

CAPSTONE REVIEW CHECKLIST

**Service Members submit ALL required Capstone Review documents to your UTC.
Your UTC will submit your request for a Capstone Review.**

CAPSTONE REVIEW MUST BE COMPLETED NLT 120 DAYS FROM YOUR EAS OR RETIREMENT DATE

STEP 1: COMPLETE CAPSTONE REQUIRED DOCUMENTS

1. **COMPLETED PERSONAL SELF-ASSESSMENT / ITP** – Updated since your Initial Counseling
2. **COMPLETED CURRENT & TRANSITION BUDGET WORKSHEET** – Post Transition Financial Plan- 2 Pages
3. **PROOF OF REGISTRATION FOR VA e-BENEFITS** – Screenshot of Registration
4. **COMPLETED GAP ANALYSIS OR PROVIDE VERIFICATION OF EMPLOYMENT** –Gap Analysis- 2 pages
5. **COMPLETED RESUME OR VERIFICATION OF EMPLOYMENT** – Employment Track Only
OR
6. **COMPLETED COMPARISON OF HIGHER EDUCATION** – My Education Track Only
OR
7. **COMPLETED COMPARISON OF VOCATIONAL/TECHNICAL SCHOOL** – Vocational Track Only

STEP 2: SUBMIT ALL OF YOUR CR DOCUMENTS WITH THE FOLLOWING INFORMATION TO YOUR UTC

Service Members Full Name & Rank:

EDIPI:

EAS Date:

Type of Discharge:

Email Address:

Contact Phone Number:

STEP 3: CAPSTONE REVIEW APPOINTMENT

1. **YOUR UTC WILL REQUEST YOUR CAPSTONE REVIEW** – Your UTC will email us all of your information.
2. **TRS STAFF WILL REACH OUT TO YOU DIRECTLY TO SCHEDULE YOUR CAPSTONE REVIEW** – Typically within 5-7 business days from submission.

FAILURE TO PROVIDE ALL OF THE REQUIRED DOCUMENTS & INFORMATION WILL RESULT IN A DELAY OF SERVICES!

Scan to access the required documents as fillable PDFs.



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