

## 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!**

Scan here for the  
Fillable Capstone  
Review Documents

