

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; and Directive-type Memorandum (DTM) 12-007, Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members.

- 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 hand-off 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 as required by Department of Defense policy.

- 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 personnel will review the Individual Transition Plan (ITP) and supporting documents for completion and verify that the Service member has met his or her CRS.

 - C. Once verification of CRS is complete transition staff will sign the ITP checklist.

- 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. 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.).

 - 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 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 FFSC Transition staff may review the Career Path section of the ITP and supporting documents. If using this option presenter may determine how to divide the group (alphabetically, count off, etc...).
 - d. Review ITP Block 6 and sign ITP on the "Transition Counselor" line. Either FFSC Staff or Command Career Counselor may sign the ITP Checklist as a "Transition Counselor".
 - e. Tell participants to take their completed ITP, signed ITP Checklist, and supporting documents to their command for final approval.
 - 1) Command must ensure ITP Checklist 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 ITP Checklist.

E. Equipment (optional):

- 1. Computer with internet connectivity
- 2. Projector and screen

VI. REQUIREMENTS: Service members must report to CAPSTONE with all documentation as delineated in DTM 12-007 – Implementation of Mandatory Transition Assistance Program Participation for Eligible Service Members.

VII. RESOURCES.

- A. Individual Transition Plan (ITP)
- B. DD Form 2958 AUG 2013, Service Member Career Readiness Standards/ITP Checklist
- C. Individual Transition Plan (ITP) Instructor Guide