

## SERVICE MEMBER CAREER READINESS STANDARDS/INDIVIDUAL TRANSITION PLAN CHECKLIST

### PRIVACY ACT STATEMENT

**AUTHORITY:** 10 U.S.C. 1142, Pre-separation Counseling; DoD Directive 1332.35, Transition Assistance for Military Personnel; DoD Instruction 1332.36, Pre-separation Counseling for Military Personnel; and E.O. 9397, as amended (SSN).

**PRINCIPAL PURPOSE(S):** To document achievement of Career Readiness Standards commensurate with the Service member's desired employment, education, technical training, and/or entrepreneurial objectives.

**ROUTINE USE(S):** The DoD "Blanket Routine Uses" found at [http://dpclo.defense.gov/privacy/SORNs/blanket\\_routine\\_uses.html](http://dpclo.defense.gov/privacy/SORNs/blanket_routine_uses.html) apply.

**DISCLOSURE:** Voluntary; however, if the requested information is not provided, it may not be possible for a Commander or designee to verify that a Service member has met the Career Readiness Standards.

### SECTION I - SERVICE MEMBER INFORMATION

<b>1. NAME</b> <i>(Last, First, Middle Initial)</i>	<b>2. GRADE</b> <i>(Select one)</i>	<b>3. DoD ID NUMBER</b>	<b>4. TRANSITION DATE</b> <i>(YYYYMMDD)</i>
<b>5. SERVICE</b> <i>(Select one from each category)</i>	<b>6. UNIT</b>		

### SECTION II - COMMON CAREER READINESS STANDARDS

*(X one)*    **YES**    **NO**    **N/A**

<b>7. Completed the DoD Standardized Individual Transition Plan</b>			
<b>8. Prepared the DoD Standardized 12-month post-separation budget reflecting personal/family goals</b>			
<b>9. Registered on eBenefits</b>			
<b>10. Completed a Continuum of Military Service Opportunity counseling</b> <i>(active component Service members only)</i>			
<b>11. Evaluated transferability of military skills to civilian workforce (MOC CROSSWALK) and completed DoD standardized gap analysis</b>			
<b>12. Documented requirements and eligibility for licensure, certification, and apprenticeship</b>			
<b>13. Completed an assessment tool to identify personal interests and leanings regarding career selection</b>			
<b>14. Completed a job application package</b> <i>(resume, personal/professional references and, if required, application) or presented a job offer letter</i>			
<b>15. Received a DOL Gold Card and understands post 9/11 Veterans have priority for 6 months at DOL American Job Centers</b>			

### SECTION III - ACCESSING HIGHER EDUCATION/CAREER TECHNICAL TRAINING READINESS STANDARDS

16.a. Completed an assessment tool to identify aptitudes, interests, strengths, or skills			
16.b. Completed a comparison of academic or training institution choices			
16.c. Completed a college, university or career technical training application or received an acceptance letter, respectively			
16.d. Confirmed one-on-one counseling with a higher education or career technical training institution advisor or counselor			

### SECTION IV - OTHER

17. Completed Preseparation Counseling (DD Form 2648/2648-1) - MANDATORY			
18. Completed VA Benefits Briefings I and II - MANDATORY			
19. Completed DOL Employment Workshop - MANDATORY UNLESS EXEMPT <i>(See Item 20 for exemptions)</i>			
20. REASON EXEMPTED FROM DEPARTMENT OF LABOR (DOL) EMPLOYMENT WORKSHOP <i>(Select one)</i>			
21. Completed Transition GPS Track(s) <i>(Select all that apply)</i>			
<input type="checkbox"/> Accessing Higher Education <input type="checkbox"/> Career Technical Training <input type="checkbox"/> Entrepreneurship			
22. Evaluated post-military transportation requirements and developed a plan to meet personal/family needs in ITP			
23. Evaluated post-military housing requirements and developed a plan to meet personal/family needs in ITP			

### SECTION V - WARM HANDOVER TO SUPPORTING AGENCIES CONTACT INFORMATION

<b>24.a. VA REPRESENTATIVE</b> <i>(Last Name, First Name)</i>	b. POST-TRANSITION LOCATION	c. TELEPHONE NUMBER	<input type="checkbox"/> d. X IF HANDOVER CONFIRMED
<b>25.a. DOL REPRESENTATIVE</b> <i>(Last Name, First Name)</i>	b. POST-TRANSITION LOCATION	c. TELEPHONE NUMBER	<input type="checkbox"/> d. X IF HANDOVER CONFIRMED
<b>26.a. OTHER RESOURCES</b> <i>(Last Name, First Name)</i>	b. POST-TRANSITION LOCATION	c. TELEPHONE NUMBER	<input type="checkbox"/> d. X IF HANDOVER CONFIRMED

### SECTION VI - VERIFICATION

27. I verify that all applicable Career Readiness Standards were were not met, as documented in the Individual Transition Plan.		
<b>28.a. SERVICE MEMBER</b> <i>(Print Last Name, First Name)</i>	b. DATE <i>(YYYYMMDD)</i>	
<b>29.a. TRANSITION COUNSELOR</b> <i>(Print Last Name, First Name)</i>	b. REMARKS	c. DATE <i>(YYYYMMDD)</i>
<b>30.a. COMMANDER (OR DESIGNEE)</b> <i>(Print Last Name, First Name)</i>	b. REMARKS	c. DATE <i>(YYYYMMDD)</i>

## INSTRUCTIONS

This checklist coincides with the Individual Transition Plan and certifies achievement of the Career Readiness Standards (CRS) commensurate with the Service member's desired employment, higher education, career technical training and/or entrepreneurial objectives. This checklist must be completed prior to the Service member's separation, certified by the Transition Counselor and Service member's Commander or Commander's designee.

### Section I - Service Member Information.

1. **Name.** Self-explanatory.
2. **Grade.** Enter or select E1 - E9; W1 - W5; or O1 - O10 from the drop-down list.
3. **DoD Identification Number.** Self-explanatory.
4. **Transition Date.** Enter expected date of retirement, ETS, discharge, or release from active duty.
5. **Service.** Enter or select your specific Service Branch and Component from the drop-down lists.
6. **Unit.** Enter designation of current unit of assignment.

**Section II - Common Career Readiness Standards and Section III - Accessing Higher Education/Career Technical Training Readiness Standards.** A response is required for each entry. Mark the applicable box Yes, No, Not Applicable (N/A) in response to whether the Service member completed the corresponding Career Readiness Standards (CRS). Service members are required to meet the CRS and have a viable Individual Transition Plan (ITP).

Item 10 pertains only to Active Component Service members. Active Component Service members who are separating must receive counseling from a transition counselor on the value and importance of continuing Military Service in the Reserve Components.

Items 16.a. - d. pertain to Service members seeking higher education or career technical training when they depart from military service.

### Section IV - Other.

- 20. Reason Exempted From Department of Labor (DOL) Employment Workshop.** Select the item from the drop-down list corresponding to the reason the Service member may be exempted from attending the DOL Employment Workshop. Select "Not Exempt" if the Service member does not meet the following exemption criteria:
- a. Service members retiring after 20 years or more of Active Federal Service (AFS) in the Military Services.
  - b. Service members, after serving their first 180 continuous days or more on active duty, pursuant to 10 U.S.C., if they meet at least one of the following criteria:
    - I. Provide documented confirmation of civilian employment.
    - II. Provide documented acceptance into an accredited career technical training, undergraduate or graduate degree program.
    - III. Have previously attended the DOL Employment Workshop.
  - c. Service members with specialized skills who, due to unavoidable circumstances, are needed to support a unit on orders to be deployed within 60 days. The first commander in the Service member's chain of command with authority pursuant to chapter 47 of 10 U.S.C. (also known as the "Uniform Code of Military Justice (UCMJ)") must certify on the ITP checklist any such request for exemption from the DOL Employment Workshop. A make-up plan must accompany the postponement certification.
  - d. Recovering Service Members (RSMs) imminently transitioning from active duty, who are enrolled in the Education and Employment Initiative (E2I) or a similar transition program designed to secure employment, higher education, or career technical training post-separation.

**Section V - Warm Handover.** Enter the name and contact information of the Veterans Administration, Department of Labor, or other employment, education, or supporting resources available at the Service member's final post-transition destination to provide assistance to the Service member after leaving active military service. The warm handover consists of a confirmed person-to-person contact of the Service member with appropriate partner agencies, and assurance that the partner acknowledges post-military assistance is required and that its staff will follow through to assist the member. A warm handover is required for those who do not meet the CRS or need further assistance.

**Section VI - Verification.** Commanders or Commanders' designees are responsible for verifying that Service members meet the CRS and have a viable ITP at Capstone. If Service members do not meet the CRS, then Commanders or Commanders' designees will take action to connect members via a warm handover to the appropriate interagency partners, or appropriate local resources, for the necessary assistance. Commanders or Commanders' designees will document the warm handover in Section V.

Type in the names of the Service Member, Transition Counselor, Commander or Commander's designee in Items 28.a. - 30.a. in lieu of a "wet" signature.