

CAPSTONE PREPARATION CHECKLIST

1. COMPLETE CAREER READINESS STANDARDS

- ☐ Individual Transition Plan (ITP) - Please reach out if you need this form.
- ☐ Continuum of Military Services Opportunity Counseling (Reserve Brief)
- ☐ Gap Analysis – Worksheet from MOC Crosswalk used to analyze skills, education, and certifications.
- ☐ Post Separation Financial Plan – Can be digital or paper version
- ☐ Resume, Offer Letter, or Comparison of Higher Education Institutions – You choose which one to complete.

2. COMPLETE CAPSTONE 90 DAYS BEFORE SEPARATION

- ☐ Bring certificates for all virtual TAP classes
- ☐ Create a login.gov account for access to va.gov

3. SCHEDULE YOUR INDIVIDUAL CAPSTONE APPOINTMENT

- ☐ FFSC Transition Counselor Debroah Edwards
Ph: (619) 592-9355 **email:** deborah.a.edwards57.naf@us.navy.mil
- ☐ NAWS Command – Meet with Command Career Counselor;
email: jade.b.perez.mil@us.navy.mil