

Career Resource Management Center (CRMC)

3019 Embry Loop, Rm 131

Quantico, VA 22134

(703) 784-2511/4963

CONFIRMATION LETTER

Pre-Separation/Transition Readiness Seminar (TRS)

Congratulations on your Separation from the military! The Pre-Separation/Transition Readiness Seminar is facilitated at the Religious and Family Services Annex (next to the Base Chapel) **from 0700 to 1700 Monday. 0730-1700 Tuesday thru Friday.** **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. We encourage participants to bring personal laptops.**

- **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:

- Parking is 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.
- 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.

PREWORK IS MANDATORY FOR ADMITTANCE INTO CLASS

Thank you for Your Service to this Great Nation. We look forward to serving you!

Very Respectfully,
CRMC Staff

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1. WEBINARS:

All participants must complete all three webinars, print out the certificates, and bring to class on Monday morning.

Link: http://www.mccsmiramar.com/transitional_readiness-seminar.htm

Step 1: Complete Pre-separation Counseling Webinar

Step 2: Complete Family Topics Webinar

Step 3: Complete Individual Transition Plan Webinar

2. VMET- VERIFICATION OF MILITARY EXPERIENCE AND TRAINING:

Link: <https://www.dmdc.osd.mil/appj/vmet/index.jsp/>

Step 1: Select CONTINUE at bottom

Step 2: Select OK

Step 3: Log-in with either CAC or MyPay username and password

Step 4: click on REQUEST DOCUMENT at the top

Step 5: Print

3. SMART TRANSCRIPT:

Link: <https://smart.navy.mil/smart/welcome.do>

Step 1: Log-in

Step 2: Click on TRANSCRIPT at top

Step 3: Select COMBO REPORT

Step 4: Print

4. EBENEFITS:

Link: <https://www.ebenefits.va.gov/>

Step 1: Click on EBenefits box and follow steps.

5. PERSONAL STATEMENT OF MILITARY COMPENSATION FROM MOL:

Link: <https://www.mol.usmc.mil/>

Step 1: Log-in

Step 2: Click on PERSONAL INFORMATION tab at top

Step 3: Click on PSMC (Personal Statement of Military Compensation) link on left

Step 4: Print either Detailed or Basic

6. POST-SURVEY:

Link: <http://dodassessment.nlc.ucdenver.edu/>

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PRE-WORK CHECKLIST (This is required to attend the class)

3 COPIES OF DD FORM 2648

PRE-SEPARATION COUNSELING WEBINAR

FAMILY TOPICS WEBINAR

INDIVIDUAL TRANSITION PLAN WEBINAR

BUDGET TOOLS (LES, SMART, VMET)

ENROLL IN EBENIFITS

DRAFT RESUME/TOOLS

PERSONAL STATEMENT OF MILITARY COMPENSATION

Very Respectfully,
CRMC Staff