

# TRS

## Transition Readiness Seminar Capstone

—As an extension of the DoD mandate, the Marine Corps Transition Readiness Seminar (TRS) Capstone is a “face-to-face” meeting between unit Commanding Officers and their transitioning service members to review their Career Readiness Standards (CRSs) and overall readiness for transition.

—CRSs will be captured by the service member on DD Form 2958. Upon completion of the TRS and the CRSs (not all items will be completed during TRS), service members shall contact Henderson Hall’s CRMC to schedule an appointment for final review and signature. Once their appointment is complete with a transition counselor, they will need to schedule their Capstone meeting.

—During the Capstone meeting, the service member shall provide CRSs and supporting documentation to their CO/designee for the signed validation of a viable transition plan that also connects them with specific partner/external agencies that will assist in a successful transition from military to civilian life.

*By appointment only—  
please call 703-614-6828*

### **VA CLAIMS ASSISTANCE**

**Wednesdays, May 3 & 17**

**7:30 AM – 1 PM • Bldg. 29 Rm. 103**

An AMVETS representative will review service member medical records and provide assistance with the Department of Veterans Affairs disability compensation claims process.

### **CAPSTONE REVIEW**

**Thursdays, May 4, 11, 18 & 25**

**9 AM – 3 PM • Bldg. 21 (Individual Appointments)**

The Capstone event is a required face-to-face meeting between unit Commanding Officers and their transitioning Marines to ensure all Career Readiness Standards (CRSs) have been met prior to leaving active duty. Capstone must take place no earlier than 120 days and no later than 90 days prior to your separation / retirement date. Please schedule an appointment with the Career Resource Management Center to have your CRSs and supporting documentation verified.

**UNITED STATES MARINE CORPS  
HENDERSON HALL**

**CAREER RESOURCE  
MANAGEMENT CENTER**

**FREE CLASSES**

**May 2017**

*Please register for all classes in advance.*

*Visit our page online at*

***[www.mccsHH.com/CRMCclasses.html](http://www.mccsHH.com/CRMCclasses.html)***

*for select class registration or call the*

***CRMC at 703-614-6828.***

*The workshops are open to all active duty service members, spouses, family members, and retirees.*



**Providing Employment Related Services to  
Transitioning Marines and their Family Members**



*Please register in advance for all classes by calling 703-614-6828*

### **LINKEDIN BASICS**

Thursday, May 4

10 AM – Noon • Bldg. 21

This workshop provides participants with information, direction, and time required to create a basic LinkedIn profile and begin using LinkedIn to aid in networking and job search.

### **INTERVIEWING 101: THE SECRET TO BECOMING THE CANDIDATE**

Thursday, May 4

1 – 3 PM • Bldg. 21

This workshop is designed to assist individuals in understanding the interview process. Participants learn how to communicate effectively and confidently during a job interview. Special emphasis will focus on how to successfully respond to challenging interview questions and situations. Learn techniques that will help you feel prepared and confident to meet your future employer.

### **TRANSITION READINESS SEMINAR (SEPARATION)**

Monday – Friday, May 8 – 12

7:30 AM – 4 PM • Bldg. 21

Provides accurate and relevant information pertaining to benefits and entitlements available to separating service members, and focuses on managing both personal and professional change. This session may be full; please call for details.



### **SENIOR LEADERSHIP**

### **TRANSITION READINESS SEMINAR**

Monday – Friday, May 15 – 19

7:30 AM – 4 PM • Bldg. 21

Skill assessments and marketing strategies, career exploration, networking, today's current job market, hiring and staffing challenges, and résumé preparation. Also featured is industry standard interview attire, interview techniques, and salary negotiations. Open to O-5, E8, W4 & and those within 2 years of retirement.

### **SPOUSE TRANSITION AND READINESS SEMINAR (STARS)**

Thursday, May 18

9 AM – Noon • Bldg. 29, Rm. 103

Provide military spouses with knowledge, information, and resources. This workshop will relay practical information to alleviate the stressors associated with the transition process.

### **BOOTS TO BUSINESS**

Monday – Tuesday, May 22 – 23

8:30 AM – 4 PM • Bldg. 21

The workshop provides the information they need in order to decide if self-employment is the right choice for them. Learn how to evaluate applicable skills and personality traits needed for self-employment, identify types of business ownership, research the business market and competition, understand the importance of a business plan, and how to obtain financing.

### **ACCESSING HIGHER EDUCATION TRACK**

Wednesday – Thursday, May 24 – 25

9 AM – 3 PM • Bldg. 21

Determine the appropriate college or university that satisfies your career interests and goals, understand admissions criteria, and learn how to fund your education through veterans' education benefits, grants, and scholarships. Offered as a supplement to the TRS for Separates.

### **GENERATING LEADS & CREATING YOUR JOB SEARCH PLAN**

Tuesday, May 30

9:30 – 11 AM • Bldg. 21

Examine the various and most effective methods people are using to find work in today's job market. From there, class participants will develop their own personal marketing plan, which will guide the job search efforts on a daily basis and keep us more focused and efficient.

### **UNDERSTANDING THE FEDERAL SES PROCESS & ECQ WRITING**

Wednesday, May 31

10 AM – Noon • Bldg. 21

An overview of the SES application processes with federal agencies and the OPM Quality Review Board (QRB). Participants will expand their way of thinking about senior management positions in the federal government.

### **CRACKING THE CODE TO THE FEDERAL HIRING PROCESS**

Wednesday, May 31

1 – 3 PM • Bldg. 21

Learn about the federal hiring process, and understand how to create a federal application package that will set you apart from the competition. This workshop is taught by a former GS15 HR Manager from the Office of Personnel Management.