

APVR-AG-ACAP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Career and Alumni Program (ACAP) (AG Policy Statement #1-2)

1. REFERENCES:

- a. Sections 1142, 1143 Title X, U.S.C.
- b. DoDD 1332.35, Subject: Transition Assistance for Military Personnel, dated 9 Dec 93
- c. DoDI 1132.36, Subject: Preseparation Counseling for Military Personnel, dated 14 Dec 94

2. PURPOSE: To establish USARAK Command Policy on ACAP.

3. APPLICABILITY: This policy applies to all USARAK units and personnel.

4. POLICY: ACAP preseparation counseling is mandatory for all separating or retiring active duty soldiers. Army policy requires that all transitioning personnel participate in ACAP at least by the 180th day prior to separation regardless of the character of their discharge or time in service.

5. GUIDANCE: ACAP was established as the Army's primary organization to assist transitioning soldiers, Army civilian employees, and their family members to ease the change from military to civilian life. ACAP provides comprehensive support services tailored to individual needs and assists with career guidance, benefits information, and complete job search resources. This is key training to our force protection program. We have ensured that our soldiers are well prepared to succeed in the defense of the nation. Now we must ensure that they are equally prepared to succeed in the nation's civilian job market.

a. ACAP is a Command Program. I encourage commanders, unit leaders, and supervisors to ensure that the chain of command refers all soldiers to ACAP 180 days prior to separation. Refer all personnel receiving involuntary discharges as soon as they are officially informed of the pending action. Personnel contemplating early or regular retirement should contact ACAP for an orientation briefing up to 24 months in advance of their projected retirement date.

b. ACAP supports retention and recruiting. Soldiers who begin to explore civilian job opportunities 180 days prior to separation still have 90 days to decide to reenlist. 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 serve the good of the Army as honorary recruiters.

APVR-AG-ACAP

SUBJECT: Army Career and Alumni Program (ACAP) (AG Policy Statement #1-2)

c. Participation in ACAP conserves scarce resources. Few soldiers know that the Department of the Army reimburses individual states for unemployment compensation paid to Army veterans. In FY98, the Army transferred \$83 million for this purpose. This amount has declined steadily from a high of \$280 million in FY93. ACAP contributes to the decline in unemployment reimbursement costs by accelerating opportunities for earlier employment. The Army Research Institute reported in June 1995 that soldiers who use all ACAP services earn \$7,300 more per year than those who do not. It is a good investment for the United States, the Army and soldiers.

d. I encourage everyone to visit the ACAP Center at Fort Wainwright, the Transition and Employment Center at Fort Richardson, schedule annual professional development briefings and get transitioning soldiers in the program early and support their participation.

ROBERTA A. ANTRY
LTC, DCSPER
Adjutant General

DISTRIBUTION: A