

REPLY TO  
ATTENTION OF

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

FORT LEE POLICY NO: 1-09

**OCT 19 2010**

ATCL-CG

MEMORANDUM FOR SEE DISTRIBUTION

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

1. References:

- a. Public Law 101-510, Public Law 102-484, and Public Law 107-103.
- b. Title 10 U.S.C., Chapter 58, Section 1142, Preseparation Counseling; E.O. 9397, as amended, and Section 1144
- c. DoDI 1332.35, Transition Assistance for Military Personnel

2. The references stipulate transitioning Soldiers have access to the Army Career and Alumni Program (ACAP) up to 12 months prior to separation or 24 months prior to anticipated retirement; however, no Soldier should report to the ACAP Center with less than 90 days remaining before separation or retirement. Soldiers being released earlier than their contractual ETS will be referred to the ACAP Center upon identification of their pending early release. Commanders, managers, and supervisors must ensure compliance.

3. Preseparation counseling is mandatory for all separating Active Component Soldiers and all eligible demobilizing and deactivating Soldiers of the National Guard or Reserve Component. Soldiers can register for the two hour preseparation counseling on-line at ACAP Express <https://www.acapexpress.army.mil>, via email at [acap.lee@serco-na.com](mailto:acap.lee@serco-na.com), or by calling the ACAP Center at 734-6612.


4. Soldiers who elect to attend the Department of Labor (DOL) Transition Assistance Program (TAP) Workshop shall be released to complete the Workshop in its entirety. Soldiers will be exempt from normal duty the full 24 hour period of each DOL workshop day and the 12 hours immediately preceding and following the DOL workshop. Soldiers indicate this election by checking "yes" in item 11.a. on DD Form 2648, "Preseparation Counseling Checklist."

5. Soldiers who elect to attend the Department of Veterans Affairs (VA) Veterans Benefit Briefing shall be released to complete the Briefing in its entirety. Soldiers will be exempt from normal duty the full 24 hour period of each VA Benefits Briefing and the 12 hours immediately preceding and following the VA Benefits Briefing. Soldiers indicate this election by checking "yes" in item 19 on DD Form 2648, "Preseparation Counseling Checklist."

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6. Soldiers who elect to attend the VA's Disabled Transition Assistance Program (DTAP) Briefing shall be released to complete the Briefing in its entirety. Soldiers will be exempt from normal duty the full 24 hour period of each VA DTAP Briefing and the 12 hours immediately preceding and following the VA DTAP Briefing. Soldiers indicate this election by checking "yes" in item 20.a. on DD Form 2648, "Preseparation Counseling Checklist."
7. Spouses, Family Members, Legal Guardians, and Designees are encouraged to attend the TAP Workshop, VA Benefits Briefing, and VA DTAP Briefing.
8. 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 our 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.
9. Point of contact for this policy is the ACAP Transition Services Manager at 734-6615.

  
JAMES L. HODGE  
Major General, US Army  
Commanding

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