



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL  
455 MCNAIR AVENUE  
FORT SILL, OKLAHOMA 73503

REPLY TO  
ATTENTION OF

IMSI-HR

JUL 31 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Policy Memorandum 12-23, Army Career and Alumni Program (ACAP)

1. References:

- a. EXORD 054-12, HQDA, ISO, 29 Dec 11, subject: Army Transition.
- b. OPORD 12-241, HQs IMCOM, 1 Jun 12, subject: Implementation of New Army Transition Program.

2. ACAP is a commander's program that provides timely and effective transition assistance to Soldiers, Army Civilians, and their Families. ACAP plays a vital role towards the Army's retention efforts while significantly reducing the Army's potential unemployment compensation costs.

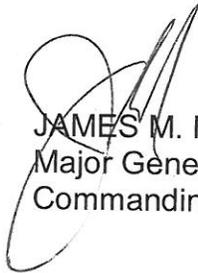
3. Army guidance mandates that Unit Career Counselors and Retention NCOs conduct short and long term military career goal counseling and transition counseling with all Soldiers no later than 60 days upon arrival to their unit. ACAP transition assistance training will begin for all Soldiers no later than twelve months prior to their retirement or separation date to enable a smooth transition into civilian society. Soldiers being considered for release earlier than their contractual separation date (i.e., Chapter, Medical) will be referred to ACAP immediately upon identification as a candidate for early release. Soldiers preparing for deployment who will have less than twelve months remaining in service upon redeployment will receive pre-separation counseling prior to deployment.

4. All Soldiers are required to attend a Department of Labor (DoL) sponsored three day Transition Assistance Program (TAP) Employment Workshop no later than ten months prior to separation, and a four hour Department of Veterans Affairs (VA) Benefits briefing no later than six months prior to separation. In addition, Soldiers who are required to undergo a Medical Evaluation Board will complete a VA sponsored Disabled TAP Workshop briefing. Finally, Soldiers being separated under conditions other than honorable will receive as many transition services as possible prior to their approved involuntary separation date. ACAP will not clear individuals who fail to comply with this policy. Lieutenant Colonel-level commanders may exempt a Soldier from attending the DoL TAP Workshop and/or VA Benefits Briefing under extraordinary circumstances by memorandum to the Director, Human Resources.

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5. Soldiers are exempt from unit duties during ACAP scheduled training. Unit Commander's support of ACAP will be briefed at quarterly Transition Services Council meetings.
6. A Soldier's decision to leave active duty cannot erase his or her sacrifices and dedication. The Army directs its leaders to support ACAP as it helps the Army conserve fiscal resources, man the force, and take care of our National Treasures - our Soldiers.
7. This policy memorandum supersedes CG Policy Memorandum, IMSI-HR, 4 May 2012, subject: Army Career and Alumni Program, CG Policy Memo 12-23.
8. Point of contact for this memorandum is the ACAP Transition Services Manager at 442-2222.



JAMES M. MCDONALD  
Major General, USA  
Commanding

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