

# 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 UTC/TRP as instructed

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

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

## Download Joint services transcript (JST) - Required

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

## Complete NAVMC 17031 Self-Assessment / Individual Transition Plan (ITP)- Required

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

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

## Join the Marine for Life Network - Recommended

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