

TRS IS NOW COMPLETELY ONLINE VIA JOINT KNOWLEDGE ONLINE (JKO)

Virtual TGPS Approval Instructions

YOU MUST HAVE APPROVAL FROM YOUR TRANSITION READINESS STAFF TO COMPLETE TGPS VIRTUALLY.

We recommend using your CAC and a computer with a CAC reader.

- Complete Individualized Initial Counseling**
GO TO: Installation Transition Readiness Staff for more information
- Complete Title 10 Pre-separation Counseling**
GO TO: Installation Transition Readiness Staff for more information
- Register for your free DS Logon Premium (Level 2) Account**
GO TO: <https://www.ebenefits.gov> and select "Register" button



- Complete online registration for free DS Logon Premium (Level 2) Account (*automatic if registering with a CAC*)
- If you do not have a CAC or CAC credentials, register with e-mail using this guidance:
<https://myaccess.dmdc.osd.mil/identitymanagement/content/446/load.do>
- Initiate your DD 2648 eForm**
GO TO: <https://milconnect-pki.dmdc.osd.mil/milconnect/>
 - Sign In with your DS Logon or CAC
 - Under the Correspondence/Documentation section, select "DoD Transition Assistance Program (DoDTAP)".
 - Initiate Pre-separation Counseling phase in DD Form 2648 (eForm) and complete profile information.
 - Save the form
- Enroll & complete TGPS via JKO**
GO TO: <https://jkodirect.jten.mil>
YOU MUST COMPLETE THE DEMOGRAPHICS SURVEY BEFORE ACCESSING THE JKO COURSES
 - Select "TGPS" in the Prefix dropdown
 - Enroll and complete required training noted in image below
 - Print your certificate at the end of each course

Prefix	Course Number	Title
TGPS	-US000	TGPS Demographics Survey
TGPS	-US001	TGPS Transition Overview – Resilient Transitions – (1.5 hrs)
TGPS	-US002	TGPS MOC Crosswalk – (1.5 hrs.)
TGPS	-US003	TGPS Personal Financial Planning for Transition – (3 hrs.)
TGPS	-US004	TGPS DOL Employment Workshop – (15 hrs.)
TGPS	-US006	TGPS VA Benefits and Services– (4 hrs.)

UNIT TRANSITION COORDINATORS: Contact the nearest Marine Corps Installation for virtual assistance on completing the eForm process.

INDIVIDUAL COUNSELING AND CAPSTONES ARE NOW CONDUCTED OVER THE PHONE; SERVICE MEMBERS EMAIL TO SCHEDULE APPOINTMENTS.

- **INDIVIDUAL COUNSELING (IC) APPOINTMENTS**

- Individual Counseling (IC) appointments will continue as scheduled however, will be conducted via telephone or using an online method. You will be contacted with instructions on how to complete your pre-work and contact your counselor for this appointment. To schedule your IC appointment or to reschedule your appointment if you are unable to make your appointed time, please email fujilibrarystaff@okinawa.usmc-mccs.org.
- For any questions or concerns, please contact the Transition Readiness Program at email: (Primary) Carmelo.flores@okinawa.usmc-mccs.org.
- *To complete your checkout process please contact my office at email: Fujilibrarystaff@okinawa.usmc-mccs.org. An email verification will be provided as well as any additional requirements to complete the checkout process.
- *To register and receive the TRS Pre-Work checklist, please contact your Unit Transition Counselor (UTC). If you need assistance identifying your UTC, please contact the Transition office at Carmelo.flores@okinawa.usmc-mccs.org.

Once all items on the TRS Pre-Work has been completed, please schedule your Individualized Initial Counseling (IC) with your Transition Counselor (Carmelo.flores@okinawa.usmc-mccs.org).

- **CAPSTONES**

- Capstones will be conducted via telephone. For capstone appointments, SMs will schedule an appointment by emailing Carmelo.flores@okinawa.usmc-mccs.org. They must provide a copy of all CRS (Financial Budget, Self-Assessment/ITP, Gap Analysis/MOC and 2-Day track comparison tool, if applicable). Capstone checklist will be emailed to SM once appointment is requested.

- **TRANSITION READINESS PROGRAMS RESOURCES**

- Link: <https://www.mccsokinawa.com/transition/#tab3>