

ACAP Fast Facts for ARNG Soldiers

What is ACAP?

The Army Career and Alumni Program (ACAP) provides transition and employment assistance services to Soldiers, DA civilians and their family members. The primary objective of the program is to help prepare transitioners and their family members to make a successful adjustment back to civilian life.

Why should I use ACAP?

ACAP Preseparation Counseling informs transitioners about the benefits and services they can receive as a result of their time on Active Duty. This counseling, coupled with the recommended follow-on services, provides transitioners with the tools and training necessary to successfully market their unique military skills and experiences in the civilian sector. Although Reservists who want to return to their jobs have reemployment rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA), some Soldiers may return home from mobilization to find that the job they left is no longer there; perhaps the company folded or maybe that Soldier realizes he has changed and the old job just wasn't right any longer. These Soldiers are ideal candidates for ACAP services.

When can I use ACAP services?

After you have served 180 continuous days of active duty you are eligible for ACAP services at any ACAP Center. Soldiers are required to attend the mandatory Preseparation Counseling no later than 90 days prior to separation or retirement. However, they are strongly encouraged to begin transition preparation as soon as possible to ensure optimal benefit and minimize conflict with mission requirements. Separating Soldiers can enroll in the program up to one year prior to their separation date and retiring Soldiers can start the process as early as two years in advance of their retirement date. Beginning at your date of discharge, you may use ACAP services for 180 days. You can also use transition services offered on other military installations.

What services does the ACAP Center provide?

- Skills assessment
- Translating military skills
- Constructing resumes and cover letters
- Networking
- Interview techniques
- Negotiating salaries and benefits
- Dress for success
- Job search techniques
- Job assistance workshops
- Resume writer software
- Counseling/job search support
- Self-paced learning using automated systems
- Access to job openings through ACAP's automated Job Listings
- DoD Job Search

ACAP On-Line

The Army Career and Alumni Program uses the ACAP On-Line web site to access transition and employment assistance information and job opportunities on the Internet. ACAP on-Line can be accessed through the Internet at <http://www.acap.army.mil>.

The ACAP Home Page provides:

- ACAP Center site information and events
- Information about job fairs
- Links to state and federal job search sites, military related resources (Transition Bulletin Board, DoD Job Search), and skill specific sites
- ACAP Job Listings
- Email communications with ACAP
- Veteran's information

ACAP Demobilization Resource Center (ADRC)

The Army created the ADRC specifically to serve demobilizing ARNG and USAR Soldiers. You can reach the ADRC's trained counseling staff at: acap4rc@hoffman.army.mil, or by phone at 1-877-722-2270.

