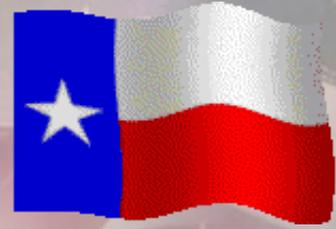


Fort Hood ACAP Center

"Serving the Military Family"



Copeland Soldier Service Center
Building 18010 B Wing 3rd Floor
Battalion Avenue
Fort Hood, Texas 76544
(254) 288-ACAP or (254) 288-5627



Monday - Thursday 0800-1700 Fridays 0900-1700
Reception is open daily 0730-1700

Briefings

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What is ACAP?

The Army Career and Alumni Program (ACAP) provides transition assistance to soldiers who are separating from active duty, retirees, and DoD civilian employees in a reduction force status or who are retiring, and their families. Preseparation planning includes benefits information, job search skills development, career guidance, job search assistance and other guidance relevant to a thorough transition.

Why is ACAP Important?

In addition to giving vital direction to one's transition, preseparation planning through ACAP is congressionally mandated by Public Law 107-103. That means that "all" separating soldiers regardless of rank are required to be counseled and receive the DD Form 2648, Preseparation Counseling Checklist, "at least" 90-120 days prior to ETS. (In addition, MILPER Message 03-070, requires deploying soldiers, who are within one year of separation at the time of their deployment, to receive preseparation counseling prior to deploying.) As a result, your installation will not let you clear until you have received this counseling. A completed DD Form 2648, which you will receive from your supporting ACAP Center, is your proof that you have received the required counseling. Soldiers cannot clear Ft. Hood without this checklist.

How Do I Get Started?

Please call 288-ACAP or 288-JOBS, come by the ACAP Center, or view the Department of the Army ACAP Homepage at www.acap.army.mil to learn more about Preseparation Information and Planning.

Meet the Staff



Thanks for visiting! Do you have any questions? Comments?

E-mail [Tamika M. Pernell](mailto:Tamika.M.Pernell), Webpage Creator & Editor

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Preseparation Briefings



THIS IS A MANDATORY BRIEFING FOR ALL SOLDIERS LEAVING THE MILITARY!

Your military service has earned you valuable services and benefits. To ensure you fully understand what you're eligible for and how to obtain them, Congress enacted Public Law 107-103. This law directed the U.S. Army to provide transitioning soldiers with Preseparation Counseling. This Preseparation Briefing is an initial overview that lays the foundation for a smooth transition. It's an individualized plan and a road map for a successful transition to the civilian sector. Valuable resources and a wealth of information is made available to all those who attend.

ETS, Chapter or Medical Board soldiers can begin the ACAP process 1 year prior to their ETS date, but the ideal time frame is 6 months prior. These soldiers also have 180 days after their separation date to use any ACAP services. Spouses and children of job search age are welcomed as well.

Retirees can begin up to 2 years prior to their retirement date with an ideal time frame starting at 1 year. Additionally, Army retirees, their spouses and family members of job search age can use the services for life.

Call (254) 288-ACAP or (254) 288-JOBS to make an appointment to attend this briefing. Briefings are conducted by ACAP counselors and DD Form 2648 is

completed on a multimedia, interactive, self-paced computer-based training system.

Briefings are scheduled daily at 1000 and 1300.

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YOU MUST COMPLETE THE PRESEPARATION BRIEFING FIRST!

If you are like many soldiers separating from active duty, finding a new job is one of your top priorities. The Transition Assistance Program (TAP)/ACAP provides job assistance training workshops that are designed to give you and your adult family members the basic knowledge and skills necessary to plan and execute a successful job search. Training includes but is not limited to learning how to set goals, do research, prepare cover letters, write resumes, be interviewed, and find jobs. Research has demonstrated that the more job assistance services a person receives, the higher their starting salary will be and the faster they can expect to obtain employment. The workshop provides separating personnel all the skills and knowledge needed to obtain a new career. Information is also provided to attendees regarding veterans' benefits, health insurance, joining the Reserve and National Guard, and how to file for disability and unemployment insurance benefits.

Call (254) 288-2227 or (254) 288-JOBS to make an appointment to attend the workshop. Normally appointments for this workshop are made at the Preseparation Briefing. Workshops are 3 days in length and held weekly on Wednesdays, Thursdays and Fridays from 0800 to 1700.

Civilian attire is welcomed!



There are 2 types of workshops we offer at ACAP. Choose the one that applies to you:

ATAP Workshop = ETS, Medical Discharge & Chapters

RTAP Workshop = Retirees

Need To Schedule An Appointment?

You can easily use the scheduling module on the ACAP XXI system to schedule appointments for:

- **Workstations (Computer Lab)**
- **Events (Workshops)**



Simply log on to the ACAP XXI system and:

- **Choose "Scheduling"**
- **Next, "Schedule appointment"**
- **Choose which appointment you'd like to make and continue through the process**

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Need To Complete Your Resume?



In order to complete your resume, cover letter or surf the Net using the ACAP XXI system, you must complete a [workshop](#) or The Job Assistance Training Application (JATA). To assist you in the preparation of your resume, there are [Research Tools](#) you can also use.

Below is an explanation of each aspect of ACAP Tools.

What is JATA?

JATA uses an interactive, multimedia approach and full motion videos to present the basics of the job search process in six training modules. Each module teaches a single phase of the process. You'll learn to:

- Define your employment objectives and set job search goals
- Research and network to discover employment opportunities and contacts

- Learn how to create resumes and cover letters
- Prepare for informational and job interviews
- Negotiate salary and benefits
- Plan for career advancement

The modules are designed in a similar manner, with an introduction, topics and a summary. Some also contain quizzes to check how well you understand the concepts that are introduced. Modules are presented sequentially. You must complete each module before you can progress to the next one. If you have attended a workshop, you may access any of the modules and all of the tools.

You should allot four to six hours to complete the JATA. There is no need to complete the JATA in one session. The program saves your last session so you can continue at you convenience.

ACAP Tools

The Resume Writer

The Resume Writer Tool is a custom resume writing application, which is designed for use of the ACAP XXI client. Any data put on this system is saved in the ACAP XXI database. You may copy data from one version of a resume to another, to facilitate rapid creation of a variety of resumes. The Resume Writer application is accessed from the ACAP XXI Writing Tools Menu. The Resume Writer Tool:

Company



- Formats data as either a functional or chronological resume
- Captures basic information including
 - Job Objective
 - Employment History
 - Education
 - Summary of Skills
- Utilizes a simple wizard to easily input your information
- Automatically formats the resume for you

The Letter Writer

The Cover Letter and Thank You letter generator works in a fashion similar to the Resume Writer. It takes you step-by-step through the process of writing a thank you letter or a cover letter.





Job Analyzer

What Does Job Analyzer Do?



Job Analyzer provides a complete resource of job descriptions and occupational information. It also contains the most comprehensible and current data about jobs in the United States. You can use the information in Job Analyzer to:

- Find generic job descriptions and their requirements
- Find census wage data for occupational categories
- Find national employment projections for occupational categories
- Find state and local employment projections for occupational categories
- Find schools that offer training related to occupations
- Print reports of job descriptions and related information
- Find related groups of occupations

The information in Job Analyzer comes from government sources. Years of research and ongoing data collection make this the most comprehensive database of national occupations.

Self Assessment

"Choices"

What is Self Assessment?

Choices opens a world of opportunities for you, helping implement career plans with connections to schools, job banks, tools for writing resumes, practicing for interviews, and planning a career search. You get powerful OnTrack accountability tools and more time to focus on proactive counseling. Users

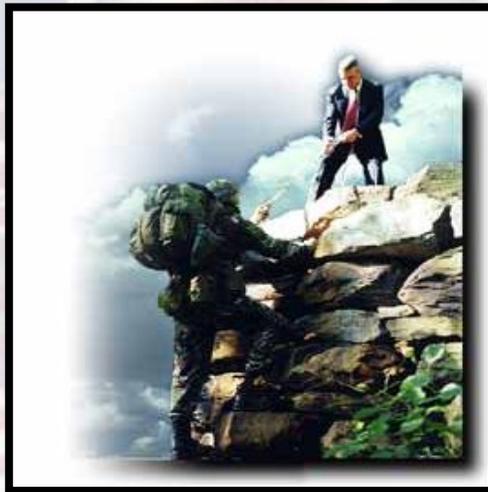


get comprehensive and easy-to-use databases for occupations, colleges, and financial aid resources. Validated assessments support self-directed exploration and planning so you don't have to. The Interest Profiler identifies your interests and personal reports highlight your top interest areas and their related occupations. The Work Importance Locator assesses six work values and relates them to occupations. Choices engages you in an interactive process that builds self-knowledge, encourages exploration in occupations and schools, and helps you plan for the future.

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Employment Links



Federal Sites



- [Army Civilian Personnel Online \(CPO\)](#) Official site of DA Civilian Personnel Administration provides a tool for Army civilian personnel professionals, managers and employees to access Army civilian employment, training and career opportunities.
- [Bureau of Citizenship and Immigration Services \(BCIM\)](#) Official site of the Immigration and Naturalization Service (INS). Includes INS and Border Management/Patrol jobs.
- [Civilian Human Resource Management Agency \(CHRMA\)](#) Official site for USAREUR civilian personnel program for appropriated and non-appropriated fund U.S. Citizens and Local Nationals (LN) in Germany, Italy, Belgium, United Kingdom and the Netherlands.
- [Defense Commissary Agency \(DeCA\)](#) Official online resource for the Defense Commissary Agency (DeCA), including job opportunities.
- [Defense Contract Audit Agency \(DCAA\)](#) Official site of the Defense Contract Audit Agency (DCAA). Opportunities in over 400 US locations and around the world.
- [Defense Finance and Accounting Service \(DFAS\)](#) Official site for the Defense Finance and Accounting Service (DFAS). Includes job opportunities.
- [Defense Information Systems Agency \(DISA\)](#) Official site of the Defense Information Systems Agency (DISA). Worldwide positions in many categories.

- [Defense Intelligence Agency \(DIA\)](#) Official site of the Defense Intelligence Agency (DIA). Includes job opportunities.
- [Defense Logistics Agency \(DLA\)](#) Human Resources site for the Defense Logistics Agency (DLA). Includes career information, job opportunities and application process.
- [Department of Labor](#) Official site of the US Department of Labor (DOL). Includes comprehensive worker information and links to DOL agencies, laws, regulations, statistics, data, programs, services and news.
- [DoD Reserve Affairs](#) Information about the policies, programs, and initiatives that OSD/Reserve Affairs manages for the National Guard and Reserve Components of the United States Armed Forces.
- [FedWorld](#) Online locator service for a comprehensive inventory of information disseminated by the federal government.
- [Federal Aviation Administration \(FAA\)](#) Official Federal Aviation Administration employment site. Includes job openings/ information and application procedures.
- [Federal Bureau of Prisons \(BOP\)](#) Official site for the US Department of Justice Bureau of Prisons. Includes job opportunities.
- [National Aeronautics and Space Administration \(NASA\)](#) Site lists employment opportunities with the National Aeronautics and Space Administration (NASA).
- [National Institutes of Health \(NIH\)](#) Site for one of the world's foremost medical research centers. Provides information and includes employment opportunities.
- [Transportation Security Administration](#) The Transportation Security Administration protects the Nation's transportation systems and ensures freedom of movement for people and commerce.
- [U.S. Marshals](#) America's oldest law enforcement agency.
- [U.S. Postal Service](#) U.S. Postal Service full- and part-time employment opportunities, programs and application/testing information.
- [USA Jobs](#) US Government's official site for jobs and employment information provided by the United States Office of Personnel Management.



Internet Job Assistance Sites

- [**America's Health Care Source**](#) *Online division of Call24, Inc., a leader in health care recruiting. Provides comprehensive career related information for health care professionals.*
- [**America's Job Bank**](#) *DoL's national clearing house for public employment. Search a million jobs listings by occupation, keyword or military code.*
- [**BestJobsUSA.com**](#) *General job search site with thousands of jobs. A job search agent will email you with matches.*
- [**BrassRing.com**](#) *This site claims to be the largest high-tech career resource online.*
- [**CareerBuilder**](#) *You can be notified by mail of jobs scanned from over 75 career sites. Resume posting and advice is offered.*
- [**CareerCity-TrueCareers**](#) *Information about thousands of companies with job search and resume posting capabilities.*
- [**CareerHighway-Worktree.com**](#) *General job search site with searchable database of listings, a job search agent and resume listing service.*
- [**CareerMag**](#) *General job search site. A job search agent will email you with matches. Also has an archive of job search articles.*
- [**CareerShop.com**](#) *A career enhancement site with a "toolbox" of resources for job search, resume posting, training and guidance.*
- [**CareerZone-Spherion**](#) *Look at occupations, explore industries and careers. Search for jobs by occupation and geographical location.*
- [**Clearance Jobs**](#) *A secure job board for individuals with active security clearances and those employers seeking to hire them.*
- [**ComputerJobs.com**](#) *Provides users with high-quality, computer-related job opportunities and career-related content organized into 18 vertical skill sets and 19 major metropolitan markets.*
- [**ComputerWork.com**](#) *A 5 year old service dedicated to matching IT candidates to the best jobs.*
- [**Cool Works**](#) *Employment-recruiting site for the seasonal job seeker and outdoor enthusiast.*
- [**Corporate Gray Online**](#) *A focus on military transitions; free resume posting and relocation information.*
- [**DoD Job Search**](#) *Million job database searchable by MOS, occupation or keyword. Resume posting is also offered.*

- [DoD Transportal](#) *Site designed to assist Service members leaving active duty. Contains transition information, links and points of contact for programs and associations.*
- [Hot Jobs](#) *An award winning pioneer in Internet recruiting that provides a highly resourceful and dynamic exchange between opportunity seekers and employers.*
- [Infoworks USA](#) *Employment-recruiting site for IT/IS, High-Tech and engineers as well as other professional and paraprofessional positions.*
- [International Computer Association](#) *Recruiting IT personnel for Pacific Rim, West Coast USA and Japan.*
- [Internet Career Connection](#) *A broadly based site with multiple databases for job hunting, business-franchise opportunities and reference information.*
- [Job-Hunt](#) *Information about US and international jobs; specialized job sites by categories, resume banks and job fair schedules.*
- [JobOptions-Spherion](#) *Exhibits a salary comparison calculator and has job and employer search functions with resume posting options.*
- [JobWeb](#) *Job search tools, salary information, online career fairs.*
- [Jobs at Nonprofits-Blackbaud](#) *Job opportunities with not-for-profit organizations.*
- [Jobs.com](#) *Resume writing assistance and other career development aspects are found here. Career development services for minority professionals are available.*
- [LatPro](#) *Specializes in best jobs for Spanish and Portuguese speakers in IT, banking-finance, sales/marketing, HR and telecommunications.*
- [Law Enforcement Jobs](#) *Robust resource for law enforcement jobs and professional news.*
- [Law Match](#) *The site provides the opportunity match job-seekers and employers in the legal community.*
- [Law.com](#) *Online center for the legal profession. Includes links to law firms and a law firm finder.*
- [MarketingJobs.com](#) *Provides information and job listings in sales, marketing and advertising.*
- [Medhunters.com](#) *Medical jobs in all specialties from leading healthcare employers across the country and around the world.*
- [Military.com](#) *Designed for military personnel with: military skills translator, business interest quiz, industry*

exploration tool, guide to headhunters and job listings.

- [Monster Healthcare](#) *Features a healthcare virtual interview, job search, resume posting and healthcare industry resources.*
- [Monster.com](#) *General job search site with 400K+ jobs. A job search agent will email you with matches.*
- [NationJob](#) *General job search site. A job search agent will email you with matches.*
- [Officer.com \(Law Enforcement\)](#) *A comprehensive law enforcement resource site with numerous links within the career field.*
- [Officeteam.com](#) *Site provides temporary and temp-to-hire opportunities. Specializes in administrative staffing.*
- [OverseasJobs.com](#) *Features international job opportunities for professionals and expatriates. Also offers information about international relocation issues.*
- [Recruiters Online Network](#) *Find 1,000s of current, open job listings posted by top headhunters, recruiters and search professionals.*
- [Renard Hospitality Search Consultants](#) *A dedicated HR search site serving the hospitality industry worldwide.*
- [Rx Career Center](#) *Offers the net's largest pharmacy-specific job board as well as a no cost pharmacy web portal and recruiter services.*
- [TV Jobs.com](#) *Employment service that provides a wide range of broadcast related jobs and available positions throughout North America.*
- [Thingamajob](#) *A free online employment tool employment resource that offers a family of comprehensive multi-field opportunities and on-cost resume posting possibilities*
- [Transition Assistance Online](#) *Free job listings, resume posting, job fair info for service members, retirees and families.*
- [Vault.com](#) *Multifaceted site with career guides,surveys, polls, research,advice and job links.*
- [VetJobs.com](#) *The facts about veterans services, resources, organizations with employment assistance and job search.*



Fort Hood's Major Units



III CORPS



1st Cavalry
Division



4th Infantry
Division



13th
COSCOM

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"Fort Hood's ACAP Staff"



Back row, left to right: Peta-Gay Dale(AS), Dale Garrett, and Mark Melikan(CIM)
Middle row, left to right: Ken Agosta, Ann McKee(AS), Jill Bohannon, Tamika Pernel, Stephanie Varner, Bob Oakes, Linda Christ(TSM), Eric Edwards(AS), and Lorraine Shannon(Office Manager)
Front row, left to right: Lakeitha Stander, Linda Stanley, Jeannette Pena, Karen Oliphant, Jessica Read and Deidra Brown

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