



## Department of Defense Transition Assistance Program (TAP)



### CAPSTONE REQUIREMENTS

#### TIER 3

Capstone is the final phase of TAP and is required for all eligible separating and retiring Service members. Capstone should occur **NET 12 months and NLT 90 days prior to anticipated separation or retirement**. A member with less than 90 days of military Service remaining should complete as soon as possible.

To initiate your Capstone, submit the following CRS requirements to your TAP Counselor via email:

- Individual Transition Plan (ITP)** – fully complete (None, N/A, or blank sections are not accepted)  
[Click here for document](#)
- VA.gov registration** (using non-CAC method) – screenshot of the welcome screen with your name displayed
- Continuum of Military Service** – If you have served less than 8 years, date you met with an in-service recruiter
- Post-Transition Spend Plan** – budget with all tabs fully complete for both current and projected columns  
[Click here for document](#)
- Gap Analysis** or verification of full-time employment on company letterhead  
[Click here for document](#)
- CRS for each chosen Two-Day Track** you attended

TRACK	CRS REQUIREMENT	LINK
<b>Education</b> (Managing Your Education)	Submit CBT certificate & complete a comparison of higher education institution options.	<a href="#">Click here for document</a>
<b>Employment</b> (DOL Employment Workshop)	Complete a targeted resume OR verification of full-time employment on company letterhead.	
<b>Entrepreneurship</b> (Boots to Business)	No requirement	
<b>Vocation</b> (Career & Credential Exploration)	Complete a comparison of technical training institution options.	<a href="#">Click here for document</a>

- Personal email address and state-side phone number where you can be reached post-transition
- ZIP code for the location you are relocating to post-transition
- Name and email address for your Commander and First Sergeant
- Date of separation (or final out if taking terminal leave)
- Complete an updated Statement of Understanding (SOU) and Personal Readiness Inventory (PRI)  
[Click here for document](#)

\*Commander verification (signature) is required on the eForm (DD Form 2648) to be cleared for TAP completion after Capstone. Please take a copy of your completed DD Form 2648 to your final out-processing appointment.

For more information, contact the Ramstein AB Military & Family Readiness Center

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