies and translates current military position description into civilian equivalent, and provides financial literacy training at transition. This delivers the "Complete Gap Analysis and criterion-based financial spending plan" CRS. DoD Transition Day is comprised of:
 - (a) Financial Planning for Transition. Provides transitioning Marines with an understanding of how transition may impact their finances and provides the tools and resources for a successful financial transition.
 - (b) MY Transition. Emphasizes the importance of preparing for transition from military service into the civilian sector and provides an overview of the TRP.
 - (c) Military Occupation Code Crosswalk. Assists with identifying skills and demonstrates how to translate skills, training, and experience into civilian credentialing appropriate for civilian jobs.
 - (d) Marine For Life Network. Connects transitioning Marines and their family members to education resources, employment opportunities, and other Veterans services that aid in their career and life goals outside of military service.
 - (2) VA Benefits and Services. Led by the VA, the VA Benefits and Services instruction explains how to navigate the transition journey with VA benefits and services, including: supporting oneself and a family, getting

career ready, finding a place to live, maintaining health, and connecting with the community.

(3) DOL One-Day. Also referred to as the Employment Fundamentals of Career Transition, the DOL-One Day is a DOL led instruction which lays out the foundation for transition from military to civilian careers by introducing essential tools and resources needed to evaluate career options, gain information for civilian employment, and understand the fundamentals of the employment process.

b. 2-Day Tracks consist of:

(1) DOL Employment track. This course presents a comprehensive view covering best practices in career employment, including learning interview skills, building effective resumes, and using emerging technology to network and search for employment.

(2) DoD Education track. This course is designed for anyone pursuing an undergraduate or graduate degree, and includes information on choosing a field of study, selecting an institution, gaining admission, and funding one's education.

(3) DOL Vocational track. This course offers an opportunity to complete personalized career development assessments of occupational interests and aptitudes. Participants will then be guided through a variety of career considerations, including labor market projections, education, apprenticeships, certifications, and licensure requirements.

(4) SBA Entrepreneurship track. This course is for those interested in exploring business ownership or other self-employment opportunities. Participants learn about evaluating business concepts, developing a business plan, the resources available to access technical assistance, start-up capital, contracting opportunities, and more.

8. Eligible Marines must attend the TRS workshops in accordance with their assigned tier level as outlined in chapter 15 of this Order.

9. Upon completion of mandatory requirements associated with the tier, eligible Marines may choose to participate in additional 2-Day Tracks, if resources, capacity, and operational requirements allow, based on the Marine's interests and ability to meet the CRS, and complete the track.

Chapter 11

Transition Readiness Seminar (TRS) Virtual Curriculum

1. The TRS virtual curriculum provides an alternative asynchronous delivery of the TRS components to help comply with statutory mandates and attainment of the CRS.
2. The virtual delivery method is intended to support eligible Marines otherwise unable to accomplish in-person based delivery.
3. The installation TRP leadership remain the sole granting authority for completion of the virtual curriculum.
4. Eligible Marines who complete the virtual curriculum without prior written authorization from the installation TRP leadership will not receive credit.
5. Those within the following categories may use the virtual curriculum for credit, as authorized and instructed by the installation TRP personnel. Installation TRP leadership may authorize completion of the virtual curriculum on a case-by-case basis for categories not listed below:
 - a. Eligible Marines in remote and isolated locations.
 - b. Eligible Marines anticipating involuntary separation or separating on short notice from military service.
 - c. Spouses of eligible Service Members.
 - d. Wounded, ill, and injured recovering Marines likely to transition from AD and that are within 180 days of separation or retirement.
 - e. Captured, detained, and deserter members under military control. Marines who are incarcerated or detained by civilian authorities may be offered the opportunity to participate in TRS.
6. Marines completing the Virtual Curriculum must retain completion certificates and provide appropriate documentation to the installation TRP personnel for review prior to Capstone.
7. Completion of the virtual curriculum must be documented, by the installation TRP personnel, on the Marine's DD Form 2648 via the Sessions feature.

Chapter 12

Capstone Review and Commander's Verification

1. Capstone Review provides an in-depth review of the Marine's DD Form 2648, Self-Assessment/ITP, and all applicable CRS, to identify gaps, determine TRP compliance, and address potential risk before separation, retirement, or release from AD.

a. All eligible Marines must complete in-person Capstone Review with their designated installation TRP office. When in-person completion is not feasible, UTCs must coordinate the Marine's virtual completion of an individualized and synchronous Capstone Review session provided by the designated installation.

b. Capstone Review must be completed no later than 120 days prior to the EAS date.

c. Capstone Review must be completed after completion of TRS workshops and prior to Commander's Verification.

d. The completion of Capstone Review is valid for 24 months, for both AC and RC Marines.

e. The installation TRP personnel will review the Marine's completion of CRS in accordance with the assigned tier level.

(1) In the event the Marine is determined to be incapable of meeting CRS, does not have a viable ITP, a post-transition housing or transportation plan, and/or any characterization of service less than honorable, the transition's TRP personnel will provide Warm Handover resources for one-on-one assistance from interagency, installation, or local community partners, by documenting the Warm Handover section of the DD Form 2648.

(2) As part of the Warm Handover process, the installation TRP personnel must instruct the Marine to document, at a minimum, the point of contact name, phone number, and email address of remedial resources on the ITP.

f. Upon completion of the Capstone Review, the installation TRP personnel must forward an electronic token to the commander or designee for completion of Commander's Verification.

(1) This token is only authorized for use by the recipient and must not be forwarded.

(2) Marines must contact the installation TRP for assistance if the token was sent to the incorrect commander or designee.

g. The DD Form 2648 is used by eligible Marines and the installation TRP personnel to document Capstone Review completion.

2. Commander's Verification is the culminating activity in the TRS process where the commander or designee validates the Marine's overall preparedness to transition and verifies that the Marine has met CRS and has a viable Self-Assessment/ITP.

- a. Eligible Marines must complete Commander's Verification with the commander or designee.
- b. Commander's Verification must be completed no later than 90 days prior to the EAS date.
- c. The completion of Commander's Verification is valid for 24 months, for both AC and RC Marines.
- d. The commander or designee must ensure the Marine has had positive contact with the appropriate agency noted by the transition personnel in the Warm Handover section and check the "Warm Handover Executed" box.
- e. Eligible Marines identified by their commander or designee during Commander's Verification or during a Force Preservation Council and assessed to be high risk due to a wound, illness, or injury must be referred to the Wounded Warrior Regiment for assessment of needs.
- f. Once the DD Form 2648 is digitally signed by the commander or designee, it will be converted to a non-editable PDF.

Chapter 13

Unit Transition Coordinator (UTC)

1. Commanders must appoint UTCs as outlined in this Order.
2. UTCs are responsible for coordinating the Marine's TRS requirements by working closely with the installation TRP personnel and the eligible Marines to execute the requirements of this Order.
3. UTCs must be uniformed members, appointed in writing, in the pay grade of E5 and above, with at least 12 months remaining with the command, upon appointment. Career Planners cannot be designated as UTCs.
4. UTCs must develop a turnover binder as outlined in chapter 15 of this Order. Turnover binder(s) must be updated annually or as needed. Both a hard copy and an encrypted electronic copy posted on the unit SharePoint site or unit shared drive must be maintained. The turnover binder must include all elements outlined in chapter 15 of this Order.
5. UTCs must identify, notify, track, and monitor all separating, retiring, demobilizing or deactivating Marines, regardless of their rank. This includes all short notice and involuntary separations.
6. UTCs must attend UTC training as conducted and provided by the installation TRP personnel not later than 60 days from appointment to this collateral duty. Training will be required upon change of duty station if re-appointed as the UTC. UTCs must complete training with the Marine Corps installation they are physically attached to. UTCs who are geographically detached from a Marine Corps installation must coordinate and complete UTC training through their designated Marine Corps installation TRP office, as outlined below.
 - a. UTCs assigned to duty at non-Marine Corps installations or other remote locations east of the Mississippi must complete UTC training with MCB Camp Lejeune, NC or MCAS Cherry Point, NC.
 - b. UTCs assigned to duty at non-Marine Corps installations or other remote locations west of the Mississippi must complete UTC training with MCB Camp Pendleton, CA or MCAS Miramar, CA.
 - c. UTCs assigned to Recruiting commands west of the Mississippi must complete UTC training with MCRD San Diego, CA.
 - d. UTCs assigned to Recruiting commands east of the Mississippi must complete UTC training with MCRD Parris Island, SC.
 - e. UTCs assigned to Marine Security Guard Duty or attached to a U.S. Embassy must complete UTC training with MCB Quantico, VA.
7. UTC roles and responsibilities include:
 - a. Establish, organize, and administer the command's TRS processes.
 - b. Conduct continuous outreach and education to the Marines on TRS requirements. Disseminate TRS information and literature within the command and ensure Marines are proactively completing the TRS requirements.

c. Coordinate the entry of the collateral duty code "UTCN - Unit Transition Counselor", reported via Electronic Personnel Administrative Request using the appointment letter to the servicing personnel center or via MCTIMS.

d. Collaborate with installation TRP personnel to assist and coordinate Marine's participation and attendance in the TRS requirements.

e. Identify, notify, and track eligible Marines within their command of mandatory TRS requirements.

f. Coordinate and ensure entry of the training event code "TA - Transition Readiness Seminar" and code "TZ - Transition Readiness Seminar Capstone" into the Marine's MCTFS or MCTIMS record.

g. Verify Marines scheduled to any portion of the TRS requirements do not have any competing scheduled appointments or commitments.

h. Ensure each final DD Form 2648 is filed in the command's official files for 12 months following the Marine's EAS date.

i. Notify the installation TRP personnel of any change in status or duty location to ensure local requirements of this Order are maintained.

j. Participate in and attend periodic UTC refresher training as provided by the installation TRP personnel.

k. Update commander and all other leadership on the Marine's progress and completion or attendance to all TRS requirements. Request support from the commander and all other leadership to enforce and re-enforce the Marine's completion of all requirements in accordance with this Order.

l. Ensure an internal audit of the command's TRP is conducted within 30 days prior to departing UTC appointment, and within 14 days of official appointment. Additional guidance is provided in chapter 15 of this Order.

Chapter 14

Commander's Designee

1. Commanders must conduct Commander's Verification with eligible Marines. Commanders may appoint designees, in writing, as needed.

a. A designee must be a uniformed member, appointed in writing by the commander, who is a staff non-commissioned officer or higher not currently serving in the capacity as a UTC. Career Planners cannot be appointed as designees.

b. Ensure commanders or designees complete commander/designee training, as provided by the installation TRP personnel, not later than 60 days from official appointment.

2. The commander or designee must properly assess the Marine's TRS and Warm Handover compliance. The commander or designee must ensure the Marine has had positive contact with the appropriate agency noted by the transition personnel in the Warm Handover section and check the "Warm Handover Executed" box.

3. Upon completion of Commander's Verification, the commander or designee must digitally sign the Marine's DD Form 2648.

4. The commander or designee must provide a copy of the DD Form 2648 to the UTC to file in the command's official files for 12 months following the Marine's EAS date.

Appendix A

Visuals and Standard Documents

SAMPLE UNIT TRANSITION COORDINATOR LETTER OF APPOINTMENT

Date	
From: Commanding Officer (CO)/Officer in Charge	
To: Rank, First and Last Name	
Subj: APPOINTMENT AS THE UNIT TRANSITION COORDINATOR (UTC)	
Ref: (a) MCO 1700.31A, TRANSITION READINESS PROGRAM	
1. You are appointed as the (Command Name) Unit Transition Coordinator (UTC) per reference (a). Familiarize yourself with policies, procedures, references and other applicable program requirements in the performance of your duties.	
2. Upon appointment, you will submit a copy of the appointment letter via an ePAR to the Reporting Unit/ Installation Personnel Administration Center for reporting of additional duty code "UTCN - Unit Transition Counselor" via unit diary (TTC 073 000) or through Marine Corps Training Information System (MCTIMS).	
3. You must complete UTC training within 60 days.	
4. While serving as the UTC, you will report directly to the commander or my designated representative. Upon completion of the UTC training, complete the information below and forward to the nearest Marine Corps installation Transition Readiness Program office.	
5. This appointment remains in effect until rescinded in writing.	
(Signature)	
<hr/>	
Date:	
From: Rank, First and Last Name	
To: Commanding Officer/Officer in Charge	
Date Completed Unit Transition Coordinator Course:	
E-Mail Address:	
Phone Number:	
I acknowledge my appointment as the (Command name) Unit Transition Coordinator.	
(Member signature)	
Copy to: Reporting Unit/IPAC TRP (upon completion of UTC Course)	

SAMPLE DESIGNEE LETTER OF DESIGNATION

Date

From: Commanding Officer/Officer in Charge
To: Rank, First and Last Name

Subj: DESIGNATION AS THE COMMANDER'S VERIFICATION DESIGNEE

Ref: (a) MCO 1700.31A, TRANSITION READINESS PROGRAM

1. You are designated as the (Command Name) Commander's Verification designee per reference (a). Familiarize yourself with policies, procedures and references and other applicable program requirements in the performance of your duties.
2. You must complete designee training within 60 days.
3. While serving as the Commander's Verification designee, you will report directly to the commander. Upon completion of the designee training, complete the information below and forward to the nearest Marine Corps installation Transition Readiness Program Office.
4. This designation remains in effect until rescinded in writing.

(Signature)

Date:

From: Rank, First and Last Name
To: Commanding Officer/Officer in Charge
Date Completed Designee Course:
E-Mail Address:
Phone Number:

I acknowledge my designation as (Command name) Commander's Verification designee.

(Member signature)

Copy to: Transition Readiness Program Office, (upon completion of designee Course)

Unit Transition Coordinator (UTC) Turnover Binder Documentation Checklist

Turnover binder(s) includes:

- o Daily, weekly, monthly, quarterly, and annual battle rhythm
- o SOP including clear operating procedures for the implementation of the TRP within their specific unit and coordinating instructions with the installation TRP office
- o Calendar of upcoming TRS events, workshops, etc.
- o Social media administrator information (if applicable)
- o Sample letters to include appointment letters for UTCs and Designees
- o TRP Functional Area Checklist
- o SharePoint access instructions for both HQMC and the unit sites
- o All UTC POCs within the unit and the installation TRP office
- o Resources, directives and guidance relevant to the maintenance of the program
- o Copies of previous appointment letters
- o UTC and commander/designee training certificates
- o DD Form 2648s
- o Screen Shots of UTCN codes
- o Internal processes to include: identification, notification and tracking
- o Tracking mechanism
- o Internal processes for coordinating entry of "TA" and "TZ" codes
- o Samples of notification mechanism
- o Copies of signed command TRP turnover documentation audits from previous two audits
- o Other - as instructed by HQMC, the commander or TRP office

Individualized Initial Counseling (IC) Standard Pre-Work Instructions

Launch DD Form 2648 eForm - Required

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

Register on VA.Gov - Required

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

Download Verification of Military Experience and Training (VMET) - Required

- Step 1:** Visit <https://milconnect.dmdc.osd.mil>
- Step 2:** Click on "Sign in" located at the top right corner of the page
- Step 3:** Follow instructions to login
- Step 4:** Once logged in, click on "Correspondence/Documentation"
- Step 5:** Select "DoD Transition Assistance Program (DoDTAP)"
- Step 6:** Click on "VMET"
- Step 7:** Select "VMET Document (DD-2586) & Click "Submit"
- Step 8:** Print your VMET and bring it to IC, pre-separation Counseling & TRS

Download Joint services transcript (JST) - Required

- Step 1:** Visit <https://jst.doded.mil>
- Step 2:** Click on "Register" to create a username & password or login with your CAC
- Step 3:** Once logged in, click on "My Transcripts" located at the top of the page
- Step 4:** Click on "My completed JST Transcript"
- Step 5:** Print a copy of combo report and bring to IC & TRS

Complete Self-Assessment / Individual Transition Plan (ITP)- Required

- Step 1:** Complete Self-Assessment / ITP as instructed and directed by TRP personnel

Update MOL Email Address - Required

- Step 1:** Visit <https://sso.tfs.usmc.mil>
- Step 2:** Follow instructions to log in
- Step 3:** Once logged in, click on "Personal Info"
- Step 4:** Under the "Personal Updates" section, click on "Contact Information"
- Step 5:** Add a valid personal email address

Review "Pre-Separation Counseling Resource Guide" Required

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

Complete Reserve Obligations & Opportunities Brief (ROOB) - Required

- Complete ROOB via MarineNet

- Step 1:** Visit <https://www.marinenet.usmc.mil/>
- Step 2:** Once logged in, search "ROOB"
- Step 3:** Find the Course and click "view"
- Step 4:** Enroll and watch all videos
- Step 5:** Once complete, take picture/screenshot showing name and date

Join the Marine for Life Network - Recommended

- Step 1:** Visit <https://usmc-mccs.org/services/career/marine-for-life-network/>

TRS Standard Timeline & Prescribed Timeframes



**Individualized
Initial Counseling**

NLT 365 days from
EAS date

**Pre-separation
Counseling**

NLT 365 days from
EAS date

**Transition
Readiness Seminar**

NLT 180 days from
EAS date

Capstone Review

NLT 120 days from
EAS date

**Commander's
Verification**

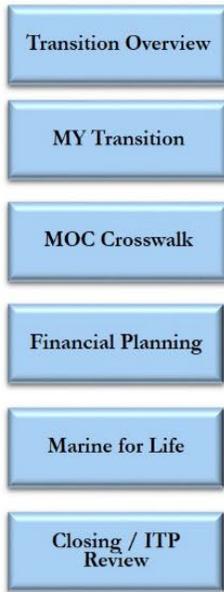
NLT 90 days from
EAS date

MARINE & Family Transition
Readiness
Program

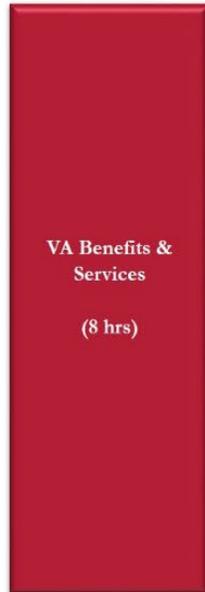
Transition Readiness Seminar Standard Format



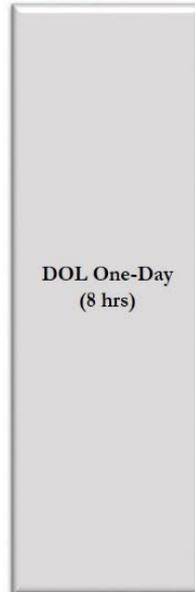
**DoD Day 1
Required**



**Day 2
Required**



*** Day 3
Required**



*** Day 4**



*** Day 5**



* Day 3-5 is required unless exemption or USMC policy applies
* Day 4-5 are offered as determined by installation resource and throughput

MARINE & Family Transition
Readiness
Program



Tier Level Requirements

Tier 1 Transitional Needs - Least	Tier 2 Transitional Needs - Moderate	Tier 3 Transitional Needs - Most
<p>Mandatory:</p> <ol style="list-style-type: none"> 1. Individualized Initial Counseling 2. Pre-separation Counseling 3. DoD Day 4. VA Benefits and Services Day 5. DOL One Day (exemptible) <p>Marine selects one track below:</p> <ol style="list-style-type: none"> 1. Employment (Employee) 2. Educational (Student) 3. Vocational Training (Apprentice) 4. Entrepreneurship (Entrepreneur) <p>Career Readiness Standards (CRS) Requirements:</p> <ol style="list-style-type: none"> 1. Registration on eBenefits 2. Self-Assessment/TTP 3. Continuum of Military Service – Not applicable to retirees. 	<p>Mandatory:</p> <ol style="list-style-type: none"> 1. Individualized Initial Counseling 2. Pre-separation Counseling 3. DoD Day 4. VA Benefits and Services Day 5. DOL One Day (exemptible) <p>Marine selects one track below:</p> <ol style="list-style-type: none"> 1. Employment (Employee) 2. Education (Student) 3. Vocational Training (Apprentice) 4. Entrepreneurship (Entrepreneur) <p>Career Readiness Standards (CRS) Requirements:</p> <ol style="list-style-type: none"> 1. Registration on eBenefits 2. Self-Assessment/TTP 3. Criterion-Based Financial Plan 4. Gap Analysis or Verification of Employment 5. Continuum of Military Service – Not applicable to retirees. <p>CRS required for Education & Vocational Training track: Complete comparison of education or training institutions</p> <p>CRS required for Employment Track: Completed Resume or verification of employment</p>	<p>Mandatory:</p> <ol style="list-style-type: none"> 1. Individualized Initial Counseling 2. Pre-separation Counseling 3. DoD Day 4. VA Benefits and Services Day 5. DOL One Day <p>Marine selects one track below:</p> <ol style="list-style-type: none"> 1. Employment (Employee) 2. Education (Student) 3. Vocational Training (Apprentice) 4. Entrepreneurship (Entrepreneur) <p>Career Readiness Standards (CRS) Requirements:</p> <ol style="list-style-type: none"> 1. Registration on eBenefits 2. Self-Assessment/TTP 3. Criterion-Based Financial Plan 4. Gap Analysis or Verification of Employment 5. Continuum of Military Service - Not applicable to retirees. <p>CRS required for Education & Vocational Training track: Complete comparison of education or training institutions</p> <p>CRS required for Employment Track: Completed Resume or verification of employment</p>

TIER LEVEL I
Standard Transition Readiness Seminar (TRS) Checklist

Transition Readiness Seminar (TRS) Requirements:

1. Individualized Initial Counseling
2. Pre-separation Counseling Brief
3. TRS Workshops
4. Capstone Review
5. Commander's Verification

Tier I must complete the following:

- IC: Must be completed not later than 365 days prior to separation.
Mandatory Pre-work:
 - Initiate DD Form 2648
 - Register on VA.Gov
 - Download Verification of Military Experience and Training (VMET)
 - Download Joint Services Transcript (JST)
 - Initiate Self-Assessment / Individual Transition Plan (ITP)
 - Update MOL email address
 - Review Pre-Separation Resource Guide
 - Complete ROOB

- Pre-separation Counseling Brief: Must be completed not later than 365 days prior to separation.

- Transition Readiness Seminar (TRS): Must be completed not later than 180 days prior to separation.
 - DoD Day (Managing Your Transition, Military Occupational Code Crosswalk, Financial Planning)
 - DOL one-day Department of Labor Employment Day (*unless exempt by TRP personnel*).
 - VA Benefits and Services
 - Completion of one 2-day track (*may be exempt by TRP personnel*).

- Capstone Review: Must be completed not later than 120 days prior to separation. Applicable CRS to be delivered to TRP personnel:
 - Self-Assessment / ITP
 - CRS for chosen and completed track:
 - Employment: Completed Resume or Verification of Employment
 - Vocational Training: Comparison of Technical Schools
 - Education: Comparison of Colleges/Universities
 - Entrepreneurship: None

- Commander's Verification: Must be completed not later than 90 days prior to separation. Applicable CRS to be delivered to Commander or designee:
 - Self-Assessment / ITP
 - CRS for chosen track - as outlined above

TIER LEVEL II
Standard Transition Readiness Seminar (TRS) Checklist

Transition Readiness Seminar (TRS) requirements:

1. Individualized Initial Counseling
2. Pre-separation Counseling Brief
3. TRS Workshops
4. Capstone Review
5. Commander's Verification

Tier II must complete the following:

- IC: Must be completed not later than 365 days prior to separation.
Mandatory Pre-work:
 - Initiate DD Form 2648
 - Register on VA.Gov
 - Download Verification of Military Experience and Training (VMET)
 - Download Joint Services Transcript (JST)
 - Initiate Self-Assessment / Individual Transition Plan (ITP)
 - Update MOL email address
 - Review Pre-Separation Counseling Resource Guide
 - Complete ROOB
- Pre-separation Counseling Brief: Must be completed not later than 365 days prior to separation.
- Transition Readiness Seminar (TRS): Must be completed not later than 180 days prior to separation.
 - DoD Day (Managing Your Transition, Military Occupational Code Crosswalk, Financial Planning)
 - DOL One-day Department of Labor Employment Day (*unless exempt by TRP personnel*).
 - VA Benefits and Services
 - Completion of one 2-day track (*may be exempt by TRP personnel*).
- Capstone Review: Must be completed not later than 120 days prior to separation. Applicable CRS to be delivered to TRP personnel.
 - Self-Assessment / ITP
 - Gap Analysis or Verification of Employment
 - Criterion based post-separation financial plan
 - CRS for chosen track
 - Employment: Completed Resume or Verification of Employment
 - Vocational Training: Comparison of Technical Schools
 - Education: Comparison of Colleges/Universities
 - Entrepreneurship: None
- Commander's Verification: Must be completed not later than 90 days prior to separation. Applicable CRS to be delivered to Commander or designee:
 - Self-Assessment / ITP
 - Gap Analysis or Verification of Employment

- Criterion based post-separation financial plan
- CRS for chosen track - as outlined above

TIER LEVEL III
Standard Transition Readiness Seminar (TRS) Checklist

Transition Readiness Seminar (TRS) Requirements:

1. Individualized Initial Counseling
2. Pre-separation Counseling Brief
3. TRS Workshops
4. Capstone Review
5. Commander's Verification

Tier III must complete the following:

- IC: Must be completed not later than 365 days prior to separation.
Mandatory Pre-work:
 - Initiate DD Form 2648
 - Register on VA.Gov
 - Download Verification of Military Experience and Training (VMET)
 - Download Joint Services Transcript (JST)
 - Initiate Self-Assessment / Individual Transition Plan (ITP)
 - Update MOL email address
 - Review Pre-Separation Counseling Resource Guide
 - Complete ROOB

- Pre-separation Counseling Brief: Must be completed not later than 365 days prior to separation.

- Transition Readiness Seminar (TRS): Must be completed not later than 180 days prior to separation.
 - DoD Day (Managing Your Transition, Military Occupational Code Crosswalk, Financial Planning)
 - Department of Labor Employment Day (*no Exemption*)
 - VA Benefits and Services
 - Completion of one 2-day track (*no exemption*)

- Capstone Review: Must be completed not later than 120 days prior to separation. Applicable CRS to be delivered to TRP personnel:
 - Self-Assessment / ITP
 - Gap Analysis or Verification of Employment
 - Criterion based post-separation financial plan
 - CRS for chosen track:
 - Employment: Completed Resume or Verification of Employment
 - Vocational Training: Comparison of Technical Schools
 - Education: Comparison of Colleges/Universities
 - Entrepreneurship: None

- Commander's Verification: Must be completed not later than 90 days prior to separation. Applicable CRS to be delivered to Commander or designee:
 - Self-Assessment / ITP
 - Gap Analysis or Verification of Employment
 - Criterion based post-separation financial plan

CRS for chosen track

Appendix B

GLOSSARY OF TERMS AND DEFINITIONS

Capstone Review. Mandated meeting between the eligible Marine and the installation TRP personnel to review completion of TRS requirements and CRS.

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

Commander's Verification. The culmination of the TRS process occurring not later than 90 days preceding anticipated separation, retirement, demobilization or deactivation. Using the DD Form 2648, the commander or designee personally interviews each eligible 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 AC Marines about the procedures for and advantages of affiliating with the Reserve, pursuant to section 1142 of Title 10, United States Code. This brief is delivered via ROOB.

DD Form 2648. The official record for tracking all TRS requirements, CRS completions, and Warm Handover compliance.

Designee. Appointed uniformed member, staff non-commissioned officer or higher, not currently serving in the capacity as a UTC or Career Planer, who finalizes the Marine's DD Form 2648 at the conclusion of Commander's Verification.

Eligibility. Refers to all AC and RC Marines who are separating, retiring, deactivating, or demobilizing and who have completed a minimum of 180 days or more of continuous AD.

Expiration of Active Service (EAS). The day active service terminates, including voluntary extensions of enlistment, Convenience of the Government Legal, or Convenience of the Government Medical status, for Marines voluntarily retained on AD.

Individualized Initial Counseling (IC). A mandatory, tailored counseling session aimed at evaluating a Marine's readiness to transition from active duty. This session identifies the most suitable transition pathway based on the Marine's unique needs, ensuring they receive the appropriate level of assistance.

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.

Pre-separation Counseling Brief. Mandatory workshop delivered and facilitated by TRP personnel which provides essential information related to the transition readiness of the Marine.

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

Short Notice Separation. An unanticipated separation with 90 days or fewer before separation, retirement, or release from active duty.

"TA" Code. Code ran with the latest date found under Section V and Section VI, blocks 28 - 34, on the DD Form 2648.

"TZ" Code. Code ran with the date found on Section X, block 47, on the DD Form 2648.

Transition Readiness Program personnel. Personnel who assist and support Transition Readiness functions, i.e., Transition Readiness Managers, Specialists, Assistants, Advisors, Technicians, etc.; and other Marine and Family Programs personnel as directed by the TRP leadership.

Transition Readiness Program. A cohesive, modular, outcome-based program that bolsters and standardizes the opportunities, services and training that Marines receive to better prepare them to pursue their post-military goals.

Transition Readiness Seminar (TRS) Requirements. An outcome-based modular curriculum designed to prepare transitioning Marines for civilian life.

2-Day Tracks. Provide information and resources on topics related to education, vocational training, entrepreneurship, and employment.

VA.gov. 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.

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

Appendix C

GLOSSARY OF ACRONYMS AND ABBREVIATIONS

AC	Active Component
AD	Active Duty
APF	Appropriated Funds
CGIP	Commanding General's Inspection Program
CIP	Career Intermission Program
CRS	Career Readiness Standard
DC M&RA	Deputy Commandant, Manpower and Reserve Affairs
DoDTAP	Department of Defense Transition Assistance Program
DoD	Department of Defense
DOL	Department of Labor
DON	Department of Navy
EAS	End of Active Service
HQMC	Headquarters Marine Corps
IC	Individualized Initial Counseling
IG	Inspector General
IGMC	Inspector General of the Marine Corps
IPAC	Installation Personnel Administration Center
ITP	Individual Transition Plan
JST	Joint Services Transcript
M4LC	Marine for Life Cycle
MCAS	Marine Corps Air Station
MCB	Marine Corps Base
MCCS	Marine Corps Community Services
MCRD	Marine Corps Recruit Depot
MCTFS	Marine Corps Total Force System
MCTIMS	Marine Corps Training Information System
MF	Marine and Family Programs Division
MFR	Headquarters Marine Corps Personal and Professional Readiness
MOL	Marine Online
O&MMC	Operation and Maintenance, Marine Corps
OSD	Office of the Secretary of Defense
PDS	Permanent Duty Station

PII	Personally Identifiable Information
PRS	Personal Readiness Seminar
PSR	Prior Service Recruiter
RC	Reserve Component
ROOB	Reserve Opportunities and Obligations Brief
SBA	Small Business Administration
TRP	Transition Readiness Program
TRS	Transition Readiness Seminar
UTC	Unit Transition Coordinator
VA	Department of Veterans Affairs
VMET	Verification of Military Experience and Training