

Inspectors General Checklist

TRANSITION READINESS PROGRAM (TRP) 1700.31

This checklist applies to all levels and types of commands.

Functional Area Sponsor:

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Overall Comments: Place Here

Name of Command

Date

Inspector

Final Assessment

Discrepancies: Findings:

Subsection 1 - UNIT-SPECIFIC ITEMS (All commands)

0101 Has the Commanding Officer (CO) designated, in writing, Unit Transition Coordinators (UTCs) (i.e., Uniformed Marine(s) in the rank of E5 and above, who have at least 12 months remaining with the Command)? Upon appointment, the UTC will submit a copy of appointment letter via an ePAR to the Reporting Unit/ Installation Personnel Administration Center (IPAC) for reporting of additional duty code "UTCN – Unit Transition Counselor" via unit diary (TTC 073 000).
Note: Appointment letters must be kept on file and a copy provided to the transition office. Letters and verification of UTCN code will be used to validate compliance of this requirement.
Reference: MCO 1700.31, par 3b(5)(c); MARADMIN 632/19, par 11c

Result

Comments

0102 Did the UTC(s) complete UTC training with Marine Corps Transition Readiness staff no later than 45 days following appointment to the position?
Note: This must be completed regardless of where the UTC is located by contacting the nearest Marine Corps installation. Signed certificates will be used to validate compliance of this requirement.
Reference: MCO 1700.31, par 3b(5)(d); MARADMIN 632/19, par 11c

Result

Comments

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

0103 Does the CO ensure that all Active Duty (AD) and Reserve Component (RC) Marines complete mandatory Initial Counseling and Pre-separation Counseling, beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 12 months prior to separation, retirement, demobilization, or deactivation?
Note: For inspection purposes, this only applies to Marines with an EAS date on or after 1 January 2021.
Note: Rosters and/or verification of completion from the transition staff will be used to validate compliance of this requirement.
Recommend: TRS Tracking rosters in Marine On-line (ReportNet) in conjunction with confirmation from the transition office.
Reference: Public Law 115-232 Section 552; MCO 1700.31, par 3b (5)(b); MARADMIN 632/19, par 5

Result

Comments

0104 Does the CO ensure that all Active Duty (AD) and Reserve Component (RC) Marines complete mandatory TRS Workshops and Tracks, beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 6 months prior to separation, retirement, demobilization, or deactivation?
Note: Rosters and/or DD Form 2648 eForms will be used to validate compliance of this requirement.
Recommend: TRS Tracking rosters in Marine On-line (ReportNet) in conjunction with confirmation from the transition office.
Reference: Public Law 115-232 Section 552; MCO 1700.31, par 3b (5)(b), MARADMIN 632/19, par 7

Result

Comments

0105 Has the CO appointed each designee(s), in writing, to conduct Capstone (Commander's Verification)? If yes, did the CO or designee personally conduct the Capstone counseling (i.e. Uniformed Marine(s), staff non-commissioned officers (SNCO) or higher, not currently serving in the capacity as a UTC)?
Note: By name (not blanket) letters will be used to validate compliance of this requirement.

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.

Recommend: All appointments letters must be kept on file and provided to the transition office.

Reference: MCO 1700.31, encl (3); MARADMIN 632/19, par 9

Result Comments

0106 Was the Capstone (Commander's Verification) conducted no later than 90 days prior to EAS, using the DD Form 2648 eForm?
Note: DD Form 2648 eForms will be reviewed to validate compliance of this requirement.
Reference: DoDI 1332.35, Section 9; MCO 1700.31, par 3b(5)(b) and Encl (3); MARADMIN 632/19, par 9

Result Comments

0107 Upon successful completion of TRS, has the UTC coordinated entry of the training event code "TA" (Transition Readiness Seminar)? Upon successful completion of Capstone, has the UTC coordinated entry of the training code "TZ" (Transition Readiness Capstone) for all final DD Form 2648 eForms?
Note: TRS rosters in Marine On-line (ReportNet) or Custom Reports will be used to validate compliance of this requirement.
Recommend: ePAR/MCTIMS/S-3
Reference: MCO 1700.31, par 3b4(u); MARADMIN 632/19, par 7c

Result Comments

0108 Does the UTC ensure that the final completed DD Form 2648 eForm is filed in the Command's official files for 12 months following the Marine's EAS?
Note: Forms must be kept in a secure location readily accessible for inspection purposes and will be used to validate compliance of this requirement.
Reference: MCO 1700.31, par 3b(5)(j)

Result Comments

This checklist outlines the general elements needed for the day-to-day administration and operations of this function area. Additionally, this checklist provides guidelines for internal evaluations and standardized criteria for the conduct of inspections. Commands must also fully comply with all applicable references.