

Capstone Event Standard Operating Procedures

- I. REFERENCES. Title 10, United States Code; Section 201-265 of Public Law 112-56, VOW to Hire Heroes Act of 2011; Title 38, USC, Ch 41 and 43; DoD Directive 5124.02, Under Secretary of Defense for Personnel and Readiness; DoDI 1332.35, and OPNAV INSTRUCTION 1900.2C .

II. BACKGROUND AND PURPOSE.

- A. BACKGROUND: The CAPSTONE event was established by the Veterans Employment Initiative Task Force as a forum to be conducted at the conclusion of Navy-managed Transition GPS (Goals, Plans, Success).
- B. PURPOSE: To evaluate service member preparedness to successfully transition from a military to civilian career and to validate Career Readiness Standards (CRS) are met. If it is determined that additional assistance is needed transition staff will provide a warm handover to the appropriate partner agency.

Career Readiness Standards capitalize upon the skills and experiences Service members gained during military service and are aligned to employment, technical training and education competency areas (there are no CRS for the entrepreneurship track). CRS and the associated products are based on Service member determined goals that must be achieved to demonstrate the member is prepared to pursue post-separation goals.

- III. TARGET POPULATION. All transitioning service members shall complete CAPSTONE no later than 90 days before separation. In the case that a retirement or other separation is unanticipated, and there are 90 or fewer days prior to discharge or release from active duty, CAPSTONE shall be conducted as soon as possible within the remaining period of service.

IV. PROGRAM OBJECTIVES.

- A. Service members will demonstrate they have met the appropriate Career Readiness Standards (CRS) based on the goals he or she intends to pursue after active duty military service (employment, education or technical training).
- B. Transition counselor will review the Individual Transition Plan (ITP), CRS Review section of DD Form 2648 and supporting documents for completion and verify that the Service member has met his or her CRS.
- C. Once verification of CRS is complete the service member is required to sign the eForm prior to the transition counselor's signature.
- a. The transition counselor will be required to enter Commander or designee email so that they receive a token to access and sign the eForm verification.

- V. PROCEDURES. The CAPSTONE EVENT is a Navy-managed process conducted at the Fleet and Family Support Center or by the Command Career Counselor (CCC).
- A. For a FFSC sponsored event the FFSC staff shall schedule and coordinate quotas for CAPSTONE with CCCs. The CAPSTONE event may be tailored to specific demographic populations (e.g. retirees, first-term separates, employment, education, technical training, etc.).
 - a. It is recommended that during registration the FFSC collect the email for the Commander/Designee.
 - B. The number of CAPSTONE events held per year will vary by installation and sessions should be scheduled based on throughput.
 - C. Promote and market the CAPSTONE event in conjunction with Transition GPS to ensure widest dissemination.
 - D. Optional delivery methods:
 - 1. Large or small group session with max 50 participants (sites with very large throughput may have flexibility with class size).
 - a. Invite partner agencies to participate in the CAPSTONE event to review Career Path section of the ITP.
 - 1) Department of Labor - Employment
 - 2) Veteran's Affairs - Technical
 - 3) Small Business Administration - Entrepreneur
 - 4) Fleet and Family Support Center - Education
 - b. Present CAPSTONE overview, and review ITP Block 1 in a group setting.
 - c. To review Career Path section of ITP divide participants into groups based on their selected career path. Direct participants to the appropriate partner agency to have their ITP reviewed. Partner will meet one-on-one with each participant.
 - 1) If partner agencies are unavailable to support the CAPSTONE event Transition counselor will review the Career Path section of the ITP and supporting documents.
 - d. Review supporting documentation and check off CRS as appropriate on DD Form 2648 CRS review section.
 - e. Warm handover of Service member by command transition officer to appropriate partner agencies (VA, DOL, SBA) for those deemed at risk of not meeting CRS. Service members who require additional assistance must be referred to additional training opportunities.
 - 1) Commanders must ensure a warm handover is made to VA or DOL for transitioning Service members who, based on the commander's or his or her designee's judgment, do not have a post-transition housing plan at capstone.
 - 2) Commanders must ensure a warm handover is made to the DOL for every transitioning Service member who does not separate with an honorable discharge.
 - f. Email form to SVM for signature.
 - 1) If a computer with double CAC reader is used both can sign.

- g. Prior to Transaction Counselor signing an email must be entered to send a token to Commander/Designee for verification signature.
 - h. Either FFSC Staff or Command Career Counselor may sign the DD Form 2648 as a “Transition Counselor”.
 - i. Tell participants to take their completed ITP and supporting documents to their command for final verification.
 - 1) Command must ensure a copy of the DD Form 2648 is filed in the service member’s personnel record.
 - 2. One-on-One session with FFSC Transition staff or Command Career Counselor.
 - a. Either FFSC Staff or Command Career Counselor may sign the DD Form 2648.
- E. Equipment (optional):
 - 1. Computer with internet connectivity
 - 2. Projector and screen
- D. VI. REQUIREMENTS: Service members must report to CAPSTONE with Individual Transition Plan (ITP) and supporting documents to verify that they have met his or her CRS.

VII. RESOURCES.

- A. Individual Transition Plan (ITP)
- B. DD Form 2648
- C. Individual Transition Plan (ITP) Instructor Guide