Capstone Review Checklist – Post TRS

Career Readiness Standards (CRS)

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Following TRS, the next step in the transition process is Capstone Review (no earlier than 120 days from EAS) with the Transition Readiness Program staff. This is to ensure all Career Readiness Standards are complete before meeting with the Commander for your final Commander’s Verification appointment NLT 90 days from EAS.

Please contact your nearest Marine Corps Transition Readiness installation to set up an appointment for verification of the following:

- DS Logon | MilConnect username and password (mandatory – same as eBenefits login)
  - You will need this in order to complete your Capstone Review appointment
  - username:__________________________

- Commander (or designee) who will be performing your final Commander’s Verification Capstone meeting 90 days from EAS:
  - Name:__________________________
  - Email:__________________________ | Phone:__________________________

- Completed the Transition Readiness Seminar (TRS)
  - Date Completed:__________________
    - Department of Labor (DOL) Employment Workshop
    - Veterans Affairs (VA) Benefits Briefings I and II
    - Transition Overview/Resilient Transitions
    - Reserve Opportunities and Obligations Brief (ROOB)
    - Military Occupational Code (MOC) Crosswalk
    - Connecting with the Marine for Life Network
    - Financial Planning for Transition

- Individual Transition Plan Review - Completed a criterion-based Individual Transition Plan (ITP) Blocks 1-6
  - Date Completed:
    - Block 1 – Personal and Family Needs (mandatory) and one or more of:
    - Block 2 – Employment
    - Block 3 – Education (optional)
    - Block 4 – Career Technical Training (optional)
    - Block 5 – Entrepreneurship (optional)
    - Block 6 – Transition Timeline
☑ Registered on eBenefits
   Date Completed: ____________________

☑ Prepared a criterion-based financial plan for military to civilian transition (12 Month Post-Separation Budget Worksheet)
   Date Completed: ____________________

☑ Completed a Continuum of Military Service Opportunity counseling (Active Component Only, Reserve Brief)
   Date Completed: ____________________

☑ Evaluated transferability of military skills to civilian workforce (DoD Standardized Gap Analysis).
   Date Completed: ____________________

☑ Documented requirements and eligibility for licensure, certification, and apprenticeship (DoD Standardized Gap Analysis).
   Date Completed: ____________________

☑ Completed an assessment tool to identify personal interests and learnings regarding career selection (Kuder Journey Assessment)
   Date Completed: ____________________

☑ Completed a job application package
   ○ Civilian or Federal Resume
   ○ 3 Personal / 3 Professional References
   ○ Submitted 2 Job Applications (not required)
   ○ Or proof of employment or job acceptance letter
   Date Completed: ____________________

☑ Received a DOL Gold Card and understands post-9/11 Veterans have priority of service at DOL American Job Centers (DOL Employment Workshop Participant Manual, pg 183).
   Date Completed: ____________________

Depending on the additional training tracks you chose to pursue, you will also have to provide the following additional information:

☑ Accessing Higher Education Track
   ○ Completed Accessing Higher Education 2-day Track
   ○ Completed an application to an accredited institution
   ○ Completed a session with a counselor from an academic institution
   Date Completed: ____________________

☑ Career Technical Training Track
   ○ Completed Career Technical Training 2-day Track
   ○ Completed an application to an accredited technical training institution
   ○ Completed a session with a counselor from a technical training institution
   Date Completed: ____________________

☑ Entrepreneurship Track. Did or will you complete the 8-week online course?
   ○ Completed
   ○ Will Complete
   ○ Opt Out
   Date Completed: ____________________