

## CAPSTONE CHECKLIST

The Capstone event is a **mandatory** component of the Transition Assistance Program (TAP) process. The purpose is to evaluate service member's preparedness to successfully transition from military to civilian life. **Capstones must be completed between 3-12 months from date of separation or retirement.** The process ends when Commanders, or commander designees, review and sign the DD Form 2648 (eForm) that is completed during the appointment.

**ALL members must complete and show documentation of the Career Readiness Standards (CRS) below:**

- Pre-Separation Counseling briefing completed within 24 months of retirement or within 12 months of separation
- Department of Labor Employment Workshop (DOLEW)
- VA Benefits & Services Briefing
- Complete pages 1-9 of Individual Transition Plan (ITP) **AND** appropriate section for your path: Employment (pages 10-13), Education (pages 14- 17), Technical Training (pages 18- 21) or Entrepreneurship (pages 22 – 27)
- Identify requirements and eligibility for licensure, certification, and apprenticeship (pages 6-8 of ITP)
- 12 month post-transition budget that includes: income, deductions, debts, expenses, and assets
- Screenshot of **Non-CAC** DS login access to eBenefits website: <https://www.ebenefits.va.gov/ebenefits/homepage>
- Date of counseling meeting with Reserve/Guard - documented on page 4 of ITP: **N/A FOR RETIREES**
- Military Occupations Codes (MOC) Crosswalk GAP Analysis document
- Two page score results of completed O'Net Interest Profile: <https://www.mynextmove.org/explore/ip>
- Resume or Proof of a Job Offer

*If any of the above requirements are completed through Virtual Curriculum **ALL** JKO certificates must be presented during the Capstone appointment.*

**Service members who attend Accessing Higher Education (AHE) and/or Career Exploration & Planning Track (CEPT) (both optional) must complete the CRSs below (in addition to 1-11) and provide the information during Capstone.**

- Education needs assessment to identify aptitudes, interests, strengths, or skills
- Comparison of academic or training institution choices
- Application or acceptance letter from a college, university, or career technical training school
- Confirmed one-on-one counseling with a higher education or career technical training institution advisor

### **How to register for your Capstone:**

- Capstones are held Thursdays from 0800-1000 on a walk-in basis
- You must be in uniform for this appointment
- Bring your Commander's (or their designee's) email address and your DS Login username and password

### **IMPORTANT:**

- The completed DD Form 2648 (eForm) that results from the Capstone appointment is REQUIRED for out-processing with MPF during your final appointment and you retrieve it from: <https://dodtap.mil/>



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