

**Take your Ownership to the max! Digitally fill in your Name, Rank, Unit & EAS Date in the below fields to see where you stand in the transition process!**

Name (Last, First): \_\_\_\_\_

Rank: \_\_\_\_\_ Unit: \_\_\_\_\_ EAS Date: \_\_\_\_\_

Complete ICPC by (Must be NLT 365 days from EAS): \_\_\_\_\_

Complete TRS by (Must be NLT 180 days from EAS): \_\_\_\_\_

Complete Capstone by (Must be NLT 120 days from EAS): \_\_\_\_\_

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**Now, proceed to the below instructions to get started in YOUR transition process!**

**You must verify completion of the below pre-work items with your Unit Transition Coordinate in order to register for the ICPC. Upon successful completion of the ICPC, you will then be registered for TRS**

### **Pre-Work Items**

- Fill Out your Self-Assessment/Individual Transition Plan (<https://usmc-mccs.org/cycle>)
  - Ensure you fill this document out in its **entirety**, and be sure to follow each instruction to include registering for a Premium eBenefits Account, downloading your JST and VMETS, and updating your email address in MOL.
- Complete the following instructions to initiate and sign your eForm (DDFORM 2648)

**Step 1:** Access <https://milconnect.dmdc.osd.mil/milconnect> using your CAC or DS Login. Click on the “Correspondence/Documentation” tab. Select the “DoD Transition Assistance Program (DoDTAP)”

**Step 2:** Click “Initialize Pre-Separation Counseling” to initiate your Transition Assistance eForm 2648

**Step 3:** Verify/Enter personal information in Section I. If corrections need to be made, contact DEERS/IPAC to make corrections to your information. ALL parts of Section I need to be completed.

**Step 4:** Complete item 1 ONLY of the eForm 2648 by clicking “Yes” and entering date completed in Section II. Select “No” for all other items. Ensure you save the document, and check for any boxes that are red for necessary corrections.

**Step 5:** Click on the “Click here to sign and Lock”. Verify that your electronic signature appears at the bottom. You may need to click “Save” before you will be able to Sign and Lock the document. Click “Save” after you click “Sign and Lock”

**Step 6:** Print the form showing your signature. If your digital signature does not print, your signature did not save and you may need to repeat steps 1-5.

**If you have any questions or need assistance with anything, please contact the**

**MCAS Beaufort Transition Readiness Office.**

**[Bftr\\_crmc\\_trs@usmc.mil](mailto:Bftr_crmc_trs@usmc.mil)**

**843-228-7701/6670/7353**