

**ARMY CAREER AND ALUMNI PROGRAM
(ACAP@SFAC)
WELCOME PACKET**



Building 1476, Room 116

Eisenhower Boulevard

Phone: 624-4819

<https://www.acapexpress.army.mil>

**Army Career and Alumni Program
ACAP**

**1476, Room 116
Eisenhower Ave.
Fort Knox, KY 40121
Phone: 502-624-4819**

<https://www.acapexpress.army.mil/>

Welcome to the Army Career and Alumni Program located at the Fort Knox Soldier and Family Assistance Center!

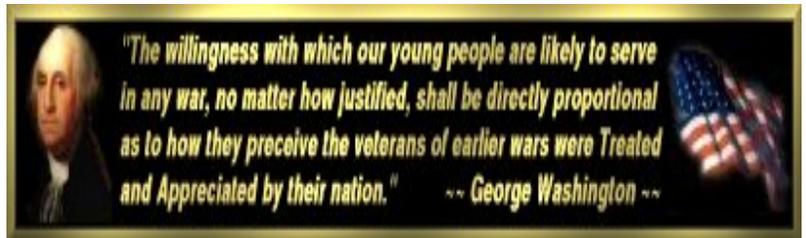
The ACAP Mission is to assist Soldiers, Family Members and Care Givers assigned or attached to the Warrior Transition Unit at Fort Knox, KY with the transition process by providing the highest quality guidance, training, resources, and support.

We want to treat you with all of the respect and honor that you deserve for the great sacrifices you have made over the course of your military career. We would hope that you would say in the years ahead that the Army cared enough for you as an individual to assist you in preparing your transitional phase.

The Fort Knox ACAP Center offers WTU Soldiers, their family members and Care Givers, who are preparing to transition, a wide-range of services and resources, including job assistance training and individualized transition counseling. The ACAP Counselor is available to work with you in-person, long distance via email, telephonically or through the ACAP Express to provide guidance and assistance with all of your transitional needs including: transition plans, questions about benefits and service providers, provide starting points for your research, information about services, resume and cover letter review, the job search process, federal jobs application procedures and assistance you may need not only during transition, but also, after you have separated.

The ACAP "Promise" to the WTU Soldiers, Family Members, and Care Givers is simple and to the point. You are the reason we are here and you deserve the best possible service that can be provided. We make the following contract with you:

- You will always be treated in a friendly manner and with the respect you deserve.
- You will receive correct and clear answers to your questions.
- You will receive a professional assessment of your transition needs.
- You will receive a personalized transition plan.
- You will receive quality job search assistance.
- You will receive individualized career counseling.
- You are encouraged to provide feedback regarding services.

**DAILY OFFICE HOURS:****Counselor available:**

- In-processing and walk-in appointments: Monday, Wednesday, Thursday, and Friday morning from 0800 to 1200.
- Monday through Friday afternoons (1300 to 1600) are reserved for scheduled individual counseling appointments. Walk-ins are accepted if there is no scheduled Soldier during the time frame.

No Counselor available:

- Tuesday mornings from 0800 to 1000 is reserved time for a weekly ACAP staff meeting at Building 1109.
- Tuesday mornings from 1000 to 1200 is reserved for presenting the weekly Pre-separation Briefing.
- Friday mornings from 0900 to 1000 is reserved for the weekly SFAC Staff Meeting.
- The first Thursday and third Thursday (1300 to 1600) of the month are instruction periods for Federal and Civilian Resume classes.
- The office will be closed from 1200 to 1300 on a daily basis for lunch.

IN-PROCESSING:

1. All Soldiers, as they in-process the Warrior Transition Unit (WTU) and Soldier and Family Assistance Center (SFAC) are required to come to the ACAP Office located in the SFAC (Building 1476, Room 116) to determine if there is a requirement to register with ACAP. This determination will be based on the Soldier's individual needs and mandated requirements. If a Soldier will be processing through a MEB/PEB board process registration will be required and attendance at mandated briefings will be scheduled.
2. If you are registered for attendance at ACAP Briefings you will be given a computer generated appointment slip and an emailed copy will be sent to you, your Case Manager, and your Squad Leader so that your progress can be tracked.
3. If you are not required to attend an ACAP event an email will be sent to your Case Manager and Squad Leader informing them that there is no requirement for attendance.

ELIGIBILITY FOR SERVICES:

There are various categories that a Soldier may be classified into as they in-process into the ACAP program depending on each individual Soldier's circumstances.

1. Soldiers who will be processing through MEB/PEB boards are required to attend four training events, IAW MILPER MSG 08-131, dated 05/13/2008. Paragraph 3A requires that all Soldiers assigned or attached to a WTU must complete four events scheduled by ACAP. Appointments to attend these events are made during the in-processing registration
2. Soldiers who are not participating in a MEB/PEB but will be discharged from active duty upon discharge from the WTU must complete a DD Form 2648 (AC) or DD Form 2648-1 (RC) Preseparation Briefing either at one of the scheduled weekly preseparation briefings at the SFAC or during the RSRP program while clearing; this includes those Soldiers who will be going into a Community Based Health Care Organization (CBHCO). All other portions of the ACAP Program are available for the Soldiers to attend but are not mandated.
3. Soldiers who may be medically retired are required to attend a pre-retirement briefing conducted by the Retirement Services Officer at Building 1384 (One Stop). ACAP does not arrange this briefing. The RSO can be contacted at: 502-624-1765 / 4641.
4. The chart on the last page illustrates the eligibility for ACAP Services.

ACAP SEMINARS:

1. Pre-separation Briefing

- A. Public Law Title 10, USC 1142 requires that Pre-Separation Counseling be made available to all departing service members no later than 90 days prior to Estimated Termination of Service (ETS), Retirement or other transition date.
- B. The briefing provides general information about the transition process including an overview of veteran's benefits and entitlements and requires the completion of DD Form 2648 for Active Component (AC) and DD Form 2648-1 for Reserve Component (RC) Soldiers.
- C. The briefing lasts approximately two hours and is conducted weekly on Tuesdays from 1000 to 1200.
- D. A Service Provider Referral Sheet is provided to assist in obtaining specific information on a given entitlement.
- E. You will also be provided a certificate of attendance sheet, as required by MILPER MSG 07-225, which lists the four mandated events. This attendance certificate must be maintained and as each event is attended it is vital to get the presenter's signature and date of completion, thus ensuring you have proof of attendance. The attendance certificate has to be brought back to ACAP for final signature and to receive the ACAP stamp that the events have been recorded. This is also meeting the requirement Para D2B of the MILPER MSG which states: "Soldiers must be provided documentation showing their attendance at the workshop and briefing for inclusion in their Medical Evaluation Board (MEB) packet".
- F. For more information about your benefit areas visit the ACAP Homepage at:
 - 1) Active Component: http://www.acap.army.mil/transitioner/transition_assistance/trans_assist.cfm
 - 2) Reserve Component: http://www.acap.army.mil/reserve/transition_assistance/trans_assist.cfm

2. Veteran Affairs (VA) Four Hour General Benefits Briefing

- A. The best place to learn about VA benefits is at a VA benefits briefing. An experienced and knowledgeable VA benefits counselor from the Louisville Regional Office presents the briefing at the SFAC. The counselor can tell you about your benefits, outline eligibility criteria, answer your questions and even give you advice for completing and filing your applications.

- B. The briefing covers all benefit areas provided by Veteran Affairs including such topics as: health care, education, life insurance, home loan guaranty, disability compensation, and employment benefits and programs.
- C. The VA website at <http://www.va.gov> also contains excellent information.
- D. The briefing is conducted twice a month on the 2nd and 4th weeks of the month on Tuesday afternoon from 1300 to 1700.
- E. An appointment must be scheduled through the ACAP office to attend the briefing and sign-in the day of the briefing to receive credit for attendance.

3. Transition Assistance Program (TAP)

- A. The TAP workshop, presented by the Department of Labor (DOL), is conducted every two weeks in conjunction with the VA General Benefits Briefing and the Disabled Transition Assistance Program (DTAP) Briefing. The two and a half day workshop covers seven core topics:

1) Personal Appraisal	5) Interviewing
2) Career Exploration	6) Reviewing Job Offers
3) Strategies for an effective job search	7) Support and Assistance available from other agencies.
4) Resume Writing	
- B. The briefing is conducted twice a month on the 2nd and 4th full weeks of the month on: Wednesday and Thursday from 0800 to 1700 and on Friday morning from 0800 to 1200. Medical appointments during the time period take priority. The instructor will release a Soldier from the workshop upon presentation of an appointment slip.
- C. An appointment must be scheduled through the ACAP office to attend the briefing and sign-in the day of the briefing to receive credit for attendance.
- D. The most common question asked about the workshop is “I have a job I have worked at for years, why should I want to attend it?”

A Labor Department report obtained by the AP in 2007 showed that formal job complaints by reservists (under the Uniformed Services Employment and Reemployment Rights Act - USERRA) have remained high, citing concerns about denied jobs or benefits after they tried to return to their old jobs after extended tours in Iraq. Reservists have filed over 2,957 complaints with the Department of Labor in 2005 and 2006, the highest level since 1991. The difficulty that veterans have had in finding jobs at higher wages has been going on for some time.

The latest VA study, tracked a statistical sample of 1,941 veterans between the ages of 17 and 61, more than half of whom served in the Army. It found that about 9.5 percent of recent veterans were unemployed within two years of separation from active duty, compared with 4.3 percent for non-veterans of comparable age, gender and education. The veterans also tended to have lower wages, although total income was often similar when factoring in disability pay and other government benefits, and to be in low-income families (under \$29,000) for up to eight years after separation.”

A period of Readjustment to Work may be required if you have been away from your employment for an extended period of time. Returning to work may also be challenging. Personnel may have changed and new projects may be underway. The workshop can assist you in recognizing some of these challenges and help you prepare to face them upon your return.

The workshop can also assist you in updating your resume and cover letter. See the ACAP Counselor for examples of before and after resume versions and judge for yourself if your current resume measures up to the current job market.

For more information and resources about TAP checkout the Military OneSource, which is a free support service, provided by DoD offering assistance and resources to Service members and their families on many different issues. Go to www.militaryonesource.com

The Transition Assistance Program website provides information for service members on transitioning from military service. Visit www.TurboTAP.org.

4. Disabled Transition Assistance Program (DTAP)

- A. The Vocational Rehabilitation Office (VocRehab) of the Veteran Affairs Office on Fort Knox presents the DTAP Seminar. This seminar provides information about the Vocational Rehabilitation Program and how to file claims with the Vocational Rehabilitation office.
- B. The seminar is conducted as the final two hours of the TAP Workshop every two weeks on Friday afternoons at 1300.
- C. Appointments scheduled through the ACAP Office are required to attend and sign-in the day of the briefing to receive credit for attendance.

- D. Check out the VocRehab website for more information: <http://www.vba.va.gov/bln/vre/index.htm>.

ATTENDANCE AT BRIEFINGS:

Your existing medical appointments will be taken into consideration when the ACAP appointments are made and the medical appointments always have priority.

The instructors at the various seminars are aware that medical appointments take priority and will be asked to accommodate you by allowing sufficient time to attend the medical appointment and return to class.

In some cases, such as the Preseparation Briefing or the DTAP Seminar, this may not be possible because the briefings are, at most, two hours in length. In these cases, you can get the briefing rescheduled by contacting the ACAP@SFAC office either in person, by email, or by phone to make a new appointment. Just compare it against the FY event list you will be given at in processing and select a new date that better suits your personal requirements.

Attendance sign-in rosters are maintained at each of the briefings. Attendance is credited based on whether you sign into the briefing on the roster. Your signature on the roster and the instructors signature on the Attendance Certificate are the only means of verification to give you credit for attendance. A non-attendance roster, based on the sign-in sheets, is sent to the First Sergeants ate day following the briefing. Please make sure that you sign-in.

OUT PROCESSING AND NON-COMPLETION OF MANDATED BRIEFINGS

1. You should complete the required briefings far in advance of your clearing the WTU through the Reverse SRP, REFRAD, or CBHCO. The RSRP is conducted by the SFAC and WTU every Monday during normal workweeks or may occasionally be moved back to Tuesdays if a holiday falls on the scheduled Monday.
2. The ACAP portion of the RSRP should normally be a check of your clearing status against the ACAP XXI database to ensure that you have completed all required tasks prior to departure.
3. If you have been processed through a MEB/PEB or are separating from Active Duty and have not completed the mandated briefings (All four for MEB/PEB and the Preseparation Briefing for all others) the ACAP Counselor **cannot** sign your clearing papers or the ACAP Event Attendance Certificate until such time as the reasons for not attending events can be determined and if any special considerations need to be applied under unusual circumstances.

OTHER SERVICES

The ACAP office also offers other assistance including:

1. Assist you in the creation and development of resumes and other transition documents and help you to forward resumes to employers and in the job search process.
2. Providing a transitioning service provider referral program for the customized services that supports Soldier and Family Member's needs in conjunction with the DD forms 2648 and 2648-1 requirements.
3. Develop individual transition plans (ITP) that support the transitioning needs for the Soldiers, Families, and non-medical care givers assigned to the WTU.
4. Assist you in identifying and utilizing the Transition Resource Room and desktop computers.
5. Assist you in getting a copy of your web based Verification of Military Experience and Training (VMET) - DD Form 2586 < <http://www.dmdc.osd.mil/vmet>>. As a Service member, you have had training and job experiences you may want to include on a job or college application. The DD Form 2586, Verification of Military Experience and Training (VMET), is created from your automated records on file. It lists military job experience and training history, recommended college credit information and civilian equivalent job titles.
6. Coordinate with Department of Labor and Veterans Affairs Vocational Rehabilitation to provide individual assistance in training and counseling.
7. Coordinate with ACS Employment Readiness Program manager to assist non-transitioning Family Members seeking employment.
8. Present training seminars on resume development, job applications, federal resumes, job fair participation, and other training as needed to support the your needs.
9. Arrange for local "Employer Days" inside of the SFAC and provide access to local community Job Fairs.

10. Provide information and demonstration of ACAP XXI automated employment tools and referrals to other service provider tools available in the SFAC.

POINTS OF CONTACT FOR ACAP AT THE SFAC:

Transition Counselor
Rm. 116, Bldg. 1476
Eisenhower Boulevard
Fort Knox, KY 40121
Phone: 624-4819
Email:
francis.h.johnston@us.army.mil

Contract Installation Manager
Army Career and Alumni Program
197 6th Ave. Ste. 112
Fort Knox, KY 40121
502-624-2227/5222

Director
Soldier and Family Assistance Center
Room 101
Building 1476
Eisenhower Boulevard
Fort Knox, KY 40121
Phone: 624-4763

Transition Services Manager
Army Career and Alumni Program
197 6th Ave. Ste. 112
Fort Knox, KY 40121
502-624-2227/5222

NCOIC
Room 101
Building 1476
Eisenhower Boulevard
Fort Knox, KY 40121
Phone: 624-4764



ACAP ON-LINE

Your Transition Assistance Internet Resource
www.acap.army.mil

The Army Career and Alumni Program (ACAP) website is your best resource for transition and job assistance information, job listings and links to a variety of other useful website resources. Transitioners can select topics using menus or icons, click on hyperlinks to learn more about a particular topic or search the entire website. Unique paths lead Transitioners, Employers and Army Leaders to ACAP On-Line offerings created to meet their needs.

You can go to <https://www.acapexpress.army.mil> at any time, from any location, to register and schedule attendance at transition and job assistance events or use ACAP online resume and cover letter writers; simply log onto the site with your AKO user name and password.

1. **View Your Appointments**
2. **Schedule Classes:** This module is not available to WTU Soldiers since the classes for WTU are not listed online; if you register online you would be registering for classes at other locations on-post.
3. **View Employment Study Guides** on:
 - A. Job Assistance
 - B. Setting a Realistic Objective
 - C. Assessing Your Abilities
 - D. Exploring the Market
 - E. Creating Effective Resume
 - F. Maxing the Interview
 - G. Dressing for Success
 - H. Evaluating / Negotiating Job Offers
 - I. Applying for a Federal Job
4. **Write a Resume** on the ACAP Resume Builder and have a counselor review it without having to come into the ACAP Office.
5. **Write a Cover Letter** on the ACAP Resume Writer and have a counselor review it without having to come into the ACAP Office.

Use the Internet from your home, office or local ACAP Center to access ACAP On-Line at <http://www.acap.army.mil>.

For Transitioners:

1. Separate paths for Active Component Soldiers, Reserve Component Soldiers, Army Military Retirees, Army Veterans, Army Civilians and Army Family Members.
2. Transition information about relocation, education and training, health care and finances, as well as links to related websites, presented in linked articles or PDF versions of the Active Duty Preseparation Guide and the Transition Guide for Demobilizing Members of the Guard and Reserves.
3. A virtual web page for each Army ACAP Center with customized contact and location information, services, local announcements, jobs, job fairs and "By Invitation Only" hiring conferences.
4. A "News and Announcements" section that highlights current transition initiatives and resources.
5. A Spider Search you can use to explore "Best of the Web" job search resources.
6. An Employers Who Want to Hire Veterans search you use to create your own custom list of companies to browse for jobs. Selected locations and occupations take you directly to company descriptions and hiring websites.
7. A link to the U.S. Army's Wounded Warrior (AW2) Program website where disabled Soldiers who want the chance to work can connect with employers who are actively seeking to hire them
8. An Individual Transition Plan that serves as a realistic framework for your career goals.
9. Links to valuable transition and career-related websites such as Verification of Military Experience and Training (VMET), Army/American Council on Education Registry Transcript System (AARTS), the Department of Veterans Affairs (VA) and the Reserves and National Guard.
10. Click on the Personal Coach icon for guided, directed transition and job assistance.



U.S. Army Wounded Warrior Program

The U.S. Army Wounded Warrior Program – AW2 – embodies the Warrior Ethos “we will never leave a fallen comrade.” AW2’s personalized recovery services for severely wounded Soldiers are not limited by geography or physical location and are not constrained by recovery or rehabilitation timelines.

The U.S. Army Wounded Warrior Program assists and advocates for wounded Soldiers and their Families throughout their lifetimes, wherever they are located.

AW2 Helps Soldiers and Their Families by providing unique services to the most severely wounded, including:

1. Helping wounded Soldiers remain in the Army by educating them on their options and assisting them in the application process
2. With future career plans and employment opportunities beyond their Army careers;
3. Supporting them with a staff of subject matter experts proficient in non-medical benefits for wounded Soldiers;
4. Some examples of how AW2 assists wounded Soldiers:
 - A. Helping a Soldier obtain full VA and Army Benefits;
 - B. Helping a Soldier and their family get healthcare after retiring from the Army;
 - C. Helping a Soldier get financial counseling to buy a house;
 - D. Helping a Soldier put food on the table for Thanksgiving;
 - E. Helping a Soldier receive the awards they earned (e.g., Purple Heart Award).

Soldier Family Management Specialists

Soldier Family Management Specialists are located throughout the country at major Military Treatment Facilities (MTFs) and VA Medical Centers (VAMC) providing on the ground support to Soldiers and their Families from the time they arrive. Soldier Family Management Specialists (SFMSs) are:

1. Career and Education Guides
2. Benefit Advisors
3. Military Transition Specialists
4. Local Resource Experts
5. Family Assistants
6. Life Coaches

Eligibility Requirements

To be considered for the Army Wounded Warrior Program, a Soldier must:

1. Suffer from injuries or illnesses incurred after 10 September 2001, in support of the Global War on Terror (GWOT)
2. Receive or be expected to receive a 30% rating for one or more injuries rated by the Physical Disability Evaluation System in categories such as:
 - A. Loss of Vision/Blindness
 - B. Loss of Limb
 - C. Spinal Cord Injury/Paralysis
 - D. Permanent Disfigurement
 - E. Severe Burns
 - F. Traumatic Brain Injury
 - G. Post Traumatic Stress Disorder
 - H. Fatal/Incurable Disease

The AW2 Representative at Fort Knox is: Joyce Garrett

U. S. Army Wounded Warrior Program
Ireland Army Community Hospital
Fort Knox, KY 40121

Cell: (502) 592-2323
502-624-9219 (w)
joyce.garrett@amedd.army.mil



ACAP Flowchart

Building: 1476, Room: 124 * Eisenhower Blvd. * Fort Knox, KY 40121
Commercial (502) 624-4819 * francis.h.johnston@us.army.mil



PHASE I –

A. Pre-Separation Counseling Checklist
Every Tuesday 1000 – 1200

No later than 90 days to ETS, Retirement or Separation Date, IAW Public Law Title 10, USC 1142 requires that Pre-Separation Counseling be made available to all departing service members. Provides general information about the separation process including: overview of veteran’s benefits and entitlements. Service Provider Referral Sheet is provided to assist in obtaining specific information on a given entitlement.

B. VA 4-Hour General Services Briefing
Bi-Weekly - Tuesday 1300 - 1700

Briefing covers all areas of Veteran Affairs Benefits.

C. Phase II – Training

TAP 3-Day Workshop
Bi-Weekly Open to all WTU Clients

Wednesday 0800 – 1630 OET Instructor	Thursday 0800 – 1630 OET Instructor
Friday 0800 – 1200 OET Instructor	

This 2 ½ day workshop covers six core topics: 1) Personal Appraisal, 2) Career Exploration, 3) Strategies for an effective job search, 4) Interviewing, 5) Reviewing Job Offers, and 6) Support and Assistance available from other agencies.

D. VA DTAP Briefing

Bi-Weekly - Friday 1300 - 1500

This program's primary function is to help veterans who have service-connected disabilities become suitably employed, maintain employment, or achieve independence in daily living.

NOTE:

- 1) Phase I and II are mandatory IAW MilPer Msg 08-131 dtd 05/13/2008 for MEB/PEB boards .Phase 1A for Soldiers departing active duty.
- 2) Phase III is available to support your individual needs.
- 3) “A” is conducted on a weekly basis.
- 4) “B, C & D are bi-weekly – 2nd and 4th weeks of month.

PHASE III – Resources

- **Transitional Tools Usage:** Daily. Resume Writing Template, Job Analyzer, practice interview videos, and internet.
- **Federal Resumix Seminar:** Learn tips and the job application process for the Department of the Army database system. 1300 – 1600 1st and 3rd Thursdays of the month. Appointments required.
- **Advanced Civilian Resume Development:** Learn the secrets of resources and key words to be used in your basic resume to enhance it to professional standards. 1300 – 1600, 1st and 3rd Wednesdays of the month.



SUCCESS!!

See next page for
Event Dates

ARMY CAREER AND ALUMNI PROGRAM (ACAP) - SFAC

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PHASE I		PHASE II			PHASE III		
MONTH	RSRP Pre-separation	(A) Preseparation Briefing	(B) VA General Benefits	(C) TAP 3-Day Workshop	(D) D-TAP Voc Rehab	Resources	Resumix Federal Resume
	Weekly: DD Form 2648 or 2648-1	Weekly: DD Form 2648 or 2648-1	Bi-Weekly: 2D & 4TH Full Weeks of Month	Bi-Weekly: 2D & 4TH Full Weeks of Month	Bi-Weekly: 2D & 4TH Full Weeks of Month	Bi-Weekly: Week after TAP	Monthly
	Mon: 1400 – 1500	Tue: 1000 – 1200	Tue: 1300 – 1700	Wed – Thu: 0800-1630 Fri: 0800 - 1200	Fri: 1300 - 1500	Wed: 2-hour Seminar 1300-1500	Thus: 3-hour Seminar 1300 -1600
3RD Qtr FY 2008							
JUN 2008	2	3	-	-	-	4	5
	9	10	10	11 – 13	13	-	-
	16	17	-	-	-	18	19
	23	24	24	25 – 27	27	-	-
	30	-	-	-	-	-	-
4th Qtr FY 2008							
JUL 2008	7	1	-	-	-	2	3
	14	8	-	-	-	-	10
	21	15	15	16 – 18	18	-	-
	28	22	-	-	-	23	24
AUG 2008	-	29	29	30 – 1 Aug	-	-	-
	4	-	-	-	1	-	-
	11	5	-	-	-	6	7
	18	12	12	13 – 15	15	-	-
SEP 2008	25	19	-	-	-	20	21
	-	26	26	27 - 29	29	-	-
	1 Labor Day	2	-	-	-	3	4
	8	9	9	10 - 12	12	-	-
OCT 2008	15	16	-	-	-	17	18
	22	23	23	24 - 26	26	-	-
	29	30	-	-	-	-	-
	-	-	-	-	-	1	-
1ST QTR FY 2009							
NOV 2008	6	7	-	-	-	-	-
	13 Columbus	14	14	15 – 17	17	17	-
	20	21	-	-	-	-	-
	27	28	28	29 - 31	31	31	-
DEC 2008	3	4	-	-	-	-	-
	10	11 Veterans	11 Veterans	12 – 14	14	14	-
	17	18	-	-	-	-	-
	24	25	25	27 Thanksgiving	-	-	-
DEC 2008	1	2	-	-	-	-	-
	8	9	9	10 – 12	12	-	-
	15	16	-	-	-	17	-
	22	23	23	-	-	-	-
DEC 2008	29	30	-	-	-	-	-

ADDITIONAL INFORMATION : 1. If you are eligible, your spouse and Caregiver are also. Don't forget to register them. 2. Note: RSRP for 26 May will be held on Tuesday 27 May and RSRP for 1 Sep will be held on Tuesday 2 Sep 08.

SFAC ACAP Schedule revised 01 May 08

ACAP RESUME BUILDER

1.	ACAP Resume Writer and other tools:	https://www.acapexpress.army.mil/
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ARMY RESUME BUILDER

2.	Army civilian jobs and resume builder:	www.cpol.army.mil
3.	Position Descriptions of positions with Army to get the key words / phrases to insert into Army Resume:	http://cpsfc.belvoir.army.mil/fasclass/search_fs/search_fasclass.asp
4.	For types of Federal Jobs:	http://www.opm.gov/fedclass/html/gseries.asp

USAJOBS RESUME BUILDER / JOB SEARCH

5.	Any federal jobs anywhere and resume builder:	www.usajobs.opm.gov
6.	Use to research information about Federal Jobs outside of the Army. This is NOT as specific as FASCLASS but will help to some extent:	http://career.usajobs.opm.gov/cig/specific.asp

RESEARCH TOOLS

7.	ACAP online home page. Use as a one stop resource for job searching, review of benefit areas and briefing, review of work shop material, and upcoming national job fairs.	www.acap.army.mil
8.	For Civilian Job Descriptions and research to find civilian job titles, skills that are needed for them and also an interest research tool.	http://online.onetcenter.org/
9.	You can obtain a copy of your VMET document online at You will need your DFAS myPay pin number to download your document.	http://www.dmdc.osd.mil/vmet .
10.	Summary: Official site of the AARTS Operations Center and interface for requesting official AARTS transcript of Army education and training.	http://aarts.army.mil/
11.	Guide to the Evaluation of Educational Experiences in the Armed Services	http://www.militaryguides.acenet.edu/index.htm
12.	A Search Engine for anywhere but is very effective in finding Contract Jobs on Knox or other military installations:	http://www.acap.army.mil/transitioner/jobs/jsweb/search.cfm?submit2=GO&caller=transitioner
13.	Military Skills Translator:	http://www.taonline.com/mosdot/
14.	Occupational Outlook Handbook. An online research tool for occupations.	http://www.bls.gov/oco/
15.	Veterans Preference Guide:	www.opm.gov/veterans/html/vetguide.htm
16.	DVOP and LVER Locator:	http://networker.nvti.cudenver.edu
17.	O'NET, Find occupations using keywords or by browsing Job Families, or O*NET Descriptors.	http://online.onetcenter.org
18.	Companies hiring AW2 :	http://www.aw2soldierconnection.army.mil/
19.	ACAP Home Page for benefit areas, transition assistance, and job search:	http://www.acap.army.mil/
20.	Veteran Affairs:	http://www.va.gov

ELIGIBILITY FOR SERVICES

Soldiers assigned or attached to the WTU at Fort Knox (excluding staff).

IAW: MilPer. Msg. 08-131, dtd 05/13/2008

CATEGORY OF SOLDIER: BRIEFING SERVICE	All AC/RC Soldiers assigned or attached to WTU:	WTU AC/RC Soldiers pending YEB/PEB	AC/RC Soldiers CBHCO, REFRAD	AC/RC Soldiers returning to duty with more than one year to ETS	AC/RC Soldiers within one year of ETS.	AC/RC Retirees within two years of retirement	Notes:
VA Orientation scheduled by WTU Chain of Command	Y	Y	Y	Y	Y	Y	ACAP is NOT involved in scheduling or tracking this orientation
In-Process ACAP	Y	Y	Y	Y	Y	Y	Soldier will be interviewed to determine eligibility
ACAP Registration	N	Y	Y	N	E	E	Soldier will be input into IF eligible
Preseparation Briefing (DD 2648 or -1) Scheduled by ACAP	N	Y – scheduled briefing Tues 1000 by appt	Y scheduled briefing Tues 1000 by appt	N	Y scheduled briefing Tues 1000 by appt	Y scheduled briefing Tues 1000 by appt	All AC/RC Soldiers, if Retiring or ETS'ing complete the Preseparation Briefing prior to 90 days of discharge from military service
VA General Briefing scheduled by ACAP	N	Y	E	N	E	E	2D & 4th weeks of month by appt scheduled by ACAP
TAP Seminar scheduled by ACAP	N	Y	E	N	E	E	
DTAP Briefing scheduled by ACAP	N	Y	E	N	E	E	
ACAP Transition Assistance	N	E	E	N	E	E	Individual basis or specialty seminar
Retirement Service Briefing at One Stop	N	Y – if retiring or medical retirement	N	N	N	Y – if retiring or medical retirement	The RSO briefing is NT scheduled by ACAP. Soldier must contact the RSO office at one stop to arrange attendance.

KEY:

Y =	Mandated requirement to complete the action listed	Note: Determination of eligibility for ACAP Services is made on a case-by-case basis and exceptions to established policy may be made by the Transition Services Manager.
N =	No requirement	
E =	Eligible for assistance. Soldier may attend at their option.	