



CAPSTONE APPOINTMENT REQUIREMENTS

(Capstone must be completed between 150 and 90 days prior to separation or retirement)

NOTE: All items must be completed before setting up your Capstone appointment.

When you are ready, call: 425-304-3735

☐ Complete Initial Counseling and Self-Assessment with your Command Career Counselor – You must have an active eForm (DD2648)

Appointment date and time: _____/_____/_____ Location: NAVSTA Everett / Smokey Point

My Tier Assignment: _____ My Command Career Counselor Email: _____

Based on your Tier Assignment please bring the completed documents:

Tier 1

- ☐ Individual Transition Plan
- ☐ DS Logon
- ☐ Login.gov

Tier 2

- ☐ Individual Transition Plan
- ☐ DS Logon
- ☐ Login.gov
- ☐ Gap Analysis: Instructions and worksheet provided during TAP MOC Crosswalk Module
- ☐ 12 month, post-separation spending plan; at minimum, it must include: income, expenses, insurance, debt, assets, goals, and action plan

Tier 3

- ☐ Individual Transition Plan
- ☐ DS Logon
- ☐ Login.gov
- ☐ Gap Analysis: Instructions and worksheet provided during TAP MOC Crosswalk Module
- ☐ 12 month, post-separation spending plan; at minimum, it must include: income, expenses, insurance, debt, assets, goals, and action plan

Based on which Track you attended you will need one of the following:

- ☐ Your completed resume
- ☐ Comparison of higher education/technical schools OR B2B Workbook

If you do not have the requirements met – you may be asked to reschedule.

For assistance or questions about completing this checklist, please call FFSC TAP at 360-731-6393 or email:

NSEFFSC@us.navy.mil