

10 STEPS to the TRP Process

The Transition Readiness Program is a time sensitive process that should be started NLT 18 months before your EAS, expected retirement date, or end of commission.

Phase 1: Initial Counseling & Pre-Separation

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

STEP 2: SUBMIT ALL OF YOUR PRE-WORK WITH THE FOLLOWING INFORMATION TO YOUR UTC: SM Full Name and Rank, EDIPI, EAS Date, Type of Discharge, Email Address & Phone Number.

STEP 3: INITIAL COUNSELING APPOINTMENT: An advisor will reach out to the SM to schedule

STEP 4: PRE-SEPARATION BRIEF: Attend a Pre-Sep Brief, Sign eForm, & be registered for TRS

Phase 2: Transition Readiness Seminar

TRS is a 5-day mandatory seminar designed to equip Service members and their families with tools and resources that are vital for a successful transition. TRS must be completed NLT 180 days prior to your EAS or retirement date.

STEP 5: ATTEND TRS

Phase 3: Capstone Review

The Capstone Review is a one-on-one appointment with a member of our team to review your required documents to ensure they meet the Career Readiness Standards. Capstone Review must be completed NLT 120 days from your EAS or retirement date.

STEP 6: COMPLETE CAPSTONE REQUIRED DOCUMENTS

STEP 7: SUBMIT ALL OF YOUR CAPSTONE REVIEW DOCUMENTS WITH THE FOLLOWING INFORMATION TO YOUR UTC: SM Full Name and Rank, EDIPI, EAS Date, Type of Discharge, Email Address & Phone Number

STEP 8: CAPSTONE REVIEW APPOINTMENT: An advisor will reach out to the SM to schedule

STEP 9: SIGN YOUR eFORM

Phase 4: Capstone/Command's Verification

Your commander or commander's designee will verify that you have met the Career Readiness Standards and provide a final signature on your eForm.

STEP 10: ONCE THE eFORM HAS THE FINAL SIGNATURE, PRINT 3 COPIES OF YOUR COMPLETED eFORM/DD2648: for your UTC, IPAC, and one for your records.

**CONGRATULATIONS you have completed all 10 STEPS in the TRP Process.
You are now ready to transition.**