

CRMC

CAREER RESOURCE MANAGEMENT CENTER

PERSONAL READINESS AND COMMUNITY SUPPORT BRANCH

The Career Resource Management Center (CRMC) has been established to provide military personnel and their family members with guidance, counseling and assistance in exploring their options for civilian employment. The CRMC offers 11 basic services. The following information will help you decide which type of assistance best suits your needs. There is no charge for these services. Call the number listed on the reverse side for the specified dates, times and locations of seminars and workshops. Family members are encouraged to attend all seminars and workshops.

CRMC SERVICES	DESCRIPTION
<p>1 TRANSITION ASSISTANCE MANAGEMENT PROGRAM (TAMP)</p>	<p>TAMP is a 3 ½ day workshop which is mandatory for all separating military personnel. It fulfills the requirement of TAP** and the Preseparation Brief*. Topics discussed are veterans benefits, medical coverage, financial planning, disbursing, household goods, education benefits, reserve opportunities, relocation assistance, skills assessment, resume and cover letters, interviewing techniques, networking, converting military experience into civilian terms and more.</p>
<p>2 PRE-RETIREMENT SEMINAR</p>	<p>This 4 ½ day seminar is tailored to meet the needs of retiring military and their family members. It meets and incorporates the mandated requirements of the Pre-Separation Brief, as well as TAP. In addition, guest speakers will provide information on retirement benefits, social security, financial retirement planning, ID/Deers, SBP and more.</p>
<p>3 INTERNET ACCESS FOR JOB HUNTING</p>	<p>Americas Job Bank has over 1 million jobs waiting just for YOU. A special DoD section has been created specifically for your on line resume. Existing bookmarks will guide you to help-wanted web pages across the country or around the world. Research companies, federal jobs, law enforcement agencies, access salary/cost of living comparisons or surf the net to locate information you might need to help you find that next job.</p>
<p>4 RESUME WRITING/ SKILLS ASSESSMENT WORKSHOPS</p>	<p>Demonstrates different resume types, advantages/disadvantages of each. Explains contents of resume, and tips on construction. Provides instruction in translation of military skills into civilian terminology and measuring skills/experience to show impact of job performance. Assists you in preparing a basic draft of a resume. Helps identify, classify and convert your skills for effective resume writing and application purposes. It will also assist in making the "1 minute" sale of your skills and abilities to potential employers.</p>

*This program is mandated by Public Law 101-510 and all military personnel must attend within 6 months of EAS but no later than 3 months.

**This program is mandated per MCO P1700.24B and all Marine Corps personnel must attend.

CRMC SERVICES	DESCRIPTION
5 COMPUTER SUPPORT	Word Processing programs are available to create professional style resumes, and cover letters, all with laser printouts. The program Discover Your Skills is available for career and self-assessment.
6 FEDERAL EMPLOYMENT GUIDELINES AND RESUME (CHART) WORKSHOPS	The workshop Federal Employment Guidelines topics include the structure of federal civil service, types of jobs and how they are filled, where to find information about vacancies, types of applications, and benefits for federal employees. The workshop Federal Employment Resume shows how to complete an online resume through the Department of the Navy CHART system.
7 INTERVIEW TECHNIQUES WORKSHOP	Provides information and guidance on the interview process, frequently asked and difficult questions, proper dress, body language and other topics related to the interview.
8 JOB FAIR PREPARATION WORKSHOP	Let us share with you what the employers have shared with us! We will help you with what to wear, how to prepare, what to say and what to bring to our bi-annual Job Fairs. Get the tips you need to know and join our line of success stories.
9 FAMILY MEMBER EMPLOYMENT ASSISTANCE PROGRAM (FMEAP)	The FMEAP is a resource center designed to facilitate the hiring process. This center specializes in local employment and provides assistance in resume writing, critiquing resumes, networking, job search, interview techniques, career counseling and more.
10 CAREER RESOURCE LIBRARY	Our reference library has a consolidated, specialized selection of books covering the entire job search spectrum - resume writing to salary negotiations to college information to company research and much much more.
11 CAREER ASSISTANCE	Provides one-on-one assistance on resume/application critiquing, career counseling, mock interviewing or any other employment information.

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Russell Marine and Family Services Center

40 Brewster Blvd.,

Camp Lejeune, NC 28547

(910) 451-3212

Hours 0730-1630

