



INSPECTOR'S GUIDE
TRANSITION READINESS PROGRAM (TRP)

Version 4
FY23

Inspectors shall use the contents of this guide to supplement and assist with the overall assessment and grading of the program.

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Policy, Guidance and Directives

- [Public Law 115-232](#) – “Improvements to the Transition Assistance Program”, **Effective October 1, 2019**: Requires ALL Service members to complete Initial Counseling and Pre-Separation Counseling – in person with a Counselor NO LATER THAN 365 DAYS prior to EAS; Customized Pathways will include a choice of two days of Employment, Vocational Training, Entrepreneurship, or Education, during the 5 day Transition Readiness Seminar, with a set of applicable Career Readiness Standards (CRS).
- [10 U.S.C. ch. 58, § 1142](#) – Requires Pre-Separation counseling for each Service member of the armed forces whose discharge or release from active duty is anticipated as of a specific date.
- [10 U.S.C. , ch. 58, § 1144](#) – Employment assistance, job training assistance, and other transitional services. Outlines TRS core curriculum requirements.
- [DoD Directive 1332.35](#) – “Transition Assistance for Military Personnel,” September : This Directive replaces DoD Directive 1332.35 (September 26, 2019) and establishes policy, and assigns responsibilities for transition assistance programs for active duty military personnel and their families to prepare separating Service members and families with the skills and tools for successful reentry into the civilian workforce.
- [MCO 1700.31](#) – December 30, 2015 – Transition Readiness Program (TRP). Establishes policies and standards for the TRP in order to ensure that Marines are transition ready prior to separation, retirement, deactivation, and demobilization from service.
- [MARADMIN 632/19](#), – Updates to the Personal Readiness Seminar and Transition Readiness Program (TRP). Provides information on NDAA changes and incorporates all previous MARADMINS.

Inspection Documents

Inspector	Unit Transition Coordinator (UTC)
<ul style="list-style-type: none"> <input type="checkbox"/> Preliminary Inspector Questionnaire and Compliance Worksheet <input type="checkbox"/> “Transition EAS” report (Installation only – Report can be downloaded from https://www2.manpower.usmc.mil/) <input type="checkbox"/> “Transition Information” report (Installation only - Report can be downloaded from https://www2.manpower.usmc.mil/) <input type="checkbox"/> Current TRP IGMC Functional Area Checklist – 1700.31 (https://www.igmc.marines.mil/Units/Inspections-Division/Functional-Area-Checklists-FACs/) to use for completing the final report to the command. 	<ul style="list-style-type: none"> <input type="checkbox"/> UTC Turnover Binder (UTC) (Sample Table of Contents can be found in the Unit Transition Coordinator Toolkit in the TRP SharePoint site: https://usmc.sharepoint-mil.us/sites/DCMRA_family_mfr_trp) <input type="checkbox"/> UTC Appointment Letter(s) w/proof of UTCN collateral duty code <input type="checkbox"/> UTC Training Certificate (s) <input type="checkbox"/> Designee Appointment Letter(s) <input type="checkbox"/> DD Form 2648 eForms for Marines separated in the past 12 months (electronic or hard copies) <input type="checkbox"/> DD Form 2648 eForms for Marines separating within the next 90 days (electronic or hard copies) <input type="checkbox"/> Attendance rosters for Marines separating within the next 365 days <input type="checkbox"/> Confirmation of Initial Counseling/Pre-Separation Counseling attendance from Transition staff <input type="checkbox"/> Optional Best Practice- Turnover binder with current TRP IG Checklist – 1700.31 separated by tabs w/ current unit process and execution procedures outlined for each question.

Preliminary Inspector Questionnaire – Optional

Inspector:

Command/RUC:

Date:

Questions	UTC Responses
Number of Unit Transition Coordinator(s):	
Length of time as UTC:	
Other collateral duties:	
Length of time at unit:	
Designee(s):	
Length of time as Designee(s):	
Number of Marines in unit:	
Current unit tracking mechanisms:	
Transition Readiness servicing installation(s):	
Challenges/Recommendations:	

Compliance Worksheet

Individualized Initial Counseling (IC) & Pre-Separation Counseling (Pre-Sep) Compliance	
Inspector best practices: <ul style="list-style-type: none"> ▪ Inspector shall download the “Transition Information” report from Manpower Custom website and create preliminary results by randomly selecting records and populating IC and Pre-Sep completion dates found on DoDTAP. ▪ Inspector shall use an adequate sample size – based on the transitional throughput of the unit. ▪ Inspector shall use different records when checking compliance with adherence to IC and Pre-Sep prescribed timeframes. 	
1) Number of Marines 365 days from EAS:	
1a) Number of Marines who completed IC and Pre-Sep 365 days or more from EAS:	

TRS Workshops & Commander’s Verification Compliance	
Inspector best practices: <ul style="list-style-type: none"> ▪ Inspector shall download the “Transition EAS” report from Manpower Custom website and create preliminary results by randomly selecting records and populating TRS and Commander’s Verification completion dates found on DoDTAP. ▪ Inspector shall use an adequate sample size – based on the transitional throughput of the unit. ▪ Inspector shall use different records when checking compliance with adherence to TRS and Commander’s Verification’s prescribed timeframes. 	
1) Number of Marines who separated in past 12 months:	
2) Number of Marines who attended TRS 180 days or more from EAS:	
3) Number of Marines who attended Commander’s Verification 90 days or more from EAS:	
4) Number of TA codes applied:	
5) Number of TZ codes applied:	

Key Definitions

Definitions from MCO 5430.1a W/Admin Ch
Marine Corps Inspector General Program

- **Compliant:**
Meeting or in accordance with rules or standards. Sufficient evidence exists validating a standard or answering a question set forth within a Functional Area Checklist (FAC).
- **Discrepancy:**
A minor deviation in compliance with guidance, direction, or standards. Discrepancies require minimal corrective actions and normally are within the purview of the functional area manager to implement independently and quickly.
- **Finding:**
A substantial problem, major deviation, or a systemic pattern of non-compliance from directives or standards. Findings often require corrective guidance from a unit's commander, and are often beyond the authority and purview of a functional area manager to correct independently and may incur a significant risk to the commander. Findings could:
 - ✓ Be a failure to comply with higher headquarters policies and procedures.
 - ✓ Negatively impact the command's readiness.
 - ✓ Be issues of health, morale, or welfare of the unit's Marines, Sailors, and families.
 - ✓ Lead to fraud, waste, abuse of authority, or mismanagement.
- **Effective:**
The grade used to assess a functional area or program when, sufficient evidence exists to compel an expert in the functional area to believe the program existed in the past, is effective and compliant now, and is reasonably assured to be so in the future. Effective programs may exist with a degree of findings and discrepancies.
- **Ineffective:**
The grade used to assess a functional area or program wherein, sufficient evidence exists compelling an expert to believe the program is seriously ineffective, exists in name only, or does not exist.
- **Assist Visit:**
An unofficial evaluation requested by a unit or directed by a senior commander. The results shall be used exclusively for the purpose of training unit personnel. The results are provided only to the commander of the inspected unit, or the senior commander requesting the visit.

Inspectors General Checklist

Located on the [HQMC IGMC website](#).

0101

Has the Commanding Officer (CO) appointed, in writing, Unit Transition Coordinators (UTCs) and Designees?

Note: UTCs must be uniformed members, in the pay grade of E5 and above, with at least 12 months remaining with the command. Upon appointment, the UTC will submit a copy of the appointment letter via an ePAR to the Reporting Unit/ Installation Personnel Administration Center (IPAC) for reporting of additional duty code "UTCN – Unit Transition Counselor" via unit diary (TTC 073 000).

Note: Designees must be uniformed members, Staff Non-Commissioned Officers or higher, not currently serving in the capacity as a UTC and who can properly assess the Marine's Transition Assistance Program (TAP) and Warm Handover compliance.

Note: Appointment letters must be kept on file and a copy provided to the installation's Transition Program office. By name (not blanket) letters will be used to validate compliance of this requirement. Career Planners cannot be appointed as UTCs. Verification of UTCN code will also be used to validate compliance of this requirement.

References:

- MCO 1700.31, par 3b(5)(c)
- MARADMIN 632/19, par 11c

Specifics to look for:

- Appointment letter/s, from the commander, assigning Marine/s as UTC/s. Appointment letters are dated. Appointment letter signed by a previous commander is acceptable.
- Appointment letter/s, from the commander, assigning Marine/s as Designee/s. Appointment letters are dated. Appointment letter signed by a previous commander is acceptable.
- UTC/s are uniformed members in the grade of E5 or above.
- Designee/s are uniformed member in the grade of E6 or above.
- Copies of old appointment letters signed by previous commander/s until DD Form 2648 on file are no longer valid.
- The UTC is not acting as the Designee and vice versa.
- The UTC is not the Career Planner.
- The Designee is not the Career Planner.
- The UTC had 12 months or more remaining with the command at the time of the appointment.
- The "UTCN – Unit Transition Counselor" code is applied to MCTFS or evidence of an ePar request exists.

Inspection Questions (*Inspectors are not limited to these questions*):

- How many Marines are in the unit?
- How many UTCs are appointed and how long have you (and them) been the UTC?
- How many Designees are appointed?

- Which other collateral duties are you responsible for, if any?
- What is your MOS (to verify UTC is not the Career Planner (4821))?
- How much longer do you have with the unit?
- What challenges are you encountering as the UTC?
- What recommendations do you have for the program?
- Which IG checklist do you have? What's the date on it?
- What is your understanding of the TRS requirements and are you knowledgeable of the program's prescribed timeframes?
- Did you receive a Turn-over binder from the previous UTC? Was there turn-over training conducted?
- Do you have access to the UTC Toolkit on the TRP SharePoint Site?
 - https://usmc.sharepoint-mil.us/sites/DCMRA_family_mfr_trp
- How do you raise awareness of the TRS requirements in your unit?
- Do you have all appointment letters on file? For UTC/s and Designee/s?
 - If so, please show me.
 - If not, why aren't UTC/s and/or Designee/s appointed?
- Do you have appointment letters for previous UTCs or Designees?
- Was the UTCN code entered?
 - If so, please show me.
 - If not, what challenges are you encountering with reporting the code?

Grading 0101:

0101 is <u>compliant</u> if all of the following apply:
<ul style="list-style-type: none"> <input type="checkbox"/> The commander has appointed the UTC/s in writing <input type="checkbox"/> The commander has appointed the Designee/s in writing <input type="checkbox"/> The UTC/s and Designee/s are uniformed members <input type="checkbox"/> The UTC/s and Designee/s' rank/grade are in accordance with the guidance <input type="checkbox"/> The UTC is not acting as the Designee and vice versa <input type="checkbox"/> The UTC had 12 months of more remaining with the command at the time of the appointment <input type="checkbox"/> The "UTCN – Unit Transition Counselor" code was ran
0101 is <u>a discrepancy</u> if any of the following apply:
<ul style="list-style-type: none"> <input type="checkbox"/> The UTC did not have 12 months or more remaining with the command at the time of the appointment <input type="checkbox"/> The "UTCN – Unit Transition Counselor" code was not entered <input type="checkbox"/> The UTC/s and/or Designee/s are civilians <input type="checkbox"/> The UTC/s and or Designee/s are Career Planners <input type="checkbox"/> The UTC/s are not E5 or above <input type="checkbox"/> The Designee/s are not E6 or above <input type="checkbox"/> UTC/s are acting as Designee/s and vice versa
0101 is <u>a finding</u> if all of the following apply:
<ul style="list-style-type: none"> <input type="checkbox"/> No appointment letters were produced – there's no management of the program

0102

Did the UTC(s) complete UTC training with Marine Corps Transition Readiness staff no later than 45 days following appointment to the position?

Note: This must be completed regardless of where the UTC is located by contacting the nearest Marine Corps installation. Signed certificates will be used to validate compliance of this requirement.

References:

- MCO 1700.31, par 3b(5)(d)
- MARADMIN 632/19, par 11c

Specifics to look for:

- The UTC completed training with a Marine Corps TRP office.
- The UTC produced UTC training certificate signed by TRP personnel.
- Date on UTC training certificate, when compared with date on appointment letter, demonstrates the training was completed no later than 45 days following appointment.
- UTCs detached from a Marine Corps installation received training with a Marine Corps installation, and also understands the registration process of sister services used for their Marines.

Inspection Questions (*Inspectors are not limited to these questions*):

- Did you complete UTC training?
 - If so, please show me the certificate?
 - If not, why haven't you completed the training? What's the obstacle?
- Did you find the UTC training helpful? Do you have any recommendations to enhance the training?
- Why weren't you able to complete UTC training within 45 days from official appointment? (If UTC training was not completed within 45 days from official appointment).

Grading 0102:

0102 is <u>compliant</u> if all of the following apply:
<input type="checkbox"/> The UTC completed UTC training
<input type="checkbox"/> The UTC produced UTC training certificate signed by TRP personnel
<input type="checkbox"/> The UTC training was completed no later than 45 days following appointment
0102 is a <u>discrepancy</u> if any of the following apply:
<input type="checkbox"/> The UTC did not complete UTC training within 45 days following appointment
0102 is a <u>finding</u> if any of the following apply:
<input type="checkbox"/> The UTC did not complete UTC training
<input type="checkbox"/> No UTC training certificate was produced

0103

Does the UTC facilitate all unit transition activities and coordinate with appropriate personnel to identify, notify and track all eligible Marines within the unit?

References:

- MCO 1700.31, par 3b(5)(b)

Specifics to look for:

- UTC must clearly demonstrate their process to identify, notify and track eligible Marines at specified intervals (i.e. weekly/monthly).
- Fleet Assistance Program (FAP) Marines are included in the identification, notification and tracking processes.
- Deployed Marines are included in the identification, notification and tracking processes.
- Short-notice separating Marines are included in the identification, notification and tracking processes.
- UTC must clearly demonstrate their identification process – ask the UTC to walk you through this process and to show each step of the process.
- UTC must clearly demonstrate their notification process – ask the UTC to show proof of notifications sent to Marines who were identified.
- UCT must clearly demonstrate their tracking mechanism – ask the UTC to show you their tracking mechanism. The tracking mechanism must list, at a minimum, the Marines who have been identified, their EAS date and a column for each TRS requirement including the date the Marine completed each requirement or the date the Marine is schedule to complete each phase.

Inspection Questions (*Inspectors are not limited to these questions*):

- How are you identifying the Marines who are approaching the 365 day window from EAS date?
- How are you notifying the Marines who are identified as eligible to complete IC, Pre-Separation Counseling, TRS workshops, Capstone Review & Commander's Verification?
- How are you tracking the Marine's completion of IC, Pre-Separation Counseling, TRS workshops, Capstone Review & Commander's Verification?? Do you have a tracking mechanism? Please show me.
- Are there FAP Marines in the unit?
 - If so, are you including this population in your identification, notification and tracking?
- How involved are you in the registration of the Marines to IC and Pre-Separation Counseling?
 - Walk me through the process.

Grading 0103:

0103 is compliant if all of the following apply:
<input type="checkbox"/> The unit actively identifies, notifies and tracks Marines <input type="checkbox"/> The unit coordinates program processes with the installation's TRP office
0103 is a discrepancy if any of the following apply:
<input type="checkbox"/> Identification processes do not exist <input type="checkbox"/> Notification processes do not exist <input type="checkbox"/> A tracking mechanism does not exist <input type="checkbox"/> The unit does not coordinate program processes with the installation's TRP office
0103 is a finding if all of the following apply:
<input type="checkbox"/> Identification processes do not exist <input type="checkbox"/> Notification processes do not exist <input type="checkbox"/> A tracking mechanism does not exist <input type="checkbox"/> The unit does not coordinate program processes with the installation's TRP office

0104

Does the CO ensure that all Active Duty (AD) and Reserve Component (RC) Marines complete mandatory Initial Counseling and Pre-Separation Counseling, beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 12 months prior to separation, retirement, demobilization, or deactivation?

Note: Rosters and/or verification of completion from the Transition Program staff will be used to validate compliance of this requirement.

Recommend: TRS tracking rosters in Marine On-line (ReportNet) in conjunction with confirmation from the transition office.

References:

- Public Law: 115-232
- MCO 1700.31, par 3b(5)(b)
- MARADMIN 632/19, par 5

Specifics to look for:

- Reserve Component separations should not be considered when verifying timeliness as they are to begin as soon as the date of separation is anticipated and could be outside of the window. Review days on active duty when considering timeliness.
- Involuntary Separations should not be considered when verifying timeliness.
- UTC is not making exemptions for Marines who intent to re-enlist/inter-service transfer or are pending approval of re-enlistment package/inter-service transfer package.

Inspection Questions (*Inspectors are not limited to these questions*):

- Do you experience “push back” from the Marines?
 - If so, what is the root of the “push back”?
 - What steps do you take when the Marines do not follow your guidance and fail to complete IC and Pre-Separation Counseling? When do you get leadership involved?
- In your opinion, what are the reasons why the Marines are not completing the IC and Pre-Separation Counseling in accordance with the prescribed timeframes?
 - What are the factors affecting timeliness?
- What steps have you taken, or are you taking, to mitigate the low adherence to the prescribed timeframes?
- What are the processes for involuntary/short fused separations?

Grading 0104:

0104 is compliant if all of the following apply:
<input type="checkbox"/> 85% or higher adherence to the prescribed timeframe (<i>from an adequate sample size based on the transitional throughput of the unit</i>)
0104 is a discrepancy if any of the following apply:
<input type="checkbox"/> 80 – 84% adherence to the prescribed timeframe (<i>from an adequate sample size based on the transitional throughput of the unit</i>)
0104 is a finding if any of the following apply:
<input type="checkbox"/> 79% or less adherence to the prescribed timeframe (<i>from an adequate sample size based on the transitional throughput of the unit</i>)

0105

Does the CO ensure that all Active Duty (AD) and Reserve Component (RC) Marines complete mandatory TRS Workshops and Tracks, beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 6 months prior to separation, retirement, demobilization, or deactivation?

Note: Rosters and/or DD Form 2648 eForms will be used to validate compliance of this requirement.
Recommend: TRS tracking rosters in Marine OnLine (ReportNet) in conjunction with confirmation from the transition office.

References:

- Public Law: 115-232
- MCO 1700.31, par 3b(5)(b)
- MARADMIN 632/19, par 7
- DD Form 2648 eForm

Specifics to look for:

- Reserve Component separations should not be considered when verifying timeliness as they are to begin as soon as the date of separation is anticipated and could be outside of the window. Review days on active duty when considering timeliness.
- Involuntary Separations should not be considered when verifying timeliness.
- UTC is not making exemptions for Marines who intent to re-enlist/inter-service transfer or are pending approval of re-enlistment package/inter-service transfer package.

Inspection Questions (*Inspectors are not limited to these questions*):

- Do you experience “push back” from the Marines?
 - If so, what is the root of the “push back”?
 - What steps do you take when the Marines do not follow your guidance and fail to complete IC and Pre-Separation Counseling? When do you get leadership involved?
- In your opinion, what are the reasons why the Marines are not completing the IC and Pre-Separation Counseling in accordance with the prescribed timeframes?
 - What are the factors affecting timeliness?
- What steps have you taken, or are you taking, to mitigate the low adherence to the prescribed timeframes?
- What are the processes for involuntary/short fused separations?
- What are the processes for Marines who need to complete the virtual curriculum? Who is provided the authorization to complete the virtual curriculum?

Grading 0105:

0105 is <u>compliant</u> if all of the following apply:	
<input type="checkbox"/>	85% or higher adherence to the prescribed timeframe (<i>from an adequate sample size based on the transitional throughput of the unit</i>)
0105 is a <u>discrepancy</u> if any of the following apply:	
<input type="checkbox"/>	80 – 84% adherence to the prescribed timeframe (<i>from an adequate sample size based on the transitional throughput of the unit</i>)
0105 is a <u>finding</u> if any of the following apply:	
<input type="checkbox"/>	79% or less adherence to the prescribed timeframe (<i>from an adequate sample size based on the transitional throughput of the unit</i>)

0106

Did the CO or Designee personally conduct Commander's Verification no later than 90 days prior to EAS, using the DD Form 2648 eForm?

References:

- MCO 1700.31, enclosure (3)
- MARADMIN 632/19, par 9

Specifics to look for:

- Reserve Component separations should not be considered when verifying timeliness as they are to begin as soon as the date of separation is anticipated and could be outside of the window. Review days on active duty when considering timeliness.
- Involuntary Separations should not be considered when verifying timeliness.
- UTC is not making exemptions for Marines who intent to re-enlist/inter-service transfer or are pending approval of re-enlistment package/inter-service transfer package.

Inspection Questions (*Inspectors are not limited to these questions*):

- Do you experience "push back" from the Marines?
 - If so, what is the root of the "push back"?
 - What steps do you take when the Marines do not follow your guidance and fail to complete IC and Pre-Separation Counseling? When do you get leadership involved?
- In your opinion, what are the reasons why the Marines are not completing the IC and Pre-Separation Counseling in accordance with the prescribed timeframes?
 - What are the factors affecting timeliness?
- What steps have you taken, or are you taking, to mitigate the low adherence to the prescribed timeframes?
- What are the processes for involuntary/short fused separations?

Grading 0106:

0106 is <u>compliant</u> if all of the following apply:	
<input type="checkbox"/>	85% or higher adherence to the prescribed timeframe (<i>from an adequate sample size based on the transitional throughput of the unit</i>)
<input type="checkbox"/>	DD 2648s were signed off by commander or appointed Designee/s
0106 is a <u>discrepancy</u> if any of the following apply:	
<input type="checkbox"/>	80 – 84% adherence to the prescribed timeframe (<i>from an adequate sample size based on the transitional throughput of the unit</i>)
0106 is a <u>finding</u> if any of the following apply:	
<input type="checkbox"/>	79% or less adherence to the prescribed timeframe (<i>from an adequate sample size based on the transitional throughput of the unit</i>)
<input type="checkbox"/>	DD 2648s were signed off by individuals other than the commander of appointed Designee/s

0107

Upon successful completion of TRS, has the UTC coordinated entry of the training event code “TA” (Transition Readiness Seminar)? Upon successful completion of Capstone, has the UTC coordinated entry of the training code “TZ” (Transition Readiness Capstone) for all final DD Form 2648 eForms?

Note: TRS rosters in Marine OnLine (ReportNet) or Custom Reports will be used to validate compliance of this requirement.

Recommend: ePAR/MCTIMS/S-3

References:

- MCO 1700.31, par 3b4(u)
- MARADMIN 632/19, par 7c
- DD Form 2648 eForm

Specifics to look for:

- Use “Transition EAS” roster from the Manpower Custom Reports website to verify TA and TZ codes.
- Compare TA code date on the “Transition EAS” report to the latest date found under section V and section VI of the DD Form 2648.
- Compare TZ code date on the “Transition EAS” report to commander or Designee’s signature date on section X of the DD Form 2648.
- The responsible party for running these codes.
- The process for entering codes.

Inspection Questions (*Inspectors are not limited to these questions*):

- Who is responsible for running the TA and TZ codes? & when are the codes entered?

Grading 0107:

0107 is <u>compliant</u> if all of the following apply:
<input type="checkbox"/> Codes are entered and code dates are accurate
0107 is a <u>discrepancy</u> if any of the following apply:
<input type="checkbox"/> Codes are entered with incorrect dates
0107 is a <u>finding</u> if any of the following apply:
<input type="checkbox"/> Codes are not entered

0108

Does the UTC ensure that the final completed DD Form 2648 eForm is filed in the Command's official files for 12 months following the Marine's EAS?

Note: Forms must be kept in a secure location readily accessible for inspection purposes and will be used to validate compliance of this requirement.

References:

- MCO 1700.31, par 3b(5)(j)
- DD Form 2648 eForm

Specifics to look for:

- Digitally signed copy (DoD seal) of the completed pdf version of DD Form 2648 is filed in the Command's official files for 12 months following the Marine's EAS date.
- Randomly select names from inspection report and request UTC to show you the respective completed and filed DD Form 2648.

Inspection Questions (*Inspectors are not limited to these questions*):

- What are the processes for filing final DD Form 2648s?

Grading 0108:

0108 is <u>compliant</u> if all of the following apply:
<input type="checkbox"/> All requested DD Form 2648s were filed accordingly
0108 is <u>a discrepancy</u> if any of the following apply:
<input type="checkbox"/> Some requested DD Form 2648s were not on file
0108 is <u>a finding</u> if any of the following apply:
<input type="checkbox"/> No requested DD Form 2648s were on file

“Effective” versus “Ineffective”

Use the following to guide your overall grading of the program:

Characteristics of an “Effective” program:

- A program exists
- UTC/s and Designee/s are appointed in writing
- UTC training was completed
- There are processes in place: Marines are identified, notified, and tracked – Processes are coherent and a tracking mechanism exists
- A Turn-over binder exists (optional best practice)
- TA and TZ codes are being ran
- Timeliness (0104, 0105, 0106) may or may not be in compliance, however Marines are completing the program under processes clearly defined between the unit and TRP office
- No open DD Form 2648s were found for Marines who have already EASed

**** The program can be graded “Effective” even if 0104, 0105 and 0106 are deemed “Findings” ****

Characteristics of an “Ineffective” program:

- A program does not exist
- UTC/s and Designee/s are not appointed in writing
- UTC training was not completed
- There are no processes in place: Marines are not identified, notified, and tracked – Processes are not coherent, and a tracking mechanism does not exist
- A Turn-over binder does not exist (optional)
- TA and TZ codes are not entered
- Timeliness (0104, 0105, 0106) are not in compliance
- Marines are not completing the program
- Open DD Form 2648s were found for Marines who have already EASed

Sample “Ineffective” Program – Final Report

1700.31 TRANSITION READINESS PROGRAM (TRP)

Assessment: INEFFECTIVE

Inspector: Ms. Nathaly Islas, (nathaly.arvizu@usmc.mil)

Sponsor: MF,P&PR, Career Services Branch

0101 Has the Commanding Officer (CO) appointed, in writing, Unit Transition Coordinators (UTCs) and Designees?

Reference: MCO 1700.31, par 3b(5)(c); MARADMIN 632/19, par 11c

Finding: No appointment letters were produced. Neither the current “Acting UTC” nor the Designee are appointed in writing.

Recommendation: Utilize the sample “designation letter” provided to appoint a UTC and Designee. Ensure to file and keep UTC and Designee appointment letters for a minimum of 1-2 years following their departure from the unit; to ensure these are available during future inspections.

0102 Did the UTC(s) complete UTC training with Marine Corps Transition Readiness staff no later than 45 days following appointment to the position?

Reference: MCO 1700.31, par 3b(5)(d); MARADMIN 632/19, par 11c

Finding: No training certificates were produced. Previous UTC did not complete formal UTC training.

Recommendation: Coordinate completion of onsite or virtual UTC training with nearest USMC TRP office. Establish turnover binder with information and resources to support effective management of the program.

0103 Does the CO ensure that all Active Duty (AD) and Reserve Component (RC) Marines complete mandatory Initial Counseling and Pre-Separation Counseling, beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 12 months prior to separation, retirement, demobilization, or deactivation?

Reference: Public Law 115-232 Section 552; MCO 1700.31, par 3b (5)(b); MARADMIN 632/19, par 5

Finding: Initial Counseling (IC): 28 records reviewed. 20 records (71%) indicated noncompliance with the IC’s prescribed timeframe. Pre-Separation Counseling: 26 records reviewed. 22 records (85%) indicated noncompliance with the Pre-Separation Counseling’s prescribed timeframe.

Recommendation: UTC should identify Marines who are 24- 18 months from EAS date utilizing MOL reports or through the G1. This will allow the eligible Marines sufficient time to coordinate completion of these two requirements through the installation’s TRP. UTC should build a tracking mechanism to assist him/her with ensuring the identified Marines are completing each TRP phase accordingly. Lastly, it is recommended for leadership to get involved in supporting the upcoming UTC and enforcing the Marine’s attendance to all of the phases of the TRP process; this will assist the command with attaining legislative compliance with the prescribed timeframes.

0104 Does the CO ensure that all Active Duty (AD) and Reserve Component (RC) Marines complete mandatory TRS Workshops and Tracks, beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 6 months prior to separation, retirement, demobilization, or deactivation?

Reference: Public Law 115-232 Section 552; MCO 1700.31, par 3b (5)(b), MARADMIN 632/19, par 7

Finding: 21 records reviewed. 13 records (62%) indicated noncompliance with the TRS' prescribed timeframe. Two records with EAS dates ranging from September 2020 through October 2020 did not show completion of TRS – according to this finding, two Marines retired from the unit without completing the congressionally mandated process.

Recommendation: Add TRP to the unit's Check-in and Check-out sheets. Ensure all EASing Marines check-out with the UTC with a finalized DD 2648 Form. The tracking mechanism should also assist with improving the unit's compliance with the prescribed timeframe.

0105 Did the CO or Designee personally conduct Commander's Verification no later than 90 days prior to EAS, using the DD Form 2648 eForm?

Reference: DoDI 1332.35, Section 9; MCO 1700.31, par 3b(5)(b) and Encl (3); MARADMIN 632/19, par 9

Finding: 16 records reviewed. 9 records (56%) indicated noncompliance with the Commander's Verification prescribed timeframe. Further, 2 records reviewed were finalized by an individual other than the CO or Designee.

Recommendation: UTC should ensure Marines are aware of who the appointed Designee is, to prevent Marines from asking the TRP personnel to forward their DD 2648 Form to someone other than the appointed Designee. The tracking mechanism should also assist with improving the unit's compliance with the prescribed timeframe.

0106 Upon successful completion of TRS, has the UTC coordinated entry of the training event code "TA" (Transition Readiness Seminar)? Upon successful completion of Commander's Verification, has the UTC coordinated entry of the training event code "TZ" (Transition Readiness Capstone) for all final DD Form 2648 eForms?

Reference: MCO 1700.31, par 3b4(u); MARADMIN 632/19, par 7c

Discrepancy: While the majority of the records indicated entry of the corresponding "TA" and "TZ" codes, the code dates are being reported incorrectly. Some records are missing their corresponding codes.

Recommendation: UTC should ensure the "TA" codes are being ran as soon as the TRS is completed and "TZ" codes are being ran as soon as the Commander's Verification phase is completed by the Marine. UTC should be the coordinating party versus the CPAC. Lastly, UTC must ensure the "TA" Code is ran with the latest date found under Section V and Section VI, blocks 28 – 34, on the DD Form 2648 and the "TZ" Code is ran with the date found on Section X, block 47, on the DD Form 2648.

Sample “Effective” Program – IG Checklist

TRANSITION READINESS PROGRAM (TRP) 1700.31

This checklist applies to all levels and types of commands.

Functional Area Sponsor:

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Revised: 8 June 2021

Command

Date

Nathaly Islas

Effective

Discrepancies: Findings: 3

Overall Comments: Sgt Marine serves as the Unit Transition Coordinator (UTC) for the command. It is evident that he is highly committed to the success of the program and to the transition readiness of the Marines. He developed a working relationship with the Manpower Officer to gain access to 24 month rosters which allow him to properly identify the Marines approaching the window required to start the process. He also established a tracking mechanism which enables him to track the Marine's progress in the process. Sgt Marine participates in the “Command and Staff” briefs in which he brings awareness of the program and its required timeframes and processes. He demonstrates immense strategic thinking skills and true dedication to the program which will allow the program to achieve sustainability should the processes, which are currently being utilized, are maintained and the low adherence to the prescribed timeframes are addressed.

Subsection 1 - UNIT-SPECIFIC ITEMS (All commands)

0101 Has the Commanding Officer (CO) appointed, in writing, Unit Transition Coordinators (UTCs) and Designees?

Note: UTCs must be uniformed members, in the pay grade of E5 and above, with at least 12 months remaining with the command. Upon appointment, the UTC will submit a copy of the appointment letter via an ePAR to the Reporting Unit/ Installation Personnel Administration Center (IPAC) for reporting of additional duty code “UTCN – Unit Transition Counselor” via unit diary (TTC 073 000).

Note: Designees must be uniformed members, staff non-commissioned officers or higher, not currently serving in the capacity as a UTC and who can properly assess the Marine’s Transition Assistance Program (TAP) and Warm Handover compliance.

Note: Appointment letters must be kept on file and a copy provided to the installation’s Transition Program office. By name (not blanket) letters will be used to validate compliance of this requirement.

Verification of UTCN code will also be used to validate compliance of this requirement.

Reference: MCO 1700.31, par 3b(5)(c); MARADMIN 632/19, par 11c

Yes. Appointment letters were produced and verified. UTCN code was ran.

Compliant

0102 Did the UTC(s) complete UTC training with Marine Corps Transition Readiness staff no later than 45 days following appointment to the position?
Note: This must be completed regardless of where the UTC is located by contacting the nearest Marine Corps installation. Signed certificates will be used to validate compliance of this requirement.
Reference: MCO 1700.31, par 3b(5)(d); MARADMIN 632/19, par 11c

Yes. UTC training was completed in accordance with the required timeframe.

Compliant

0103 Does the CO ensure that all Active Duty (AD) and Reserve Component (RC) Marines complete mandatory Initial Counseling and Pre-Separation Counseling, beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 12 months prior to separation, retirement, demobilization, or deactivation?
Note: For inspection purposes, this only applies to Marines with an EAS date on or after 1 January 2021.
Note: Rosters and/or verification of completion from the Transition Program staff will be used to validate compliance of this requirement.
Recommend: TRS Tracking rosters in Marine On-line (ReportNet) in conjunction with confirmation from the transition office.
Reference: Public Law 115-232 Section 552; MCO 1700.31, par 3b (5)(b); MARADMIN 632/19, par 5

Finding No. 378 DD Form 2648s, hereafter referred to as records, with EAS dates ranging between January 2021 and December 2022, were reviewed for compliance with the IC's prescribed timeframe. 170 were Active Component, 208 were Reserve Component. 293 (71%) records did not complete Initial Counseling in accordance with the prescribed timeframe; 109 (37%) of the records not in compliance were Active Component. Further, 378 records, with EAS dates ranging between January 2021 and December 2022 were reviewed for compliance with the Pre-Separation Counseling's prescribed timeframe. 170 were Active Component, 208 were Reserve Component. 296 (78%) records did not complete Pre-Separation Counseling; 112 (38%) of the records not in compliance were Active Component.

0104 Does the CO ensure that all Active Duty (AD) and Reserve Component (RC) Marines complete mandatory TRS Workshops and Tracks, beginning 24 months from retirement, or 18 months from separation, demobilization, or deactivation, but no later than 6 months prior to separation, retirement, demobilization, or deactivation?
Note: Rosters and/or DD Form 2648 eForms will be used to validate compliance of this requirement.
Recommend: TRS Tracking rosters in Marine On-line (ReportNet) in conjunction with confirmation from the transition office.
Reference: Public Law 115-232 Section 552; MCO 1700.31, par 3b (5)(b), MARADMIN 632/19, par 7

Finding No. 417 records, with EAS dates ranging between January 2020 and December 2021, were reviewed. 211 were Active Component, 206 were Reserve Component. 267 (64%) records did not complete TRS in accordance with the prescribed timeframe. 89 (33%) of the records not in compliance were Active Component.

0105

Did the CO or Designee personally conduct Commander's Verification no later than 90 days prior to EAS, using the DD Form 2648 eForm?

Note: DD Form 2648 eForms will be reviewed to validate compliance of this requirement.

Reference: DoDI 1332.35, Section 9; MCO 1700.31, par 3b(5)(b) and Encl (3); MARADMIN 632/19, par 9

Finding No. 417 records with EAS dates ranging between January 2020 and December 2021, were reviewed. 211 were Active Component, 206 were Reserve Component. 266 (64%) records did not complete Commander's Verification in accordance with the prescribed timeframe. 94 (35%) of the records not in compliance were Active Component.

0106

Upon successful completion of TRS, has the UTC coordinated entry of the training event code "TA" (Transition Readiness Seminar)? Upon successful completion of Commander's Verification, has the UTC coordinated entry of the training event code "TZ" (Transition Readiness Capstone) for all final DD Form 2648 eForms?

Note: TRS rosters in Marine On-line (ReportNet) or Custom Reports will be used to validate compliance of this requirement.

Recommend: ePARs/MCTIMS/S-3

Reference: MCO 1700.31, par 3b4(u); MARADMIN 632/19, par 7c

Yes. TA & TZ codes are ran by IPAC.

Compliant

0107 Does the UTC ensure that the final completed DD Form 2648 eForm is filed in the Command's official files for 12 months following the Marine's EAS?

Note: Forms must be kept in a secure location readily accessible for inspection purposes and will be used to validate compliance of this requirement.

Reference: MCO 1700.31, par 3b(5)(j)

Yes. DD Form 2648s are filed accordingly.

Compliant

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