

DOCUMENTS REQUIRED AT TRANSITION

400/CAPSTONE

**** Capstone Prep is to be conducted NO EARLIER THAN 120 DAYS PRIOR TO EAS/TERMINAL LEAVE DATE. Please call the Transition Readiness office to schedule. 257-7790****

** Please note that ALL documents below are required to pass your Capstone prep event.

CHECKLIST

- Print Completed Resume (two page, typed resume – refer to DOL Employment Workshop manual and seminar handouts for examples)
- Completed Individual Transition Plan (ITP) – pages 1–14. Note: Career Readiness Standards are noted by 3 asterisks (***) throughout the ITP.
- Transition Budget- Will have been completed and stamped in the Scheduled Pre-Separation class.
- Completed MOC Crosswalk/Gap Analysis.
- Printed E-benefits log on screen shot.
- For Accessing Higher Education Track attendees: College pathway homework/proof of college application and/or attending local college classes.