



Career Readiness Standards

Career Readiness Standards (CRS) are a set of career preparation activities service members must complete to depart from active-duty and be considered “career ready.” The standards provide service members with a clear, comprehensive set of activities to ensure they have the training and skills needed to transition successfully into civilian life. Completion of CRS activities is mandatory for all service members retiring, separating or being released after 180 days or more of active-duty. Commanders or their designees verify CRS completion during a mandatory event called “Capstone.”

KEY ROLES AND RESPONSIBILITIES

Service Members

Consider your post-military goals and aspirations and the income needed to support your lifestyle

Be proactive: Plan ahead and learn about the services available on your installation to assist you in meeting CRS

Complete all CRS requirements prior to Capstone and transition

Commanders

Educate your service members about CRS and the importance of responsible transition planning

Ensure your service members are provided time and access to resources needed to meet CRS

Work with your local Transition Assistance Program (TAP) office to balance your mission needs with service member transition requirements

Verify CRS during Capstone – no later than 90 days prior to service member’s separation by using the Individual Transition Plan (ITP) Checklist

Initiate a “warm handover” between a service member and relevant partnering agency (*as necessary*)

TAP Managers and Counselors

Ensure your office supports transitioning service members and resources are available to meet expected throughput at your installation

Communicate with commanders and service members about CRS; educate them about what resources or training you can provide to assist service members in meeting the standards

Encourage service members to complete CRS activities early

TO MEET CRS, SERVICE MEMBERS MUST:

- >> Prepare a DoD standardized 12-month post-separation budget
- >> Complete a standardized DoD ITP
- >> Register on eBenefits (<https://www.ebenefits.va.gov>)
- >> Complete Continuum of Military Service counseling (*active component only*)
- >> Evaluate transferability of military skills to the civilian workforce (*complete Military Occupational Code Crosswalk and DoD standardized gap analysis*)
- >> Document requirements and eligibility for licensure, certification and apprenticeship
- >> Complete an assessment tool to identify personal interests and leanings regarding career selection
- >> Complete a job application package or present a job offer letter
- >> Receive a Department of Labor (DOL) Gold Card and demonstrate understanding of Post 9/11 veteran priority at DOL American Job Centers
- >> Complete pre-separation counseling
- >> Attend Veterans Affairs Benefits I and II Briefings
- >> Attend the DOL Employment Workshop (unless exempt)

CAPSTONE CRS VERIFICATION PROCESS

- >> No later than 90 days before transition, service members participate in Capstone to verify they meet CRS and ensure they have a viable ITP
- >> If a service member does not meet CRS or present a viable ITP, they will be provided further assistance through a “warm handover” to a relevant partnering agency



For more information about TAP contact your local installation Transition Assistance Office or visit

www.DoDTAP.mil

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