

## TRANSITION GOALS, PLAN, SUCCESS (TGPS) PRE-WORK USCG Base Seattle

### Required Pre-Work Checklist:

- Bring LMS transcript documenting completed Pre-Separation Counseling
- Register for E-Benefits account (see note 1)
- Bring your Joint Service Transcript of training (see note 2)
- Complete the o\*net Interest Profiler (see note 3)
- Bring current pay slip (see note 4) and a current list of monthly household expenses
- Bring a copy of your credit report (see note 5)
- Laptop/tablet (strongly recommended to bring a device if you have one available)
- Performance Reports/Evaluations/Awards
- Personal transition binder and note-taking materials: notebook, pen, highlighter, etc

### Notes:

1. Register for an e-Benefits account at [www.ebenefits.va.gov](http://www.ebenefits.va.gov) using a CAC-enabled computer. Once you have created your account, write down your username and password – you may be accessing this website in class. If you register and cannot find your username, go back to the main page, click “Register” again and enter your info to get your username.
2. Print your Joint Services Transcript at <https://jst.doded.mil> and bring to class. You will need to log in using your CAC or the same DS Logon you created/use for e-Benefits to request this document. You *may* need to get this on a non-CAC computer.
3. The O\*Net Online Interest Profiler can be found at <http://www.mynextmove.org/explore/ip>. Print results page with interest scores.
4. Print pay slip through Direct Access, click “view my pay slips”.
5. Print a copy of your credit report. You can get your free credit report annually from each of the three credit reporting agencies at [www.annualcreditreport.com](http://www.annualcreditreport.com). (You only need to print a report from ONE of the three agencies.)
6. Bring any employment-related documentation in soft-copy on your laptop/tablet, including:
  - a. Draft resume (if you already have one) (job-specific and/or “master”)
  - b. Job announcement in the field you are interested in
  - c. College transcripts (as appropriate)
  - d. OERs/Marks, awards, “I love me” book
  - e. CGBI summary sheet

These items are for your personal use in class.  
No one will view your personal documents (credit report, pay slip, etc.).