

**Cherry Point Transition Readiness Program  
Initial Counseling and Pre-Separation Counseling  
Pre-work Checklist**

**Effective 1 October 2019**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Rank: \_\_\_\_\_ Date: \_\_\_\_\_

Unit: \_\_\_\_\_ Scheduled IC Date: \_\_\_\_\_

Attending Pre-Separation Counseling on: \_\_\_\_\_ EAS Date: \_\_\_\_\_

**\*\*\*Bring all pre-work to your 365 Initial Counseling\*\*\***

**365 Initial Counseling (IC)** is the first step in the transition process. It's a one-on-one counseling conducted by P&PD staff. ICs can be conducted between **18-12 months for separatees** and **24 to 12 months for retirees from your EAS**.

**\*\*\*365 Initial Counselings (IC) are by appointment only call 252-466-4201\*\*\***

**\*\*\*ICs should be conducted No Later Than 12 months from your EAS or retirement date.\*\*\***

**Upon completion of the 365 IC, you will be scheduled for the Pre-Separation Counseling brief by P&PD staff.** Pre-separation Counseling classes are held on **Tuesdays & Thursdays at 0830 or 1330**. Upon completion of the **pre-separation counseling brief** you may go to your respective Unit Transition Counselors (UTCs) to be registered for TRS or Pre-retirement.

**\*\*\*\*\*Bring all pre-work to your 365 Initial Counseling appointment\*\*\*\*\***

**Required Pre-work To Bring to Initial Counseling/Pre-Separation Counseling:**

- Self-Assessment/Individual Transition Plan (<https://usmc-mccs.org/cycle>)
- Screenshot of eBenefits Premium Registration Dashboard (<https://www.ebenefits.va.gov>)
- Print Joint Services Transcript (JST) (<https://jst.doded.mil/jst/>)
- Verification of Military Experience (VMET) (<https://milconnect-pki.dmdc.osd.mil/milconnect>)
- Proof of Updated email address in MOL (<https://www.mil.usmc.mil>)
- Proof of employment or attendance at college or technical institution (**if applicable**)

**Reminder: call 252-466-4201 to schedule 365 Initial Counseling (IC)**

Separatees can be scheduled between 18-12 months from their EAS

Retirees can be scheduled between 24-12 months from their EAS

**Effective 1 Oct 20 Pre-separation counselings are scheduled by P&PD Staff**