

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 Service Members serving **180 days or more** on active duty are required to begin ACAP **No Later Than 12 months** prior to separating or retiring from the US Military.

OUT-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 steps prior to **out-processing** with ACAP prior to clearing the installation.

THE FOLLOWING ITEMS MUST BE COMPLETED PRIOR TO CLEARING ACAP:

- DD Form 2648/-1, Preseparation Checklist (2 copies)
- Completed Individual Transition Plan (Block 1 & 6 with 2, 3, 4, 5 according to track)
- 12 month integrated post service budget
- Completed Gap Analysis Worksheet (MOS Crosswalk)
- Resume (Federal or Private) with references, PLUS **one** of the following:
 - job offer or proof of 2 completed job applications (Employment Track)
 - college application/acceptance letter (Education or Technical Track)
 - business plan (Entrepreneurship Track)
- DA Transition Exit Survey –
(<http://www.myarmyonesource.com/ArmyTransitionProgramExitSurvey>
Print page titled “Survey Complete”)
- **Signed DD Form 2958 by Commander, ACAP Counselor, and Service Member**

Call your preferred ACAP Center for an 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