

# Army Career and Alumni Program Fact Sheet



## TRANSITION OVERVIEW

### ❑ ACAP

The Army Career and Alumni Program (ACAP) delivers a world-class transition program that ensures all eligible transitioning Soldiers have the education, training, and counseling, necessary to be career-ready in the global workforce. ACAP helps Soldiers make informed career decisions through benefits' counseling and employment assistance.

### ❑ Eligibility

If you are an Active or Reserve Component Soldier with 180+ days of continuous active duty service, you and your Family members are eligible to receive ACAP services one year prior to separation or two years prior to retirement. Department of the Army Civilian employees and their Family members are eligible up to their separation date.

### ❑ Commanders Program

The unit commander works closely with the ACAP staff to ensure all Soldiers have the opportunity to use ACAP services. Reports are available to unit leadership to track a Soldier's ACAP progress.

### ❑ VOW Act

The Veteran's Opportunity to Work (VOW) Hire to Heroes Act was signed into law on 21 November 2011. Legislation mandates Preseparation Counseling, VA Briefings, and DOL Employment Workshop for all Soldiers. Implementation for the VOW Act was 21 November 2012.

### ❑ Army Transition Policy

The Transition Policy Memorandum was signed by the Secretary of the Army on 29 August 2011. The policy ensures that every Soldier begins mandatory Transition counseling and planning no later than 12 months before separating or demobilizing. It also establishes ACAP as a Commander's program.

## TRANSITION REQUIREMENTS

### ❑ Preseparation Briefing (DD Form 2648/-1)

The Preseparation Briefing is a mandated requirement which provides the required training and counseling sessions and the Preseparation checklist. (2 hours)

### ❑ Individual Transition Plan

You will develop a mandated Individual Transition Plan (ITP) to achieve your Career Readiness Standard goals of pursuing either an education, technical, or entrepreneurial track. (1.5 hours)

### ❑ MOS Crosswalk

Translates your military skills, training, and experience to align with related civilian career opportunities and complete the mandated gap analysis. (2 hours)

### ❑ Transition GPS

Transition Goals, Plans, Success consists of an education, technical, and entrepreneurship track to meet the individual Soldier's transition goals.

### ❑ DOL Employment Workshop

In this mandated Department of Labor workshop, you'll learn how to find jobs, draft resumes, and write job search documents. (3 days) \*possible exemption

### ❑ Financial Planning Seminar

This class offers financial planning and budget preparation tools required to complete the mandated 12-month post-military budget. (4-6 hours)

### ❑ VA Benefits Briefing

These mandated briefings cover information about VA benefits and eligibility. Register for benefits at [www.myhealth.va.gov](http://www.myhealth.va.gov) and [www.eBenefits.va.gov](http://www.eBenefits.va.gov). (4-6 hours)

### ❑ CAPSTONE (DD Form 2958)

This mandated culminating activity verifies the Soldier has a viable Individual Transition Plan and meets the Career Readiness Standards.

## TRANSITION HEADQUARTERS

### ❑ ACAP Centers

ACAP Centers have Counselors ready to offer guidance, assistance, and referrals throughout your transition and beyond. To find an ACAP Center, go to [www.acap.army.mil](http://www.acap.army.mil).

### ❑ ACAP Virtual Center

The ACAP Virtual Center provides access to ACAP Counselors, transition materials, resume resources, and seminars 24/7. Call 800-325-4715 or 502-613-8831 (DSN 983) to speak with a Counselor or go to [www.acap.army.mil](http://www.acap.army.mil) to request virtual access.

### ❑ ACAP On-Line

The Army's complete website for transition provides employment assistance, referrals, and job fairs, as well as links to other transition services. Go to [www.acap.army.mil](http://www.acap.army.mil).

### ❑ ACAP on Facebook

Visit ACAP on Facebook for current information on transition and employment. ACAP Facebook can be found at [www.facebook.com/armycareerandalumniprogram](http://www.facebook.com/armycareerandalumniprogram)

### ❑ Schedule Transition Services

To schedule transition services, go to [www.acap.army.mil](http://www.acap.army.mil) or contact your ACAP Center.

### ❑ Job Connections

Hero 2 Hired helps connect employers to Soldiers by translating their military training and experience to related civilian skills. Register and upload your resume at [www.h2h.jobs](http://www.h2h.jobs).

Also visit [www.acap.army.mil](http://www.acap.army.mil) to learn more about employment opportunities as well as local scheduled hiring events and career fairs.