



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND AND FORT LEE  
3901 A AVENUE, SUITE # 200  
FORT LEE, VIRGINIA 23801-1809

ATCL-CG

27 May 2003

MEMORANDUM FOR Commanders, Directors and Chiefs of Staff Offices, and  
Tenant Activities

SUBJECT: Army Career & Alumni Program (ACAP)

1. ACAP is a comprehensive program that assists members of the military, Army civilian employees, and their family members when they transition from Federal service. ACAP provides support services tailored to individual needs for both voluntary and involuntary military transitioners with over 180 days of continuous active duty. Department of Army civilian employees subject to reductions in force are also eligible for ACAP job search assistance. I fully endorse ACAP and challenge commanders and supervisors to ensure all eligible personnel use this valuable service within the guidelines set forth in CASCOM&FL Pamphlet 635-1, Army Career and Alumni Program (ACAP).

2. Department of Army is unique among the military services in providing transition assistance as comprehensive as ACAP. For decades we have said, "The Army takes care of its own." Thus, one of ACAP's goals is to care for Army transitioners by treating and assisting them with dignity. To accomplish this goal, commanders, unit leaders, and supervisors are to encourage active ACAP participation for personnel contemplating retirement beginning 24 months prior to their anticipated retirement date. Mid-career soldiers should begin ACAP 12 months prior to their anticipated separation date. Personnel receiving involuntary discharges are to be referred to ACAP as soon as they are officially informed of the pending action. All personnel must receive Pre-separation Counseling not later than 90 days before their anticipated separation date.

3. ACAP supports retention and recruiting. ACAP counselors encourage soldiers who begin to explore civilian job opportunities to explore the advantages of reenlistment. 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. Many counselors serve the good of the Army as honorary recruiters.

4. Participation in ACAP conserves scarce resources. Every soldier who reenlists or transfers to the Reserve Component saves the Army the cost of training a new recruit. This cost avoidance

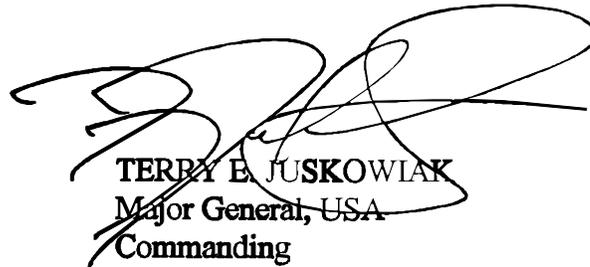
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reaches many millions of dollars annually. Few military personnel know that the Department of the Army reimburses the states for unemployment compensation paid to Army veterans. During FY02, the average cost per quarter paid by Department of the Army for unemployment compensation for former soldiers exceeded \$29 million! ACAP reduces unemployment reimbursements by focusing transitioners on job search and accelerating their time to employment. The Army Research Institute reported in June 1995 that soldiers who used all ACAP services earned \$7,300 more per year than those who did not. The tax return on this amount exceeds the annual per capita cost of ACAP by a factor of 2:1. Thus, ACAP pays for itself with increased annual tax revenues while reducing Army expenditures. It is a good investment for the United States, the Army, and transitioners.

5. I invite commanders, unit leaders, and supervisors to become familiar with ACAP and its services. Visit the ACAP Center at Fort Lee. Schedule annual professional development briefings. Get transitioning soldiers in the program early and support their participation and progress.

"SUPPORT STARTS HERE"



**TERRY E. JUSKOWIAK**  
Major General, USA  
Commanding