

STANDARD TRS CHECKLIST

TIER LEVEL: 2

TRS requirements:

1. Individualized Initial Counseling (IC)
2. Pre-separation Counseling Brief
3. TRS Workshops
4. Capstone Review
5. Commander's Verification

Tier 2 must complete the following:

- **IC:** Must be completed NLT 365 days prior to EAS date. Mandatory Pre-work:
 - Initiate DD Form 2648
 - Register on VA.Gov
 - Download Verification of Military Experience and Training (VMET)
 - Download Joint Services Transcript (JST)
 - Initiate Self-Assessment / Individual Transition Plan (ITP)
 - Update MOL email address
 - Review Pre-Separation Counseling Resource Guide
 - Complete ROOB
- **Pre-separation Counseling:** Must be completed NLT 365 days prior to EAS date.
- **Transition Readiness Seminar (TRS):** Must be completed NLT 180 days prior to EAS date.
 - DoD Day (Managing Your Transition, Military Occupational Code Crosswalk, Financial Planning)
 - DOL One-day Department of Labor Employment Day (unless exempt by TRP personnel).
 - VA Benefits and Services
 - Completion of one two-day track (unless exempt by TRP personnel).
- **Capstone Review:** Must be completed NLT 120 days prior to EAS date. Applicable CRS to be delivered to TRP personnel.
 - Self-Assessment / ITP
 - Gap Analysis or Verification of Employment
 - Criterion based post-separation financial plan
 - CRS for chosen track
 - Employment: Completed Resume or Verification of Employment
 - Vocational Training: Comparison of Technical Schools
 - Education: Comparison of Colleges/Universities
 - Entrepreneurship: None
- **Commander's Verification:** Must be completed NLT 90 days prior to EAS date. Applicable CRS to be delivered to Commander or designee:
 - Self-Assessment / ITP
 - Gap Analysis or Verification of Employment
 - Criterion based post-separation financial plan
 - CRS for chosen track - as outlined above

Start early. Preparing for a career after the military is a process. Contact your Unit Transition Coordinator (UTC) for assistance and guidance on scheduling your TRS requirements. For additional information, please visit your local [Transition Readiness Program](#).

