

**Career Resources Management Center  
Transition Assistance Program  
MCAS Beaufort  
Class Schedule for CY 2010**

The Career Resource Management Center (CRMC) was established to provide Military Personnel and their Family Members with guidance, counseling and assistance in exploring their options for civilian employment. The CRMC offers several basic services: *Transition Assistance Program, Pre-Separation Brief, Internet access for job hunting, Resume writing/skills assessment, computer training/support, Federal Employment, Interview technique, Job Fair Preparation, Family Member Employment Assistance Program, Career Resource Library and Career Assistance.*

All classes require registration through your unit career planner/unit transition counselor.

For additional information, you may call 228-7701 or email Mr. Johnson at [rickey.johnson@usmc.mil](mailto:rickey.johnson@usmc.mil) or Mr. Allen at [juan.allen@usmc.mil](mailto:juan.allen@usmc.mil) 228-6670

*TAP is a 4-day Job Search Workshop. Topics covered include skills assessment, resume and cover letters, interviewing techniques, networking, converting military experience into civilian terms, Federal employment and more. TAP Classes are held 0800-1600 (Tuesday-Friday) Building 807, Room #33, 228-6670/7701*

**THIS IS A MANDATORY BRIEFING (PER MCO P1900.16 PARA 1101.1A)**

**Casual Dress-NO SHORTS  
APPROPRIATE CIVILIAN ATTIRE**

Do not sign Retirees up for this class. The Retirement/Mandatory TAP schedule for retirees is listed below.

**TAP CLASS DATES:**

JAN 19-22	MAR 9-12	JUN 8-11	AUG 3-6	OCT 19-22
FEB 2-5	APR 6-9	JUN 15-18	AUG 10-13	NOV 2-5
FEB 9-12	APR 13-16	JUL 13-16	SEP 21-24	NOV 16-19
MAR 2-5	MAY 4-7	JUL 20-23	OCT 5-8	DEC 14-17

The Retirement/Tap workshop is a 5-day workshop.

*Mon & Friday is the Retirement portion covering action planning, nature of the job market, Tricare, SBP, Delta Dental, Small Business and financial planning.*

*The TAP portion of the workshop is Tuesday – Thursday and topics covered include skills assessment, resume and cover letters, interviewing techniques, networking, converting military experience into civilian terms, Federal employment and more*

**Casual Dress-NO SHORTS APPROPRIATE CIVILIAN ATTIRE**

**TAP/RETIREMENT SEMINAR CLASS DATES:**

JAN 11-15	MAY 10-14	SEP 13-17
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**Pre-Separation Brief is a 1-day brief that is mandatory for all separating military personnel. Topics discussed are veteran's benefits, medical coverage, financial planning, disbursing, household goods, education benefits, reserve opportunities, relocation assistance and employment.**

Classes are held\*0730-1600 in the Bldg 807 Rm 33 (TAP Class room)

**THIS IS A REQUIRED BRIEFING (PER MCO P1900.16 PARA 1101.1A)**

***\*NEW STARTING TIME FOR CY 2010***

**Uniform of the day required.**

**PRE-SEPARATION CLASSE DATES:**

<b>JAN 26</b>	<b>MAY 25</b>	<b>SEP 28</b>
<b>FEB 23</b>	<b>JUN 22</b>	<b>OCT 26</b>
<b>MAR 23</b>	<b>JUL 27</b>	<b>NOV 30</b>
<b>APR 27</b>	<b>AUG 24</b>	<b>DEC NOT SCHEDULED</b>

**VA Medical Records Review is a 1 day workshop designed to assist service members in filing disability compensation claims with the Department of Veterans Affairs prior to leaving active duty.**

Classes are held 0800-1630, Bldg 807, Rm 33 (TAP class room)

**THIS CLASS IS NOT MANDATORY BUT SERVICEMEMBERS ARE STRONGLY ENCOURAGED TO ATTEND.**

<b>JAN 5</b>	<b>APR 5</b>	<b>JUL 12</b>	<b>OCT 4</b>
<b>FEB 1</b>	<b>MAY 3</b>	<b>AUG 2</b>	<b>NOV 1</b>
<b>MAR 1</b>	<b>JUN 7</b>	<b>SEP 1</b>	<b>DEC 7</b>