

UTC CHEAT SHEET

Part I

Get MOL access to pull rosters

Send ePar with copy of appointment letter to IPAC to **get collateral duty UTCN ran** on the diary... (keep copy of ePar until entry post) ...once it post....replace ePar with

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TJTPR174          **** ADDITIONAL DUTY 174 REMARKS ****          03/23/2020
CD28A1 ENTER NEXT EDIPI: _____ ENTER CATG: _____ SEQ NBR: _____ 14:15:51
EDIPI ██████████ NAME: HOESLY, RYAN D
RUC: 00073 COMPANY CODE: G PRES-GRADE: E7 RECSTAT: 0 COMP CODE: 11
PLT CODE: GRS6 TRNGRP: R-RECSTAT: RCOMP CODE:

      KILL      FROM      TO      ADDU
SEQ  DATE      DATE      DATE      CODE
00001 999999    20191104 00000000  UTCN

ADDITIONAL DUTY
DESCRIPTION
UNIT TRANSITION COUNSELOR
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Get access to Gear locker

Step II (PULL ROSTER(S) AND START TRACKING PROCESS)

Pull your roster and utilize the tracker in MOL **Or** Utilize the tracker provided by your transition officer **Or** Create your own tracking system

Step III

PERSONNEL READINESS SEMINAR (PRS) MUST BE COMPLETED NLT 90 OF JOINING THE COMMAND

You should be:

Pull a new join from MOL every 30 to 45 days....for first permanent duty station Marine (officer & enlisted) must complete PRS....available options....have them complete PRS virtually or register them to attend seated class **call x4201**

- Virtually....have Marine provide you the cert and run PR on them in MCTIMS....you must also provide a copy of the cert with EDIPI to Ms. Louann Witmer, PFM, (Louann.y.witmer@usmc-mccs.org) so that she can run it in DoD Tap. **Her extension is 466-5837.**
- If they attend seated class....Ms. Witmer will provide you a spreadsheet so that you can run PR for Marines you attended the seated class

Step IV

Pull 18-month EAS roster (**ICs and Pre-sep must be conducted NLT 365 from EAS**)

UTC CHEAT SHEET

Contact those closest to the 365 and work yourself backward:

- Give them or email them the pre-work checklist:

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

- Self-Assessment/Individual Transition Plan (<https://usmc-mccs.org/cycle>) must be filled out as much as possible
- Screenshot** onet online assessment results (<https://www.mynextmove.org/explore/ip>)
- Screenshot** eBenefits Premium Registration Dashboard (<https://www.ebenefits.va.gov>)
- Unofficial Joint Services Transcript (JST) (<https://jst.doded.mil/jst/>)
- Verification of Military Experience (VMET) (<https://milconnect-pki.dmdc.osd.mil/milconnect>)
- Screenshot** updated email address in MOL (<https://www.mil.usmc.mil>)

- Have them send all completed pre-work to you
- Review to ensure they have everything and then forward it to
- **ombcherrypointtrs@usmc-mccs.org**

With the following information:

Rank

Last Name

First Name

Edipi

EAS

Unit

Good contact number for the Service member to conduct IC

- Once IC is complete the transition office will authorize them to complete pre-sep
- Once complete they will be required to provide us a copy of pre-sep cert (**pre-sep cannot be completed before IC...if they do we will not accept it**)
- Once cert is received they (Service members) will receive a “all reply” email giving them instructions on how to sign their eForm...once signed they reply all back
- **Once we sign....we will send an email to you (UTC) letting you know now you can register them for TRS/Pre-retirement**
- Here is the process:
 - Send to the omb account box:
 - Rank First and Last Name, Edipi, class dates, and whether they are attending seated or virtual
- We will send an email confirming registration