

**Career Resources Management Center
Transition Assistance Program
MCAS Beaufort
Class Schedule for CY 2012**

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 Transition and Civilian Employment.

The CRMC offers several basic services: *Transition Assistance Program, Pre-Separation Brief, VA Medical Record Review/DTAP, 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 to obtain the required documents to attend the requested classes.

For additional information, you may call 228-7701 or email Mr. Johnson at rickey.johnson@usmc.mil. Or Mr. Allen at juan.allen@usmc.mil 228-6670 **THE WORKSHOP LOCATIONS ARE SUBJECT TO CHANGE.**

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) at Building 553, Room #123. Afterburners's, 228-6670/7701

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

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

**This class is for Non-Retiring Personnel only. The Retirement/Mandatory TAP schedule for retirees is listed below.
TAP CLASS DATES:**

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

The Retirement/Tap workshop is a 5-day workshop, Monday thru Friday 0800-1600 daily.

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:

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| JAN 9-13 | MAY 14-18 | SEP 17-21 |
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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 start sharply @ *0730 and continue to 1600 in Building 553, Room #123
Afterburner's

THIS IS A REQUIRED BRIEFING (PER MCO P1900.16 PARA 1101.1A)
Uniform of the day required.

PRE-SEPARATION CLASSE DATES:

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|--------|--------|-------------------|
| JAN 31 | MAY 22 | SEP 25 |
| FEB 28 | JUN 26 | OCT 30 |
| MAR 27 | JUL 31 | NOV 27 |
| APR 24 | AUG 28 | DEC NOT SCHEDULED |

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, in Building 553, Room #123. Afterburner's

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

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|-------|-------|--------|-------|
| JAN 4 | APR 2 | JUL 9 | OCT 1 |
| FEB 6 | MAY 7 | AUG 6 | NOV 5 |
| MAR 5 | JUN 4 | SEP 10 | DEC 3 |

Survivor Benefit Plan (SBP) Workshop

This workshop is recommended for service members and their spouses.
0800-0930, Trailer 616B behind the Motorcycle Safety Course

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|--------|--------|---------|---------|--------|--------|--------|--------|
| JAN 26 | FEB 23 | MAR 22 | APR 19 | MAY 24 | JUN 21 | JUL 26 | AUG 23 |
| SEP 27 | OCT 25 | NOV N/S | DEC N/S | | | | |

The Survivor Benefit Plan (SBP) was established by Congress effective 21 Sep 72 (Public Law (PL) 92-425) to provide a monthly income to survivors of retired military personnel upon the member's death when retired pay stops. Survivors of members who die while on active duty, and survivors of members recalled to active duty from retirement who die while on active duty also may be protected by the SBP

Career Assessment Workshop

COPS, CAPS, COPES is a three part assessment used individually or together to help individuals identify interests, learn about their abilities and determine their personal values which play an important part in occupational selection and job satisfaction.

Class is from 1300 to 1530 in Trailer 616B behind the Motorcycle Safety Course

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|--------|--------|--------|---------|---------|--------|--------|
| JAN 23 | FEB 27 | MAR 19 | APR 16 | MAY 21 | JUN 18 | JUL 23 |
| AUG 20 | SEP 24 | OCT 22 | NOV N/S | DEC N/S | | |

Federal Employment Workshop

Introduction to the Federal Employment System, in this workshop we will identify resources to locate federal jobs. Look at vacancy announcement. Talk about the application process. Go over forms that are used in the federal employment system. Basic information about the application for Federal Employment.

Class is from 0800 to 1130 in Trailer 616B behind the Motorcycle Safety Course

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|--------|--------|--------|---------|---------|--------|--------|
| JAN 25 | FEB 22 | MAR 21 | APR 18 | MAY 23 | JUN 20 | JUL 25 |
| AUG 22 | SEP 26 | OCT 24 | NOV N/S | DEC N/S | | |

This Class is one day for the workshop, starting at 0800 broken down in to two parts (morning, & after lunch), members have the option to attend the afternoon, where they are working individually on their own.