

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:

- Individualized Initial Counseling AND Pre-Separation Counseling briefings: completed within 24 months of retirement or within 18 months of separation
- Department of Defense Training Day (MY Transition, MOC Crosswalk, Financial Planning)
- Department of Labor Employment Training Day
- VA Benefits & Services Briefing
- Individual Transition Plan (ITP)
- Screenshot of **Non-CAC** DS login access to eBenefits website: <https://www.ebenefits.va.gov/ebenefits/homepage>
- Date of counseling meeting with Reserve/Guard: **N/A FOR RETIREES ONLY**

Service members must also complete and show documentation of the CRS below, based on the Tier placement determined during Individualized Initial Counseling.

- Post-separation financial plan **(Tier 2 and Tier 3)**
- Military Occupations Codes (MOC) Crosswalk GAP Analysis or verification of employment **(Tier 2 and Tier 3)**
- Attend a 2 day additional track (employment, education, entrepreneurship or vocational) **(Tier 3)**

Service members who attend the Employment, Education and/or Vocational must complete and show documentation of the CRSs below:

- Resume or Verification of Employment (Employment Track)
- Complete a comparison of higher education institutions options (Education Track)
- Complete a comparison of technical training institution options (Vocational Track)

Any workshops completed through Virtual Curriculum require you print and bring ALL JKO certificates to the Capstone.

How to attend 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 Logon username and password

**** Capstones requested outside walk-in hours due to short notice out-processing must attend with a supervisor ****

IMPORTANT:

- DD Form 2648 (eForm) (*with ALL signatures*) is **REQUIRED** during your out-processing appointment with MPF. You retrieve it from: <https://dodtap.mil/> or <https://milconnect.dmdc.osd.mil/milconnect/> with DS Logon.
- You will be cleared from vMPF for TAP completion **after** your Commander e-signs the DD Form 2648.



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