

ACAP and VA Briefing

1. The Army Career and Alumni Program (ACAP), is mandatory by law (VOW Act of 2011) for all Soldiers transitioning out of the Army. It explains benefits and entitlements upon separation from the US Army and assists each Soldier in developing an individualized Transition Plan.
2. The ACAP process can begin 18-months before ETS, two years before retirement, or prior to deployment if the Soldier is effected by a Stop-Loss policy, but not later than 12-months before separation.
3. The ACAP process includes a core curriculum of five courses, including Transition Process Overview, VA Benefits Briefing, a Department of Labor Employment Workshop, MOS to Civilian Occupation Crosswalk and Financial Management.
4. Soldiers schedule their Pre-Separation Briefing at the ACAP Center (Bldg 212, Room 101) by calling 239-2278 or 239-2248, or by going on-line at <https://www.acap.army.mil> and completing the preregistration and Pre-separation Briefing. Upon completion, Soldiers can schedule the courses listed in paragraph 3 above.
5. Upon completion of the Pre-Separation Briefing, Soldiers receive DD Form 2648, the Pre-Separation Counseling Checklist and Initial Transition Plan.
6. Soldiers appearing for Final Out at the Transition Center or Retirement Services cannot be cleared unless they bring DD Form 2648, showing they received the ACAP Pre-Separation Briefing.
7. Soldiers clearing Fort Riley must attend the core curriculum listed in paragraph 3 above. ACAP will schedule the courses following the Pre-separation briefing.