

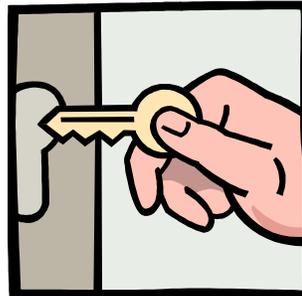
ACAP Newsletter

Fort Riley

Volume I, Issue 2
May 2004

JOB FAIR

Twenty-three Employers and service providers scheduled for this fair. See the list of employers at Events FRU ACAP Job Fair May 21 at www.riley.army.mil/Services/Soldier/ArmyCareerAndAlumni.asp.



Is this Job Fair a key to your new career?

A high turnout is key in keeping quality employers attending. Soldiers and civilians welcome. Recommend coming before 1100 for best opportunity with the employers.

SMALL BUSINESS SEMINAR

June 18, 0900-1200.

Taught by the Small Business Administration (SBA) with guest speakers from a variety of disciplines, this seminar gives practical

advice and areas to consider for those thinking about starting a new business or buying an existing small business. This seminar is open to

everyone. The last seminar in February 2003 was filled quickly so call early to reserve your seat.
239-2278/2248

Inside this issue:

May Job Fair	1
Small Business Seminar	1
ACAP: Early and Continuous Usage	2
Prior to Deployment	2
Save Army Money	2
Success Stories	3
Soldier Comments	3

ACAP Process

- **Preparation Benefits Briefings**
- **3 1/2 Day Job Search Workshop**
- **Job Assistance Counseling**

ACAP: Early and Continuous Usage by Soldiers Eliminates Last Minute Anxiety

While Stop Loss, deployments and redeployments may continue to occur, the timing of these events can leave little time for soldiers and family members to take advantage of available ACAP and other transition services. Soldiers taking leave prior to separation may have little time to properly

plan and execute a smooth transition. Unnecessary stress, difficulty in finding a job, or selecting the right school could become a reality. This includes making the best decision about reenlisting.

Starting the ACAP process early helps the unit, soldiers, and families. Units that

get their soldiers started early benefit because they are able to schedule ACAP around unit missions and most likely will have a soldier that is more focused. Soldiers and family members benefit by gathering information early to effectively use separation benefits and do a good job search.



PRIOR TO DEPLOYMENT

Soldiers eligible to separate after deployment should complete a Preseparation Benefits Briefing prior to deployment and **unit leaders should ensure this happens**. If possible, soldiers should attend the

3 ½ Day Job Search Workshop. Soldiers can then work on resumes, cover letters, contact employers, complete practice interview modules, or research schools. Soldiers can work with ACAP by email and fax. In coordina-

tion with unit leaders, soldiers should continue this process prior to possible deployment while supporting unit missions so that they and their family can indeed have a smooth transition.

Proactive Leaders get soldiers to ACAP early so they better manage time away from the unit and integrate into reenlistment!

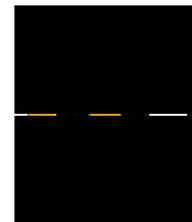
SAVE ARMY MONEY

The Department of the Army has established guidelines that allow soldiers planning an Expiration of Service (ETS) separation to start using ACAP up to one year prior to separation

and before a one year deployment. Soldiers that plan to retire can start up to two years out. In FY 2003 the Army paid \$152 million in unemployment, in part, because soldiers did

not get to ACAP early enough and get to use all the ACAP services.

The **A**rm **C**ares **A**bout **P**eople and the **A**rm **C**areer and **A**lumni **P**rogram



Success Stories: How ACAP Helped soldiers get jobs

- o LTC Michael K. French – “Resume coaching & preparation of functional resume.” (GS-15, Immigration and Custom Service)
- o SFC Scott A. Hallenbeck – “Supervisory skills working with people along with counseling. (Line Assistant Manager, Auth Florence, Manhattan, KS)
- o CSM William J. Rozinek – “I answered a job listing on Yahoo Hot Jobs. The Manufacturing Systems Manager selected me because of my experience in Army maintenance management and my experience in conducting training. Were it not the help I received from ACAP on constructing a functional resume I would not have been selected.” (Manufacturing Systems Analyst II for Leggett & Pratt.)
- o SSG Larry Delanoy – “My resume that ACAP helped me put together was what the company saw first and came to talk to me.” (Ammunition Specialist with Halliburton.)



Soldier Comments

- o E4 – “The staff was helpful, the classes informative. There were moments when some instructors lingered over a topic too long, but overall the information was very useful. The instructors brought up, addressed + detailed certain topics that are not commonly known by your average soldier. My chain-of-command (on the platoon level) was not helpful in disseminating information to soldiers who are ACAPing as to the who, what + where of the process.”
- o E4 – “The entire ACAP program is (an) excellent tool soldiers can use to write resumes. I enjoyed the 3 ½ day workshop, all the speakers were very helpful. I did get a resume, and was hired (as) a computer repair technician.”

“My resume that ACAP helped me put together was what the company saw first and came to talk to me”

Standard ACAP Events

Preparation Benefits Briefings. 0900 and 1300 Monday, Tuesday, Wednesday, and Friday by appointment. Call 239-2278/2248 to schedule.

2-hour briefing on benefits and entitlements for soldiers thinking about separating or retiring from the service. **All Officers, NCOs, and soldiers regardless of type of separation must attend** and can

start one year prior to ETS or two years prior to retirement. **NO ORDERS NEEDED.**

1SG/Company Commanders can arrange for group briefings.



Getting started is the hardest step.

Standard ACAP Events continued.

3½-Day Job Search Workshops. Weekly. 0900-1600 Monday, Tuesday, Wednesday, and 0900-1200 Thursdays. If Monday is a federal holiday the workshop starts on Tuesday.

- Prerequisite: Preseparation Briefing.
- Workshop that teaches job search

skills to transitioning soldiers, Department of the Army Civilians, and their family members.

One-on-one counseling and use of ACAP resources to do an effective job search.

Results:
An informed decision

- REENLIST
- GOOD JOB OR SCHOOL



Preseparation Benefits Briefing using ACAP XXI computers at ACAP

Standard ACAP Events Continued

Demobilization Pre-separation Benefits Briefings. 1500 daily (M-F) for walk-ins at the ACAP Center.

- Briefing on benefits and entitlements for RC (Guard or Reserve) soldiers demo-

bilizing after being on Active Duty for more than 180 days. **All Officers, NCOs, and soldiers regardless of type of separation must attend.**

- 1SG/Company Commanders can arrange for group briefings.

"I enjoyed the 3^{1/2} Day Job Search Workshop."
E4

UNIT POCs.

Each company-sized unit on Fort Riley has an ACAP counselor assigned as a Point of Contact in ACAP matters. Units have been notified who is their POC, but please just call or email ACAP if there are any ques-

tions. POC assists the unit

- In tracking eligible soldiers in completing the Preseparation Benefits Briefing.
- Notifying the unit of soldiers

who missed appointments so they can be re-scheduled.



3-1/2 Day Job Search Workshop



UNIT POCs Continued

- Providing monthly statistics on how well the unit is meeting Army requirements in Preseparation Timeliness.
- Scheduling and conducting group Preseparation Benefits Briefings as part of pre-deployment actions, if necessary.
- Conducting Professional Development briefings, at any level, on ACAP and assisting in Reenlistment activities such as explaining what the 'civilian' world is like compared to Army benefits and life.



Help is just a phone call or email away

**ACAP Center
Building 210, Room 006
In and Out Processing Center
Custer Avenue
Fort Riley, KS 66442
785-239-2278 or 2248
Acap@riley.army.mil**