



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY UNITS, HAWAII
FORT SHAFTER, HAWAII 96858-5100

JAN 15 2010

APTS-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Transition Policy Memo, Army Career and Alumni Program (ACAP) Participation

1. **APPLICABILITY.** This policy applies to US Army Pacific, US Army Garrison, Hawaii, Reserve Component and tenant organizations Soldiers and their Family members.

2. **POLICY.**

a. Title 10 U.S.C. codified in sections 1141-1143 and 1144-1150, directs the Services to provide quality transition services, benefits information, and job search assistance to separating and retiring Soldiers and Family members. As the organization responsible for providing these services, ACAP is a vital part of the separation process providing veterans benefits information, training and assistance in obtaining employment and help in making intelligent transition decisions.

b. By law, all separating/retiring service members must complete the Preseparation Counseling Checklist (DD Form 2648/2648-1) and be briefed on benefits more than 90 days before separation. The Hawaii standard is 180 days prior to separation to receive this briefing and begin ACAP services. To meet this standard, effective immediately all separating/retiring Active and Reserve Component Soldiers assigned to Hawaii will contact the ACAP Center 180 days prior to their contractual separation or retirement date to receive an appointment for this mandatory Preseparation Briefing.

c. Soldiers referred for medical separation/retirement and Soldiers assigned/attached to the Warrior Transition Battalion (WTB) will be immediately referred to ACAP for the Preseparation and mandatory Veterans Affairs briefings. Commanders will follow the guidance set forth in MILPER MSG 09-027 dated 12 Feb 2009. Go to <https://perscomnd04.army.mil/milpermsgs.nsf/WebFrameset?OpenFrameSet>.

d. Family members of separating/retiring Soldiers are invited and encouraged to participate in ACAP services.

3. Commanders will ensure that Soldiers are afforded sufficient opportunity to use the available ACAP services. Soldiers are not required to have retirement/separation orders to use any ACAP services. Commanders will ensure that all

APTS-CG

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voluntary/involuntary and medically chaptered Soldiers begin ACAP services as soon as the process begins.

a. Commanders are directed to ensure that all separating Soldiers attend the Department of Labor 2-1/2 Day Transition Assistance Program (TAP) Workshop and the Veterans Affairs (VA) 4-hour Benefits briefing. This will be accomplished no later than 180 days prior to separation.

b. To start this very important transition process separating Soldiers may contact ACAP up to one year prior, and retiring Soldiers up to two years prior to their established separation date. This will allow for participation in ACAP training and services with minimal impact on the unit mission requirements. Soldiers enrolled in the 2-1/2 Day TAP Workshop will be excused from all other training, including PT and may not be removed from the workshop except by the CSM or commander. The chain-of-command will ensure all separating Soldiers are given time to meet their transition needs.

c. Commanders are encouraged to use the ACAP Homepage Website (www.acap.army.mil). The Website will provide leaders with information and knowledge on all ACAP services that are essential to transitioning Soldiers.

d. Commanders will encourage Soldiers to use the ACAP Express on-line service. The Army's secure online portal for ACAP services can be found at <https://www.acapexpress.army.mil>. This online service streamlines access to ACAP programs and provides Soldiers with more independence in using these services. The Soldiers chain of command may use this service to coordinate and schedule ACAP appointments to meet mission requirements and support Soldiers needs.

4. Getting Soldiers to ACAP is the right thing to do. First, it rewards Soldiers and Families for their sacrifices during their service. It demonstrates that leaders mean it when we say "the Army takes care of Soldiers and Families." Second, ensuring Soldiers can provide for their Families by helping them find employment saves DOD millions of dollars in unemployment costs. In FY09 DA reimbursed the states over \$336M in unemployment compensation paid to newly separated Soldiers. Unemployment payments are short-term. On the other hand, assisting Soldiers in securing post-military employment enables them to provide for themselves and their Families for years to come. Those who separate can look back on their military experience in a positive manner and see its value to subsequent employment. This will

APTS-CG

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provide a basis for them to encourage other young men and women to enter military service.

5. Some leaders consider ACAP to be in competition with their reenlistment objectives, this is not the case. ACAP counselors encourage Soldiers to consider the many advantages of staying in the Army. Counselors assist Soldiers in exploring career options and candidly assess their own skills, training, and marketability. For many Soldiers, this review results in their reenlisting for further training or civilian schooling to better prepare for a civilian career. Many stay on for full careers. There is no better recruiting influence in the community than a retiree or veteran whose Army experience includes being treated with respect and being supported even after making a decision to transition to civilian life.

6. All Soldiers deserve the best possible start in the civilian world when leaving the Army and ACAP provides the knowledge and skills for a seamless transition. We owe it to Soldiers and Families to make sure they can and do take advantage of the valuable ACAP services available to them.

7. Point of contact for this policy is USAG-HI, Director of Human Resources, Army Career and Alumni Program (ACAP), Ms Charlene L Shelton, Transition Services Manager, 808-655-8945.



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Commanding

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