



DEPARTMENT OF THE ARMY  
HEADQUARTERS UNITED STATES ARMY SIGNAL CENTER OF EXCELLENCE  
AND FORT GORDON  
506 CHAMBERLAIN AVENUE  
FORT GORDON GEORGIA 30905-5735

ATZH-CG

SEP 18 2012

MEMORANDUM FOR FORT GORDON COMMANDERS

SUBJECT: Commanding General's Policy Memorandum No. 19 – Army Career and Alumni Program (ACAP) Transition Program and the Senior Commander's Transition Services Council

1. REFERENCES:

- a. Secretary of the Army Transition Policy, 29 August 2011
- b. HQDA EXORD 054-12, ISO Army Transition, 29 December 2011
- c. Army Transition Implementation Plan, 2 February 2012
- d. DODD 1332.35, Transition Assistance for Military Personnel, 9 December 1993
- e. DODI 1332.36, Pre-separation Counseling for Military Personnel, 14 February 1994
- f. HQDA EXORD 178-11, Mobilization Command Support Relationships and Requirements Based Demobilization Process, 14 April 2011
- g. Chapter 58, Title 10, United States Code, Sections 1142, 1143, 1143A and 1144
- h. VCSA Memorandum for Leaders, Army Career and Alumni Program, 24 November 2010
- i. DD Form 2648 Test, Pre-separation Counseling Checklist for Active Component Service Members, January 2011
- j. DD Form 2648-1 Test, Pre-separation Counseling Checklist for Reserve Component Service Members Released from Active Duty, January 2011

2. PURPOSE: To set policy for the expanded transition program and to establish the Senior Commander's Transition Services Council.

3. GENERAL: ACAP is a commander's program that provides timely and effective transition assistance to Soldiers, their Family members, and eligible Army Civilians. ACAP plays a vital role towards the Army's retention efforts while also significantly reducing the Army's potential unemployment compensation costs. Fort Gordon leaders will embrace changes to the transition program and encourage Soldiers to fully utilize ACAP services during their transition process.

4. POLICY:

- a. The following organizations will appoint a representative to serve on the Senior Commander's Transition Services Council (chaired by the Garrison Commander):

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- (1) Installation Army Career and Alumni Program Officer
- (2) Directorate of Human Resources
- (3) Installation Army Career and Alumni Program Contract Services Officer
- (4) Veterans Affairs Office
- (5) Retention Office (Career Counselors)
- (6) Army Continuing Education Services
- (7) Directorate of Family, Morale, Welfare and Recreation, Army Community Services
- (8) Retirement Services Officer
- (9) Warrior Transition Battalion
- (10) Army Reserve Regional Training Site/359<sup>th</sup> Signal Brigade
- (11) Army National Guard 201<sup>st</sup> Regional Support Group
- (12) Gillem Enclave Base Operations Coordinator

b. The Transition Services Council will meet quarterly to develop and coordinate support services to facilitate the successful transition of Soldiers from active duty to civilian life. The council's goal is to ensure Soldiers are well equipped to reenter the civilian sector with tools necessary to pursue their personal goals and be productive citizens in their communities.

c. The Transition Services Council will accomplish its mission by facilitating internal communications within the Fort Gordon community on issues related to transition services. The council will collect and analyze data, identify trends, and provide commanders feedback to ensure Soldiers successfully transition from the Army.

d. Unit Career Counselors and Retention NCOs will 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.

e. ACAP transition assistance training will begin for all Soldiers no later than 12 months prior to their retirement or separation date to enable a smooth transition to civilian life. Soldiers are exempt from unit duties during ACAP scheduled training.

(1) 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.

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(2) Soldiers preparing for deployment, who will have less than 12 months remaining in service upon redeployment, will receive pre-separation counseling prior to deployment.

f. All Soldiers are required to attend:

(1) Department of Labor (DoL) sponsored two and half day Transition Assistance Program (TAP) Employment Workshop no later than nine months prior to separation

(2) A four hour Department of Veterans Affairs (VA) Benefits Briefing no later than six months prior to separation and complete a resume of choice no later than five months prior to separation.

(3) Soldiers who are required to undergo a Medical Evaluation Board will complete a VA sponsored Disabled TAP Workshop briefing.

g. Soldiers being separated under conditions other than honorable will receive as many transition services as possible prior to their approved involuntary separation date.

5. Unit commanders will designate a point of contact for coordinating the unit's transition program with the ACAP Center. Units will send point of contact information to the Garrison's Directorate of Human Resources, Room 250, Darling Hall.

6. ACAP Center will track Soldiers' progress in the ACAP XXI tracking system, provide monthly unit commander reports, and quarterly council updates.

7. Unit commanders' support of ACAP will be briefed at the quarterly Transition Services Council meeting.

8. Point of contact is the United States Army Garrison Fort Gordon Commander at (706)-791-6300.



LAWARREN V. PATTERSON  
Major General, USA  
Commanding