

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 letterDate 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 institutionDate 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 institutionDate Completed: _____
- Entrepreneurship Track. Did or will you complete the 8-week online course?
 - Completed
 - Will Complete
 - Opt OutDate Completed: _____