

# PRE-SEPARATION COUNSELING WORKSHOP REPORTING INFORMATION & PRE-WORK CHECKLIST

**Congratulations on your Separation or Retirement from the military!**

Please read the contents of this document in its entirety.

The Pre-Separation Counseling Workshop is a mandated pre-requisite to Transition Readiness Seminar (TRS) registration.

**\*\*\* IN ORDER TO BE REGISTERED FOR TRS, YOU MUST COMPLETE  
A PRE-SEPARATION COUNSELING WORKSHOP\*\*\***

Your Unit Transition Coordinator will request your registration to TRS upon your completion of the Pre-Separation Counseling

Pre-Separation Counseling is facilitated at 3019 Embry Loop, Religious and Family Services Annex (next to the Base Chapel), Quantico, VA, from **0900 to 1200**.

Spouses are strongly encouraged to attend but must be registered.

## **PRE-WORK:**

- Refer to Pre-work instructions below. Completion of pre-work is **mandatory** and must be presented upon check-in at your scheduled Pre-Separation Counseling workshop, along with the "Pre-Work Checklist".

## **ATTIRE:**

- **Uniform of the Day or Business Casual** (Men- slacks, dress shoes, and a collared shirt/ Ladies- appropriate attire includes slacks or skirt, dress shoes, and a blouse).
- Jeans, t-shirts, and sneakers are **NOT AUTHORIZED**.

## **PARKING:**

- Park in the Lejeune Hall overflow lot.
- If you have a medical condition that precludes you from walking a far distance, you may utilize the Chapel Annex parking lot, but please **DO NOT** park in the reserved parking spaces.

## **TOBACCO:**

- This is a smoke-free facility; any smoking will be at least 50 feet from building or in the designated smoking area behind the building. Smokeless tobacco is **NOT** authorized in the building.

### **Career Resource Center (CRC)**

3019 Embry Loop, Rm 131  
Quantico, VA 22134  
(703) 784-2511/4963

**Pre-Separation Workshop Checklist (PLEASE BRING COMPLETED)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Rank: \_\_\_\_\_

Date: \_\_\_\_\_ Unit/Installation: \_\_\_\_\_

DOD ID (EDIPI) # **PRINT CLEARLY** \_\_\_\_\_ EAS Date: \_\_\_\_\_

**Required Materials To Bring (INSTRUCTIONS ON OTHER PAGE):**

	<b>Complete</b>	<b>Missing</b>	<b>Comments</b>
<input type="checkbox"/> Pre-Separation Counseling eForm (Signature screen print)	_____	_____	_____
<input type="checkbox"/> eBenefits Premium Registration Dashboard	_____	_____	_____
<input type="checkbox"/> Verification of Military Experience (VMET)	_____	_____	_____
<input type="checkbox"/> Unofficial Joint Services Transcript (JST)	_____	_____	_____

**Necessary Pre-Sep Reminders (Read and Initial):**

\_\_\_\_\_ Arrival time **[0830]** at [3019 Embry Loop]. You should be done with everything for the pre-separation workshop NLT 1200.

\_\_\_\_\_ Pre-work will be verified, and the checklist will be collected at check-in. We will return your checklist to you at the conclusion of the workshop.

Marine's/Service member Signature \_\_\_\_\_

Date \_\_\_\_\_

**THE BELOW SIGNATURE CERTIFIES THAT THE ABOVE SERVICEMEMBER HAS COMPLETED THE REQUIRED PRE-SEPARATION WORKSHOP. UPON COMPLETION, YOU WILL BRING THIS CHECKLIST TO YOUR UTC OR CAREER PLANNER TO GET SCHEDULED FOR TRS.**

Transition Readiness Staff Member's Signature \_\_\_\_\_ Pre-Separation Completion Date: \_\_\_\_\_

Transition Readiness Staff Contact Information: **3019 Embry Loop, Quantico, VA, 703-784-4963 or 703-784-2511**