

PRE-WORK CHECKLIST FOR INITIAL COUNSELING

Initial Counseling & the Pre-Separation Brief should be started 18 months before your EAS and must be completed NLT 365 days from your EAS. Retirees should start this process 24 months before their retirement date and must be completed NLT 365 days before their retirement date.

Initial Counseling is one-on-one counseling to discuss your transition goals and establish your eForm. The Pre-Separations Brief provides you with a brief overview of the TRS process and programs available to Service members and family members during their transition.

STEP 1: COMPLETE REQUIRED PRE-WORK

1. **FILL-OUT SELF-ASSESSMENT-ITP** – <https://ppr-cherrypoint.libguides.com/chptppdp/trp>
2. **SCREENSHOT ONET ONLINE ASSESSMENT RESULTS** – <https://www.mynextmove.org/explore/ip>
3. **SCREENSHOT OF eBENEFITS PREMIUM REGISTRATION DASHBOARD** – <https://www.ebenefits.va.gov>
4. **PRINT JOINT SERVICES TRANSCRIPT (JST)** – <https://jst.doded.mil/jst/>
5. **PRINT VERIFICATION OF MILITARY EXPERIENCE (VMET)** – <https://milconnect-pki.dmdc.osd.mil/>
6. **SCREENSHOT OF PERSONAL EMAIL ADDRESS IN MOL** – <https://www.mol.usmc.mil>

STEP 2: SUBMIT ALL OF YOUR PRE-WORK WITH THE FOLLOWING INFORMATION TO YOUR UTC

Service Members Full Name & Rank:
EDIPI:
EAS Date:
Type of Discharge:
Email Address:
Contact Phone Number:

STEP 3: INITIAL COUNSELING APPOINTMENT

1. **YOUR UTC WILL REQUEST YOUR INITIAL COUNSELING** – Your UTC will email us all of your information
2. **TRS STAFF WILL REACH OUT TO YOU DIRECTLY TO SCHEDULE YOUR INITIAL COUNSELING** – Typically within 5-7 business days from submission
3. **AFTER YOU COMPLETE YOUR INITIAL COUNSELING** – You will be registered for a Pre-Separation Brief

STEP 4: PRE-SEPARATION BRIEF

1. **ATTEND THE PRE-SEPARATION BRIEF** – You will be registered for TRS at the Pre-Separation Brief
2. **RETURN TRS CONFIRMATION TO UTC** – Provide your UTC with a copy of your TRS Confirmation

FAILURE TO PROVIDE ALL OF THE REQUIRED DOCUMENTS & INFORMATION WILL RESULT IN A DELAY OF SERVICES!

INITIAL COUNSELING & PRE-SEPARATION MUST BE COMPLETED NLT 365 DAYS FROM YOUR EAS

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