



2011 TAMP WORKSHOP 2011

SCHEDULE & INFORMATIONAL GUIDE

JANUARY	10 – 13	MAY	02 – 05	SEPTEMBER	AUG 29 – 01
FEBRUARY	07 – 10	JUNE	06 – 09	OCTOBER	03 – 06
MARCH	07 – 10	JULY	NO CLASSES	NOVEMBER	OCT 31 – 03
APRIL	04 – 07	AUGUST	01 – 04	DECEMBER	NO CLASSES

Workshop Hours

The workshop is scheduled to begin at 0800 and conclude by 1630 each day.

Attendance

The workshop is considered your appointed place of duty and you are expected to attend each day, should you become ill, have an emergency, or some unusual circumstances arise, which would prevent you from attending, contact your supervisor AND the transition office at (229) 639-5426/6440/5276.

Dress Requirements

The dress code for the workshop is business casual or the uniform of the day. Jeans, shorts etc., are not permitted. On the final day of class each individual attending will be required to wear business professional clothing for the purpose of review. This will include; dress slacks, dress shirt, dress shoes, tie, and suit jacket.

Before you attend the Workshop

You must have in your possession the Pre-separation Counseling Checklist (DD Form 2648).

This is a checklist of issues surrounding the transition process. The member is afforded the opportunity to indicate areas of concern, which might require additional counseling or information. The form is signed by the service member and the TAMP Manager.

The signed DD Form 2648 must be present in the service member's Service Record Book as an indicator that the requirement to attend the TAMP workshop has been satisfied. The form should be completed at least 90 days prior to the member's established separation date.

The DD Form 2648 is obtained by meeting with your Career Planner prior to attending the TAMP class.

TRANSITION ASSISTANCE OFFICE BLDG 7200

PHONE (229) 639-5426

FAX (229) 639-6270

DSN PREFIX: 567

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