DOCUMENTS REQUIRED AT

TRANSITION 400/CAPSTONE REVIEW

** Capstone Review is to be conducted 120 DAYS PRIOR TO EAS/TERMINAL LEAVE START DATE. **

** Please note that **ALL** documents below are required to schedule your Capstone Review Appointment.

☐   **Print** - Completed Resume (one-two page, typed resume – refer to DOL Employment Workshop manual and seminar handouts for examples)

☐   **Completed Self-Assessment** – Given out by UTC prior to your Pre-sep counseling appointment.

☐   **Transition Budget**- Must have stamped and signed transition budget. Please call PFMP at **808-257-7783** to schedule your Transition Budget.

☐   **Completed MOC Crosswalk/Gap Analysis**- This document is completed in TRS.

☐   **Proof of E-benefits account** – You may print out your account log in or use a screen shot of your log in.

ATTENTION:

If you would like to schedule an appointment for Capstone Review, Please complete this form with the below information and email or bring to the TRP Office. You will receive a response from the TRP Staff, with your Date, Time Location and Counselor name within 72 hrs.

Rank - _____

Full Name - _____

EAS Date - _____

Terminal Leave Start Date - _____

TRS Completion Date - _____

Budget Completion Date - _____

Phone Number - _____

Email Address - _____

Thank you,

TRP Staff