In order to assure that service members are prepared and have the appropriate items to attend Transition Assistance Program courses at **NBK BANGOR, 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**

**Managing Your Education (Accessing Higher Education) / Vocational Training (Career Exploration and Planning) / Boots to Business/Department of Labor Employment Workshop**

**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 0700-1600 |
|  |  |  | Initial Self Assessment and Tier assignment checklist completed and updated on the eForm DD2648  SVM Tier Assignment: **1 / 2 / 3** |
|  |  |  | 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.   * If you do not have appropriate civilian clothing, uniform of the day is always welcomed. * Standard Navy Grooming Standards |
|  |  |  | Printed copy of Verification of Military Experience and Training (VMET) (<https://milconnect.dmdc.osd.mil/milconnect/>) |
|  |  |  | Printed copy of Joint Service Transcript (JST) (<https://jst.doded.mil/smart>) |
|  |  |  | 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.