

Army Career and Alumni Program Fact Sheet



www.acap.army.mil

TRANSITION OVERVIEW

VOW Act

The Veteran's Opportunity to Work (VOW) Hire to Heroes Act was signed into law on 21 November 2011. Legislation now mandates Preseparation Counseling, VA Briefing 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.

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 1 year prior to separation or 2 years prior to retirement. Department of the Army Civilian employees and their family members are eligible up to their separation date.

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.

Commanders Program

The unit commander should work 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 Soldiers' ACAP progress.

TRANSITION REQUIREMENTS

Preseparation Briefing

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 an Individual Transition Plan (ITP) to achieve your education, training, or vocation goals. (up to 1.5 hours)

MOC Crosswalk

Translate your military skills, training, and experience to align with related civilian career opportunities. Identify and document requirements and eligibility for licensure, certification, and apprenticeships. (2 hours)

DOL Employment Workshop

This Department of Labor workshop is mandated and covers all requirements of the job search process from self-assessment to negotiating and evaluating job offers. You'll learn how to find jobs, draft resumes and write job search documents. (3 days)

Financial Planning Seminar

This seminar covers financial planning, credit rating, tax planning and preparation, health care planning, health insurance, home ownership, estate planning, and tools you need to build an integrated budget. (5 hours)

VA Benefits Briefing

This mandated briefing reviews information about the broad range of VA benefits and your eligibility for them. VA Counselors explain eligible benefits to include: compensation and pension, survivor and burial, health care, vocational rehabilitation and employment, education and training, home loan guarantee, and life insurance. Register for benefits at www.myhealth.va.gov and www.eBenefits.va.gov. (4-6 hours)

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.

ACAP Call Center

Experienced Transition Counselors are available 24/7 at 800-325-4715, or 502-613-8831 (DSN 983). *Except for Federal holidays.

ACAP On-Line

The Army's complete website for transition provides employment assistance, referrals, job fairs, as well as links to other transition services. Go to 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/armycareerandalumprogram.

ACAP Virtual Center

The ACAP Virtual Center provides access to transition materials, resume resources, on-line seminars and ACAP Counselors in a virtual environment 24/7, except for Federal holidays. Request access to the Virtual Center at www.acap.army.mil or the ACAP Facebook page.

Schedule Services

To schedule services, workshops, seminars or event attendance, go online to the secure website at www.acap.army.mil or contact your ACAP Center.

Employment

Visit www.acap.army.mil and www.h2h.jobs to learn more about employment opportunities and hiring events.