

ACAP BASICS

ACAP provides pre-separation counseling and a wide range of transition and job search information and referral services for Soldiers, veterans, retirees, DA Civilians and Family members online, at ACAP Centers and the new Call Center.

Eligibility

If you are an AC or RC Soldier with 180+ days of continuous active duty service, you and your Family members are eligible to receive ACAP services 1 year prior to separation or 2 years prior to retirement. DAC employees subject to RIF or BRAC and their Family members are eligible up to their separation date. Check eligibility at the **Transition Assistance** tab at <https://www.acap.army.mil>.

AKO

Your AKO logon will give you access to the full range of ACAP transition and career services. These services are available on ACAP websites, in an ACAP Center, or 24/7 from your home, office or any location with Internet capability. For an AKO logon, go to <https://www.us.army.mil>.

ACAP Secure Portal

You can log on to the ACAP Secure Portal 24/7 from ACAP On-Line at <https://www.acap.army.mil>. Use the secure portal from the **Transition Assistance** tab to register with ACAP and complete pre-separation counseling at your own pace. From the **Employment Assistance** tab, schedule DOL, VA and ACAP events, create resumes and cover letters, practice job interviews, conduct career research and receive career counseling support.

COMMANDERS PROGRAM

ACAP Commanders Program

The ACAP staff works closely with unit commanders to ensure all Soldiers have the opportunity to use ACAP services. Commanders' reports are available to unit leadership to track Soldiers' ACAP progress.

DOL AND VA TRAINING

DOL Employment Workshop

This workshop, taught by Department of Labor instructors, covers all requirements of the job search process from self-assessment to negotiating and evaluating job offers. You'll learn how to find jobs, write job search documents and draft resumes.

VA Benefits Briefing

You'll receive information about the broad range of VA benefits and your eligibility for them. VA Counselors explain benefits: compensation and pension, survivor and burial, health care, vocational rehabilitation and employment, education and training, home loan guarantee, and life insurance. They also explain how to apply for benefits and help with your application.

VA Disabled Transition Assistance Program (DTAP) Briefing

In addition to the VA Benefits Briefing, if you think you have a service-connected disability or a service-aggravated injury or illness, you should attend a DTAP briefing to learn about Vocational Rehabilitation and Employment services designed to help you get and keep a job.

SERVICES

- Pre-separation Counseling, DD Forms 2648 or 2648-1
- DOL Employment Workshop
- VA Benefits/DTAP Briefings
- Individual Transition Plans
- Personalized Career Counseling
- Job Assistance Training (JATA)
- Job Search
- Seminars
- Resume Writing and Reviewing
- Practice Interviews
- Federal Job Applications
- Employers Who Want to Hire Veterans
- 24/7 Call Center

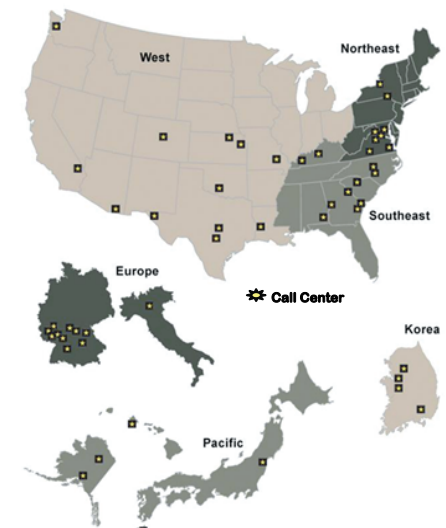
SCHEDULE SERVICES

- To schedule services, workshops, seminars or event attendance, go online to the secure website at <https://www.acap.army.mil> or contact your ACAP Center.

INDIVIDUAL ASSISTANCE

- ACAP Call Center**
A Call Center is manned 24/7 by experienced Transition Counselors who can assist you with virtual ACAP services at **800-325-4715**.
- ACAP Virtual Center**
The ACAP Virtual Center provides access to transition materials, resume resources, on-line seminars and ACAP Counselors in a virtual environment with an Avatar to navigate and interact with others. Enter through ACAP's Facebook page or ACAP Call Center.
- ACAP Centers**
ACAP Counselors are available in an ACAP Center and by phone or email to offer guidance, information, assistance and referrals throughout your entire transition and beyond.

Army Career and Alumni Program



PLANNING FOR THE FUTURE

❑ Individual Transition Plan

An Individual Transition Plan (ITP) helps organize the transition actions and activities you identify into manageable tasks and a workable timeline.

❑ Gather Service Information

To print your Verification of Military Experience and Training (VMET) document, your AARTS transcript and more, go to appropriate links at ACAP On-Line.

ACAP TRAINING

❑ Seminars

Expand your knowledge of key DOL Employment Workshop concepts in 1- and 2-hour seminars taught by ACAP Counselors. Seminar topics generally include writing resumes and federal applications. Ask your ACAP Counselor for specific titles.

❑ Career Counseling

Your ACAP Counselor can provide individual assistance in writing resumes, cover letters, job searching and interviewing techniques at a traditional or virtual ACAP Center or by phone or email.

Work with Counselors to learn to focus your Internet job and career research and how to apply for federal positions.

❑ Job Fair Preparation

Learn how to prepare for a job fair by attending short classes, reviewing and updating your resume, and practicing selling yourself and your abilities in a brief all encompassing statement.

ACAP TOOLS

You can access the ACAP tools and services described below in your ACAP Center and through the secure portal of ACAP On-Line.

❑ DD Form 2648 / 2648-1 Presentations

Complete the preseparation briefing or review preseparation topics by logging onto ACAP On-Line. Play the presentations as often as you like. Complete the DD Form 2648/-1 at your own pace. Go to the ACAP Center to print, get signatures and approval, and receive Initial Counseling.

❑ Resume Writer

Even if you've never written one, you can create a professional looking, custom resume. The ACAP Resume Writer helps you organize your work experience, skills, education and training into two standard resume formats. You even can easily reorganize and reformat your information to target employers and job opportunities.



❑ Cover Letter/Thank You Letter Writer

Like the Resume Writer, the Cover Letter/Thank You Letter Writer helps you create professional job search correspondence.

❑ JATA

The Job Assistance Training Application (JATA) provides job search training in an automated format. JATA is perfect for reviewing DOL Employment Workshop concepts or learning the basics of the job search process.



❑ Practice Interviews

You can use ACAP XXI Practice Interviews in your ACAP Center or online at home. Interactive, full-motion videos let you experience typical, job interview scenarios and provide your own answers to employer questions in a stress-free environment.



ADDITIONAL ACAP ASSETS

❑ Library

Each ACAP Center maintains a standard library of relevant career search references for your convenience. The collection includes books that address resumes, cover letters, job interviews, salary negotiation, federal employment and other topics. A list of library books is available on ACAP On-Line.

❑ Jobs Bulletin Board

Your ACAP Center promotes employers and job opportunities on a designated bulletin board. Visit your Center to browse job announcements and learn more about the current job market.

ACAP PUBLIC WEBSITE

❑ ACAP On-Line

The Army's complete website for transition and employment assistance information and referrals, ACAP On-Line, at <https://www.acap.army.mil>, connects you with ACAP Centers worldwide and links to other service providers, federal agencies, online transition and employment opportunities, and job fairs.

❑ Employers Who Want to Hire Veterans

By adding a link to their company's job web page on ACAP On-Line, more than 3,000 registered employers have committed to hiring veterans.

Go to <https://www.acap.army.mil>. At the **Employment Assistance** tab, select "Jobs" and "Employers Who Want to Hire Veterans" to browse employer opportunities.

❑ Facebook

The ACAP Facebook page offers up-to-date transition and employment information, ACAP videos, upcoming event information and access to the virtual ACAP Center. Simply click on the Facebook icon at the bottom of the ACAP homepage at <https://www.acap.army.mil> for access.

TELL US WHAT YOU THINK

❑ Critique

You can tell us how well ACAP provided services during your transition by completing a short, online critique.