



# The Army Career and Alumni Program

Leaders' Perspective

FOUO

20FEB13

# ACAP

- ★ ACAP is congressionally mandated and Army policy
- ★ ACAP is the Army's Transition Assistance Program
- ★ ACAP is a program that enables Soldiers to capitalize on their Army experience and skills by developing an Individual Transition Plan and translating military skills to a civilian ready resume
- ★ ACAP is a Commanders' Program that encourages Soldiers to begin transition counseling and employment assistance no later than 12 months prior to transition



# ACAP Provides

## **Congressionally-mandated services for transition assistance, including**

- Preseparation briefings
  - Documented by DD Form 2648 (Active Component)
  - Documented by DD Form 2648-1 (Reserve Component)
- Initial Counseling/Individual Transition Plan
  - Documented by DD Form 2958
- Department of Veterans Affairs (VA) Benefits workshop
- Department of Labor (DOL) Employment Workshop
- MOS Crosswalk Gap Analysis
- Financial planning counseling and completion of a 12-month post-Service budget

## **Job Search and Assistance Skills**

- Job Assistance Training
- Employment counseling
- Automated tools for resume, interview preparation, and job search
- Job fairs, employer days, and hiring events
- 24/7 Soldier access through
  - ACAP Call Center – 800-325-4715
  - ACAP Virtual Center – signup on <http://www.acap.army.mil>

## **Compliance tracking through ACAP XXI**



# ACAP Eligibility

## **Active component and Spouses**

### Non-retiring Soldiers and Spouses

- Must begin No Later Than 12 months before transition
- Army policy allows ACAP services for up to 180 days after transition

### Retiring Soldiers and Spouses

- Can begin services up to 24 months before retirement
- Army policy allows ACAP services for life after retirement

## **Demobilizing Reserve Component Soldiers and Spouse**

- Must have at least 180 days continuous Active Duty
- Army policy allows for ACAP services for up to 180 days after transition

## **DA Civilians and Spouses**

- Displaced by RIF, BRAC or other actions
- Approved retirement
- Up to 180 days after retirement or departure from Federal Service

# All Soldiers must...

## ... attain “CAREER READINESS STANDARDS (CRS)”

### Effective 21 Nov 12

- Pre-separation Counseling (DD Form 2648 / -1)
- Transition Overview
- Individual Transition Plan
- Documented Continued Military Service Opportunity via USAR/ARNG membership (for AC Soldiers)
- Integrated 12-month post-Service budget
- MOS Crosswalk Gap Analysis
- VA Benefits Briefing and eBenefits registration
- Job application package OR a job acceptance letter
  - Private or Federal resume
  - Personal and professional references
- Service Member’s Individual Transition Plan Checklist (DD Form 2958)
- DOL Employment Workshop **\*\* Only Exemption \*\***

### EMPLOYMENT

- Assessment to identify aptitudes, interests, strengths, and skills
- Job application package or receive a job offer letter
- Private/public resume
- Personal and professional references
- 2 submitted applications
- Receive a DOL Gold Card for DOL American Job Centers

### EDUCATION AND TECHNICAL

- Assessment to identify aptitudes, interests, strengths, and skills
- Comparison of academic or training institution choices
- College, university, or technical training application or receive an acceptance letter
- Confirmation of one-on-one counseling with a college, university, or technical training institution advisor or counselor

# Exemptions

Exemptions for the DOL Employment Workshop include:

- Service members retiring after 20 or more years of active federal service in the Military Services.
- RC Soldiers who are demobilized after 180 days of active duty, who:
  - 1) Have a job or acceptance into a school or training program. Commanders must confirm.
  - 2) Have previously attended a DOL employment workshop.
- Soldiers who are determined to be so severely wounded, ill or injured that they cannot participate; this determination must be documented by the Commander.
- Commanders with UCMJ authority within the Soldiers' chain of command may waive mandatory participation for members possessing specialized skills who, due to unavoidable circumstances, are needed to support a unit on orders to be deployed within 60 days.
- Soldiers separating under Other Than Honorable conditions will complete pre-separation counseling and as much of the Transition GPS curriculum as practical up to the separation date.

\*\* Exemptions are voluntary. Soldiers separating under one of the exempted categories may voluntarily participate in the full range of transition services offered.

# Assets Available

Garrison Counselors	Forward Teams	Mobile Teams	Call Center
<b>TASK</b>			
Provide transition assistance to Soldiers, family members, and civilians on Army installations	Provide transition assistance to Soldiers primarily within area of operations	Provide transition assistance to Soldiers at interim location	Provide anytime transition assistance to Soldiers, family members, and civilians
<b>RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>- Transition Council Meetings with garrison commanders and units</li> <li>- Task organize units (UICs) on installations in ACAP XXI</li> <li>- Commander's Report to commanders w/i garrison</li> </ul>	<ul style="list-style-type: none"> <li>- Transition Council meetings with State/Regional Commanders and units</li> <li>- Task organize units (UICs) within area of operations in ACAP XXI</li> <li>- Commander's Report to commanders within area of operations</li> </ul>	<ul style="list-style-type: none"> <li>- Commander's Report updated and provided to supported commander prior to leaving supporting unit</li> </ul>	<ul style="list-style-type: none"> <li>- Commander's Report reinforcing effort</li> <li>- Virtual ACAP</li> <li>- Incoming calls workload/service</li> <li>- Support VA, DOL, and SBA in virtual curriculum delivery</li> </ul>
<b>ENDSTATE</b>			
<b>Commanders informed and Soldiers VOW/CRS compliant</b>			



# Virtual ACAP

- ★ Instructor-led Transition Assistance classes currently offered in Virtual ACAP:
  - ★ Preseparation Counseling - Synchronous and asynchronous
  - ★ Individual Transition Plan
  - ★ Transition Overview
  - ★ MOS Crosswalk
  - ★ Financial Planning
  - ★ Dress for Success
  - ★ Federal Jobs
  - ★ Federal Resume and Advanced (civilian) resume development
  - ★ VA Benefits Briefing (offered weekly)
  - ★ DoL Employment Workshop (offered 2x per month)

# Commander's Report (Interim)

Sample Commander's Report - Microsoft Excel

ACAP XXI DETAILED INFORMATION COMMANDER'S REPORT

Sample Stewart  
As of 10 DEC 2012

UNIT	SOLDIER	TRANSITION DATE	DECLINED SERVICES	CAREER READINESS	PRE-SEP COUNSELING	DOL WORKSHOP	VA WORKSHOP	RESUME COMPLETE	COLLEGE APPS	JOB APPS	JOB OFFER	MILITARY CROSSWALK	VA APPLICATIONS	FINANCIAL PLANNING	ITP	SELECTED TRACK	CAPSTONE	CENTER NAME	AREA LEADER	TSH EMAIL	CHDR EMAIL
220, 2 CAB, 602 AIN SPT BN 5555	WHITE, Snow snow.white@yahoo.com 555-5555	01-Jul-13	No	26-Dec-11	20-Dec-11				0	0	0							Stewart	stev.orcutt@us.army.mil	stev.orcutt@us.army.mil	
5/7 ACA C Bty	DICK, Donald donald.dick@google.com 555-5555	01-Jan-13	No	03-May-12	03-May-12	14-Jan-13	23-Jan-13		0	0	0							Stewart	stev.orcutt@us.army.mil	stev.orcutt@us.army.mil	rickey.mouse@gmail.com
1-306TH INF	MOUSE, Mickey mickey.mouse@gmail.com 555-5555	01-May-13	No	29-Aug-12	01-May-12	18-Jun-12	29-Aug-12		0	0	0							Stewart	stev.orcutt@us.army.mil	stev.orcutt@us.army.mil	rickey.mouse@gmail.com
LNL	COW, Brown brown.cow@yahoo.com 555-5555	03-Dec-12	No	03-Dec-12	03-Dec-12				0	0	0							Stewart	stev.orcutt@us.army.mil	stev.orcutt@us.army.mil	
	WHITE, Snow snow.white@yahoo.com 555-5555	24-Feb-13	No	18-Oct-12	13-Oct-12				0	0	0							Stewart	stev.orcutt@us.army.mil	stev.orcutt@us.army.mil	
	SMITH, Smith smith.smith@us.army.mil 555-5555	26-Mar-13	No	18-Oct-12	28-Nov-12				0	0	0							Stewart	stev.orcutt@us.army.mil	stev.orcutt@us.army.mil	
USA VET CHD	DICK, Daisy daisy.dick@us.army.mil 555-5555	01-Oct-13	No	18-Nov-12	28-Nov-12	24-Nov-12	20-Nov-12		0	0	0			29-Jan-13				Stewart	stev.orcutt@us.army.mil	stev.orcutt@us.army.mil	
VA POLYTRAIUMA-TAMPA, FL	BROWN, Charlie charlie.brown@google.com 555-5555	28-Dec-12	No						0	0	0							Stewart	stev.orcutt@us.army.mil	stev.orcutt@us.army.mil	

**LEGEND**

- The Career Readiness cell is Red if some of the Soldier's Career Readiness milestones are late. The missing milestones are also highlighted in Red.
- The Career Readiness is Orange if some of the Soldier's Career Readiness milestones have not been met. The missing milestones are also highlighted in Orange.
- Yellow Cells indicate there is a pending appointment for the missing milestones.

UNIT	SOLDIER	TRANSITION DATE	CAREER READINESS	PRE-SEP COUNSELING	DOL WORKSHOP	VA Benefits	RESUME COMPLETE	COLLEGE APPS	JOB APPS	JOB OFFER	MILITARY X-WALK	VA APPS	FINANCIAL PLANNING	ITP	SELECTED TRACK	CAPSTONE
A Company, 1 BN 505 PIR	JOHN TROOPER EMAIL TELEPHONE	17-Oct-12	No	09-Aug-12	16-Jul-12	27-Aug-12	09-Aug-12	0	0	0				18-Jul-12		
	JOHN TROOPER EMAIL TELEPHONE	21-Apr-13	No	04-Oct-12	12-Sep-12		04-Oct-12	0	0	0				21-Sep-12	Employment	



# Commander's Report (Endstate)



**ARMY CAREER & ALUMNI PROGRAM**  
The Army's Official Transition website

Commander | Log Out



U.S. ARMY

ARMY STRONG!

Commander's Dashboard

Commander's Report - Summary

Unit: 1st BN, 3rd BDE

Report Period: December 2012

Benchmark	Number Eligible	Number Compliant	Percent Compliant	Number Late	Percent Late
<b>No later than 12 months prior to planned transition date</b>					
Completed preseparation counseling	25	20	80%	5	20%
Register for eBenefits	25	15	60%	10	40%
Register for MyHealtheVet	25	15	60%	10	40%
<b>No later than 10 months prior to planned transition date</b>					
Completed Individualized Counseling (IC)	30	20	67%	10	33%
Completed Individualized Transition Plan (ITP)	30	20	67%	10	33%
<b>Between 10 and 3 months prior to transition date</b>					
Completed Transition Overview class	50	40	80%	10	20%
Completed Military Family Concerns class	50	40	80%	10	20%
Completed MOS Crosswalk class	50	35	70%	15	30%
Completed Individual Transition Plan class	50	50	100%	0	0%

Commander's Report - Summary

Number Eligible: **214**  
Number Compliant: **200**  
Percent Compliant: **93%**

Commander's Report - Details

SGT Doe, John  
john.doe@us.army.mil  
(555) 555-5555  
**SEP DATE: 15 DEC 12**

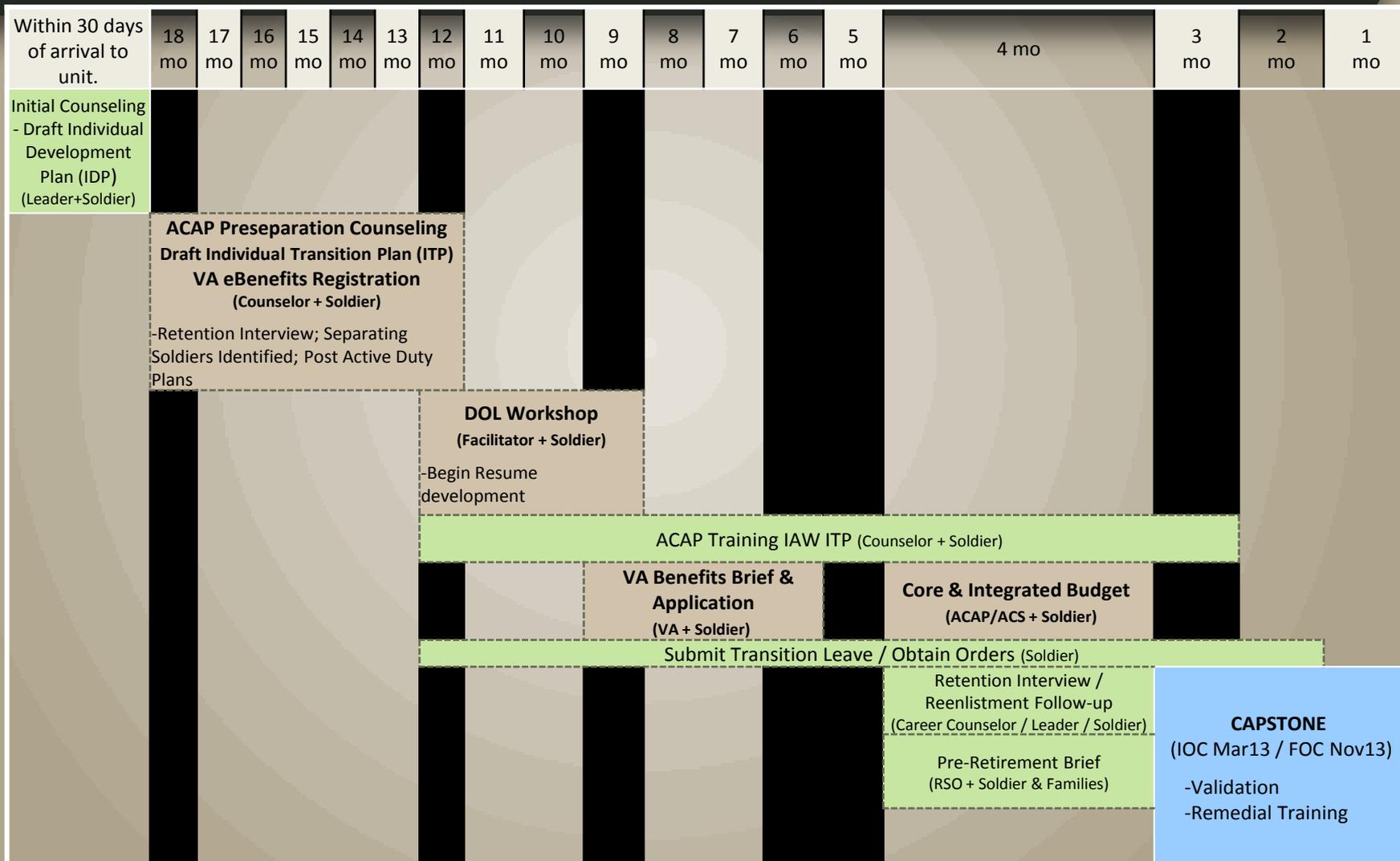
SSG Johnson, James  
james.johnson@ako.army.mil  
(555) 555-5555  
**SEP DATE: 1 APR 13**

Pending Waivers

You have **14** waivers pending your approval.



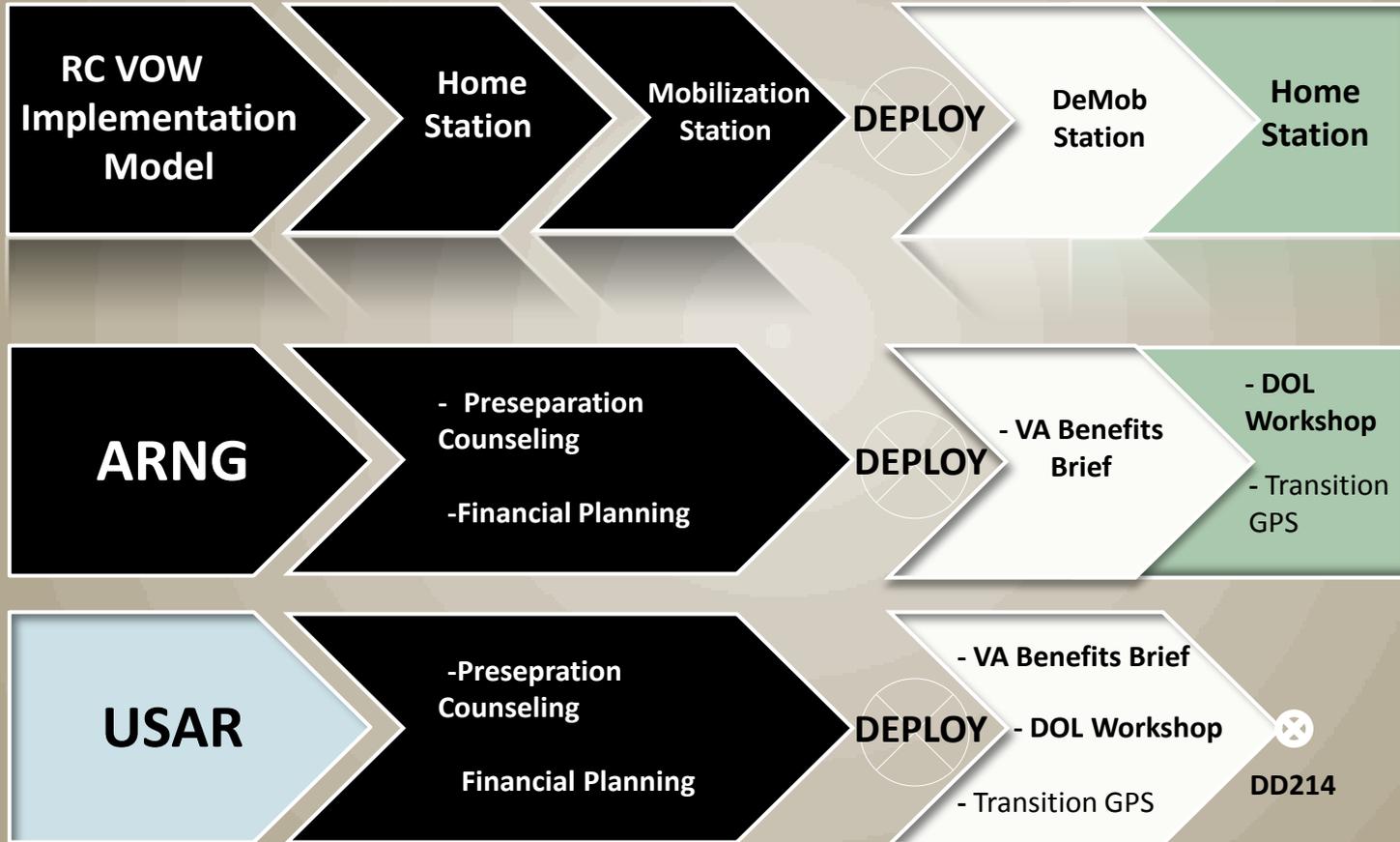
# Distributed Transition Timeline



# Consecutive (5-Day) Transition Timeline

Day 1	Day 2	Day 3	Day 4	Day 5
<b>Welcoming Remarks/Leader Video</b> <ul style="list-style-type: none"> <li>Workshop/Curriculum Preparation Checklist</li> </ul> (0.5 hrs ACAP)	<b>DOL Employment Workshop</b> (4 hrs DOL)	<b>DOL Employment Workshop</b> (4 hrs DOL)	<b>DOL Employment Workshop</b> (4 hrs DOL)	<b>Financial Planning Seminar</b> <ul style="list-style-type: none"> <li>12 month Finance planning</li> <li>Health Care Planning</li> <li>Health Insurance</li> <li>Tax planning &amp; Preparation</li> <li>Credit Rating</li> <li>Home Ownership</li> <li>Estate Planning</li> <li>Tools to build an integrated budget</li> </ul> (4 hrs ACAP)
<b>Transition Overview</b> <ul style="list-style-type: none"> <li>ITP</li> <li>Value of a Mentor</li> <li>Special Issues/Concerns</li> <li>Military Family Concerns</li> </ul> (1.5 hrs ACAP)				
<b>MOS Crosswalk</b> (2 hrs ACAP)				<i>3-day DOL Workshop will be phased over time starting 1 Jan 2013</i>
<b>VA Education Benefits Briefing and VA Benefits Briefing</b> <ul style="list-style-type: none"> <li>(DTAP Integrated at phased locations)</li> <li>Legacy Program will continue until phased date is selected (VA Benefits Brief and DTAP Brief)</li> </ul> (4 hrs VA)	<b>DOL Employment Workshop</b> (4 hrs DOL)	<b>DOL Employment Workshop</b> (4 hrs DOL)	<b>DOL Employment Workshop</b> (4 hrs DOL)	<b>Financial Planning</b> (2 hrs ACAP)
				<b>VA Benefits Sign-up</b> (2 hrs VA)

# Reserve Component



*VOW compliance prior to Separation Date on DD 214*

*VOW compliance at completion of Demobilization.*

# Understanding Surveys



- Results are posted to the shared ACAP Support Center by the end of the following month. All TSMs should have an ACAP Support Center account.
- Results can be viewed by installation and include comments by clients.
- The Government posted just the FY2012 4<sup>th</sup> QTR results rather than a month-by-month report due to changes to the survey and low participation due to technical issues.
- OSD also has a survey asking similar questions; irrespective of duplication, all ACAP Centers must comply with their requirements.

# Transition Way Ahead

## **Pilots for Goals, Plans, and Success (GPS) – Mar-Apr 2013**

- Education Track - Fort Sill, Fort Riley, and Fort Carson
- Technical Track - Fort Sill and Fort Carson
- Entrepreneurship Track – JB Meyer-Henderson Hall

## **Pilot CAPSTONE – Mar-Sept 2013**

- Phase- in at multiple installations
- Fully operational compliant with VOW – Oct 2013
- Army Transition Regulation – AR 600-ACAP