

# NAVY REGION NORTHWEST

## 2 DAY WORKSHOPS

### CHECKLIST REQUIREMENTS

In order to assure that service members are prepared and have the appropriate items to attend Transition Assistance Program courses at the appropriate FFSC, the following checklists are **REQUIRED** and **will be turned into FFSC staff when checking in on the first day of the course.**

#### Required information / items to attend

#### **DOL Education TRACK / DOL Vocational Track / SBA Entrepreneur Track/ DOL Employment Track**

	SVM NAME:	DoD ID#	COMMAND:	
CCC INIT	SVM INIT			INFORMATION OR REQUIRED ITEM
				SVM was scheduled for class by CCC through Regional Schedulers and received confirmation e-mail.  Class Start Date: _____ Class Hours 0800-1600
				Initial Self Assessment and Tier assignment checklist completed and updated on the eForm DD264 SVM Tier Assignment: <b>1 / 2 / 3</b>
				SVM has no other appointments during the 2 days of class
				Appropriate Civilian Attire = NO tattered jeans, hats inside, shorts, no PT gear, no low cut blouses or short skirts, no flip flops. <ul style="list-style-type: none"> <li>• If you do not have appropriate civilian clothing, uniform of the day is always welcomed.</li> <li>• Standard Navy Grooming Standards</li> </ul>
				Printed copy of Verification of Military Experience and Training (VMET) ( <a href="https://milconnect.dmdc.osd.mil/milconnect/">https://milconnect.dmdc.osd.mil/milconnect/</a> )
				Printed copy of Joint Service Transcript (JST) ( <a href="https://jst.doded.mil/smart">https://jst.doded.mil/smart</a> )
				Individual Transition Plan (ITP) completed

#### **Recommended but not mandatory:**

- Service members are encouraged to attend the 2 day workshop the same week as their 3 day Transition course, but if required can attend separately. **The one-day Department of Labor Employment Fundamentals of Career Transition (day 3 of TAP class) SHOULD be taken prior to the Department of Labor Employment 2 day Track.** Strongly recommend that they complete the 3 day Transition course before attending their 2 day workshop to ensure they have completed:
  - MOC Crosswalk Gap Analysis
  - Career Interest Assessment tool (O\*NET Interest Profiler or Kuder Journey)
- Bring your own laptop if you have one (you can use our laptops)
- USB drive to save files (Yes, we can use a USB drive on the laptops we provide in the classroom)
- Possible Brown Bag lunch presenters throughout the course; if you are interested bring your lunch and gain useful information pertaining to the specific course.
- Complete a 12-month post separation budget with Command Financial Advisor
- Spouse, if possible; let us know in advance so a seat can be arranged. No children please.