



## Department of Defense Transition Assistance Program (TAP)



### CAPSTONE REQUIREMENTS

#### TIER 1

Capstone is the final phase of TAP and is required for all separating and retiring Service members. Capstone should occur **NET 12 months and NLT 90 days prior to anticipated separation or retirement**. A member with less than 90 days of military Service remaining should complete as soon as possible.

**To initiate your Capstone, submit the following CRS requirements to your TAP Counselor via email:**

- ☐ **Individual Transition Plan (ITP)** – fully complete (None, N/A, or blank sections are not accepted)  
[Click here for document](#)
- ☐ **VA.gov registration** (using non-CAC method) – screenshot of the welcome screen with your name displayed
- ☐ **Continuum of Military Service** – If you have served less than 8 years, date you met with an in-service recruiter
- ☐ Personal email address and state-side phone number where you can be reached post-transition
- ☐ ZIP code for the location you are relocating to post-transition
- ☐ Name and email address for your Commander and First Sergeant
- ☐ Date of separation (or final out if taking terminal leave)
- ☐ Complete an updated Statement of Understanding (SOU) and Personal Readiness Inventory (PRI)  
[Click here for document](#)

\*Commander verification (signature) is required on the eForm (DD Form 2648) to be cleared for TAP completion after Capstone. Please take a copy of your completed DD Form 2648 to your final out-processing appointment.

**For more information, contact the Ramstein AB Military & Family Readiness Center**

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