

## Career Resource Management Center (CRMC) PreSeparation/ TAP Seminar Attendance

The Pre-Separation/Transition Assistance Seminar is presented at the Religious and Family Services Annex (next door to the Base Chapel) from 0800 to about 1600 hours, Monday thru Thursday. Friday is a shorter day from 0800-1200 hours, approximately. You will need 2 copies of the DD Form 2648 completed as a ticket to get into class. **Please reschedule any prior appointments, accordingly as you cannot miss more than 1 hour.**

Classes begin at 0800 hours sharp. Please do not arrive before 0730 hours; at which time, you will sign in and find a seat; sign in each morning and, at times, unannounced if attendance appears to be a problem. There is a great deal of information to cover and a very short time to deliver. **Spouses are strongly encouraged to attend. Be sure he/she is registered, too.**

The uniform is **Business Casual** (Men- slacks, dress shoes and dress socks, and a polo shirt at a minimum/ Ladies- appropriate attire includes slacks, dress, or knee length skirt, shoes, and a blouse). Everyone must think business appropriate attire. This does not include denim pants, jeans, t-shirts, sneakers, or the like.

Bring your **medical records** on Monday morning so the Disabled Veterans (DAV) representative can begin screening them. You will want to participate in the Benefits Delivery at Discharge (BDD) if at all possible.

You should go to [www.TurboTap.org](http://www.TurboTap.org) to start viewing the transition assistance resources available for you. A wealth of information is available at this site 24/7.

Be advised, there is limited parking at our building directly. It is mainly for staff and guest of the Chapel. We ask all our PreSep/TAP participants to please park in the **Lejeune Hall overflow lot** and walk to our building. If you are disabled to the point you cannot walk so well, then, please, park at the building. If you have a medical condition that precludes you from walking a far distance, you may also utilize the building parking lot. We share our space with the Chapel and also have Marines in and out processing our services all the time. The Chapel has classes going on as well, where small children often accompany parents to the facility. In the mind of safety, we try to be considerate of them at all times. I thank you in advance for your support in this continued effort.

No vending machine is in the building. Coffee and hot tea will be available. We also have an office refrigerator and microwave that we share. You may use it if needed. Lunch is normally an hour, so plan accordingly.

We look forward to serving you.  
Respectfully,  
*CRMC Staff*