Go to: https://milconnect.dmdc.osd.mil/milconnect/

Click “Sign in” (top right corner) Log in using your DS Logon or CAC

Click "Sign in" (top right corner)
Log in using your DS Logon or CAC - Click "OK"
Select your name from the drop down list and choose the DoD Cert
Select "Correspondence/Documentation" (located on top, second tab)
Click "DoD Transition Assistance Program" (last choice in the drop down menu)

Create eForm
Click "Initialize Pre-Separation Counseling" (blue bar, scroll down the page) Click "OK"

Update your personal information in Section I and II.  Service Member Personal Information
Section I: Grayed-out data is pre-populated and cannot be changed (contact DEERS for changes)
Section II: Select "yes" for first 8 items and enter current date, last 4 items select N/A"

Save and Print the eForm
#1 of pre-coursework is complete
#1 and #4 you acquire from the [https://milconnect.dmdc.osd.mil/milconnect/](https://milconnect.dmdc.osd.mil/milconnect/)

Select “Correspondence/Documentation” (located on the top, second tab)

Click “DoD Transition Assistance Program” (last choice in the drop down menu)

The VMET hyperlink is on the top, 3rd hyperlink to the right.

Print off the VMET doc and Cover letter selecting and submitting one at a time.
#2 Type the following in the web browser: [www.ebenefits.va.gov](http://www.ebenefits.va.gov)

If you have not registered [click here](http://www.ebenefits.va.gov).

The service members have three (3) ways to register for ebenefits.

1. With a CAC
2. With their DFAS (MyPay account).
   Or
3. Without their CAC or DFAS account.
1. With CAC

2. The site will not let them do anything with their MyPay account until they click on the little square box. Then the page will let them log in to the site.
If the service member chooses the last option they would have to fill the portion out.

After they do so all they have to do is follow the website prompts and they should not have a hard time registering for an account.

#3 Log in to [https://jkodirect.jten.mi](https://jkodirect.jten.mi) (Complete only if Virtual JKO Candidate)

The service member has two ways to log in to the JKO website.

- With a CAC
- Or
- Without a CAC

If the service member does not have CAC access, the service member will have to have a sponsor E-5 and above that has a .mil email.
Once the service member gets to log in, this will pop up.

They will click here.

Look for **TGPS** here.

And

Type in **US003** here.

Press ENTER and press **Enroll** then the Service Member can launch the program.
Not every Marine has done a Kuder assessment yet so they would have to register.

Note: once the service member inputs all the required information they would have to complete all three (3) assessments.

After the service member finishes all 3 assessments they can print off a combo report that has the results of all the assessments taken here.
#6 https://jst.doded.mil/smart/signIn.do

#7 Blank Individual Transition Plan

Go to http://mccs.libguides.com/precoursework and print out the pdf, or go to the CRO front desk and ask for a copy.
Go to https://www.mynextmove.org/

Go to https://www.onetonline.org/crosswalk
Click here and choose Branch of Service then type in MOS here

Go to https://www.mynextmove.org/
The service member can input what occupation they are interested here

Go to http://mccc.libguides.com/precoursework and click on the Supporting Agencies tab. Or print off the last 2 pages of this guide.
Supporting Agencies Contact Information

Complete all lines below

VA and DOL representatives must be in the location you are moving to.

Name:______________________________________________________________

Rank:______________________________________________________________

Unit:______________________________________________________________

Go to the following website: http://va.gov/ (follow the instructions on the reverse side of this form). Write the results below:

Vet Center Address:__________________________________________________

VA Representative Telephone
Number:____________________________________________________________

Go to the following website: http://www.servicelocator.org/ (follow the instructions on the reverse side of this form). Write the results below:

DOL Representative (Last Name, First Name):______________________________________________________________

DOL Center Address:_____________________________________________________

DOL Representative Telephone
Number:______________________________________________________________
VA REPRESENTATIVE:
STEP 1: Go to http://va.gov/
STEP 2: Go to the ‘Locations’ Tab which is the 2\textsuperscript{nd} to last drop-down on the top right of the page.
STEP 3: Select ‘Vet Centers’ from the drop-down menu.
Step 4: Click on the ‘Vet Center’ nearest to you from the results.

DOL REPRESENTATIVE:
Step 1: Go to http://www.servicelocator.org/
Step 2: Enter the Zip Code or other search information of where you will reside Post-EAS.

Step 3: Select the location nearest to you geographically
Step 4: Enter the location information (street address, city, state and office phone number)
Note: If you can find a DOL Representative on the page write it down. If not, then no worries.