



Capstone Review AND Commander's Verification Career Readiness Standards (CRS) Checklist ***Post TRS***

Following the Transition Readiness Seminar (TRS), the next step is meeting regularly with the Transition Readiness staff to complete your Career Readiness Standards (CRS) in preparation for the final stage of the transition process - the Capstone event. **Capstone occurs in two stages: Capstone Review and Commander's Verification.**

Capstone Review (recommended no later than 120 days from EAS), is where you and the Transition Readiness staff verify that you have met CRS and Transition Assistance Program (TAP) Compliance, and are ready for the final meeting with the Commander (or designee). Upon completion of the appointment, the Transition Readiness staff will send the Commander (or designee) a token email notification that you are ready for your final Commander's Verification appointment. **You will have access to your printable DD Form 2648 eForm only after the Commander (or designee) has electronically signed the form upon completion of your Commander's Verification appointment.**

STEP 1 – Capstone Review Appointment

- DS-Logon username and password
You will need this in order to login to DoDTAP through milconnect to complete your Capstone Review appointment (see login instructions below).

- Commander (or designee) who will be performing your final Commander's Verification capstone meeting 90 days from EAS. **Check with your UTC for the authorized official who must receive this token.**
 - Name: _____
 - Email: _____
 - Phone: _____

- Completed Initial Counseling/Pre-Separation Counseling and the Transition Readiness Seminar (TRS)
Date Completed (found in DoDTAP).
 - Initial Counseling (**mandatory**) no later than 12 months from EAS
 - Pre-Separation Counseling (**mandatory**) no later than 12 months from EAS

- Department of Labor (DOL) Employment Workshop (**mandatory unless exempted**) no later than 6 months from EAS
 - Veterans Affairs (VA) Benefits and Services (**mandatory**) no later than 6 months from EAS
 - Managing Your (MY) Transition (mandatory) no later than 6 months from EAS
 - Reserve Opportunities and Obligations Brief (ROOB) (A/C only) no later than 6 months from EAS
 - Military Occupational Code Crosswalk (**mandatory**) no later than 6 months from EAS
 - Connecting with the Marine For Life Network (**mandatory**) no later than 6 months from EAS
 - Financial Planning for Transition (**mandatory**) no later than 6 months from EAS
- Registered on eBenefits
Date Completed: (found in DoDTAP)
- Prepared a criterion-based Financial Plan for military to civilian transition
Date Completed: (found in DoDTAP)
- Completed a Self-Assessment/Individual Transition Plan
Date Completed: _____
- Completed a Continuum of Military Service Opportunity counseling (Active Component Only). **OR** attendance at the Reserve Opportunities and Obligations Brief during TRS.
Date Completed: (found in DoDTAP)
- Complete DoD Standardized Gap Analysis or verification of employment
Date Completed: _____
- Completed Resume or verification of employment
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 or Vocational Training Track
 - Compare colleges/technical institutions
 Date Completed: _____

STEP 2 – Commander’s Verification Appointment

Commander's Verification (required no later than 90 days from EAS) as scheduled by the UTC, is the culminating activity in the transition process, where a Commander (or designee) verifies that you have met CRS and VOW using the DD Form 2648 eForm, and the employment, education, or technical training goals you intend to pursue post transition, along with a viable plan for transition to civilian life. Additionally, if you require or desire follow-on assistance, the Commander (or designee) will facilitate a "warm handover" to appropriate helping partners such as the Department of Veterans Affairs or the Department of Labor.

- Contact your UTC to let them know the token has been sent to Commander (or designee) and you are ready for your appointment with them
- Meet with your Commander (or designee) to complete the Commander’s Verification process
- Once your form is signed, go into DoDTAP through milconnect and print 3 pdf copies of your completed DD Form 2648 eForm (see instructions below)
- Take a copy to your UTC
- Take a copy to IPAC
- Don’t forget to visit the Statement of Benefits and Veteran Action Point checklist on the Marine For Life Cycle Website at <http://usmc-mccs.org> to continue on a successful transition.

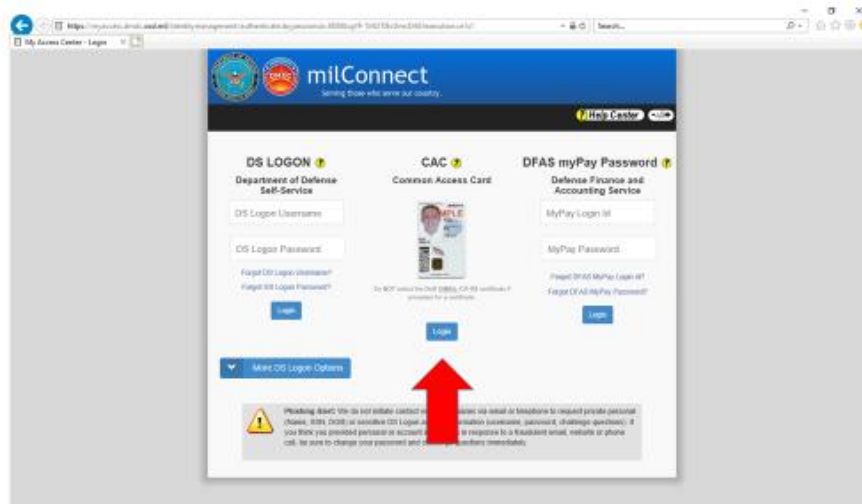
YOU’RE ALL DONE....GOOD LUCK!!!

How to get to DoDTAP through milconnect:

- Go to <https://milconnect.dmdc.osd.mil/milconnect/>
- Click Sign In (green button upper right hand corner)



-Login with CAC



- Click Correspondence/Documentation
- Click DoD Transition Assistance Program (DoDTAP)



- My Dashboard will bring up your DD Form 2648
- Click and Save eForm

