

NAVY REGION NORTHWEST TRANSITION CLASS CHECKLIST REQUIREMENTS

In order to assure that service members are prepared and have the appropriate items to attend Transition Assistance Program courses at the appropriate FFSC, the following checklists are **REQUIRED** and **will be turned into FFSC staff when checking in on the first day of the course.**

Required information / items to attend **TRANSITION CLASS:**

SVM NAME: _____ DoD ID# _____ SVM COMMAND: _____

CCC INIT	SVM INIT	INFORMATION OR REQUIRED ITEM
		SVM was scheduled for class by CCC through Regional Schedulers and received confirmation e-mail. Class Start Date: _____ Class Hours 0730-1630 Mon-Fri
		Initial Self-Assessment and Tier assignment checklist completed and updated on the eForm DD2648. DS Login created SVM Tier Assignment: 1 / 2 / 3
		Career Track Waived by command or designee (TIER 1 & 2)
		1. Does the Service member elect to have their contact information shared with Military One Source for Peer Support? Y / N 2. Does Service member elect to participate in the long-term post-transition tracking study? Y / N 3. Will the Service member attend the 2-day Entrepreneur workshop? Y / N
		SVM has no other appointments during all days of class.
		Appropriate Civilian Attire = NO tattered jeans, hats inside, shorts, no PT gear, no low cut blouses or short skirts, no flip flops. <ul style="list-style-type: none"> • If you do not have appropriate civilian clothing, uniform of the day is always welcomed. • Standard Navy Grooming Standards
		Printed copy of Verification of Military Experience and Training (VMET) (https://milconnect.dmdc.osd.mil/milconnect/)
		Printed copy of Joint Service Transcript (JST) (https://jst.doded.mil/smart)
		VA eBenefits DS Login User Name and Password (www.ebenefits.va.gov)
		Individual Transition Plan (ITP). Service member will complete during the Transition class.

Recommended but not mandatory:

- Service members are encouraged to attend workshop 24 months before retirement and 12 months before separation
- Most recent LES & Last 3 evaluations
- Bring your own laptop if you have one (you can use our laptops if you want)
- USB drive to save files (Yes, we can use a USB drive on the laptops we provide in the classroom)
- Possible Brown Bag lunch presenters throughout the week; if you are interested bring your lunch and network with employers/recruiters.
- Complete a 12-month post separation budget with Command Financial Advisor
- Spouse, if possible; let us know in advance so a seat can be arranged. No children please.