EXAMPLE CONFIRMATION LETTER

The Transition Readiness Seminar is facilitated at the 3019 Embry Loop, Religious and Family Services Annex (next to the Base Chapel), Quantico, VA 22134.

- Please reschedule any and all appointments accordingly as you cannot miss more than 1 hour.
- You must complete all required paperwork for admittance into the class.
- Your Unit Transition Counselor will assist you with the paperwork.

- Classes begin at 0700 sharp on Monday!
- Spouses are strongly encouraged to attend but have to sign up at the same time as the member

UNIFORM:

- Business Casual (Men- slacks, dress shoes, and a collared shirt/ Ladies- appropriate attire includes slacks or appropriate skirt, dress shoes, and a blouse).
- Jeans, t-shirts, and sneakers are NOT AUTHORIZED.

PARKING:

- Park in the Lejeune Hall overflow lot.
- If you have a medical condition that precludes you from walking a far distance, you may utilize the Chapel Annex parking lot.

LUNCHES/BREAKS:

- Vending machines are located in the building.
- We offer coffee, hot chocolate and hot tea for a small donation.
- There is a microwave and refrigerator.
- Lunch is normally one hour so plan accordingly.
- This is a smoke free facility; any smoking will be at least 50 feet from building. Smokeless tobacco is NOT authorized in the building.

Very Respectfully,

CRC Staff
PREWORK IS MANDATORY FOR ADMITTANCE INTO CLASS
Thank you for Your Service to this Great Nation. We look forward to serving you!

1. Pre-Separation Counseling Eform (Signature Print Screen)

Steps for Marine to Complete eForm Pre-Separation Counseling

Step 1. From Marine OnLine (URL: https://mol.tfs.usmc.mil/mol/ImportantLinks.do)

Step 2. Log in to DoDTAP. (URL: https://www.dodtap.mil)
Step 3: Initialize the eForm

Step 4: Notice the 3 Sections of the eForm

Step 5: Review Personal information in Section I.
Step 5a: If grayed out information is incorrect; the Marine must have it corrected at the personnel center (IPAC).
Step 5b: Enter data for the editable parts of the eForm.

Very Respectfully,
CRC Staff
Step 6: Marines who have completed PRS would have already completed these two items here. Marines who have not completed PRS would automatically start the process having completed #1 eBenefits and #7 Kuder Journey as part of pre-work. When they initiate the form, they would update to show the pre-work items they completed by checking yes for items #1 and #7 and entering the date.
Step 7: Notice that the number of days remaining until EAS is automatically calculated. If the Marine is completing this fewer than 89 days prior to EAS, the Marine will be required to indicate the justification prior to signature.

Step 7a. Once the form is complete (all required fields have been completed—NOT that all applicable CRS items have been completed), the Marine signs the form, stating that he/she was counseled on and received documentation on all items in Section II.

Step 8. Section III, the signature part of the form, is the screen that the UTC verifies as proof of the completion of Pre-Separation Counseling in the eForm.
Career Resource Center (CRC)  
3019 Embry Loop, Rm 131  
Quantico, VA  22134  
(703) 784-4963/2511

2. PRE-SEPERATION WEBINAR:
All participants must complete this webinar, print out the certificate, and bring it to class on Monday morning.  
Link to Webinars

http://www.usmc-mccs.org/services/career/transition-readiness/

Once on this page stroll down to Transition Readiness Training and click the + sign.

3. VMET- VERIFICATION OF MILITARY EXPERIENCE AND TRAINING - while working through the webinar, you can access your VMET by selecting the “RESOURCES” tab in the top right corner of any page. You will have to use your eBenefits username and password or your CAC to login and print your documents.

4. How to Obtain your Joint Service Transcripts (JST):
1) Visit https://jst.doded.mil/smart/welcome.do
2) Select the “login with your CAC” in the box on the left. You will be able to retrieve an unofficial copy.
3) If you do not have a CAC, select the “Register” link to create an account. You will then provide your information and create a username and password. Once your records are located, you will be able to access your transcripts.


Very Respectfully,
CRC Staff
5. **EBENEFITS**: All participants must visit the following site and register for eBenefits before class on Monday morning. Please print the dashboard page.
   Link: [https://www.ebenefits.va.gov/](https://www.ebenefits.va.gov/)
   Step 1: Click on EBenefits register tab and follow steps.
   Step 2. Please print and bring first page

6. **Kuder Journey Assessment**
   Link: [www.dantes.kuder.com](http://www.dantes.kuder.com)
   Step 1: Select New User
   Step 2: Select User Type (Adult job seeker or career changer, Im.....)
   Step 3: Fill out personal information and click register at the end
   Step 4: Log on with assigned username and password
   Step 5: Complete three assessments (Kuder Career Interest Assessment, Kuder Skills Confidence Assessment, and Kuder Work Values Assessment)
   Step 6: Print your assessment reports and bring with you

7. **Complete TGPS Personal Financial Planning For Transition**
   Step 1: Select "Login using my CAC"

Very Respectfully,

CRC Staff
Step 2: Click tab labeled course catalog

Very Respectfully,

CRC Staff
Step 3: Search for TGPS
Step 4: Enroll in TGPS Personal Financial Planning for Transition
Step 5: Complete TGPS Personal Financial Planning for Transition
Step 6: Print out certificate and bring with you