

## **EASing? Have you scheduled your Capstone?**

MCO1700.31 states that Capstone is the culmination of the transition process and occurs NLT 90 days preceding anticipating separation, retirement, demobilization, or deactivation.

### **To schedule your Capstone:**

#### **MCRD Parris Island**

(843) 228-4574

(843) 228-2761

[parr\\_smb\\_mcrdpi\\_crmcpi@usmc.mil](mailto:parr_smb_mcrdpi_crmcpi@usmc.mil)

#### **MCAS Beaufort**

(843) 228-7353

(843) 228-6670

[bfrt\\_crmc\\_trs@usmc.mil](mailto:bfrt_crmc_trs@usmc.mil)



# CAPSTONE

*Transition Readiness Seminar is a prerequisite to this event.  
For Transition Readiness Seminar class dates contact us.*



## MCAS Beaufort, SC Capstone Interview Instructions

Following completion of the Transition Readiness Seminar (TRS), the next step is meeting regularly with the TRS staff to complete your Career Readiness Standards (CRS) in preparation for the final stage of the transition process – the Capstone event. Capstone occurs in two stages: Capstone Review and Commander's Verification.

**The Capstone must be completed NLT 120 days from your EAS date!**

Capstone Review is where you and the Transition Readiness staff verify that you have met the CRS and Transition Assistance Program (TAP) Compliance, and are ready for the final meeting with the Commander (or designee). Upon completion of the appointment, the Transition Readiness staff will send the Commander (or designee) a token email notification that you are ready for your final Commander's Verification appointment.

You will have access to your printable DD Form 2648 eForm only after the Commander (or designee) has electronically signed the form upon completion of your Commander's Verification appointment.

### How do I schedule my Capstone Interview?!

To schedule the Capstone Review with the Transition Readiness Staff, you must FIRST email your COMPLETED Capstone documents to [bfrt\\_crnc\\_trs@usmc.mil](mailto:bfrt_crnc_trs@usmc.mil).

The documents you need to complete and email are:

1. GAP Analysis
2. Post Separation Budget
3. Resume OR Job Offer Letter OR College Acceptance Letter

These documents were covered and provided during your TRS week. If you need additional copies of these documents, contact the Transition Readiness Office.

After we have verified that your paperwork is complete, one of our staff members will respond to your email within 24-48 hours with a time and date to complete the Capstone Review.

**If you have any questions or need assistance with anything, please do not hesitate to contact the Transition Readiness office.**

[Bfrt\\_crnc\\_trs@usmc.mil](mailto:Bfrt_crnc_trs@usmc.mil)

**843-228-7701/6670/7353**

**BLDG 807 (IPAC) RM 100**