

2024 Capstone Review Requirements

Necessary Timeline Reminder :

- Capstone Review is a mandatory requirement for you to receive your DD214.
 - Schedule an Appointment with the TRS office upon completion of your last TRS course.
 - Capstone Review is to be completed **No Later Than 120 days** prior to your EAS or Terminal leave start date.
 - Unit level Capstone is to be completed **No Later Than 90 days** prior to your EAS or Terminal leave start date.
 - Upon completion of unit level Capstone upload your form to your Outbound interview.
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Tier 1 – Must have # 1 - #3

1. **Completed TRS Checklist:** Have your signed and completed TRS checklist with you to schedule your Capstone review appointment.
2. **Post-Assessment / ITP:** <https://portal.armytap.army.mil> Complete your Post-Assessment, only if you did the initial assessment. This assessment **MUST** be completed prior to your Capstone Review appointment. **If the website is not working, please bring your completed paper Self-Assessment.**
3. **E-FORM:** <https://milconnect.dmdc.osd.mil/milconnect/> Ensure your e-form has been signed in the Pre-Separation Counseling section by both yourself and your Transition Advisor.

Tier 2 – All of the ABOVE and #4 and #5

4. **Transition Budget:** If you did not complete your Transition Budget in your TRS class, you must bring your stamped LES from PFMP for credit.
5. **Completed MOC Crosswalk/Gap Analysis:** You completed this Monday morning of TRS.

Tier 3 – ALL of the ABOVE and #6 OR #7

6. **Resume or Verification of Employment:** Print a completed Resume (one-two page, typed resume) Completed in your DOL Employment Track. You may provide official verification of employment: ie job offer on official letterhead.
- OR
7. **College/School Comparison Chart:** **If** your assigned pathway was My Education or the Vocational Track (if you attended the employment track this does not apply.)