

## **TRANSITION ASSISTANCE PROGRAM CAPSTONE REQUIREMENTS**

If you need to reschedule your mandatory Capstone appointment, please contact us at 801-777-4681.

Capstone is the culminating activity to verify whether you have/have not met your Career Readiness Standards as outlined below. These Career Readiness Standards have shown to significantly aid the transitioning member thus reinforcing their importance.

The requirements listed below in conjunction with your Individual Transition Plan, will be used during this appointment to verify completion of these standards.

During your appointment, you will meet with a Transition Counselor who will review your documentation and provide follow-up information as needed. In instances where you have not met Career Readiness Standards, you will be referred to appropriate agencies and resources to assist you in meeting your transition needs. Upon completion of the eForm, it will be necessary for your unit commander or designee to review and sign the eForm.

To ensure you have met the Career Readiness Standards, you should bring the following documentation to your appointment:

(These can be either hard copy or on an electronic device other than a cell phone. A thumb drive or external hard drive is acceptable as well)

- 12-month post-separation budget - All tabs must be completed. Both actual and projected columns must be completed to include the 12 month projection tab as well.
- Proof of eBenefits registration - A simple screen shot of after you have logged on will satisfy this requirement.
- Completed Individual Transition Plan - Pages 1-8 and the applicable block 2,3,4 or 5, which are listed on page 9, that correspond to the career path you are taking.
- Proof of Individual Assessment Tool (i.e. interest assessment on [www.mynextmove.org](http://www.mynextmove.org)) – This is completed Monday morning of the TAP workshop. A simple screen shot of your score will suffice as proof of completion.
- MOC Crosswalk/Gap Analysis - This would have been completed during Day 1 of the TAP workshop.
- Document requirements and eligibility for licensure, certification, and apprenticeship.
- Job application package or a job offer letter - This package must include a private and/or public sector resume, references and cover letter.
- Completed a Continuum of Military Service Opportunity Counseling (active component service members only) - This requirement explores a career in the Reserve or Guard.

\*\*If you are seeking further education or career technical training you must also bring documentation demonstrating the below:

- Completion of a comparison of higher education or technical training institutions.
- Completion of an assessment tool (such as the Kuder assessment) offered through the Education Center to assess your aptitudes, interests and strengths to be used in making decisions about education, technical training, or employment toward a future career field.
- Receipt of a completed application or acceptance letter from a higher education or technical training institution.
- Confirmed one-on-one counseling with a higher education or technical training institution advisor or counselor via telephone, email, or letter.