



2012 TAMP SEPARATION WORKSHOP 2012

SCHEDULE & INFORMATIONAL GUIDE

JANUARY	09 – 12	MAY	07 – 10	SEPTEMBER	10 – 13
FEBRUARY	06 – 09	JUNE	04 – 07	OCTOBER	01 – 04
MARCH	05 – 08	JULY	NO CLASSES	NOVEMBER	05 – 08
APRIL	02 – 05	AUGUST	06 – 09	DECEMBER	NO CLASSES

Workshop Hours

The workshop is scheduled to begin at 0800 and conclude by 1630 each day.

Attendance

The workshop is considered your appointed place of duty and you are expected to attend each day, should you become ill, have an emergency, or some unusual circumstances arise, which would prevent you from attending, contact your supervisor AND the transition office at (229) 639-5426/6440/5276.

Dress Requirements

The dress code for the workshop is business casual or the uniform of the day. Jeans, shorts etc., are not permitted. On the final day of class each individual attending will be required to wear business professional clothing for the purpose of review. This will include; dress slacks, dress shirt, dress shoes, tie, and suit jacket.

Before you attend the Workshop

You must have in your possession the Pre-separation Counseling Checklist (DD Form 2648).

This is a checklist of issues surrounding the transition process. The member is afforded the opportunity to indicate areas of concern, which might require additional counseling or information. The form is signed by the service member and the Career Planner.

The signed DD Form 2648 must be present in the service member's Service Record Book as an indicator that the requirement to attend the TAMP workshop has been satisfied. The form should be completed at least 90 days prior to the member's established separation date.

The DD Form 2648 is obtained by meeting with your Career Planner prior to attending the TAMP class.

BASE Career Planner (229) 639-5138

LOGCOM Career Planner (229) 639-7027

TRANSITION ASSISTANCE OFFICE BLDG 7200

PHONE (229) 639-5426

FAX (229) 639-6270

DSN PREFIX: 567

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