



REPLY TO
ATTENTION OF

IMHD-HR-ACAP

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

COMMAND POLICY
DHR-01

18 May 2013

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, civilian employees and their Families under Title 10 U.S.C. 1142-1144 and Public Law 112-56, Veterans Opportunity to Work (VOW) Act of 2011. The ACAP center coordinates the efforts of the Veterans Administration (VA) and Department of Labor (DOL) to provide the information and assistance to those transitioning and needing to make informed career decisions, access benefits earned through military service and secure employment based on military acquired skills, training, and experience. In this way, ACAP plays a key role in the Army's retention efforts and reduces the Army's potential unemployment costs.

b. All military members will receive transition services not less than 12 months prior to separation or 24 months prior to anticipated retirement. Leaders at all levels will promote and support the program and provide leadership focus and involvement.

c. Appointments and tasks related to transition are set against a timeline designed to assist Soldiers in securing their benefits and employment prior to leaving the military, while providing commanders flexibility in scheduling. Commanders will designate a point of contact to synchronize unit efforts with ACAP and ensure Soldiers complete the Army's transition tasks in accordance with the timeline below. The ACAP center will track Soldier completion of the Army Career Readiness Standards (CRS) in ACAP XXI where commanders may monitor unit progress. The ACAP will be incorporated into the Organizational Inspection Program. The Army CRS and time standards are below:

(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 a unit, the Career Counselor/Retention Non Commissioned Officer (NCO) should discuss short- and long-term military career goals.

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(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.

(3) Within 2 weeks, following the pre-separation briefing Soldiers will schedule an Initial Counseling (IC) with an ACAP Counselor by calling (254) 288-ACAP (2227) or 288-JOBS (5627). The ACAP Counselor will assist the transitioner in completing the mandatory Individual Transition Plan (ITP), scheduling the 5-Day VOW Workshop, ACAP briefings and events, and provide their copy of the DD Form 2648, pre-separation counseling checklist, required by law.

(4) Not later than 9 months prior to separation, Soldiers will complete the five-day VOW Transition Assistance Program (TAP) workshop. Soldiers enrolled in the five-day TAP are excused from all other training. Soldiers will not be released for Phantom Time or be required to conduct unit physical fitness training. The unit will grant compensatory time for training holidays missed because of the workshop. Soldiers may not be pulled from the workshop except by consent of the Battalion Commander or Command Sergeant Major.

(a) VOW TAP workshops are designed to prepare attendees for transition to the civilian workforce. They are, therefore, well suited to train transitioners to dress for the interview and the civilian workplace. Attendees may wear Army Combat Uniform (ACU) or duty uniform or may elect to wear appropriate civilian attire described below. The shaving and piercing standards prescribed in AR 670-1 apply to ACAP courses. Women, however, may wear their hair down. No t-shirts, jeans, shorts, sneakers, tennis shoes or flip flops will be worn.

(b) Men may wear dress or casual slacks, dress shirt, polo or golf-style shirt with collar or sweater, laced or slip-on dress shoes.

(c) Women may wear dress or skirt (knee-length or longer) or casual slacks, high neck or jewel blouse, casual shirt or sweater, heels or dress shoes.

(5) Not later than 6 months prior to separation Soldiers will attend the Transition Orientation (TO). The TO provides important information about separation orders, service computation, DD 214, clearing, finance, reserve obligation and opportunities, transportation and more. The VA benefits briefing portion is required only for those who attended the three-day workshop prior to 21 November 2012.

(6) Soldiers who attended the three-day DOL workshop prior to 21 November 2012 must complete a one-day finance workshop, Military Occupational Code (MOC) seminar, and VA registration make-up class, in accordance with law. They must also complete the VA benefits briefing.

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(7) Not later than 5 months prior to separation Soldiers will have a finalized resume that has been reviewed by their ACAP counselor.

(8) Soldiers may schedule focused transition-related courses, and counseling/ computer lab appointments throughout their transition. Focused training may include Federal resumes, entrepreneurship, education, troops to teachers, and other training or job fairs/hiring events. Counselor and computer lab appointments provide time for assisted resume and career research. Counselors assist with such tasks as evaluation of job offers, credentialing information, and interview preparation. Soldiers will receive assistance in registering for Federal benefits at www.ebenefits.va.gov, www.myHEALTHvet.va.gov, and DOL's <http://CAREERONESTOP.org>.

(9) ACAP and other service providers will prepare a DD Form 2958, Service Member's Individual Transition Plan Checklist, annotating the Soldiers completion of the Army's Career Readiness Standards (CRS). The commander or commander's designee will sign the form, verifying the Soldier's completion of the requirements.

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

(11) The above timeline allows flexibility for full participation in ACAP services with minimal impact on the 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 redeploy with less than 12 months remaining on active duty (AD) will complete the statutory pre-separation counseling 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 redeploy.

e. The ACAP timeline does not apply to Soldiers beginning the Medical Evaluation Board (MEB) or Physical Evaluation Board (PEB) process and un-programmed losses, who may be at high 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 demonstrates our commitment to Soldiers and Families. Assisting them in securing post-military employment not only enables them to avoid financial hardship, but highlights the value of service to the Nation, all while saving millions of Army dollars in unemployment claims.

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4. EXPIRATION: This policy supersedes Command Policy DHR-01 dated 26 November 2012. This policy will remain in effect until superseded or rescinded.



**ANTHONY R. IERARDI
Major General, USA
Commanding**

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IAW FH Form 1853: A