

Transition Readiness Program Initial Counseling and Pre-Separation Counseling Checklist

Last Name: _____ First Name: _____ Rank: _____ Date: _____
Unit: _____ Arrival Time: _____ Departure Time: _____
Attending Pre-Separation Counseling on: _____ DOD ID # _____ EAS Date: _____
Commander (or Designee) phone and email: _____

Effective October 1, 2019, **Initial Counseling** is the first step in the transition process. This individual session, provided by the P&PD staff, is designed to establish the foundation of the transition process, an overview of the Transition Readiness Seminar (TRS) and the benefits of preparing for, and ensuring you are placed on the appropriate pathway that meets your intended goals.

Upon completion of Initial Counseling, you will be required to complete **Pre-Separation Counseling**. This session will provide you with an overview of entitlements and benefits you may have earned as a result of your time in service. These mandatory requirements cannot be waived and must be completed prior to registration/entry to the TRS.

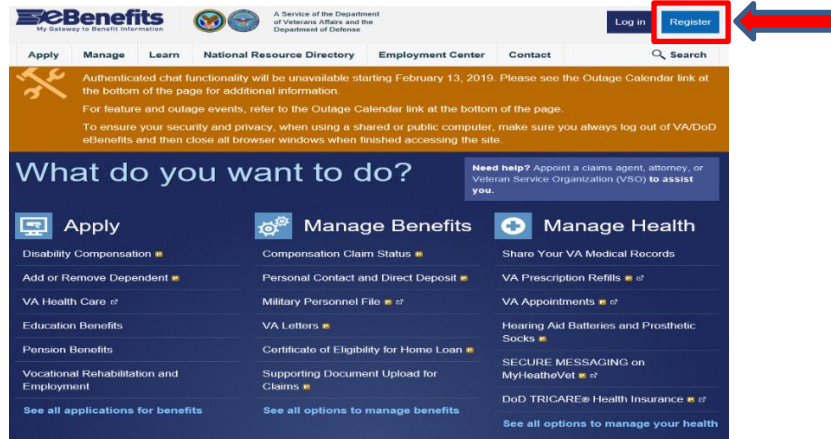
Required Materials To Bring to Initial Counseling/Pre-Separation Counseling:

- Self-Assessment/Individual Transition Plan
- eBenefits Premium Registration Dashboard
- Unofficial Joint Services Transcript (JST)
- Verification of Military Experience (VMET)
- Update email address in MOL
- Proof of employment or attendance at college or technical institution

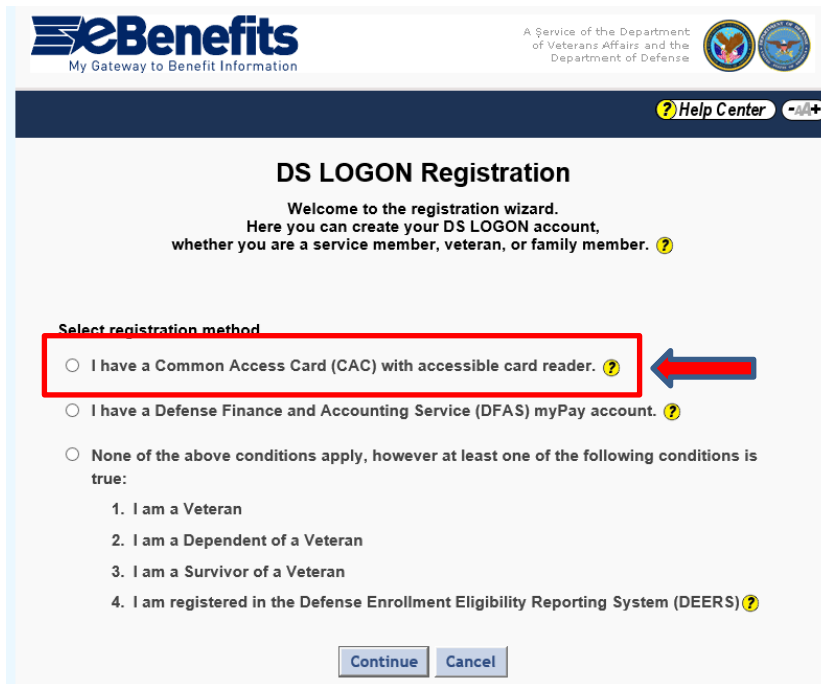
1) Steps to Complete eBenefits Registration (Premium Account)

Get a DS Logon Level 2 (Premium) Account. DS Logon is a secure ID available for Servicemembers, Veterans and Caregivers, that allows you to log in to multiple VA and DoD websites and apps using a single username and password. A DS Logon Level 2 (Premium) Account is required before you can view personal information in VA and DoD systems. Any VA App that connects to VA's Electronic Health Record (EHR) requires a DS Logon Level 2 Account. **You will need your USERNAME AND PASSWORD to use during class without a CAC. Print a screenshot of your profile page to verify that you have an ebenefits account.**

Step 1: Go to www.ebenefits.va.gov and Select "Register"



Step 3: Register using your CAC.



Step 4: Follow the prompts to register.

eBenefits
My Gateway to Benefit Information

A Service of the Department of Veterans Affairs and the Department of Defense

[? Help Center](#)

Registration Process

Individuals with active CAC's are mandated to utilize the CAC for the purpose of registering for a DS LOGON account. If you are presently unable to utilize your CAC, please return to this website when you are able to use your CAC.

CAC ?
Common Access Card

Register

Progress indicator: 6 dots, the first is filled.

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Registration Process

Select challenge questions and enter personalized answers.

These questions will be asked if you need to retrieve or change your password.

Question 1

Question 2

Question 3

Question 4

Question 5

Registration Process

Welcome

Create your personalized password. Please note security requirements.

Password Security Requirements:

- At least one lowercase letter (a to z)
- At least one uppercase letter (A to Z)
- At least one digit (0 to 9)
- At least one special character (@_#!&\$%*+(){};~:~|?[-<=>)
- At least 9 characters (and no more than 20) valid characters as described above
- Cannot contain any words in the Dictionary that are more than three letters
- Cannot contain personal information

1. Must not contain any common dictionary words, personal information (like parts of your name, SSN or date of birth), nor invalid characters.
2. Password will expire in 60 days.
3. Start entering the confirmation password to ensure password requirements have been met.

Password

Confirm Password

Show Passwords



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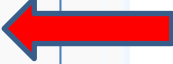
Activation Successful

Congratulations! You have successfully upgraded to a DS LOGON Premium account.

Your Username is: Jane. Dewev

You may now begin to use your DS LOGON Premium account

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2) Steps to pull the Joint Services Transcript (JST)

Step 1: Visit <https://jst.doded.mil>

Step 2: Login with your CAC or username and password

Sign In

CAC Users

If you are currently an active service member or have a CAC card and were prior enlisted, you do not need to register for a JST account.

[Login with your CAC!](#)

-or-

Non CAC Users

JST Username:

JST Password:

[forgotten password?](#)

Register to Use this System

If you are prior Army, Coast Guard, Marine Corps, or Navy or do not have access to a Common Access Card (CAC) reader, then [REGISTER](#) for a JST account.

Who's Eligible For JST Transcripts

Army, Coast Guard, Marine Corps, and Navy; Active Duty, Reserve and Veterans.

[How to make updates or corrections to your JST Transcript](#)

[How to request an official transcript](#)

[Frequently Asked Questions](#)

[Academic Institutions](#)

For JST Technical Issues

NETP JST Operations Center
6490 Saufley Field Road
Pensacola, Florida 32509
Email: jst@doded.mil

For Army Access Issues

For ARMY JST Password Reset or access issues ONLY, send email to: usarmy.knox.hrc.mbx.tagd-jst@mail.mil
All other inquiries, please open a new inquiry using your JST account.

Attention Navy Users

Per NAVADMIN 200/18, Joint Services Transcript will be transitioning from supporting the PIV_Auth, Identity, and E-Mail Signing/Encryption certificates to PIV_Auth certificate ONLY by 29 February 2020 or sooner. All Navy personnel must activate their PIV_Auth certificate no later than 31 January 2019. Procedures to accomplish this task are posted on the Navy Marine Corps Internet Homeport, <https://www.homeport.navy.mil/cms/preview/21994> and Information Security Online Services, <https://infosec.navy.mil/PKU/>. These procedures will instruct users on how to activate the PIV_Auth certificate via the Defense Manpower Data Center (DMDC) Real-Time Automated Personal Identification Systems (RAPIDS) Self-Service website, <https://www.dmdc.osd.mil/self-service/>.

Important JST Links

[Go Army Ed](#)
[Army Continuing Education System](#)
[ACE Military Guide](#)
[Marine Corps Voluntary Ed](#)
[Navy College Program](#)
[MyEducation](#)
[Navy Virtual Education Center \(VEC\)](#)
[USAFI/GED Transcripts before July 1974](#)

Links of Interest

[Defense Activity for Non-Traditional Ed Spt \(DANTES\)](#)
[Defense Language Inst \(DLI\)](#)
[Marine Corps Institute](#)
[National Personnel Center](#)
[Navy Jobs](#)
[U.S. Navy](#)

Life is worth living!
Click here for your lifeline.
1-800-273-TALK (8255 Option 1)
Prevent Suicide

NCIS Report A Crime
SAFE ANONYMOUS TIP SUBMISSION
TEXT - WEB - SMARTPHONE APP

Step 3: Select "Transcripts", Save and Print.

Home | **Transcripts** | [Degree Shop / SMOLAA](#) | [SOC Agreements](#) | [Update Transcript Status](#) | [My Account](#) | [My Inquiries](#) | [Sign Out](#)

Have questions or problems with your transcript? Access the new [My Inquiries](#) tool, and [Open a New Inquiry](#) to get help.

Welcome

You are signed into the JST System as *SWIM/miller.joline.d.1275841796*. As a Service Member level user of this system, you have the ability to perform the following functions:

- Transcripts: View your own JST.
- Degree Shop/SMOLAA: Degree shop by institute, your rate, or all programs (Navy only).
- SOC Agreements: View your SOC Agreements.
- Update Transcript Status: Check the status of your JST correction/update request.
- My Account: Update your email address or change your password.

Important JST Links

[How to make updates or corrections to your JST Transcript](#)
[How to request an official transcript](#)
[Frequent Asked Questions](#)

Links of Interest

[ACE Military Guide](#)
[Marine Corps Voluntary Ed](#)
[Navy College Program](#)

Contact Information

NETPDTIC
ATTN: JST Operations Center
6490 Saufley Field Road
Pensacola, FL 32509
Email: jst@doded.mil

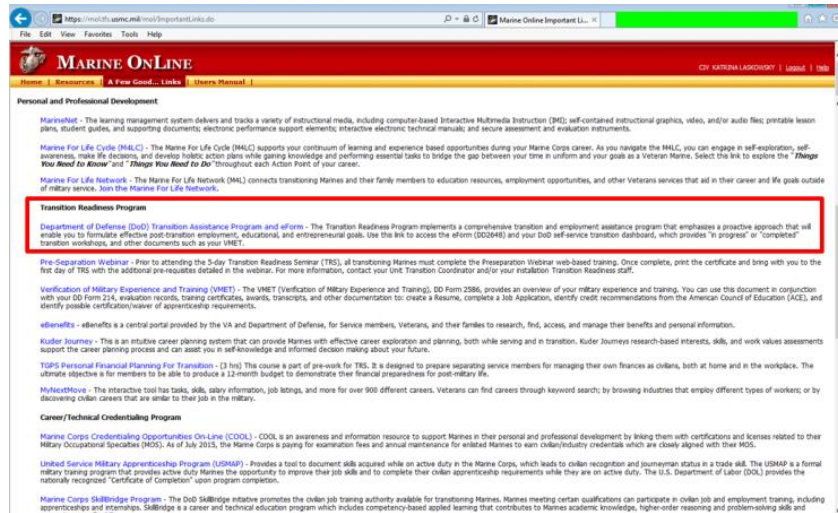
Life is worth living!
Click here for your lifeline.
1-800-273-TALK (8255 Option 1)
Prevent Suicide

3) Steps to pull the Verification of Military Experience and Training (VMET)

Step 1. From Marine OnLine (URL: <https://mol.tfs.usmc.mil/mol/ImportantLinks.do>)

Step 2. Update your email address under your Profile.

Step 3. Select the “Department of Defense Transition Readiness Program and eForm” link

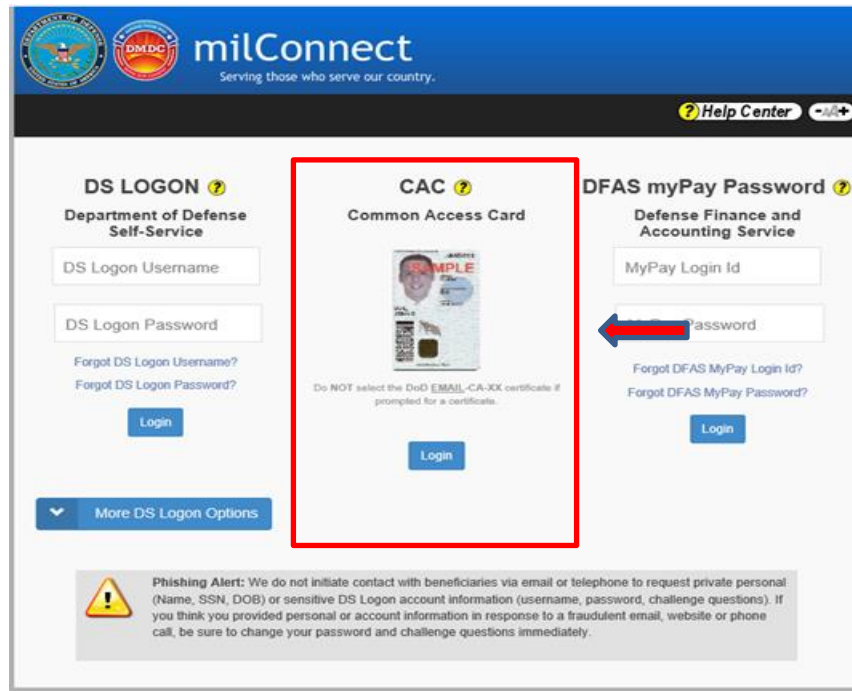


Step 4. You will be redirected to <https://milconnect.dmdc.osd.mil/milconnect/>.

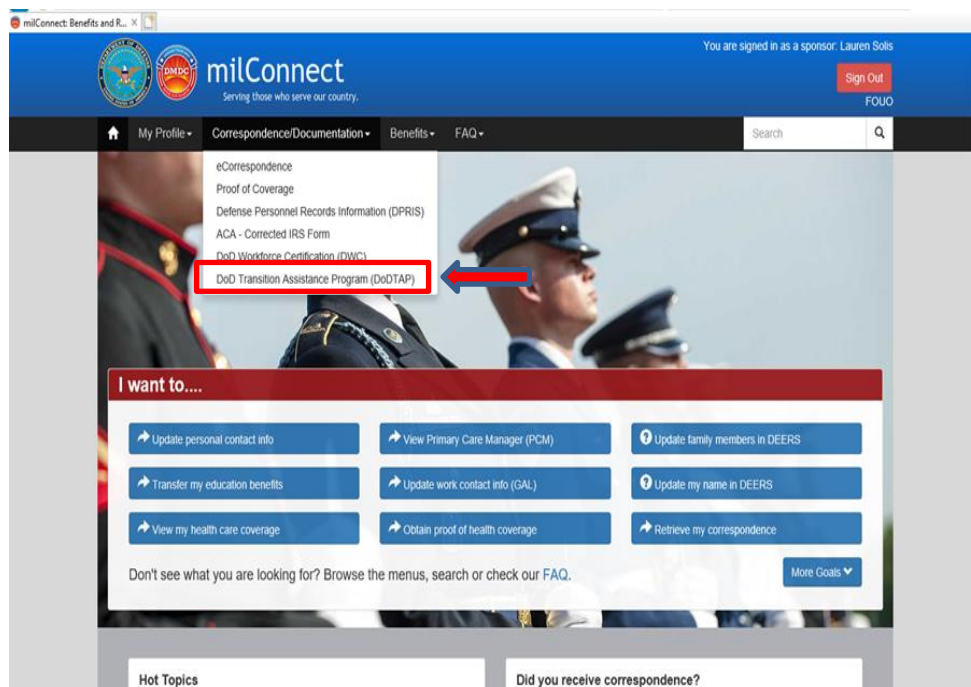
Select the “Sign In” on the upper right hand corner.



Step 5: Sign in with CAC or DS Logon and Password



Step 6: Under the Correspondence/Documentation section, select "DoD Transition Assistance Program (DoDTAP)".

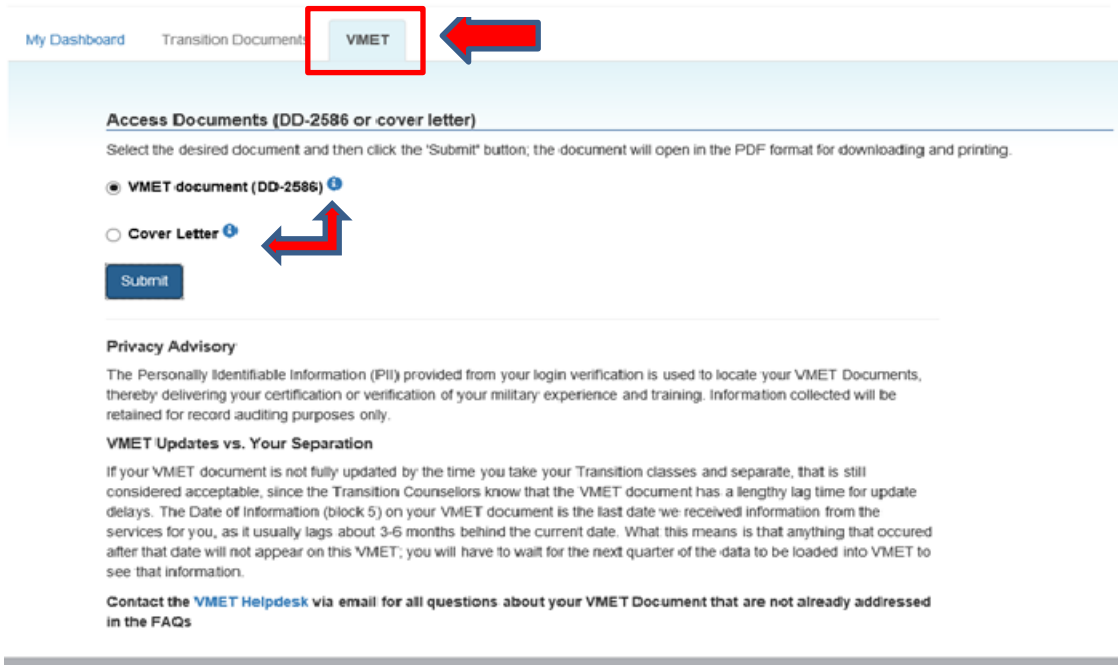


Step 7. Select the “VMET” tab on the DoDTAP website

Step 8. Save the document and Cover Letter

DoD Transition Assistance Program (DoDTAP) for Service Members and Veterans

The DoDTAP dashboard helps you manage your transition documents. Initialize Pre-Separation Counseling to start your transition eForm. Find answers about your Session Attendance, Transition Documents, and VMET in the milConnect FAQ. Please contact your TAP counselor with questions about your transition documents, or what you need to do to complete your transition process.



The screenshot shows the DoDTAP website interface. At the top, there are navigation tabs: "My Dashboard", "Transition Documents", and "VMET". The "VMET" tab is highlighted with a red box and a red arrow pointing to it from the right. Below the tabs, there is a section titled "Access Documents (DD-2586 or cover letter)". Under this section, there are two radio button options: "VMET document (DD-2586)" and "Cover Letter". The "VMET document (DD-2586)" option is selected, indicated by a filled radio button. A red arrow points to the "Cover Letter" option. Below the radio buttons is a "Submit" button. Further down, there is a "Privacy Advisory" section and a "VMET Updates vs. Your Separation" section.

Once completed, have your UTC register you to attend Intial Counseling and Pre-Separation Counseling. Ensure you have approval to register to attend the TRS and all applicable tracks, so this can also be completed during your appointment.

Good Luck!