



DEPARTMENT OF THE ARMY
UNITED STATES ARMY COMBINED ARMS SUPPORT COMMAND
2221 ADAMS AVENUE
FORT LEE, VIRGINIA 23801-2102

REPLY TO
ATTENTION OF

ATCL-CG

FORT LEE POLICY NO: 01-09

AUG 14 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Lee Army Career and Alumni Program (ACAP) Requirements

1. References:

a. Title 10 U.S.C., Chapter 58, Section 1142, Preseparation Counseling; E.O. 9397, as amended, and Section 1144.

b. Secretary of the Army Transition Policy, 29 Aug 11.

c. HQDA EXORD 054-12 ISO Army Transition, 29 Dec 11.

d. Army Transition Implementation Plan, 2 Feb 12.

2. Army Career and Alumni Program (ACAP) is a commander's program. Commanders at all levels of the Army must embrace transition policies and encourage greater participation by Soldiers, Department of the Army (DA) Civilians, and their Families.

3. Commanders will actively ensure their Soldiers (both Active and Reserve Component) begin transition not later than twelve months from their scheduled departure from the Army and continue their participation in ACAP until they are discharged; non-retiring transitioners may only use ACAP services for six months after separation. Retiring Soldiers may start the ACAP process two years prior to their scheduled retirement; retiring Soldiers benefit from lifetime use of ACAP. This timeline allows flexibility to release Soldiers for transition services between major training events and mission requirements.

4. Unscheduled losses and Soldiers separating within 180 days or identified for separation under the medical evaluation board (MEB)/physical evaluation board (PEB) process must be referred immediately to ACAP for expedited processing. Soldiers who will redeploy with less than 12 months remaining on active duty will complete the statutory DD Form 2648, Preseparation Counseling Checklist, and Individual Counseling prior to deployment.

5. Required transition activities and timelines. The Army established a list of required transition tasks with associated timelines for completion to ensure Soldiers secure their benefits and maximize employment opportunities prior to separation. The ACAP staff will monitor Soldiers' progress and provide updated reports to the units. Commanders will designate a point of contact to synchronize unit efforts with the ACAP and ensure Soldiers complete the tasks on time as follows:

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a. Within 30-60 days of arrival to Fort Lee. Transition officially starts with the first assignment and continues throughout their career. Upon a Soldier's arrival to a new unit, the Unit Career Counselor/Retention Noncommissioned Officer (NCO) should discuss short- and long-term military career goals. Leaders should include transition in regular counseling throughout a Soldier's career.

b. Within 12 months of separation. Soldiers will complete the Preseparation Counseling Checklist either online at www.acap.army.mil. (preferred) or by appointment at the ACAP Center. The Checklist must still be authenticated by an ACAP Counselor prior to separation.

c. Within two weeks after the Preseparation Briefing. Soldiers will schedule an Initial Counseling (IC) by calling (804) 734-6613/6627. ACAP counselors will help Soldiers complete their Individual Transition Plan (ITP), schedule ACAP briefings and events, and provide a copy of the authenticated Preseparation Counseling Checklist.

d. Within nine months of separation. Soldiers will complete the Department of Labor (DOL) employment workshop. The workshop prepares Soldiers for civilian employment and covers resume writing, job applications, interview, and job search techniques. Soldiers enrolled in the workshop are excused from all training except physical fitness training and may not be pulled from the workshop except by written consent of the Commander or Command Sergeant Major.

e. Within six months of separation. Soldiers will attend the transition orientation and Veterans Affairs (VA) benefits briefing. The orientation provides important information on a variety of topics ranging from separation orders and Reserve opportunities to transition activities. The VA benefits briefing provides important information on the transitioning Soldier's benefits and entitlements. Soldiers separating due to a MEB/PEB must also attend the Disability Transition Assistance Program (DTAP) Briefing. Spouses, Family members, legal guardians, and designees are encouraged to attend the DOL employment workshop, VA benefits briefing, and the DTAP briefing.

f. Within five months of separation. Soldiers must have a completed resume reviewed by their ACAP Counselor in order to clear the installation.

6. Out-processing through ACAP. In addition to the completed resume, Soldiers must have one of the following: a firm job offer, acceptance letter from a college or training institution, business plan, or current list of job openings matched to their level of knowledge and skills. Soldiers must also have registered for their federal VA and DOL benefits.

7. Additional opportunities. Commanders should allow Soldiers to schedule supplementary counseling, computer lab usage, and focused transition-related training/activities throughout their transition; these activities may include financial planning, credentialing, writing federal resumes, searching for jobs, attending job fairs and hiring events, learning about Troops to Teachers, and starting a small business. Counselors also assist with evaluation of job offers, interview

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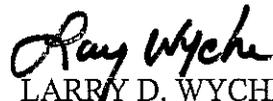
preparation, and registration for federal benefits at www.ebenefits.va.gov,
www.myHealthVet.va.gov, and DOL's www.careeronestop.org.

8. ACAP provides free yet critical services to help Soldiers successfully transition from military to civilian employment. Leaders will promote ACAP attendance and allow separating Soldiers sufficient time to complete the required transition tasks. Commanders will monitor attendance and completion to ensure their units' compliance with the regulations outlined in this policy.

9. Commanders at all levels will schedule an informational ACAP briefing for their assigned personnel every year. The ACAP Center staff provides this briefing to familiarize Soldiers with the ACAP and the services available upon transition. For further ACAP information, please visit ACAP On-Line at <http://www.acap.army.mil>. Our ACAP Center continues to be the best source of transition and job assistance information.

10. Point of contact for this policy is the ACAP Transition Services Manager at 734-6615.

11. This policy supersedes Fort Lee Policy No. 1-09 dated 19 Oct 10 and remains in effect until superseded or rescinded.



LARRY D. WYCHE
Major General, US Army
Commanding

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