

# **Pre-Retirement Seminar** **Transition Readiness** **Seminar Requests:**

## **Unit UTC Guide**

(Updated 27 December 2019)

### **CLC2S Website:**

**<https://www.clc2s1.usmc.mil>**

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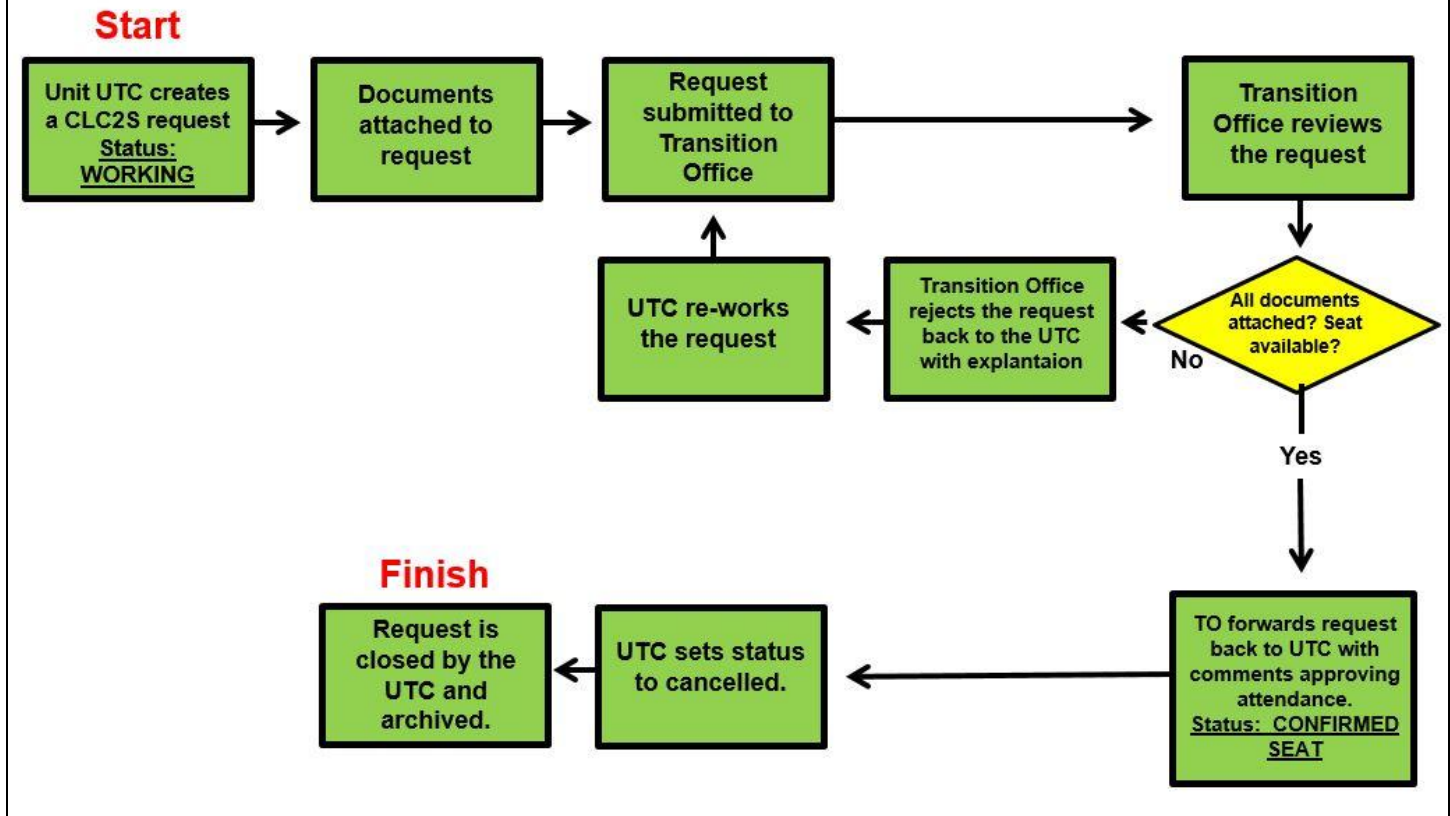
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# Pre-Retirement / TRS Workflow:



## I. Creating a Pre-Retirement Seminar or TRS Requests

### 1. Click: Requests => Request Templates

The screenshot shows the CLC2S Common Logistics Command & Control System interface. The top navigation bar includes DASHBOARD, ADMIN, REQUESTS, ASSETS, REPORTS, FEEDS, EXERCISE, and HELP. The 'REQUESTS' menu is highlighted with a red box and a yellow circle with the number 1. The 'Request Templates' option is highlighted with a red box and a yellow circle with the number 2. The interface also displays a 'Home Page' section with 'System Notices' and a 'Create Request' button.

## 2. Locate the Template

**Search Criteria**

Unit: PUBLIC TEMPLATES

Active: Yes

Name:

1 Description: TRS

2 Search

**Search Results**

3

Template Name	Creation Date	Access	Active	Owning Unit	Description
Pre-Retirement and TRS Seminar Sign Up	Aug 31, 2018 12:53 JST	PUBLIC	Y		Pre-Retirement and TRS Seminar Sign Up

Page 1 of 1 20

1. Enter "TRS" in the description field.
2. Click "Search"
3. The Pre-Retirement and TRS Seminar Sign Up template will appear in the search results.

## 3. Create a request from the template

**Template Options**

Name: Pre-Retirement and TRS Seminar

Description: Pre-Retirement and TRS Seminar Sign Up

Access Level: PUBLIC

Template Active: Yes

Update Delete Cancel Copy Template 1 Create Request...

**Request Details**

Supporting Unit	TRANSITION OFFICE FOSTER	Short Description	DD MMM YYYY TRS CAMP RANK LAST,
Coordinating Instructions	DD MMM YYYY - Requesting a seat in the (TRS or PRE-RET Seminar) for RANK LAST, FIRST. Alternate class date is DD MM YYYY.	Contact Information	DSN PHONE
Lead Detachment	None	Pickup Location	WORKING
Point of Contact	UNIT UTC	Requesting Unit Name	ROOT
Template Owning Unit	None		
Categories	SERVICES		

#### 4. Select the desired seminar date and time

ASSETS REPORTS FEEDS EXERCISE HELP

### Create Request

Create a new Request based on this Template

1

Select the Required Date and Time:

2015-06-08 at 07:00 hours

☒ Copy Coordinating Instructions information to the new Request.

Cancel 2 Create Request

### 5. The request is created. (No action required)

REQUEST HEADER			
Request #:	14Dec2014113550-PHIB15S-332852	Status:	<div><div></div><div></div><div></div><div></div><div></div></div> Draft
Parent Request #:	N/A	Lead:	N/A
From:	UNIT UTC	Request Creator:	WILLIAM BERRY ( <a href="mailto:william.w.berry.ctr@usmc.mil">william.w.berry.ctr@usmc.mil</a> )
> To:	TRANSITION OFFICE FOSTER	POC:	UNIT UTC
Priority:	Routine	Located At:	WORKING
Required Date:	Dec 22, 2014 13:00 JST	Contact Info:	DSN PHONE
Submitted Date:	TBD	Closed Date:	TBD
Categories:	Services		
Description:	DD MMM YYYY PRE-RET CAMP LAST FI		
Coordinating Instructions:			

REQUEST ATTACHMENTS		
Attachment	Size	Option
<a href="#">Sign up Spreadsheet TRS - Pre-Retirement.xlsx</a>	11.92 KB	<a href="#">delete</a>

## 6. Click "Edit: Header"

AllHeaderAttachmentsItemsServicesHistoryOptions

1Edit: HeaderItemsServicesView: Request

REQUEST HEADER

Request #:

14Dec2014113550-PHIB15S-332852

Status:

Parent Request #:

N/A

Lead:

N/A

From:

UNIT UTC

Request Creator:

WILLIAM BERRY ( william.w.berry.ctr@usmc.mil )

> To:

TRANSITION OFFICE FOSTER

POC:

UNIT UTC

Priority:

Routine

Located At:

WORKING

Required Date:

Dec 22, 2014 13:00 JST

Contact Info:

DSN PHONE

Submitted Date:

TBD

Closed Date:

TBD

Categories:

Services

Description:

DD MMM YYYY PRE-RET CAMP LAST FI

Coordinating Instructions:

## 7. Select the desired Transition Office

### Edit Request Header

Request #: 22Jul2016134711-IIIIMEFUTC-977414

Status:

From: III MEF UTC

Lead:

1 > To:

2

Description:

Coordinating Instructions:

3

Priority:

POC:

Required Date:   : JST  
(click to change)

Located At:

Contact Info:

1. Click on the > To: drop down menu
2. Type "TRANSITION"
3. Select the desired Transition Office

Note: All Pre-Retirement seminars go on Camp Foster

## 8. Update the Request Header information

Request #: 27Jul2016112406-IIIMEFUTC-195927

Status: Draft

From: III MEF UTC

Lead: -- NONE --

> To: III MEF TRANSITION OFFICE FOST

Required Date: 2016-08-01 08:00 : JST  
(click to change)

1 Description: DD MMM YYYY TRS CAMP RANK LAST, FIRST

2 Coordinating Instructions: Alternate class date is DD MM YYYY on CAMP. (COPY AND PASTE DESCRIPTION HERE)  
78 chars | 922 chars left

3 Priority: Routine

4 POC: UNIT UTC (RANK, L-NAME)

5 Located At: WORKING

6 Contact Info: DSN PHONE

Categories:

<input type="checkbox"/> Admin	<input type="checkbox"/> Intel	<input type="checkbox"/> Ops	<input type="checkbox"/> Comm
<input type="checkbox"/> Facilities	<input type="checkbox"/> Supply	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Transportation
<input type="checkbox"/> Engineering	<input type="checkbox"/> Medical	<input type="checkbox"/> Dental	<input type="checkbox"/> HazMat
<input type="checkbox"/> NBC	<input type="checkbox"/> Military Police	<input checked="" type="checkbox"/> Services	

7 Save Changes Cancel

1. Fill out the description in the following format:  
DD MMM YY, Seminar name (Pre-Ret or TRS), location of seminar (**the word "Camp" is not needed**), attendee rank, last name, (comma), first name.

### Description Example:

22 JUN 2015 PRE-RET FOSTER MSGT SMITH, JOHN

2. Enter coordinating instructions in the following format:  
Alternate class date is DD MMM YYYY on CAMP. (COPY AND PASTE DESCRIPTION AFTER  
ALTERNATE CLASS DATE)

### Coordinating Instructions Example:

Alternate class date is 13 JUL 2015 on HANSEN. 22 JUN 2015 PRE-RET FOSTER MSGT SMITH, JOHN

3. Select the priority of the request  
**Routine** = 90+ days, **Urgent** = 89 to 31 days, **Critical** = 30 days or less  
If a request is Critical, enter the justification in the Coordinating Instructions.
4. Enter the Unit UTC Point of Contact
5. Enter **"WORKING"** in the Located At: field. If a Service Member needs to make up only a portion of the training, enter **"MAKE UP"**.
6. Enter the UTC's DSN phone number
7. Click "Save Changes"

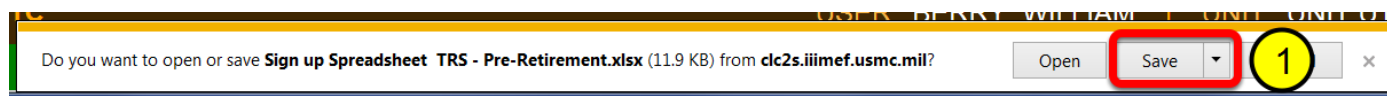
## 9. Download the "Sign up Spreadsheet"

REQUEST HEADER			
Request #:	14Dec2014113550-PHIB15S-332852	Status:	<input type="checkbox"/> Draft
Parent Request #:	N/A	Lead:	N/A
From:	UNIT UTC	Request Creator:	WILLIAM BERRY ( william.w.berry.ctr@usmc.mil )
> To:	TRANSITION OFFICE FOSTER	POC:	SSgt Jones
Priority:	Routine	Located At:	WORKING
Required Date:	Dec 15, 2014 08:00 JST	Contact Info:	645-1234
Submitted Date:	TBD	Closed Date:	TBD
Categories:	Services		
Description:	15 DEC 2014 PRE-RET FOSTER SMITH JOHN Q		
Coordinating Instructions:	Requesting a seat in the 15 Dec 2014 Pre-Retirement Seminar on Camp Foster for Smith, John Q from CLR-3. Alternate date is 12 Jan 2015.		

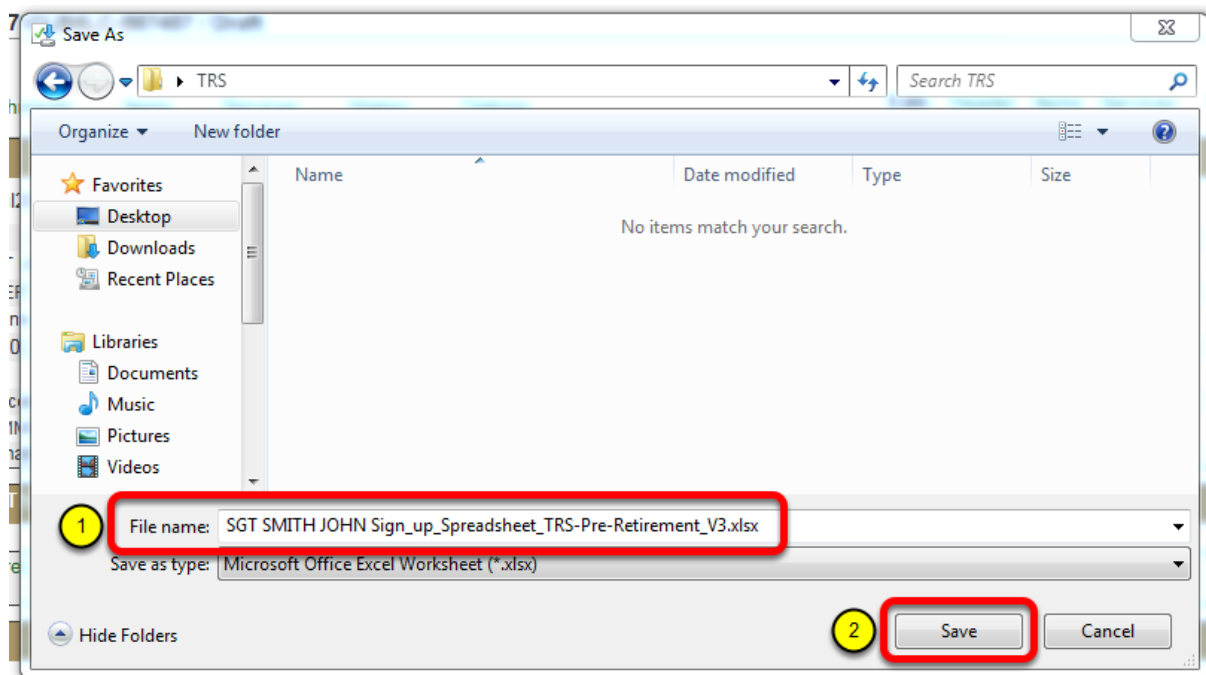
REQUEST ATTACHMENTS		
Attachment	Size	Option
<b>1</b> Sign up Spreadsheet TRS - Pre-Retirement.xlsx	11.92 KB	<a href="#">delete</a>

REQUEST ITEMS
-- no request items defined --

## 10. Save the spreadsheet



## 11. Add the attendee's name to the spreadsheet



**Add the attendee's name, but DO NOT change the rest of the file name. (Rank, Last, First)**

## 12. Update the spreadsheet with the attendee's information

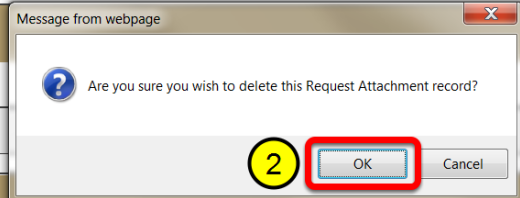
SEAT TYPE	SEMINAR TYPE	NAME: LAST, FIRST	DOD ID #	BRANCH	PAY GRADE	RUC/UII
TIER 1	TRS	SMITH, JOHN	1234567890	USMC	E-5	M00
SPOUSE		SMITH, JANE				

## 13. Delete the old spreadsheet

Coordinating Instructions:

### REQUEST ATTACHMENTS

Attachment	Size	Option
Sign up Spreadsheet TRS - Pre-Retirement.xlsx	11.92	<a href="#">delete</a>



### REQUEST ITEMS

## 14. Click "Request Attachments"

REQUEST HEADER

Request #:	14Dec2014113550-PHIB15S-332852	Status:	<input type="checkbox"/> Draft
Parent Request #:	N/A	Lead:	N/A
From:	UNIT UTC	Request Creator:	WILLIAM BERRY ( william.w.berry.ctr@usmc.mil )
> To:	TRANSITION OFFICE FOSTER	POC:	SSgt Jones
Priority:	Routine	Located At:	WORKING
Required Date:	Dec 15, 2014 08:00 JST	Contact Info:	645-1234
Submitted Date:	TBD	Closed Date:	TBD
Categories:	Services		
Description:	15 DEC 2014 PRE-RET FOSTER SMITH JOHN Q		
Coordinating Instructions:	Requesting a seat in the 15 Dec 2014 Pre-Retirement Seminar on Camp Foster for Smith, John Q from CLR-3. Alternate date is 12 Jan 2015.		

1 REQUEST ATTACHMENTS

-- no attachments --

## 15. Re-attach the updated spreadsheet

**ADD ATTACHMENT**

To add attachments to the request, simply select one or more files using the options below. When you have selected the necessary files, you may click the upload attachments button to continue. Otherwise, click the Cancel Attachments upload to abort this process and return to the edit screen.

1

File 1:  Smith John Q - Sign up Spreadsheet TRS - Pre-Retirement.xlsx

File 2:  file not specified

File 3:  file not specified

File 4:  file not specified

File 5:  file not specified

2

## 16. All required documents have been attached

REQUEST ATTACHMENTS		
Attachment	Size	Option
SGT SMITH JOHN Q Sign up Spreadsheet_TRS-Pre-Retirement_V4.xlsx	13.85 KB	<a href="#">delete</a>

## 17. Click "Options"

AllHeaderAttachmentsItemsServicesHistoryOptions1

Edit: HeaderItemsServices

**REQUEST HEADER**

Request #:	19Nov2014131505-31MEUB-650048	Status:	<div><div></div><div></div><div></div><div></div><div></div></div> <div>Draft</div>
Parent Request #:	N/A	Lead:	N/A
From:	UNIT UTC	Request Creator:	WILLIAM BERRY ( <a href="mailto:william.w.berry.ctr@usmc.mil">william.w.berry.ctr@usmc.mil</a> )
> To:	TRANSITION OFFICE	POC:	SSgt Jones
Priority:	Routine	Located At:	Camp Foster

## 18. Click "Submit"

AllHeaderAttachmentsItemsServicesHistoryOptions

**Actions**

1

Submit

Cancel

Delete

Split

Print

View

Auto-Approve request and submit to Supporting Unit. Transitions this Request to the *Submitted* status.

Cancel any further processing of this Request.

Completely remove this Request from the system. This action can not be reversed.

Split the Items and Services assigned to this Request off to form sub-Requests.

Display a version of the Request formatted for printing.

Display a read-only version of this Request. This display includes the full history for the Request.


## 19. Enter comments / reason and click "Confirm"

ACTION CONFIRMATION	
Request Number:	27Jul2016105507-CLB4LC-587457
From:	TEST UNIT 1 (ROOT)
To:	III MEF TRANSITION OFFICE FOSTER
Lead:	Not Selected
Priority:	Routine
Action taken:	Change the request status from Draft to Submitted.
Comments / Reason:	Please process request for <u>Sgt</u> Smith, John. <span>1</span>
<div><span>2</span> <input type="button" value="Confirm"/> <input type="button" value="Cancel"/></div>	

The request has been submitted to the Transition Office. The request is still visible through the Request Dashboard, and by searching for the request.

## II. Checking on the Status of a Request

### 1. Click Requests => Requests Dashboard

**CLC2S** Common Logistics Command & Control System

DASHBOARD AD 1 **REQUESTS** ASSETS REPORTS FEEDS EXERCISE HELP

**Requests**

**Request Dashboard**  
*The request dashboard is a custom view of request statuses for the current unit.*

- Request Dashboard

**GENERAL**  
Requests Menu

**CREATE**  
Request  
Request from Template

**SEARCH**  
Requests  
Request Templates  
Watch Logs

2 **Requests Dashboard**

- Search Requests

## 2. If the request is still pending, the Located At: will be "WORKING".

Request Dashboard: III MEF UTC

All

Drafts

Inbox

Sent

Forwarded

Comment Acks

Recent Comments

DRAFTS (0 requests)

There are no draft requests for this unit at this time.

SENT (1 requests)

Request Number	Status	Description	Priority	1	Located At
16Dec2019194034-IIIMEFUTC-302839	<div><div></div><div></div><div></div><div></div><div></div></div> Submitted	15 DEC 2016 TRS FOSTER SGT SMITH, JOHN	Routine		WORKING

results limited to 25 records [view entire results](#)

## 3. If the request has been processed, the Located At: will be "CONFIRMED SEAT".

Request Dashboard: III MEF UTC

AllDraftsInboxSentForwardedComment AcksRecent Comments

DRAFTS (0 requests)

There are no draft requests for this unit at this time.

INBOX (1 requests)

Request Number	Status	Description	Priority	1	Located At
16Dec2019194034-IIIMEFUTC-302839	<div><div></div><div></div><div></div><div></div><div></div></div> Submitted	15 DEC 2016 TRS FOSTER SGT SMITH, JOHN	Routine		CONFIRMED SEAT

results limited to 25 recordsview entire results

SENT (1 requests)

Request Number	Status	Description	Priority	Located At
16Dec2019194034-IIIMEFUTC-302839	<div><div></div><div></div><div></div><div></div><div></div></div> Submitted	15 DEC 2016 TRS FOSTER SGT SMITH, JOHN	Routine	CONFIRMED SEAT

results limited to 25 recordsview entire results

#### 4. Click on the request to review the comments. Click: Edit Request

POC	UNIT UTC SGT ACEVEDO	Contact Info	623-4974
Required Date	Feb 10, 2020 07:00 JST		
Submitted Date	Nov 15, 2019 08:31 JST	Closed Date	TBD

Date	Type	Message
Dec 16, 2019 12:02 JST	Action Taken	IS CONFIRMED FOR FEBUARY 10-13, 2020 PRE-RETIREMENT, CHECK-IN STARTS AT 0700, BUSINESS CASUAL ATTIRE AND BRING LAPTOP ALSO ENSURE S.M. BRINGS ALL PREWORK ITEMS TO TRS. THANK YOU.
Dec 16, 2019 12:01 JST	Updated request details	Updated request details. Changes: location
Nov 15, 2019 08:31 JST	Request Status Change	Changed status from Draft to Submitted. COMMENT: Please process request and assign seat. SNM completed his initial counseling.
Nov 15, 2019 08:30 JST	Added Attachment to Request	Attachment 'Retirement seminar MSgt McKay 10-13 Feb.xlsx' added.
Nov 15, 2019 08:30 JST	Added Attachment to Request	Attachment 'Sign upSpreadsheet_TRS-Pre-Retirement_V6.xlsx' removed.

[View Request](#) [Edit Request](#) [Close Dialog](#)

#### 5. The request will open. Scroll to the bottom of the page.

CLC2S Common Logistics Command & Control System

DASHBOARD ADMIN REQUESTS FOS ASSETS REPORTS FEEDS EXERCISE HELP

Request - 14Nov2019182843-MHGUTC-001118 / Submitted

All Header Attachments Items Services TMRs History Options

**HEADER**

Request #:	14Nov2019182843-MHGUTC-001118	Status:	Submitted
Parent Request #:	N/A	Lead:	N/A
From:	III MEF MIG UTC	Creator:	AURI FREDIA ( auri.acevedo@umc.mil )
> To:	III MEF TRANSITION OFFICE FOSTER	POC:	UNIT UTC SGT ACEVEDO
Priority:	Routine	Located At:	CONFIRMED SEAT (FEB)
Required Date:	Feb 10, 2020 07:00 JST	Contact Info:	623-4974
Submitted Date:	Nov 15, 2019 08:31 JST	Closed Date:	TBD
Categories:	Services		
Description:	10 FEB 2020 RET CAMP FOSTER MSGT MCKAY, TAMARR L.		

Coordinating Instructions:  
Alternate class date is DD MM YYYY on CAMP. (10 FEB 2020 RET CAMP FOSTER MSGT MCKAY, TAMARR L.)

**ATTACHMENTS**

Attachment	Size	Option
Retirement seminar MSgt McKay 10-13 Feb.xlsx	14.29 KB	<a href="#">delete</a>

## 6. Detailed comments are listed in the History Log.

:: TMRs				
-- no TMRs defined				
:: HISTORY LOG				
Date	Type	Unit	From	Message
Dec 16, 2019 12:02 JST	Action Taken	III MEF TRANSITION OFFICE FOSTER	JASMINE ARIAS	IS CONFIRMED FOR FEBUARY 10-13, 2020 PRE-RETIREMENT, CHECK-IN STARTS AT 0700, BUSINESS CASUAL ATTIRE AND BRING LAPTOP ALSO ENSURE S.M. BRINGS ALL PREWORK ITEMS TO TRS. THANK YOU.
Dec 16, 2019 12:01 JST	Updated request details	III MEF TRANSITION OFFICE FOSTER	JASMINE ARIAS	Updated request details. Changes: location
Nov 15, 2019 08:31 JST	Request Status Change	III MEF MIG UTC	AURI FREDIA	Changed status from Draft to Submitted. COMMENT: Please process request and assign seat. SNM completed his initial counseling.
Nov 15, 2019 08:30 JST	Added Attachment to Request	III MEF MIG UTC	AURI FREDIA	Attachment 'Retirement seminar MSgt McKay 10-13 Feb.xlsx' added.
Nov 15, 2019 08:30 JST	Added Attachment to Request	III MEF MIG UTC	AURI FREDIA	Attachment 'Sign upSpreadsheet_TRS-Pre-Retirement_V6.xlsx' removed.
Nov 15, 2019 08:30 JST	Updated request details	III MEF MIG UTC	AURI FREDIA	Updated request details. Changes: point_of_contact, short_desc, coordinating_instructions, contact_information
Nov 15, 2019 08:28 JST	Created new request	III MEF MIG UTC	AURI FREDIA	Created new request

## III. Closing Requests

When a service member is accepted into TRS or Pre-Retirement, the Transition Office will change the Located At: field to "CONFIRMED SEAT" and will forward the request back to the UTC with comments.

Once the service member completes the training, the request can be archived

### 1. Click Requests => Requests Dashboard

**CLC2S Common Logistics Command & Control System**

DASHBOARD AD **1** REQUESTS ASSETS REPORTS FEEDS EXERCISE HELP

**Requests**

**Request Dashboard**

The request dashboard is a custom view of request statuses for the current unit.

- Request Dashboard

**GENERAL**

Requests Menu

**CREATE**

Request

Request from Template

**SEARCH**

Requests

Request Templates

Watch Logs

Search Requests

## 2. Click on the request

**Request Dashboard: III MEF UTC**

All Drafts Inbox Sent Forwarded Comment Acks Recent Comments

**DRAFTS (0 requests)**

There are no draft requests for this unit at this time.

**INBOX (1 requests)**

Request Number	Status	Description	Priority	Located At
16Dec2019194034-IIIIMEFUTC-302839	<div><div></div><div></div><div></div><div></div><div></div></div> Submitted	15 DEC 2016 TRS FOSTER SGT SMITH, JOHN	Routine	CONFIRMED SEAT

results limited to 25 records [view entire results](#)

## 3. Review the comments. Click "Edit Request"

POC UNIT UTC SGT ACEVEDO

Contact Info 623-4974

Required Date Feb 10, 2020 07:00 JST

Submitted Date Nov 15, 2019 08:31 JST

Closed Date TBD

Date	Type	Message
Dec 16, 2019 12:02 JST	Action Taken	IS CONFIRMED FOR FEBUARY 10-13, 2020 PRE-RETIREMENT, CHECK-IN STARTS AT 0700, BUSINESS CASUAL ATTIRE AND BRING LAPTOP ALSO ENSURE S.M. BRINGS ALL PREWORK ITEMS TO TRS. THANK YOU.
Dec 16, 2019 12:01 JST	Updated request details	Updated request details. Changes: location
Nov 15, 2019 08:31 JST	Request Status Change	Changed status from Draft to Submitted. COMMENT: Please process request and assign seat. SNM completed his initial counseling.
Nov 15, 2019 08:30 JST	Added Attachment to Request	Attachment 'Retirement seminar MSgt McKay 10-13 Feb.xlsx' added.
Nov 15, 2019 08:30 JST	Added Attachment to Request	Attachment 'Sign upSpreadsheet_TRS-Pre-Retirement_V6.xlsx' removed.

View Request

Edit Request

Close Dialog

## 4. Click "Options"

All Header Attachments Items Services History **Options** Edit: Header Items Services View: Request

**REQUEST HEADER**

Request #:	22Sep2016090215-IIIMEFUTC-063080	Status:	Submitted
Parent Request #:	N/A	Lead:	N/A
From:	III MEF UTC	Request Creator:	WILLIAM BERRY ( william.w.berry.ctr@usmc.mil )
> To:	III MEF UTC	POC:	SSgt Jones
Priority:	Routine	Located At:	COMPLETED
Required Date:	Sep 26, 2016 07:00 JST	Contact Info:	645-1234
Submitted Date:	Sep 22, 2016 09:05 JST	Closed Date:	TBD
Categories:	Services		
Description:	15 DEC 2016 PRE-RET FOSTER SGT SMITH, JOHN		
Coordinating Instructions:	Alternate class date is 25 DEC 2016 on FOSTER. 15 DEC 2016 PRE-RET FOSTER SGT SMITH, JOHN		

## 5. Click: Cancel

All Header Attachments Items Services History Options

**Actions**

Recall	Recall this Request from the Supporting Unit with a status of <i>Draft</i> . You may wish to add a
<b>Cancel</b>	Cancel any further processing of this Request.
Forward	Forward this Request to another Unit for processing.
Split	Split the Items and Services assigned to this Request off to form sub-Requests.

## 11. Enter closing comments and click "Confirm Cancel Request"

**ACTION CONFIRMATION**

Request Number:	22Sep2016090215-IIIMEFUTC-063080
From:	III MEF UTC
To:	III MEF UTC
Lead:	Not Selected
Priority:	Routine
Action taken:	Change the request status from <b>Submitted</b> to <b>Cancelled</b> .
Comments / Reason:	Completed

**2** **Confirm Cancel Request** Do Not Cancel Request

## 12. The request has been closed and archived.

All	Header	Attachments	Items	Services	History	Options	Edit: Header	Items	Services	View: Request
-----	--------	-------------	-------	----------	---------	---------	--------------	-------	----------	---------------

REQUEST HEADER

Request #:	22Sep2016090215-IIIMEFUTC-063080	Status:	Cancelled
Parent Request #:	N/A	Lead:	N/A
From:	III MEF UTC	Request Creator:	WILLIAM BERRY ( william.w.berry.ctr@usmc.mil )
> To:	III MEF UTC	POC:	SSgt Jones
Priority:	Routine	Located At:	COMPLETED
Required Date:	Sep 26, 2016 07:00 JST	Contact Info:	645-1234
Submitted Date:	Sep 22, 2016 09:05 JST	Closed Date:	Sep 22, 2016 09:43 JST
Categories:	Services		
Description:	15 DEC 2016 PRE-RET FOSTER SGT SMITH, JOHN		
Coordinating Instructions:	Alternate class date is 25 DEC 2016 on FOSTER. 15 DEC 2016 PRE-RET FOSTER SGT SMITH, JOHN		

## IV. Managing Rejected Requests

### 1. Click Requests => Requests Dashboard

CLC2S Common Logistics Command & Control System

DASHBOARD ADM REQUESTS ASSETS REPORTS FEEDS EXERCISE HELP

Requests

Request Dashboard

The request dashboard is a custom view of request statuses for the current unit.

Request Dashboard

GENERAL

Requests Menu

Requests Dashboard

CREATE

Request

Request from Template

SEARCH

Requests

Request Templates

Watch Logs

Search Requests

### 2. Click on the rejected request

Request Dashboard: UNIT UTC

13:13 JSTrefreshdashboard settings

AllDraftsInboxSentComment AcksRecent History

DRAFTS (0 requests)

There are no draft requests for this unit at this time.

INBOX (2 requests)

Request Number	Status	Description	Priority	Located At	Date Submitted	Date Due
14Dec2014113550-PHIB-332852	<div><div>1</div><div><div>Rejected</div></div></div>	15 DEC 2014 PRE-RET FOSTER SMITH JOHN Q	Routine	WORKING		Aug 01, 2015 08:00 JST

results limited to 25 recordsview entire results

### 3. Review rejection comments and click "Edit Request"

**Request Details** X

<b>Request #</b>	14Dec2014113550-PHIB15S-332852	<b>Status</b>	<div><div></div><div></div><div></div><div></div><div></div></div> Rejected
<b>From</b>	UNIT UTC	<b>Lead</b>	
<b>&gt;To</b>	TRANSITION OFFICE FOSTER		
<b>Description</b>	15 DEC 2014 PRE-RET FOSTER SMITH JOHN Q		
<b>Coordinating Instructions</b>	Requesting a seat in the 15 Dec 2014 Pre-Retirement Seminar on Camp Foster for Smith, John Q from CLR-3. Alternate date is 12 Jan 2015.		
<b>Priority</b>	Routine	<b>Located At</b>	WORKING
<b>POC</b>	SSgt Jones	<b>Contact Info</b>	645-1234
<b>Required Date</b>	Aug 01, 2015 08:00 JST		
<b>Submitted Date</b>	TBD	<b>Closed Date</b>	TBD

Date	Type	Message
Dec 14, 2014 13:12 JST	Updated request details	Updated request details. Changes: location
1 Dec 14, 2014 13:06 JST	Request Status Change	Changed status from Submitted to Rejected. COMMENT: No seats available on 15 Dec 2014 or 12 Jan 2015. Please resubmit.

View Request

Edit Request

Close Dialog

### 4. Click "Edit: Header"

AllHeaderAttachmentsItemsServicesHistoryOptions

1Edit: HeaderItemsServicesView: Request

**REQUEST HEADER**

<b>Request #:</b>	14Dec2014113550-PHIB15S-332852	<b>Status:</b>	<div><div></div><div></div><div></div><div></div><div></div></div> Draft
<b>Parent Request #:</b>	N/A	<b>Lead:</b>	N/A
<b>From:</b>	UNIT UTC	<b>Request Creator:</b>	WILLIAM BERRY ( <a href="mailto:william.w.berry.ctr@usmc.mil">william.w.berry.ctr@usmc.mil</a> )
<b>&gt; To:</b>	TRANSITION OFFICE FOSTER	<b>POC:</b>	SSgt Jones
<b>Priority:</b>	Routine	<b>Located At:</b>	WORKING
<b>Required Date:</b>	Aug 01, 2015 08:00 JST	<b>Contact Info:</b>	645-1234
<b>Submitted Date:</b>	TBD	<b>Closed Date:</b>	TBD
<b>Categories:</b>	Services		
<b>Description:</b>	15 DEC 2014 PRE-RET FOSTER SMITH JOHN Q		
<b>Coordinating Instructions:</b>	Requesting a seat in the 15 Dec 2014 Pre-Retirement Seminar on Camp Foster for Smith, John Q from CLR-3. Alternate date is 12 Jan 2015.		

**5. Update the header according to the rejection comments. Change Located At: to WORKING.**

## Edit Request Header

Request #: 25Apr2016161154-IIIMEFUTC-979791

Status: Draft

From: III MEF UTC

Lead: -- NONE -- ▼

> To: TRANSITION OFFICE FOSTER ▼

Required Date: 2016-06-06 07:00 : JST

Description: 6 JUN 2016 TRS FOSTER MSGT SMITH, JOHN Q

Coordinating Instructions: Alternate class date is 20 JUN 2016. 6 JUN 2016 TRS FOSTER MSGT SMITH, JOHN Q

Priority: Routine ▼

Located At: WORKING

POC: SSGT JONES

Contact Info: 645-1234

Categories:

<input type="checkbox"/> Admin	<input type="checkbox"/> Intel	<input type="checkbox"/> Ops	<input type="checkbox"/> Comm
<input type="checkbox"/> Facilities	<input type="checkbox"/> Supply	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Transportation
<input type="checkbox"/> Engineering	<input type="checkbox"/> Medical	<input type="checkbox"/> Dental	<input type="checkbox"/> HazMat
<input type="checkbox"/> NBC	<input type="checkbox"/> Military Police	<input checked="" type="checkbox"/> Services	

Save Changes Cancel

1. Change the "Required Date" to the new class date
  2. Update the Description and Coordinating Instructions with the new primary and alternate class dates
  3. Change the "Located At" field to WORKING.
- (ALWAYS change "Located At" to WORKING when re-submitting requests. This shows the Transition Office the request has been updated and requires attention)**
4. Click "Save Changes"

## 6. Click: Options

All Header Attachments Items Services History **Options** Edit: Header Items Services View: Request

REQUEST HEADER			
Request #:	14Dec2014113550-PHIB15S-332852	Status:	Rejected
Parent Request #:	N/A	Lead:	N/A
From:	UNIT UTC	Request Creator:	WILLIAM BERRY ( william.w.berry.ctr@usmc.mil )
> To:	TRANSITION OFFICE FOSTER	POC:	SSgt Jones
Priority:	Routine	Located At:	WORKING
Required Date:	Aug 01, 2015 08:00 JST	Contact Info:	645-1234
Submitted Date:	TBD	Closed Date:	TBD
Categories:	Services		
Description:	15 DEC 2014 PRE-RET FOSTER SMITH JOHN Q		
Coordinating Instructions:	Requesting a seat in the 15 Dec 2014 Pre-Retirement Seminar on Camp Foster for Smith, John Q from CLR-3. Alternate date is 12 Jan 2015.		

## 7. Click: Rework

All Header Attachments Items Services History Options Edit: Header Items Services View: Request

**Actions**

**1** **Rework** Return a *Rejected* Request to the *Draft* status.

**Cancel** Cancel any further processing of this Request.

**Close** Transition this Request to the Closed status. This is a terminal status. No further processing may be performed on a Closed Request.

**Print** Display a version of the Request formatted for printing.

**View** Display a read-only version of this Request. This display includes the full history for the Request.

## 8. Enter Re-Work comments and click: Confirm

ACTION CONFIRMATION	
Request Number:	19Nov2014131505-31MEUB-650048
From:	UNIT UTC
To:	TRANSITION OFFICE
Lead:	Not Selected
Priority:	Routine
Action taken:	Change the request status from <b>Rejected</b> to <b>Draft</b> .
Comments / Reason:	Re-working request <b>1</b>
<b>2</b>	<b>Confirm</b> Cancel

## 9. Click: Options

Edit Request - 08Dec2014085626-PHIB15S-842069 / Draft

All Header Attachments Items Services Histc **Options** Edit: Header Items Services View: Request

**REQUEST HEADER**

Request #:	08Dec2014085626-PHIB15S-842069	Status:	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> Draft
Parent Request #:	N/A	Lead:	N/A

## 10. Click: Submit

Actions **1**

<b>Submit</b>	Auto-Approve request and submit to Supporting Unit. Transitions this Request to the <i>Submitted</i> status.
Cancel	Cancel any further processing of this Request.

## 11. Add comments and click: Confirm

**ACTION CONFIRMATION**

Request Number:	08Dec2014085626-PHIB15S-842069
From:	UNIT UTC
To:	TRANSITION_OFFICE
Lead:	Not Selected
Priority:	Routine
Action taken:	Change the request status from <b>Draft</b> to <b>Submitted</b> .
Comments / Reason:	<div>Class date updated.</div>

**1**

**2** **Confirm** Cancel

## V. Searching / Checking on the Status of a Request

### 1. Click: Requests => Search Requests

CLC2S Common Logistics Command & Control System

DASHBOARD ADM **1** REQUESTS ASSETS REPORTS FEEDS EXERCISE

**Requests**

Request Dashboard  
The request dashboard is a custom view of request statuses for the current unit.  
• Request Dashboard

**GENERAL**  
Requests Menu  
Requests Dashboard

**CREATE**  
Request  
Request from Template

**SEARCH**  
**2** Requests  
Request Templates  
Watch Logs  
• Search Requests

### 2. Enter the attendees name in the Description field. Place a ( \* ) before and after the name.

Search Criteria

Description  
**1** \*SMITH\* ⓘ

Request # ⓘ Parent Request # ⓘ

### 3. Scroll down and click: Search

Additional Filters

Is Child Request  
- n/a -

Has TMR  
- n/a -

Sort Results  
Due

**1** Search Clear

#### 4. The attendees request and records appear in the search results

### Search Parameters

**Description** SMITH JOHN Q

**Sorted By** Due (descending)

Modify Search

### Legend

New	Processing	<b>T</b> Transportation
Open	Received	<b>M</b> Maintenance
Action Required	Executing	<b>E</b> Engineering
Denied	Closed	<b>S</b> Services
Assigned	Cancelled	<b>H</b> Health Services
		<b>L</b> Landing Support

hover pointer over icon in result grid for label

### Search Results

					Item Class of Supply										Service Type						
P	Request # / Description	Due	From / To	Status	I	II	III	IV	V	VI	VII	VIII	IX	X	T	M	E	S	H	L	
1	14Dec2014113550-PHIB15S-332852 26 JAN 2015 PRE-RET FOSTER SMITH JOHN Q	Jan 26, 2015 08:00 JST	UNIT UTC > TRANSITION OFFICE FOSTER	Submitted																	

## 5. Click: View Request

Request Summary			
<b>Request #</b>	14Dec2014113550-PHIB15S-332852	<b>Status</b>	<div><div></div><div></div><div></div><div></div><div></div></div> Submitted
<b>From</b>	UNIT UTC	<b>Lead</b>	
<b>To</b>	TRANSITION OFFICE FOSTER		
<b>Description</b>	26 JAN 2015 PRE-RET FOSTER SMITH JOHN Q		
<b>Coordinating Instructions</b>	Requesting a seat in the 26 Jan 2015 Pre-Retirement Seminar on Camp Foster for Smith, John Q from CLR-3. Alternate date is 2 Feb 2015.		
<b>Priority</b>	Routine	<b>Located At</b>	SIGNED 2958
<b>POC</b>	SSgt Jones	<b>Contact Info</b>	645-1234
<b>Required Date</b>	Jan 26, 2015 08:00 JST		
<b>Submitted Date</b>	Dec 14, 2014 13:34 JST	<b>Closed Date</b>	TBD

1
[View Request](#)
[Edit Request](#)
[Close Dialog](#)

## 6. Scroll down to view the request history

Options: [Edit Request](#) [Print Request](#) [Add Comment](#)

REQUEST HEADER			
Request #:	14Dec2014113550-PHIB15S-332852	Status:	<div><div></div><div></div><div></div><div></div><div></div></div> Submitted
Parent Request #	N/A	Lead:	N/A
From:	UNIT UTC	Request Creator:	WILLIAM BE
> To:	TRANSITION OFFICE FOSTER	POC:	SSgt Jones
Priority:	Routine	Located At:	SIGNED 2958
Required Date:	Jan 26, 2015 08:00 JST	Contact Info:	645-1234
Submitted Date:	Dec 14, 2014 13:34 JST	Closed Date:	TBD
Categories:	Services		
Description:	26 JAN 2015 PRE-RET FOSTER SMITH JOHN Q		
Coordinating Instructions:	Requesting a seat in the 26 Jan 2015 Pre-Retirement Seminar on Camp Foster for Smith, John Q from CLR-3. Alternate date is 2 Feb 2015.		

REQUEST ATTACHMENTS	
Attachment	Size
<a href="#">Smith John Q Sign up Spreadsheet TRS - Pre-</a>	11.92 KB

Scroll Down to View History

## 7. The comments and request history details are displayed

REQUEST HISTORY DETAILS				
Date	Type	Unit	From	Message
Dec 14, 2014 14:15 JST	Forwarded request	UNIT UTC	<div>1 AM BERRY</div>	Signed DD 2958 is attached. CO is LtCol Puller, Lewis B.

## VI. Recalling Requests

**DO NOT RECALL A REQUEST WITHOUT FIRST CONTACTING THE TRANSITION OFFICE.**

If a request must be recalled to be cancelled or updated, the UTC **MUST** contact the Transition Office and let them know about the change. If not – the Marine will remain scheduled for the class and will be listed as a No-Show.

### 1. Click on the Request

Request Dashboard: TRAINING - UNIT UTC

09:31 JST

[refresh](#)

[dashboard settings](#)

All

Drafts

Inbox

Sent

Comment Acks

Recent History

DRAFTS (0 requests)

There are no draft requests for this unit at this time.

INBOX (0 requests)

There are no requests in the inbox for this unit at this time.

SENT (1 requests)

Request Number	Status	Description	Priority	Located At	Date Submitted	Date Due
21May2015092749-9ESBTRA-058543	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Submitted</div>	08 JUN 2015 PRE-RET FOSTER MSGT SMITH, JOHN	Routine	1 WORKING	May 21, 2015 09:34 JST	Jun 08, 2015 07:00 JST

Results limited to 25 records

[view entire results](#)

### 2. Click: Edit

Request Details

Request #

21May2015092749-9ESBTRA-058543

Status

Submitted

From

TRAINING - UNIT UTC

Lead

>To

TRAINING - TRANSITION OFFICE FOSTER

Description

08 JUN 2015 PRE-RET FOSTER MSGT SMITH, JOHN

Coordinating Instructions

08 JUN 2015 - Requesting a seat in the PRE-RET Seminar for MSGT SMITH, JOHN.  
Alternate class date is 22 JUN 2015.

Priority

Routine

Located At

WORKING

POC

SSgt Jones

Contact Info

645-1234

Required Date

Jun 08, 2015 07:00 JST

Submitted Date

May 21, 2015 09:34 JST

Closed Date

TBD

Date

Type

Message

May 21, 2015 09:34 JST

Request Status Change

Changed status from Draft to Submitted. COMMENT: Please take for action.

May 21, 2015 09:33 JST

Added new service

Added new Service: '08 JUN 2015 PRE-RET FOSTER MSG'

View Request

1

Edit Request

Close Dialog

### 3. Click: Options

All Header Attachments Items Services History **Options** 1 Edit: Header Items Services View: Request

---

**REQUEST HEADER**

Request #:	21May2015092749-9ESBTRA-058543	Status:	<div><div></div><div></div><div></div><div></div><div></div></div> Submitted
Parent Request #:	N/A	Lead:	N/A
From:	TRAINING - UNIT UTC	Request Creator:	WILLIAM BERRY ( <a href="mailto:william.w.berry.ctr@usmc.mil">william.w.berry.ctr@usmc.mil</a> )
> To:	TRAINING - TRANSITION OFFICE FOSTER	POC:	SSgt Jones
Priority:	Routine	Located At:	WORKING
Required Date:	Jun 08, 2015 07:00 JST	Contact Info:	645-1234
Submitted Date:	May 21, 2015 09:34 JST	Closed Date:	TBD
Categories:	Services		
Description:	08 JUN 2015 PRE-RET FOSTER MSGT SMITH, JOHN		
Coordinating Instructions:	08 JUN 2015 - Requesting a seat in the PRE-RET Seminar for MSGT SMITH, JOHN. Alternate class date is 22 JUN 2015.		

### 4. Click: Recall

**Actions** 1

<b>Recall</b>	Recall this Request from the Supporting Unit with a status of <i>Draft</i> . You may wish to add a comment first, indicating why the Request was recalled.
Cancel	Cancel any further processing of this Request.
Print	Display a version of the Request formatted for printing.
View	Display a read-only version of this Request. This display includes the full history for the Request.

### 5. Enter recall comments and click: Confirm

**ACTION CONFIRMATION**

Request Number:	21May2015092749-9ESBTRA-058543
From:	TRAINING - UNIT UTC
To:	TRAINING - TRANSITION OFFICE FOSTER
Lead:	Not Selected
Priority:	Routine
Action taken:	Change the request status from <b>Submitted</b> to <b>Draft</b> .
Comments / Reason:	1 SNM has decided to re-enlist. Recalling request.

2 **Confirm** Cancel

**6. Click "Options" to cancel the request. Click "Edit: Header" to modify and re-submit.**

All

Header

Attachments

Items

Services

History

Options

Edit: Header

Items

Services

View: Request

REQUEST HEADER

Request #:	21May2015092749-9ESBTRA-058543	Status:	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>
Parent Request #:	N/A	Lead:	N/A
From:	TRAINING - UNIT UTC	Request Creator:	WILLIAM BERRY ( <a href="mailto:william.w.berry.ctr@usmc.mil">william.w.berry.ctr@usmc.mil</a> )
> To:	TRAINING - TRANSITION OFFICE FOSTER	POC:	SSgt Jones
Priority:	Routine	Located At:	WORKING
Required Date:	Jun 08, 2015 07:00 JST	Contact Info:	645-1234
Submitted Date:	TBD	Closed Date:	TBD
Categories:	Services		
Description:	08 JUN 2015 PRE-RET FOSTER MSGT SMITH, JOHN		
Coordinating Instructions:	08 JUN 2015 - Requesting a seat in the PRE-RET Seminar for MSGT SMITH, JOHN. Alternate class date is 22 JUN 2015.		

- If the request needs to be deleted, click "Options" => "Cancel." Enter comments and close the request.

## 7. Select the desired Transition Office

## Edit Request Header

Request #: 22Jul2016134711-IIIMEFUTC-977414

Status: 

Draft

From: III MEF UTC

Lead: 

-- NONE --

1 > To: III MEF TRANSITION OFFICE FOSTER

Required Date: 

2016-07-25

07:00

 : JST  
*(click to change)*

2 TRANSITION

Description: 

..... III MEF MCBH TRANSITION OFFICE

..... III MEF TRANSITION OFFICE FOSTER

..... III MEF TRANSITION OFFICE HANSEN

..... III MEF TRANSITION OFFICE SCHWAB

..... III MEF TRANSITION OFFICE KINSER

..... III MEF TRANSITION OFFICE FOSTER

..... III MEF TRANSITION OFFICE FOSTER 2958

Coordinating Instructions: 

..... III MEF TRANSITION OFFICE SCHWAB

3

Priority: 

..... III MEF TRANSITION OFFICE FOSTER 2958

POC: 

..... III MEF TRANSITION OFFICE FOSTER 2958

Location: 

WORKING

Contact Info: 

DSN PHONE

1. Click on the > To: drop down menu
2. Type "TRANSITION"
3. Select the desired Transition Office

Note: All Pre-Retirement seminars go on Camp Foster

**8. Click "Edit: Header" to modify and re-submit.**

### Edit Request Header

Request #: 25Apr2016161154-IIIMEFUTC-979791

Status: Draft

From: III MEF UTC

Lead: -- NONE --

> To: TRANSITION OFFICE FOSTER

Required Date: 2016-06-06 07:00 : JST

Description: 6 JUN 2016 TRS FOSTER MSGT SMITH, JOHN Q

Coordinating Instructions: Alternate class date is 20 JUN 2016. 6 JUN 2016 TRS FOSTER MSGT SMITH, JOHN Q

Priority: Routine

Located At: WORKING

POC: SSGT JONES

Contact Info: 645-1234

Categories:

<input type="checkbox"/> Admin	<input type="checkbox"/> Intel	<input type="checkbox"/> Ops	<input type="checkbox"/> Comm
<input type="checkbox"/> Facilities	<input type="checkbox"/> Supply	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Transportation
<input type="checkbox"/> Engineering	<input type="checkbox"/> Medical	<input type="checkbox"/> Dental	<input type="checkbox"/> HazMat
<input type="checkbox"/> NBC	<input type="checkbox"/> Military Police	<input checked="" type="checkbox"/> Services	

Save Changes Cancel

1. Change the "Required Date" to the new class date
2. Update the Description and Coordinating Instructions with the new primary and alternate class dates
3. Change the "Located At" field to WORKING.  
**(ALWAYS change "Located At" to WORKING when re-submitting requests.)**
4. Click "Save Changes"
5. Update "Services" information, save, and resubmit.

## **VII. Email Notification Settings**

CLC2S can automatically email the user when a new request arrives in their inbox, or when comments are added to a request they have submitted.

To activate the email notifications:

- Click: Profile
- Scroll down to the "Email Notifications" section
- Check the following boxes:

<u>Requests</u>		
<u>Action</u>	<u>Outbound</u>	<u>Inbound</u>
<i>Requests</i>		
Created	<input type="checkbox"/>	--
Requested	<input type="checkbox"/>	--
Submitted / Approved	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Forwarded	<input type="checkbox"/>	<input type="checkbox"/>
Updated	<input type="checkbox"/>	<input type="checkbox"/>
Status Change	<input type="checkbox"/>	<input type="checkbox"/>
Assigned Lead	<input type="checkbox"/>	<input type="checkbox"/>
Split	<input type="checkbox"/>	<input type="checkbox"/>
Past Due	<input type="checkbox"/>	<input type="checkbox"/>
Comment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Request Items</i>		
Status Change	<input type="checkbox"/>	<input type="checkbox"/>
Assigned	<input type="checkbox"/>	<input type="checkbox"/>
<i>Request Services</i>		
Status Change	<input type="checkbox"/>	<input type="checkbox"/>
Assigned	<input type="checkbox"/>	<input type="checkbox"/>