

# 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 Form 2648 eForm. 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*

### **CAPSTONE REVIEW**

**Thursdays, March 1, 8, 15 22 & 29**

**9:00 AM - 3:00 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. Schedule an appointment to have your CRSs.

### **VA CLAIMS ASSISTANCE**

**Wednesdays, March 14 & 28**

**7:30 AM - 1:00 PM • Bldg. 29, Rm. 103**

An AMVETS representative will be at Henderson Hall to review service member medical records, and provide assistance with the Department of Veterans Affairs disability compensation claims process.

**UNITED STATES MARINE CORPS  
HENDERSON HALL**

**CAREER RESOURCE  
MANAGEMENT CENTER**

**FREE CLASSES**

**March 2018**

*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*

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

**Monday - Friday, March 5 - 9**

**7:30 AM - 4:00 PM • Bldg. 21**

Designed to provide accurate and relevant information pertaining to benefits and entitlements available to those service members who are separating, and focuses on managing both personal and professional change.

### **ACCESSING HIGHER EDUCATION TRACK**

**Monday - Tuesday, March 12-13**

**9:00 AM - 3:00 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.

### **PRE-SEPARATION COUNSELING BRIEF**

**Wednesday, March 14, 9:30 - 11:00 AM • Bldg. 21**

Provides an overview of the transition process and requirements, available programs, support services, benefits and entitlements upon separation or retirement.

### **CAREER EXPLORATION: FINDING YOUR FOCUS**

**Wednesday, March 14, 1:00-2:30 PM • Bldg. 21**

This workshop examines the necessity of developing and communicating a clear professional objective in order to get moving forward in the job search. Online assessments will be conducted during the instruction period to help participants gain clarity around their career goals, and also learn

about market research techniques that can help to determine the best way forward. [REGISTER HERE](#)

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

**Thursday, March 15, 10:00 AM - Noon • 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 being taught by a former GS15 HR Manager from the Office of Personnel Management. [REGISTER HERE](#)

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

**Thursday, March 15, 1:00 - 3:00 PM • Bldg. 21**

This workshop will provide an overview of the SES application process 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.

[REGISTER HERE](#)

### **SENIOR LEADERSHIP TRANSITION READINESS SEMINAR**

**Monday - Friday, March 19-23**

**7:30 AM - 4:00 PM • Bldg. 21**

Skill assessments and marketing strategies, career exploration, networking, today's current job market, hiring and staffing challenges, and résumé preparation. Open to O-5, E8, W4 & up within two years of retirement. This session may be full; please call for details.

### **MARKETING YOUR VOLUNTEER EXPERIENCE**

**Tuesday, March 27, 9:00 - 10:30 AM • Bldg. 21**

This workshop is designed to assist military spouses who have volunteered as a way to give back to the community and are now looking to reenter the job market. Volunteer work is experience and it should be valued to the same standards as paid job experience. Participants will learn how to appropriately use their volunteer experience on a resume and how to market those skill sets when searching for employment opportunities

[REGISTER HERE](#)

### **MILITARY SPOUSE EMPLOYMENT READINESS & RESOURCES**

**Tuesday, March 27, 10:30 AM - 12:00 PM • Bldg. 21**

This workshop is designed to inform military spouses on the importance of the various employment programs and resources available through the DoD and the local commands.

[REGISTER HERE](#)

### **JOB PREP CRASH COURSE**

**Wednesday, March 28, 8:30 AM - 3:00 PM • Bldg. 21**

Take the first step in getting your next job at our three-part Job Prep Crash Course! This one-day workshop will feature the following presentations: Breaking Down Barriers to Employment, Resume Overview, and Interviewing 101: The Secret to Becoming THE Candidate.

[REGISTER HERE](#)

### **CAREER FAIR STRATEGIES**

**Thursday, March 29, 9:30 - 11:00 AM • Bldg. 21**

This workshop is designed to teach strategies on effectively networking a career fair. Participants will learn how to properly prepare, research participating companies/organizations, develop the "right" questions to ask and how to select appropriate attire for a career fair.