



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 1700.31
MCCS/MFP

13 DEC 2021

AIR STATION ORDER 1700.31

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: TRANSITION READINESS PROGRAM (TRP)

Ref: (a) MCO 1700.31
(b) MarAdmin 568/16 dtd 27 October 2016

1. Situation. The Transition Assistance Management Program (TAMP) has been renamed Transition Readiness Program (TRP). The former Transition Assistance Program (TAP) is now called the Transition Readiness Seminar (TRS) or Transition GPS (Goals, Plans, and Success). TRP exposes Marines and their families to resources and skills that are necessary for a successful transition to civilian life.
2. Cancellation. ASO 1700.24A w/Ch 1.
3. Mission. To set forth policies and procedures for the administration of the TRP as directed by references (a) and (b).
4. Execution
 - a. Commander's Intent and Concept of Operations
 - (1) Commander's Intent. Ensure that Service Members are transition ready prior to separation, retirement, and/or deactivation leading to a successful adjustment to civilian life.
 - (a) Ensure the TRS program follows the procedures and requirements outlined in the references.
 - (b) Assist Marines in striving for Career Readiness Standard (CRS) in pursuit of career development, education, and/or entrepreneurship goals.
 - (2) Concept of Operations
 - (a) The TRP is the Marine Corps initiative to deliver the following mandated transition assistance services:
 1. Pre-separation Counseling and Initial Counseling. Inform all separating and retiring Marines about the available transition-related services, benefits, curriculum, assessments, Career Resource Services (CRS) deliverables, and the Individual Transition Plan during and after their separation or retirement from active duty. Both processes are required 365 days prior to EAS.
 2. Department of Labor Employment Workshop (DOLEW). Provides Marines with critical job search skills and tools for today's labor market to include resume writing, interviewing techniques, access to labor market information and job search techniques.

3. Veterans Affairs (VA) Benefits Briefing (VA I and II). Provides Marines with information on education, healthcare, compensation, life insurance, home loans, vocational rehabilitation and training benefits. Marines also gain an understanding of how to navigate through the e-benefits online portal and the VA disability compensation process.

(b) Eligibility. Transition readiness services are available to all Active Duty (AD) and Reserve Component (RC) Marines and their families, who are separating, retiring, demobilizing, or deactivating who have completed a minimum of 180 days or more of continuous AD. Transition services are available for up to 180 days after separation or retirement, per reference (a).

(c) Commanders and Commanding Officers (COs) must allow time for Marines to conduct transition-related activities and obtain assistance related to their post-separation goals throughout their Marine for Life Cycle (M4LC) and at predetermined action points.

(d) The TRP consists of three major components:

1. M4LC Transition Services. Includes the Personal Readiness Seminar - the first action point in the M4LC, "Your Readiness" MarineNet course, individual assessment assistance, career exploration, educational guidance, and career/employment assistance throughout a Marine's career.

2. Career Services and Advising. Services include advising Marines on post-transition goals to include: Career/Employment, Education, Career Technical, Entrepreneurship, and review/validation of CRS.

3. Transition Readiness Seminar (TRS). Standard instruction that provides, at a minimum, mandatory requirements to include DOLEW, VA I and II, Military Occupational Code (MOC) Crosswalk, Resilient Transitions, Financial Planning, Individual Transition Plan Review (ITP), My Transition Employment Fundamental of Career Transition (EFCT), My Education Vocational, Boots 2 Business, Career and Credential Exploration (C2C), and Capstone Overview. This is the final action point in the M4LC.

a. Pre-Retirement Seminar. Standard instruction for retirees and their families that provides the same mandatory requirements as a standard TRS in addition information on retiree benefits, Survival Benefit Plan (SBP), household effects/transportation, Tricare, and the Social Security Administration.

b. Business casual is encouraged for the seminar.

c. TRS is normally conducted twice a month and Pre-Retirement once a quarter.

d. Registration for TRS and Pre-Retirement Seminars are completed by the command's Unit Transition Counselor (UTC).

e. Spouses and immediate family members of eligible Marines are encouraged to participate and utilize TRP resources and services.

b. Subordinate Element Missions

(1) Director, Marine Corps Community Services

(a) Responsible for overall TRP aboard the Air Station.

(b) Will appoint the TRP Coordinator position with a qualified employee.

(2) TRP Coordinator

- (a) Coordinate and oversee the operation of the installation's TRP, per references (a) and (b).
- (b) Maintain liaison with Unit Commanders and senior enlisted leaders in the implementation of TRP.
- (c) Coordinate, schedule, and provide training for all assigned Unit Transition Coordinators and Commanding Officers and Commanding Officers' Designees.

(3) Commanding Officers

- (a) Allow time for Marines to participate in M4LC transition services. At least 18 months to EAS would be ideal for a transitioning service member to initiate reintegrating assistance.
- (b) Ensure that all AD and RC Marines, who have completed their first 180 continuous days or more on AD perform mandatory Pre-separation Counseling, VA I and II, DOLEW, and Capstone.
- (c) Designate, in writing, Unit Transition Coordinators (UTCs) who will verify Capstone CRS to support transition preparedness and facilitate Capstone procedures, per reference (a).
- (d) Ensure UTCs attend initial training session with installation Transition Readiness staff to gain knowledge of the services of the TRP NLT 45 days following their appointment to the position.
- (e) Ensure all transitioning Marines attend TRS at least 18 to 12 months from EAS. Encourage spouses of transitioning Marines to attend the TRS.
- (f) Allow Marines who request to attend 2-day Track options in addition to the TRS time away from work or duty assignment to complete; this will be considered their place of duty.
- (g) Determine when Marines are eligible to use Virtual Curriculum, per reference (a), to fulfill mandatory Transition Readiness requirements.
- (h) Ensure Marines described by the following characterizations are provided priority of service for TRS and a higher level of support or referral to a supporting agency throughout the transition process:
 1. Are 18-24 years old,
 2. Are completing their first term of enlistment;
 3. Are involuntarily separating due to force shaping; or
 4. Are rapidly separating from service in 89 days or less.
- (i) Assign in writing a Staff Non-Commissioned Officer (SNCO) or higher, to serve as the designee to properly assess the Marine's CRS and Veteran's Opportunity to Work (VOW) Act compliance, per reference (b).

(4) Unit Transition Coordinator

- (a) Facilitate all unit transition activities and coordinate with appropriate personnel, as necessary, to identify and monitor all separating, retiring, demobilizing and deactivating Marines, regardless of their rank, including all unanticipated separations.

(b) Attend scheduled UTC transition readiness training as conducted by TRP personnel, NLT 45 days following the appointment to this collateral duty.

(c) Coordinate with installation P&PD staff to schedule Marines to participate in mandatory and optional transition readiness training.

(d) Identify and notify eligible Marines within their unit of mandatory requirements to attend TRS 12-14 months prior to End of Active Service (EAS), or 12-24 months prior to retirement, but NLT 180 days prior to separation, demobilization, deactivation or retirement.

(e) Verify Marines complete TRS pre-work prescribed by P&PD staff, verify forms, and bring completion certificates and qualifying exemptions for the DOLEW to the TRS when scheduled.

(f) Coordinate Marines scheduled to deploy to attend TRS prior to deploying if their return date is within 180 days prior to their EAS.

(g) Coordinate Marines' participation in face-to-face Capstone meeting with the CO/CO designee.

(h) Verify Marines assigned to TRS do not have any scheduled appointments or commitments during TRS; this shall be designated as their place of duty.

(i) Upon successful completion of TRS, the UTC will coordinate entry of training event code "TA" (Transition Readiness Seminar) in Marine Corps Total Force System (MCTFS).

(5) Installation Personnel Administration Center (IPAC)

(a) The IPAC will verify and ensure training event code "TZ"(Transition Readiness Seminar Capstone) and "TA" (Transition Readiness Seminar) are reported for all Marines in possession of the new DD Form 2648 eForm, old DD Form 2648 or 2648-1, and any remaining old DD Form 2958, prior to completing out-processing with the Marine.

(b) These forms will be uploaded to the Marine's Electronic Service Record (ESR) by the IPAC.

5. Administration and Logistics. The content of this order should be developed by the Marine Corps Community Services, Personal and Professional Development Program.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Air Station Cherry Point and its subordinate and tenant commands.

b. Signal. This Order is effective on the date signed.


M. R. HUBER

DISTRIBUTION: A