

## **TRS CONFIRMATION LETTER**

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

Please read the contents of this document in its entirety.

Welcome to your Transition Readiness Seminar (TRS)

### **LOCATION / DAYS & TIME:**

- 3019 Embry Loop, Religious and Family Services Annex (next to the Base Chapel), Quantico, VA 22134
- **0730 to 1700 Monday** & 0800-1700 Tuesday – Friday
- Bring the following documents: VMET, JST, E-benefits DS login/password, and most recent LES.
- Laptops and/or tablets are encouraged to bring, but we do have available for classroom use.

**Spouses are strongly encouraged to attend but must be registered.**

### **ATTIRE:**

- **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.

### **LUNCH/BREAKS:**

- Vending machines are located in the building.
- Coffee, hot chocolate and hot tea are available.
- There is a microwave and refrigerator for your daily use.
- Lunch is normally one hour. Please plan accordingly.
- This is a smoke free facility; any smoking will be at least 50 feet from building, preferably in the designated smoking area behind the building. Smokeless tobacco is **NOT** authorized inside.

### **APPOINTMENTS/TRAVEL RESERVATIONS:**

- TRS is your designated place of duty. Please refrain from scheduling appointments or other commitments during TRS.
- TRS will not be dismissed earlier than 1630. Flights (or other travel) should not be scheduled for a departure time earlier than 1900.
- Be mindful of commuting distances between MCB Quantico and your departure airport. Traffic is typically heavy in the mornings and evenings. Plan accordingly.

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

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