

ACAP Newsletter

Volume 1, Issue 2

June 30, 2002

ACAP Eligibility

The Army Career and Alumni Program (ACAP) provides transition assistance and job assistance services to the following eligible individuals: transitioning active military members and their adult family members; DA civilian employees transitioning due to force alignments, reductions-in-force or retirement and their family members; members of other Department of Defense components (civilians or military) and their family members; widows or widowers of personnel who die while on active duty or DA civilians who die in the line of duty; and transitioning reserve component soldiers who were deployed in support of contingency operations. If you meet the above criteria, call 531-1591 for an appointment.

Contacting ACAP

ACAP is located in Bldg. 2155, Suite 105, 16th Street and Alabama Avenue. Hours of operation are Monday through Friday from 8 a.m. - 4:30 p.m. Our phone number is 531-1591.

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DA Civilians Affected by A76 Decision

The Fort Polk ACAP Center provides job assistance services to separating or retiring Department of Defense civilians and their adult family members. Offerings include resume assistance, job search, job assistance workshop and automated job assistance training. Call 531-1591 for an appointment.

Mandatory ACAP Briefing

Are you within 180 days of your ETS date? If so, have you attended the mandatory pre-separation briefing? Public Law mandates completion of a mandatory pre-separation briefing no later than 90 days before your ETS date. Briefings are held at 9 a.m. and 1 p.m. Monday through Friday. Call 531-1591 for an appointment.

Involuntary Separation (Chapters) and Other Early Release Programs

Are you being involuntarily separated (chaptered) from active duty, going through a medical review board (MRB) or other early release program? If so, Public Law mandates completion of a mandatory pre-separation briefing. You do not have to wait for a formal reading of a chapter or approval of an MRB. As soon as you are advised that you **may be** chaptered or released, contact ACAP to schedule your pre-separation briefing. Call 531-1591 for an appointment.

ACAP Services

ACAP offers several programs to assist separating and retiring military and civilian employees and their families with skills and knowledge for re-entry into the private sector. Some examples: job assistance training, interview preparation, resume assistance, federal job application assistance, skill and job assessment and counseling.

Transitioning Spouses

Are you a spouse of a service member about to retire or ETS? If so, let the ACAP Center assist **YOU** in **YOUR** transition. ACAP offers a number of services including resume assistance, job search, 3-day job assistance workshop and automated job assistance training. Call 531-1591 for an appointment.

CALENDAR OF EVENTS

TAP WORKSHOPS

PLACE: ACAP CENTER, BLDG. 2155, SUITE 105

DATES: JULY 9-11, 16-18, 23-25 @, 30-AUG 1

AUGUST 6-8, 13-15, 20-22, 27-29

SEPTEMBER 10-12 @, 17-19, 24-26

TIME: 0900 – 1600. CALL 531-1591 FOR AN APPOINTMENT

TAP Workshops are 3-day job assistance workshop for clients who have completed their mandatory pre-separation briefing. Topics include transition assistance, job search skills, resume writing, interviewing, and VA benefits (VA Counselor). **Note:** The workshops for July 23-25 and September 10-12, are retiree workshops.

EMPLOYER DAY

COMPANY: BATON ROUGE, LA POLICE DEPARTMENT

PLACE: ACAP CENTER, BLDG. 2155, SUITE 105

DATE: AUGUST 14, 2002

TIME: 0900 - 1600

COMPANY: LOUISIANA TROOPS-TO-TEACHERS

PLACE: ACAP CENTER, BLDG. 2155, SUITE 105

DATE: SEPTEMBER 17, 2002

Time: 0900 - 1300

Transition Services Manager

Cheryl Perkins, 531-2715

Fort Polk ACAP Staff

Andrew Best, Contract Installation Manager

Denna Linder, Counselor

Janesia Farmer, Automation Specialist

Publication Notes:

This newsletter is published quarterly: Mar 31; Jun 30; Sep 30; and Dec 31 by the ACAP staff and Transition Services Manager.

Stop-Loss

Soldiers should not stop transition planning because of Stop-Loss. Public Law mandates completion of a mandatory pre-separation briefing no later than 90 days before your ETS date. Therefore, you do not have to wait for the Secretary of Defense to lift Stop-Loss to schedule your pre-separation briefing. Call ACAP, 531-1591, and schedule your appointment. Transitioning from the military is a major event and requires a proactive approach to be successful. The sooner you start the transition process, the smoother the process will go. However, soldiers must work with their supervisors for the best time to schedule appointments to have little impact on their units.

Pre-Separation Timeliness

The Army's standard for units whose soldiers complete their mandatory pre-separation briefings NLT 90 days prior to their ETS date is 75%. The following are the timeliness rates of Fort Polk units for the 2d quarter, CY 2002.

Unit	April	May	June
1/509 th INF	80%	100%	50%
2d ACR	80%	79%	68%
519 th MP Bat.	67%	71%	65%
DENTAC	N/C	N/C	N/C
HHC, USAG	70%	100%	67%
MEDDAC	89%	N/C	N/C
NCO Academy	100%	N/C	N/C
OPS Group	100%	100%	67%
USACIDC	N/C	N/C	N/C
USAF	N/C	N/C	N/C
USAR	N/C	N/C	N/C
USARNG	N/C	N/C	50%
Warrior Brigade	62%	84%	69%
Ft. Polk Average	74%	79%	63%
Army Standard	75%	75%	75%

Key: N/C = no clients received a pre-separation briefing