



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

COMMAND POLICY

DHR-01

IMHD-HR-ACAP

JUN 18 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Career and Alumni Program (ACAP) Participation

1. **APPLICABILITY.** This policy applies to Fort Hood and tenant organization Soldiers and their family members.
2. **POLICY.**
 - a. ACAP is the installation agency responsible for providing timely and effective transition assistance to Soldiers, Army civilian employees and their Families under Title 10 U.S.C 1142-1144. ACAP, the Veterans Administration (VA) and the Department of Labor (DOL) are partners in preparing transitioning Soldiers (transitioners) for success. These agencies provide the information on benefits and assistance necessary to make informed transition decisions for securing employment based on military acquired skills, training, and experience.
 - b. Transitioners may use ACAP services 1 year prior to separation through 6 months after. Those retiring may begin 2 years prior and continue for life. This timeline allows flexibility to release Soldiers for ACAP between major training events and commensurate with their individual needs and career goals.
 - c. The Army has established a list of required transition tasks and a timeline for their completion to assist Soldiers in securing their benefits and employment prior to leaving the military. Commanders will designate a point of contact to synchronize unit efforts with ACAP and ensure Soldiers complete the Army's transition tasks IAW the timeline below. The ACAP Center will track Soldiers' progress in ACAPXXI and provide monthly reports. The ACAP will be incorporated into the Organizational Inspection Program.
 - (1) Every Soldier eventually leaves the Army: therefore, transition actually begins with the first assignment. Within 30-60 days of a Soldier's arrival in the unit, the Career Counselors/Retention NCO should discuss short- and long-term military career goals. Leaders should include transition in regular counseling throughout a Soldier's career.
 - (2) Not later than 12 months prior to separation, Soldiers will complete the statutory Pre-separation Briefing either online at www.acap.army.mil (preferred) or by appointment at the ACAP Center.

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(3) Within 2 weeks of the Pre-separation Briefing, Soldiers will schedule an initial counseling by calling (254) 288-ACAP or 288-JOBS. The ACAP Counselors will assist Soldiers in completing their Individual Transition Plan, scheduling ACAP briefings and events, and will provide a copy of the authenticated DD Form 2648, Preseparation Counseling Checklist.

(4) Not later than 9 months prior to separation, Soldiers will complete the DOL Employment Workshop. The Workshop is the first step in preparing for civilian employment and covers resume writing, job applications, interviewing, and job search techniques. Soldiers enrolled in the Workshop are excused from all training, except physical fitness training, and may not be pulled from the Workshop except by consent of the Command Sergeant Major or Commander.

(5) Not later than 6 months prior to separation, non-retiring Soldiers will attend the Transition Orientation (TO) and VA Benefits Briefing. The TO provides important information on separation orders, DD 214, clearing, finance, Reserve opportunities, transportation, and more. The VA Benefits Briefing is possibly the most important briefing a separating/retiring Soldier will receive, as it may impact benefits for life. Soldiers processing through the Medical or Physical Evaluation Board (MEB/PEB) must also attend the Disability Transition Assistance Program (DTAP) Briefing.

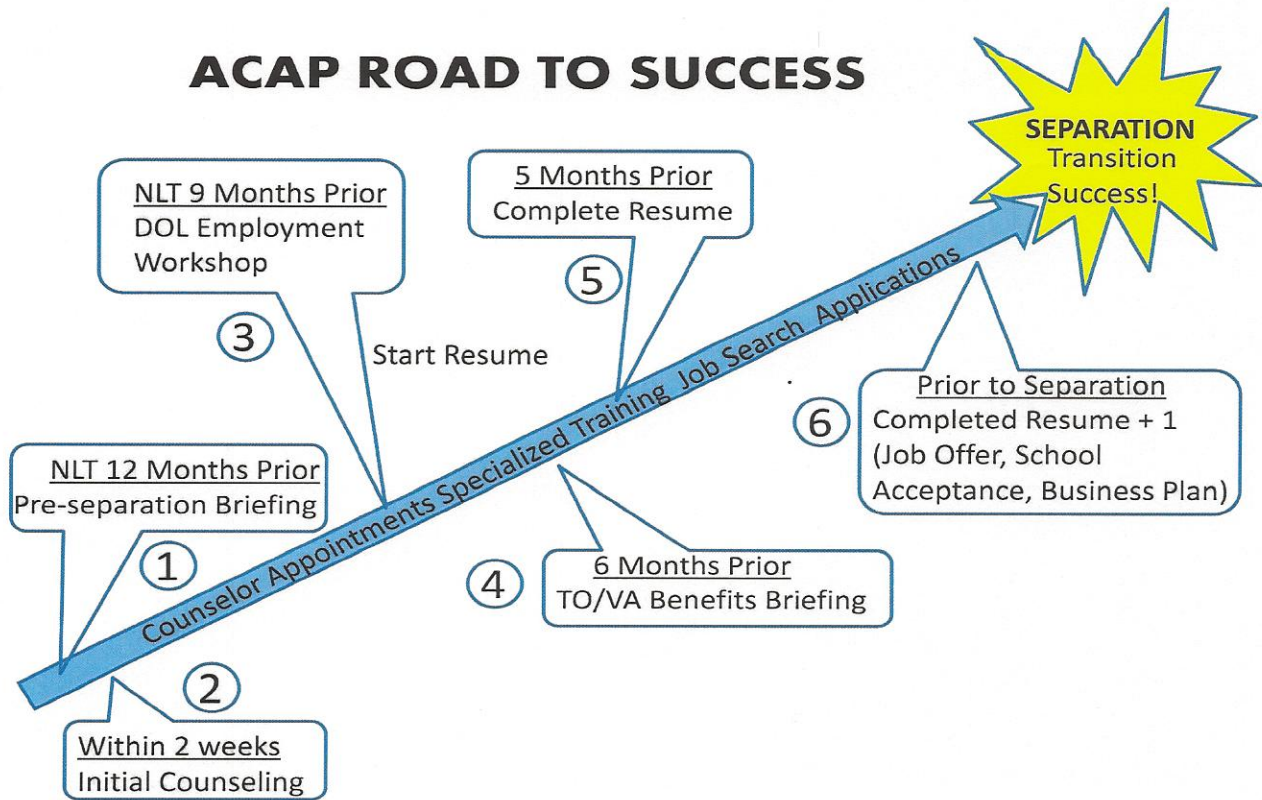
(6) Not later than 5 months prior to separation, Soldiers should have a resume that has been reviewed by their ACAP Counselor. A completed resume is required for clearance from ACAP upon separation.

(7) Soldiers may schedule focused transition-related training, counseling, and computer lab appointments throughout their transition. Focused training may include financial planning, credentialing, Federal resumes, job search, Troops to Teachers, job fairs and hiring events, and starting a business. Counselor and computer lab appointments provide time for assisted resume writing, job search, and career research. Counselors also assist with such tasks as evaluation of job offers, interview preparation, and registration for Federal benefits at www.ebenefits.va.gov, www.myHEALTHvet.va.gov and DOL's CAREERONESTOP.org.

(8) In order to clear ACAP, Soldiers must have completed a resume and have one of the following: a firm job offer, acceptance letter from a college or training institution, a business plan, or a current list of job openings matched to their level of knowledge and skills. Soldiers will have registered for Federal VA and DOL benefits.

(9) The ACAP timeline allows flexibility for full participation in ACAP services with minimal impact on unit mission. Leaders will promote ACAP attendance and allow

separating Soldiers sufficient time to transition. Commanders will monitor timeliness and events to ensure Soldiers comply with the law and this policy.



d. Soldiers who will redeploy with less than 12 months remaining on active duty (AD) will complete the statutory Pre-separation Briefing and individual counseling prior to deployment. They may use virtual means to continue to work on their transition tasks while deployed and then resume in person once they return.

e. The ACAP timeline does not apply to Soldiers beginning the MEB/PEB process and unprogrammed losses, who may be at higher risk for unemployment. These Soldiers will be immediately referred to ACAP to complete as many services as possible prior to separation.

3. Getting Soldiers to ACAP and encouraging their participation shows our commitment to Soldiers and Families. Soldiers leaving the Army today will face a recovering economy. The planned force reduction may cause others to leave earlier than planned.

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ACAP helps Soldiers leverage their valuable Army-acquired skills, training, and experience to obtain civilian careers. Their success highlights the value of service to the Nation, all while saving millions of Army dollars in unemployment claims.

4. EXPIRATION: This policy supersedes the 14 October 2011 policy and will remain in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read "D. Campbell, Jr.", written over a horizontal line.

DONALD M. CAMPBELL, JR.
Lieutenant General, USA
Commanding

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IAW FH Form 1853: A