

CAPSTONE REVIEW CHECKLIST

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

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

STEP 1: COMPLETE CAPSTONE REQUIRED DOCUMENTS BASED ON ASSIGNED TIER

Required Career Readiness Standards (CRS) based on Tier Level (Assigned during Initial Counseling)

- ARMY TAP POST ASSESSMENT All Tiers https://centers.armytap.army.mil
- PROOF OF REGISTRATION FOR VA e-BENEFITS All Tiers
- CURRENT & TRANSITION BUDGET WORKSHEET Tiers 2 & 3, optional Tier 1
- GAP ANALYSIS OR VERIFICATION OF EMPLOYMENT Tiers 2 & 3, optional Tier 1
- **RESUME OR VERIFICATION OF EMPLOYMENT** Employment Track Only Tier 3, optional Tiers 1 & 2
- COLLEGE/SCHOOL COMPARISON CHART My Education OR C2E Track Tier 3, optional Tiers 1 & 2

STEP 2: SUBMIT YOUR REQUIRED DOCUMENTS WITH THE FOLLOWING INFORMATION TO YOUR UTC

Service Members Full Name & Rank:

EAS Date:

Email Address:

EDIPI:

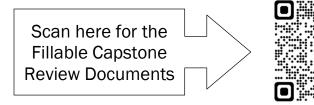
Type of Discharge:

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!



MCAS Cherry Point TRS Staff | 252-466-4201 | Building 4335 Room 213

Revised: 10/3/2023