

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*

VA CLAIMS ASSISTANCE

Wednesdays, June 6 & 20

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.

CAPSTONE REVIEW

Thursdays, June 7, 14, 21 & 28

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.

**UNITED STATES MARINE CORPS
HENDERSON HALL**

**CAREER RESOURCE
MANAGEMENT CENTER**

FREE CLASSES

June 2018

Please register for all classes in advance.

Visit our page online at

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

RESUME OVERVIEW

Tuesday, June 5

9:30 - 11:30 AM • Bldg. 21

During this workshop participants will learn about the different types of resumes, and drafting targeted resumes with the key components needed to get selected for an interview. The following topics will be covered: acceptable formats and design, prioritizing and highlighting key skills, creating marketable content, and general guidelines.

[REGISTER HERE](#)

INTERVIEWING 101: THE SECRET TO BECOMING THE CANDIDATE

Tuesday, June 5

1:00 - 3:00 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.

[REGISTER HERE](#)

TRANSITION READINESS SEMINAR (SEPARATION)

Monday - Friday, June 11 - 15

7:30 AM - 4:00 PM • Bldg. 21

The Transition Readiness Seminar (TRS) is 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. This comprehensive approach is designed to relay practical information that eases the transition from military service into the civilian world. During this seminar, participants will learn how to translate military skillsets, utilize effective job search strategies, obtain information on current and future job market statistics, utilize professional marketing and social media strategies, prepare an effective resume, assess market worth, prepare for the interview, present a professional image, and negotiate compensation packages. The separation seminar consists of the Pre-Separation Counseling Brief/Core Curriculum offered in conjunction with the Department of Labor Employment Workshop (DOLEW).

PRE-SEPARATION COUNSELING BRIEF

Tuesday, June 19

9:30 - 11:00 AM • Bldg. 21

The Pre-Separation Counseling Brief provides an overview of the transition process and requirements, available programs and support services, and benefits and entitlements upon separation or retirement from active military service.

TEN STEPS TO A FEDERAL JOB

Thursday, June 21

9:00 AM - 12:00 PM • Bldg. 21

This workshop is designed to assist individuals seeking federal employment. The following topics will be covered: starting your search for federal

employment, understanding the differences between a federal resume and a private sector resume, finding the "right" key words to build your federal resume, writing the impossible KSA (Knowledge, Skills & Abilities) and online self-assessments.

[REGISTER HERE](#)

SENIOR LEADERSHIP TRANSITION READINESS SEMINAR

Monday - Friday, June 25 - 29

7:30 AM - 4:00 PM • Bldg. 21

The Senior Leadership Transition Readiness Seminar (SLTRS) provides imperative career information and accommodates the specific needs of senior military leaders. Catering to executive-level leadership and high-profile positions those senior leaders seek, the Senior Leadership TRS expands on the Department of Labor Employment Workshop (DOLEW) curriculum in a more sophisticated peer assemblage. The week-long class incorporates the Pre-Separation Counseling Brief / Core Curriculum covering benefits and entitlements upon retirement from military service. This comprehensive approach is designed to relay practical information that eases the transition from military service into the civilian world. By attending the Senior Leadership TRS, participants gain an in-depth knowledge base in the following areas: skill assessments and marketing strategies, career exploration, networking, today's current job market, hiring and staffing challenges, resume preparation, industry standard interview attire, interview techniques and salary negotiations. Open to O-5, E8, W4 & up within two years of retirement. This session may be full; please call for details.

