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# TRANSITION READINESS

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AMPN/REF A IS 10 UNITED STATES CODE, SECTION 552, IMPROVEMENTS TO THE TRANSITION READINESS PROGRAM. REF B IS MARINE CORPS ORDER (MCO 1700.31), TRANSITION READINESS PROGRAM (TRP). REF C IS DEPARTMENT OF DEFENSE, TRANSITION ASSISTANCE PROGRAM (TAP) FOR MILITARY PERSONNEL. REF D IS OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE MEMO DATED 18 APRIL 2016 WARM HANDOVER GUIDANCE FOR OTHER THAN HONORABLE DISCHARGE. REF E IS OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE MEMO DATED 21 APRIL 2016 WARM HANDOVER GUIDANCE FOR HOUSING PLANS.//

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GENTEXT/REMARKS/1. Purpose. To announce updates to the Personal Readiness Seminar (PRS), Transition Readiness Seminar (TRS) and consolidate all previously published Transition Readiness MARADMINS.

2. Background. Per reference (a), effective 1 October 2019, the National Defense Authorization Act of 2019 made several major improvements to the TRS. These improvements includes the addition of Individualized Initial Counseling and revision of the TRS five day workshop.

3. Action. Commanders at all levels will support the following stages: (1) PRS, (2) Individualized Initial Counseling, (3) Pre-Separation Counseling, (4) TRS, (5) Capstone Review (Capstone Part One), and (6) Commander's Verification (Capstone Part Two).

4. The Personal Readiness Seminar (PRS). Within 90 days of arrival to their First Permanent Duty Station (FPDS), all Marines (enlisted and officer) must attend the PRS if

offered within 50 miles of the Marine's FPDS. Upon completion of PRS, the unit must ensure the "PR - Personal Readiness Seminar" Training Event Code is applied to the Marine Corps Total Force System (MCTFS) personnel file or Marine Corps Training Information Management System (MCTIMS).

5. Individualized Initial Counseling. Per reference (a), all eligible Marines must receive face-to-face Individualized Initial Counseling with the Transition Readiness staff, no later than 365 days prior to their end of active service (EAS) date. However, Marines who are geographically detached from a Marine Corps installation, may contact the nearest installation Transition Readiness office for a telephonic Individualized Initial Counseling appointment. Unit Transition Coordinators (UTCs) will provide pre-work instructions provided by the Transition Readiness staff, to the Marine in preparation for the Individualized Initial Counseling meeting. This requirement lasts for 24 months following completion.

5a. Counseling Pathways. Prior to Individualized Initial Counseling, the Marine will initiate a Self-Assessment/Individual Transition Plan (ITP), designed to address their needs, and ensure they are placed in one of three pathways (Tier 1, 2, or 3) by the Transition Readiness staff member per reference (a). The pathways, based on the post separation goals of the transitioning Marine, and other factors assessed by the Transition Readiness staff, includes TRS courses and Career Readiness Standards (CRS) requirements that will provide assistance, information, and training in support of education, employment, entrepreneurship, or vocational goals. The following are minimum requirements included in all Tiers:

5b. Tier 1 – 3. Self-Assessment/ITP, Individualized Initial Counseling, Pre-Separation Counseling, Register on eBenefits, Continuum of military service (active component only), Veteran Affairs (VA) Benefits and Services, Managing Your (MY) Transition, Military Occupation Code (MOC) Crosswalk, and Financial Planning.

5c. Tier 1. Additional requirements include: Department of Labor (DOL) One Day (unless exempt per reference (a)). The Marine may select one of four two day tracks regarding preparation for employment, education, vocational training, or entrepreneurship.

5d. Tier 2. Additional requirements include: Gap Analysis or verification of employment, criterion-based post-separation financial plan, DOL One Day (unless exempt per reference (a)). The Marine may select one of four two day tracks regarding preparation for employment, education, vocational training, or entrepreneurship and complete the applicable CRS in (5f).

5e. Tier 3. Additional requirements include: Gap Analysis or verification of employment, criterion-based post-separation financial plan, DOL One Day (no exemption). The Marine must select one of four two day tracks regarding preparation for employment, education, vocational training, or entrepreneurship and complete the applicable CRS in (5f).

5f. The CRS deliverables for each selected track include: Employment: Completed Resume or Verification of Employment-Vocational Training: Comparison of Technical Schools-Education: Comparison of Colleges/Universities-Entrepreneurship: None

6. Pre-Separation Counseling. All eligible Marines must receive Pre-Separation Counseling

as directed by the Transition Readiness staff, no later than 365 days prior to EAS per reference (a). This can only be completed after Individualized Initial Counseling and prior to attending TRS. This requirement lasts for 24 months following completion.

7. Transition Readiness Seminar (TRS). Upon completion of Individualized Initial Counseling and Pre-Separation Counseling, attendance at the TRS and Tracks shall be completed no later than 180 days prior to EAS, per reference

(b). Completion of these requirements is necessary to achieve TAP Compliance. This requirement lasts for 24 months following completion.

7a. Virtual Joint Knowledge Online (JKO). Using JKO to complete mandatory requirements will not be accepted without advance approval and instruction from Transition Readiness staff.

7b. Operations and Maintenance. Marine Corps (O&M, MC) funds or Operations and Maintenance, Marine Corps Reserve (O&M, MCR) funds. Commanding Officers (CO) are authorized to use organic O&M, MC funds for attendance at a transition seminar outside of the local area of the Marine's permanent duty station (PDS), as defined by the CO and per the Joint Travel Regulation, when in their judgement, doing so is the best course of action. Commanders who choose to utilize O&M, MC to fund a transitioning Marine's attendance at a transition seminar outside the PDS will not have budgets adjusted to accommodate that decision.

7c. Transition Readiness Seminar (TRS) Training Event Code. Upon successful completion of Individualized Initial Counseling, Pre-Separation Counseling, and TRS, the UTC will coordinate entry of the training event code "TA – Transition Readiness Seminar" into MCTFS or MCTIMS.

8. Capstone Review (Capstone Part One). No later than 120 days from EAS, the Marine will attend the first stage of Capstone with the Transition Readiness staff, as directed by the UTC. The staff will complete an in-depth review of the Marine's eForm, ITP, and CRS, to identify gaps, determine TAP compliance, and if the Marine is at risk before separation, retirement, or release from active duty. If 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, per references (b) through (e), the transition staff 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 eForm. Upon completion of the Capstone Review, the Transition Readiness staff will send an email with a token to the Commander (or designee) to verify the Marine's TAP compliance and readiness to transition based on the factors outlined above. This token is only authorized for use by the email recipient.

9. Commander's Verification (Capstone Part Two). Completed no later than 90 days prior to EAS, the CO (or designee) will validate the Marine's overall preparedness to transition based on the factors in paragraph (8). If the Marine has met any of the factors listed, the CO (or designee) must ensure the Marine has had positive contact with the appropriate agency

noted by the transition staff in the Warm Handover section, and check the “Warm Handover Executed” box. All designees must be: a uniformed member, appointed in writing by the CO, a staff non-commissioned officer or higher, not currently serving in the capacity as a UTC, and who can properly assess the Marine’s TAP and Warm Handover compliance. In the case of eligible Active or Reserve Component (RC) Marines with an unanticipated EAS of less than 90 days or fewer before discharge, Capstone will be completed no later than the date of separation as reflected on the DD Form 214.

9a. Commander’s Verification – High Risk Marines. Transitioning Marines identified by their CO during CO’s Verification or during a Force Preservation Council and assessed to be high risk due to a wound, illness, or injury shall be referred to the Wounded Warrior Regiment for assessment of needs. Requests must be signed by the O-5 level commander and submitted to [smbwwropscenter@usmc.mil](mailto:smbwwropscenter@usmc.mil). The referral form is available at <http://woundedwarriorregiment.org>.

9b. Commander’s Verification Completion. Once the eForm is digitally signed by the CO (or designee) it will be converted to a pdf. The CO (or designee) shall send a copy to the UTC to file in the command’s official files for 12 months post EAS. The Marine will access the pdf from milConnect, upload it to their “Outbound Interview” module, and print a copy for Installation Personnel Administration Center (IPAC).

9c. Capstone Training Event Code. Upon completion of the Commander’s Verification, the UTC will coordinate entry of training event code “TZ - Transition Readiness Seminar Capstone” into the Marine’s MCTFS or MCTIMS record.

9d. Installation Personnel Administration Center (IPAC)/Administration Unit (Admin Unit). The IPAC/Admin Unit will verify training event code “TA or TZ” is reported for all Marines in possession of the eForm, prior to completing out-processing. These forms will be uploaded to the Marine’s Electronic Service Record by the IPAC/Admin Unit.

10. Reserve Component (RC) Marines. RC Marines demobilizing or deactivating after serving the first 180 continuous days on active duty orders must complete the requirements as outlined above, within the 365 day timeframe prior to demobilization or deactivation. 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. Upon completion of all requirements (Individualized Initial Counseling, Pre-Separation Counseling, TRS, Tracks, Capstone Review, and Commander’s Verification) as confirmed by the Transition Readiness staff and the CO (or designee) using a completed eForm, all requirements are good indefinitely, unless permanently separating or retiring from the RC, requested by the Marine (space available), or directed by the CO (or designee).

11. Coordinating Instructions.

11a. Transition Readiness Seminar (TRS) Eligibility Requirements. All Active and RC Marines who have completed a minimum of 180 days or more of continuous days of active duty are eligible to complete Individualized Initial Counseling, Pre-Separation Counseling, TRS, Tracks, Capstone Review and Commander’s Verification, at any supporting Army, Air

Force, or Navy transition service provider if they are geographically closer. For retirement purposes, this will begin as soon as possible during the 24 month period preceding an anticipated retirement date. For other than retirement, Marines may start 18 months before separation or release from active duty. In the case of eligible Active Component Marines with an unanticipated separation of less than 365 days or fewer before discharge or release from active duty, requirements will be completed no later than the date of separation as reflected on the DD Form 214. The minimum requirement does not apply to Marines retiring or separating due to a disability. Fulltime timeline, annual training, and attendance at a school designated as a service school by law, while on military orders will not be included in calculating the 180 day minimum requirement. RC requirements are specifically outlined in paragraph 10.

11b. The “DD Form 2648” eForm. The Service Member Pre-Separation/Transition Counseling and Career Readiness Standards eForm for Service members Separating, Retiring, Released from Active Duty (REFRAD),” herein referred to as the eForm, is the only official record for tracking all PRS and TRS workshops, CRS completions, TAP and Warm Handover compliance.

11c. Unit Transition Coordinators (UTCs). UTCs, are responsible for facilitating all unit transition activities per reference (b). The CO (or designee), must ensure at least one UTC is appointed for every 75 Marines in the unit. 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. Career Planners cannot be designated as UTCs. The collateral duty code “UTCN – Unit Transition Counselor” must be reported via E-PAR using the appointment letter to the servicing personnel center. Initial training is required within 45 days of appointment and will be required upon change of duty station if re-appointed as the UTC. UTCs geographically detached, may contact the nearest Marine Corps installation for virtual training after first gaining access to the Transition Readiness Program (TRP) resources as directed in paragraph 11(d).

11d. Transition Readiness Program (TRP) Resources for Commanding Officers (CO), Unit Transition Coordinators (UTC), and Marines. COs, designees, and UTCs can find training toolkits and resources by visiting the TRP Gear Locker page. In order to gain access, individuals must first visit <http://thegearlocker.org> to request access. This process takes up to two business days. Transitioning Marines can find supporting transition information, resources, statement of benefits and other tools by visiting <https://usmc-mccs.org/index.cfm/services/career/transition-readiness>.

12. This MARADMIN is applicable to the Marine Corps Total Force and will be cancelled when incorporated into reference (b).

13. Release authorized by LtGen Michael A. Rocco, Deputy Commandant, Manpower and Reserve Affairs.//