



REPLY TO  
ATTENTION OF

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

## **COMMAND POLICY**

**AG-01**

AFZF-GC-AG-M

10 MAY 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Career and Alumni Program (ACAP) Participation

1. **APPLICABILITY.** This policy applies to Fort Hood and tenant organization Soldiers, federal civilian employees who are in a reduction-in-force status, and their family members.

2. **POLICY.**

a. Title 10 U.S.C 1142-1144, requires the Services to provide quality transition services, information on benefits, and job search assistance to every separating and retiring Soldier and to federal civilian employees affected by reduction-in-force or who are retiring. Family members of the above individuals are also authorized these benefits. As the organization responsible for providing these services, ACAP is a vital part of the separation process providing important veterans benefits information, training and assistance in obtaining employment, and help in making intelligent transition decisions.

b. In 1Q FY04, the Department of Defense reimbursed the states over \$45M in unemployment compensation paid to separating Soldiers, an increase of \$17M over 1Q FY02. This is money that could have been spent within the Department on other requirements. Unemployment compensation payments do not help Soldiers take care of themselves and their families in the long term. However, assisting Soldiers in securing employment upon separation provides them the means to care for themselves and their families for years to come.

c. Commanders will ensure that Soldiers have sufficient opportunity to use ACAP Center services before separation. Soldiers are authorized to use services one year before ETS or two years before retirement. The ideal time to begin ACAP processing is 180 days before the start of transition leave or one year before retirement. This timeline allows sufficient time for participation in ACAP and other transition services with minimal impact on the unit mission. By law, every separating or retiring Soldier, including mobilized Reserve Component Soldiers who have served 180 days or more on active duty, must receive pre-separation counseling and complete the Pre-separation Counseling Checklist (DD Form 2648) not less than 90 days prior to separation. The DA timeliness standard is 75% of Soldiers briefed at least 90 days before separation.

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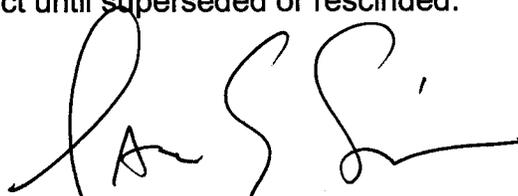
Commanders will ensure that Soldiers receive this briefing not less than 120 days before separation and will monitor timeliness statistics provided by ACAP monthly to ensure compliance. Including ACAP timeliness with USR, Review and Analysis, or other monthly reviews is a good way to keep up with this requirement.

3. Encouraging Soldiers to participate in ACAP is the right thing to do on many levels. First, it rewards Soldiers and families for their sacrifices during their service by demonstrating that leaders mean it when we say "the Army takes care of Soldiers and families." Second, ensuring Soldiers can take care of their families by finding them employment saves DoD millions of dollars in unemployment reimbursements costs. Third, those who separate can look back on their military experience and see its value to subsequent employment. This establishes a basis for them to encourage other young men and women to enter military service.

4. Some leaders consider ACAP to be in direct competition with their reenlistment objectives; however, ACAP counselors also encourage Soldiers to consider the many advantages of staying Army. Last year 7.6% who started ACAP reenlisted. Counselors assist Soldiers in exploring career options and candidly assessing their own skills, training, and marketability. For many Soldiers, this review results in their reenlisting for further training or until they can complete civilian schooling or certifications to better prepare for a civilian career. Many stay on for full careers.

5. For all these reasons, we owe it to Soldiers and families to make sure they can and do take advantage of the ACAP services available to them. It is up to leaders to help them do it.

6. EXPIRATION: This Fort Hood Command Policy Memorandum supersedes the 2 April 2003 policy and will remain in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read 'J. E. Simmons', written in a cursive style.

JAMES E. SIMMONS  
Brigadier General, USA  
Commanding

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IAW FH Form 1853: A