

FORT BELVOIR ACAP CENTER



www.acap.army.mil • 24/7 Call Center (800) 325-4715

In accordance with the Veterans Opportunity to Work to Hire Heroes Act, Public Law 112-56, HQDA EXORD 054-12, ALL Soldiers serving **180 days or more** on active duty are now required to begin ACAP **No Later Than 12 months** prior to separating or retiring from the US Military.

IN-PROCESSING INSTRUCTIONS FOR ACAP

All Service Members, including Reserve Component and National Guard, on active duty orders for 180 days or more must complete the following **PRIOR TO IN-PROCESSING** with ACAP to obtain a signature.

NOTE: The following steps are required to obtain a signature from ACAP

1. **Complete the congressionally mandated Pre-Separation Counseling online or by appt**
 - a) Go to <http://www.acap.army.mil>
 - b) Select the “LOG-IN” link in the upper right corner using your AKO username and password.
**** CAC access is unavailable at this time. ****
 - c) Indicate your duty status as appropriate and indicate the ACAP center where you will receive services.
 - d) Select “Complete Pre-Separation counseling online” and view the presentation. The presentation will take approximately 90 minutes. If needed, it can be stopped and will pick up where you left off at next login.
 - e) **By Appointment:** the above Pre-Separation Counseling presentation can be completed by scheduling an appointment with an ACAP Center located below.

2. **Schedule the Initial Counseling Appointment**

- a) Call your preferred ACAP Center or Call Center for an Initial Counseling appointment.

ACAP National Call Center (available 24/7, except holidays)	800-325-4715
Fort Belvoir	703-805-9247
Fort Meade	301-677-9871
Fort Myer	703-696-0973
Walter Reed National Military Medical Center ACAP Center	301-400-1992

At the end of the appointment, request that the ACAP Counselor sign your In-Processing Checklist.