



# Army Career and Alumni Program (ACAP)



***Army Strong for Life***

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*Our mission is to provide standardized, effective & efficient services, facilities and infrastructure to Soldiers, Families and Civilians for an Army and Nation engaged in persistent conflict.*

*We are the Army's Home*

# ACAP Mission Statement



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To deliver a World Class Transition Program for America's Army that empowers Members to make informed career decisions that enhances lives, communities and our Nation.





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# ACAP Is



- A program that enables Soldiers to capitalize on their Army experience and skills.
- Something your Soldiers and you have earned.
- A lasting image of the Army your Soldiers take with them and contributes to Army recruiting.
- A means of informing Soldiers that reenlistment is a viable option.
- All about making an informed decision.

Note: Soldiers need an average of 40 hours, spread over a six-month period of time, to take advantage of ACAP services.



# Challenges for Veterans

## Competing for Employment



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- Translating Extensive Military Experience into an Understandable Civilian Resume.
- Lack of Education Degrees, Certifications or Minor Requirements for a Position even though the Possess the Skills.
- Networking Skills – What is that?
- Interviewing Skills – How to Talk Effectively.
- Salary Negotiation – How to negotiate salary and/or benefits.
- Educational Background – Undergraduate Degrees and/or Beyond
- Military language barriers
- Individual Expectations





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# Schofield Barracks ACAP Center

Soldier Support Center, Bldg 750, Rm 134



New Ft Shafter  
Satellite Ofc  
Coming Soon!

- Pre-separation Counseling (mandatory):
  - Pre-separation briefings ( includes Individual Counseling)
  - Individual Transition Plan (ITP)
  - VA Benefits & Disability Briefings
  - Completed DD Form 2648 – required for final separation processing
- Job Assistance:
  - Job Assistance Training
  - Department of Labor Transition Assistance Program (TAP) Employment Workshop (mandatory as of Nov 12)
  - Individual Counseling
  - Computer Lab & Automated Tools (resume writer)





# Schofield Barracks ACAP Center



## Monthly Briefings

- VA Benefits & Disability Briefings
- VA Vocational Testing & Evaluation
- TRICARE
- Social Security Disability
- Dept of Labor 2-1/2 Day TAP Workshops\*
- Discretionary ACAP workshops

Note: TAP Workshop will be 3 days o/a 1 January 2013.





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# Schofield Barracks ACAP Center

Soldier Support Center, Bldg 750, Rm 134



- No Orders required to begin ACAP
- Spouses encouraged to use ACAP
- Soldiers must have an AKO account  
(and know their password)
- WTB MEB Soldiers eligible to use SFAC ACAP
- All other MEB Soldiers come to ACAP Center

**NOTE: Cdrs immediately refer Unprogrammed Losses to ACAP either voluntary or involuntary prior to separation date**



# ACAP Eligibility

## When Do You Start?



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- Congress set the basic eligibility standards for all military personnel to ensure that they would have sufficient time to take advantage of available services.
- Active Component (includes family members)
  - Retiring Soldiers
    - Begin 2 years before planned retirement date
    - Army Policy allows ACAP services for life after retirement (space available)
  - Non-Retiring Soldiers
    - Begin NLT 12 months before separation
    - Services allowed for 180 days after separation



# Why Support ACAP?



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- **Take Care of the Army:**

- ACAP supports AC and RC recruiting.
- Veterans and retirees are Army Ambassadors who can help Army recruiting.
- How we treat Soldiers as they leave active duty will determine what they tell potential recruits.
- Reduces Army Unemployment Compensation (UCX) costs.
- Connect Career-Ready Soldiers with potential Employers.

- **Take Care of the Country:**

- Army training and experience prepares veterans and retirees to succeed in meaningful jobs.
- Our national economy and public welfare depends on our best men and women being all that they can be.
- ACAP strengthens our communities and our economy.



# ACAP Eligibility continued



## RC & DA Civilians (DACs)



- **Demobilizing Reserve Components**

(includes services for family members)

- Must have had 180 days of continuous active duty
- Eligible for ACAP services 180 days after separation

- **DA Civilians** (includes services for family members)

- Displaced by RIF/BRAC or other action
- Approved retirement
- Services Up to 180 days after retirement or departure from federal service due to stress or terrorist attack





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# ACAP On-Line Services

[www.acap.army.mil](http://www.acap.army.mil)



**NEW!**  
**It's Your**  
**Choice!**

ACAP On-Line the Army's Official Transition Web Site. Start your transition process with [Preparation](#)

**ARMY CAREER & ALUMNI PROGRAM** Contact ACAP | Log-In | FAQs

ARMY STRONG. FOR LIFE.

[About ACAP](#) [Transition Assistance](#) [Employment Assistance](#) [VA Benefits](#) [Education/Training](#) [Employment](#)

We build a robust Alumni network to help Soldiers find solutions.

**Your Transition** **Our Mission**



### American Corporate Partners (ACP)

ACP is a nationwide program that provides mentorship opportunities for transitioning veterans and Guard and Reserve personnel. ACP is not a job program, its a tool for networking and long-term career development.

### Get Started Today! Transitioning AC and RC Soldiers: separating, retiring, deployed, mobilized

- Receive required pre-separation counseling.
- Learn about transition benefits and services.
- Take advantage of programs and assistance.
- Complete DD Form 2648 or 2648-1

[- start now](#)



### What Soldiers Are Saying: Success Stories Job with Caterpillar

"Thanks to my ACAP Counselor helping me with my resume, I landed a job with Caterpillar in southwest Florida at a very good pay rate plus good family insurance. Thank you very much."

[- more success stories](#)



### Careers: ACAP Employer Partners

Connect with job opportunities and hiring events sponsored by employers who want to hire you.

- Browse or search current job listings on the official websites of nationwide EMPLOYERS WHO WANT TO HIRE VETERANS.
- Locate job fairs sponsored by ACAP Centers, career placement firms and associations.

### Leader's Corner: Tools for Commanders

Click here for information on how to help your Soldiers' transition.



**Benefits Delivery at Discharge (BDD)** download a video to promote awareness of two important pre-discharge programs.

[< previous](#)

[next >](#)

**Preseparation Briefing**  
**Now On-Line!**





# Army Career and Alumni Program (ACAP)



## Background



### Army ACAP/Transition USMA Study Group

- VCSA directed USMA SG, April 2010; completed October 2010.
- Focused on leader support and involvement, methods (virtual), and timing of transition services.

### VCSA Sends

- November 24, 2010
- Highlights USMA SG findings of leader involvement in transition and starting transition 12 months before separation.

### Army Transition Policy Letter

- SECARMY, August 29, 2011
- Emphasizes leader involvement; starting transition 12 months before separation; expanding virtual services; promoting lifelong learning.

### HQDA EXORD 054-12

- December 29, 2011
- Incorporates USMA SG, VCSA Sends, and Army Transition Policy with emphasis on beginning transition NLT 12 months prior to separation and commander's program.

### Veterans Employment Initiative Task Force (VEI TF)

- CORE must be FOC Nov, 2012, GPS/CAPSTONE must be FOC Nov, 2013
- President directed DOD-VA TF August 2011, in addition to VOW, choose Education, Technical, or Entrepreneurship curriculum.

### VOW (Veterans Opportunity to Work) to Hire Heroes Act 2011

- Must be FOC November 10, 2012
- By Law, mandatory participation in Transition Assistance Program (TAP); Preseparation, DOL Workshop, VA Benefits.

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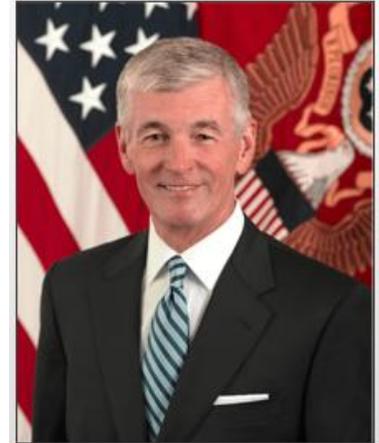


# Secretary of the Army



The Honorable John McHugh

## New Transition Policy



- Leaders at all levels will be involved.
- Transition is a process that requires planning throughout the individual's lifecycle and is a critical component of lifelong learning and development.
- The Army Transition Policy will encompass transitions throughout the entire lifecycle of service, adjust and adapt to the needs of our transitioning personnel.
- Secretary of the Army signed memo dated 29 Aug 2011, subject: Army Transition Policy.





# Public Law 112-56 Nov 2011



## Veteran Opportunity to Work (VOW) Act of 2011 (HR 2433)



- The VOW to Hire Heroes Act of 2011, a law passed in November 2011, mandates participation of members of the Armed Forces in the DOD Transition Assistance Program (TAP) NLT November 2012.
- Expands Education & Training Opportunities
- Improvement of Transition Assistance Program (TAP)
- Acquiring Veterans Preference Earlier
- Translating Military Skills and Training
- Tax credits for Companies that Hire Veterans
  - ✓ Up to \$9,600 for Hiring an Unemployed Veteran with Service-connected disabilities
  - ✓ Up to 45,600 for Hiring an Unemployed Veteran



VOW to Hire Heroes Act of 2011: House Committee on Veteran's Affairs

# EXORD 054-12 (Background)

Transition made a higher priority



- EXORD creates a stronger focus on preparing Soldiers for life after the Army.
- EXORD establishes the Army Career and Alumni Program (ACAP) as a **“Commander’s Program”** and directs commanders at all levels of the Army to embrace transition policies and encourage greater participation by Soldiers, DA Civilians, and their Families.
- Goal is for Soldiers to have a valid resume at a minimum upon transition, and encourages a college/training institute acceptance letter, actual job offer, or a current list of job leads.
- The Army is directing unit commanders to be responsible for their Soldiers’ that transition out of the Army.

Note: Army is in the business of connecting Career-Ready Soldiers with potential employers.



# EXORD 054-12 (Background)



## Transition Now a Commander's Program



- Soldiers will be counseled on lifelong learning and develop their military, personal, and professional goals starting in their first duty assignment and continuing until they depart the Army. (Individual Development Plan (IDP))
  
- Each commander, sergeant major and first sergeant is responsible for ensuring that Soldiers initiate ACAP services early on in the transition process. *(Begins 18 months from separation date with counseling from unit career counselor followed by at least 5 more individual counseling.)*
  
- Commanders will actively ensure their Soldiers (both Active and Reserve Component) begin transition not later than twelve (12) months from their scheduled departure from the Army and continue their participation in ACAP until they are discharged.



# EXORD 054-12 (Background)

## Transition Individualized Program



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- ❑ All service members will receive individual assessments for various positions of civilian employment in the private sector for which the member may be qualified as a result of skills developed during the Soldier's military career.
  
- ❑ Establishes transition Goals, Planning, and Success (GPS) program that produces a core curriculum of Pre-separation Counseling, Veterans Affairs (VA) Benefits Workshops, Department of Labor (DOL) Employment Workshops, and at least one additional specialized workshop or "track":
  - Education (Degree/Certification) Track
  
  - Technical (Apprenticeship/Trade) Track
  
  - Entrepreneurial (Small Business) Track





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# TRANSITION GPS OVERVIEW



## Goals, Planning, and Success (GPS)



Core Curriculum Outcomes	DOL Employment Workshop Outcomes	Education Track Outcomes
<ul style="list-style-type: none"> <li>▶ Letter documenting the Continuum of Military Service decision</li> <li>▶ Military Occupational Code (MOC) Crosswalk documenting civilian certification, licensure, and/or apprenticeship applicability</li> <li>▶ Registration for VA eBenefits, MyHealthVet, and relevant applications (e.g., initial claim, home loans, health benefits, prescription benefits, and GI Bill transferability)</li> <li>▶ 12 month budget reflecting personal goals</li> <li>▶ Standardized Individual Transition Plan (ITP) documenting personal and employment/entrepreneurship /education/technical training goals, actions, and milestones</li> <li>▶ VA Benefits applications</li> </ul>	<ul style="list-style-type: none"> <li>▶ Results of Employment Readiness Scale (ERS) Assessment</li> <li>▶ “Gold Card” Certificate for DOL One Stop Career Centers</li> <li>▶ Job Application Package that includes:               <ul style="list-style-type: none"> <li>- Resume (private and/or Federal)</li> <li>- Reference list (personal and professional)</li> <li>- Job applications (2)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▶ List of suitable colleges or universities</li> <li>▶ Application package for a selected college or university</li> <li>▶ Small group counseling</li> <li>▶ Confirmed One-on-One counseling with an advisor at a college or university</li> <li>▶ Documented connection with Student Veterans Organization (SVO)</li> </ul>
		Technical Training Track Outcomes
		<ul style="list-style-type: none"> <li>▶ List of suitable Technical Training institutions</li> <li>▶ Application package for a selected Technical Training institution</li> <li>▶ Understanding of web-based tools for certification training</li> <li>▶ Small group counseling</li> <li>▶ Confirmed One-on-One counseling with an advisor at a technical training institution</li> <li>▶ Documented connection with SVO</li> </ul>
		Entrepreneurship Track Outcomes
		<ul style="list-style-type: none"> <li>▶ Connection to the Small Business Administration (SBA) in local area</li> <li>▶ Preliminary outline of a business plan</li> </ul>



NOTE: GPS Overview Provided by HQ IMCOM ACAP

# Career Readiness Standards



## Career Readiness Standards (CRS)



BEFORE CRS
<p><b>Service members must have:</b></p> <ul style="list-style-type: none"> <li>➤ Preseparation Counseling</li> </ul>
<p><b>Service members may have:</b></p> <ul style="list-style-type: none"> <li>➤ Documented Continued Military Service Opportunity via USAR/ARNG membership</li> <li>➤ Registration in e-Benefits</li> <li>➤ Resume</li> <li>➤ Individual Transition Plan</li> </ul>

AFTER CRS	
SERVICE MEMBERS MUST HAVE	
<ul style="list-style-type: none"> <li>➤ Preseparation Counseling</li> <li>➤ Documented Continued Military Service Opportunity via USAR/ARNG membership</li> <li>➤ Registration in e-Benefits and MyHealtheVet</li> <li>➤ VA Benefits Briefing</li> <li>➤ Military Occupational Code (MOC) Crosswalk to Civilian Skills</li> <li>➤ An integrated 12-month budget</li> <li>➤ Applications for VA Benefits</li> <li>➤ Individual Transition Plan</li> </ul>	<ul style="list-style-type: none"> <li>➤ <b>Employment Track</b> <ul style="list-style-type: none"> <li>▪ Results of Employment Readiness Assessment (ERS)</li> <li>▪ Private or Federal resume</li> <li>▪ Personal and professional reference list</li> <li>▪ Two (2) completed job applications OR a job acceptance letter</li> <li>▪ DOL Gold Card Certificate</li> </ul> </li> <li>➤ <b>Education Track / Technical Track</b> <ul style="list-style-type: none"> <li>▪ Education assessment for remedial education/training</li> <li>▪ Documented evaluation of schools/colleges/training institutions</li> <li>▪ Comprehensive Education or Tech Training Application Package to include a submitted application to an academic or training institute OR an acceptance letter from an institution</li> <li>▪ Confirmed counseling with institutions' counselor</li> <li>▪ Confirmed connection with campus or local Student Veterans Organization</li> </ul> </li> </ul>



NOTE: CRS Info Provided by HQ IMCOM ACAP

# Army CAPSTONE

*Commanders Must Track This*

## Army CAPSTONE

*(An event tracked in ACAP XXI Data Base)*



- CAPSTONE is the final QC to ensure Soldiers are as prepared as possible. The event takes place approx 90 days prior to transition and will confirm these outcomes:
  1. Completion of the CRS.
  2. Completion and applicability of the ITP.
  3. Remedial training for needed tasks.
  4. "Hand off" to VA, DOL, and/or SBA. *(When Soldier is ready to go)*
  5. Feedback on the transition process and it's value to them (optional). *Cdrs & Soldiers*
  6. Risk assessment (details to be determined and synchronized with OTSG).
- Commanders have three options for CAPSTONE execution. All options include the above outcomes:
  1. Face-to-face/virtual counseling with an ACAP counselor (approx 1:5 ratio).
  2. Face-to-face counseling with the commander (exit interview; approx 1:10 ratio).
  3. Large event with guest speakers, etc (4 hours, MAX). *Cdrs determines event*
- Event status will be tracked and recorded in ACAP XXI. *Cdrs input or inform ACAP*

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NOTE: CAPSTONE Info Provided by HQ IMCOM ACAP



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# EXORD 054-12 (Background)



## New Transition Program

- ❑ Pre-separation Counseling and Needs Assessments will include an Individual Transition Plan (ITP), Employment Readiness Scale (ERS), well-being, legal assistance, relocation assistance, health/life insurance, finances, and referrals to additional services as appropriate.
- ❑ The VA Benefits Workshop focuses on VA benefits, financial planning, MOS crosswalk, Family considerations, and disability programs.
- ❑ The DOL Employment Workshop will produce resumes, job applications or acceptance letters, and a DOL “Gold Card” access for DOL Career Centers.
- ❑ Additional tracks include: Technical Training Workshops focused on technical certification and licensing, transferrable military skills, and selecting a reputable career/technical school; Education Workshops focused on preparing for continuing/higher education; and Entrepreneurship Workshops will cover steps toward entrepreneurship Business plans and research, finances and, capital operations, and non-profits.



# EXORD 054-12 (Background)

## New On-Line Services



New Options  
for Soldiers!

- ACAP has increased the availability of its services. ACAP opened a new Call Center to provide services remotely to Soldiers who are either too far from local ACAP Centers, or cannot access services because their center is not open.
- ACAP Call Center provides all the tools and services through a convenient toll-free telephone number, 800-325-4715 and is available 24/7.
- Services that used to be available only at ACAP Centers, as well as general information about transition services, can be completed through ACAP's secure portal.
- Effective immediately, the initial phase of ACAP services, the pre-separation briefings, and review of the DD Form 2648/-1, are now available through ACAP's secure online portal – [www.acap.army.mil](http://www.acap.army.mil).





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# New Transition Timeline

## Commanders will Ensure Soldiers are IAW Timeline



- NLT 12 months prior to planned separation – Complete the Pre-separation Counseling & DD Form 2648 by either:
  - Face to Face
  - Virtually using ACAP Website / Virtual ACAP Center
  
- NLT 10 months prior to transition begin to:
  - Develop an Individual Transition Plan (ITP)
  - Develop a Resume of Choice with ACAP Transition Counselor
  
- Between 10 months and separation date:
  - Complete specialized training
  - Modify Resume IAW ITP
  
- NLT 9 months prior to planned separation – Attend the DOL Employment Workshop

Note Exceptions: RC Soldiers (employed) & AC with 20 yrs –  
TAP not required.





# New Transition Timeline



## Commanders will Ensure Soldiers are IAW Timeline continued

- NLT 6 months prior to planned separation – Complete the VA Benefits Briefing
  - Compensation; Pension; Health Care
  - Vocational Rehabilitation; Employment Education & Training
  - Home Loan Guarantee; Small Business Seminars
  - Life Insurance; Survivor Benefits & Burial
  
- NLT 5 months prior to transition – Complete Resume of Choice
- NLT 90 days – CDRS CAPTSTONE Event
  
- Prior to Clearing:
  - Soldiers must have in his/her possession products that demonstrate preparedness for transition; this must include a resume. Also encouraged is one of the following:
    - ✓ Acceptance Letter from College/Training Institute
    - ✓ An Actual Job Offer
    - ✓ A current list of solid job openings that are well-matched to Soldier's current level of knowledge, skills and abilities





# How You Can Help?



## Leadership At All Levels

**Be an  
Informed  
Leader!**

- Support Timely Attendance – Compliance with EXORD, OPORD, Law
- Encourage Soldiers to experience the full ACAP process to gain transition preparedness.
- Visit the ACAP Center – Soldier Support Center, Bldg 750, Rm 134
- Visit the ACAP Homepage Leaders Corner ([www.acap.army.mil](http://www.acap.army.mil))



# Schofield Barracks ACAP Center

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Soldier Support Center

Bldg 750, Room 134

Hours of operation: M-F 0730 to 1600

(Thurs 1000 to 1600)

Closed on Federal Holidays

Opened on ADONSA days

Phone No. 655-1028

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**New Ft Shafter  
Satellite Ofc  
Coming Soon  
Bldg S330!**

Dedicated ACAP Counselor

Located in SFAC, Bldg 692

Phone No. 655-7167

Assists WTB MEB/PEB/AW2 Soldiers





# Army Career and Alumni Program (ACAP)



## Questions?

