



**Army Career and Alumni Program**  
**9625 Belvoir Road, Bldg 1017, Room 158**  
**Fort Belvoir, VA 22060**  
**(703) 805-9247 DSN: 655-9247 • Fax: 703-805-9248**  
[acap.belvoir@serco-na.com](mailto:acap.belvoir@serco-na.com) • [www.acap.army.mil](http://www.acap.army.mil)



## Core Classes

**Transition Overview:** 5 day welcome and program overview which includes discussion of the Individual Transition Plan (ITP), Value of a Mentor, Family Concerns, Special Issues, and Support Resources.

**MOC Crosswalk: Requirement of VOW Act.** Learn how to complete a **gap analysis** to translate your education, training, experience, and skills into civilian career goals and identify civilian occupations that correlate to your experience, abilities, and goals.

**Department of Labor (DOL) Employment Workshop:** Requirement of VOW Act. This 3 day Workshop is divided into sections on job strategies, networking, resume building, and interviewing.

**Department of Veteran Affairs (VA) Benefits Briefing:** Requirement of VOW Act. 4 hour briefing in which VA Counselors explain the broad range of VA benefits and your eligibility for compensation and pension, health care, vocational rehabilitation and employment, education and training, home loan guarantee, life insurance, survivor and burial.

**Financial Planning Seminar:** Requirement of the VOW Act. Develop a 12 month post-transition budget, document living expenses, learn about debt management, analyze credit report, and develop an action plan to reach your goals.

**VA Disabled Transition Assistance Program (DTAP):** 2 hour class that is an integral part of the transition program and concentrates on those service members who have incurred a service-connected disability or a service aggravated injury or illness. Attend this briefing to learn about Vocational Rehabilitation and Employment services designed to help you prepare for, find and keep a job.

**Career Day/Employer Panel:** Monthly seminar where a professional Image Consultant provides information and personal critiquing on how to dress for success and ensure a great first impression. Next, you will learn the advantages/disadvantages of social media in your job search. To top it off, we feature an incredible employer panel of civilian and federal employers to provide tips, strategies and opportunities for networking and real-time job openings.

## Additional Classes

**Federal Resume:** This class reviews the methods used to translate your military evaluations and skills into federal skills. Then, you will be given some tips focusing on techniques for a successful federal job search and the process involved in applying for a federal job.

**Employee Benefits & Salary Negotiation:** Are you familiar with an employee benefits package? Learn the differences between Medical Insurance, Dental, Vision, Company Retirement/Flexible Spending Plan(s), Disability, and other employee types of benefits.

Discussing salary requirements is never easy. You really want the job, but you also want to take your earning power to new levels. How do you convey this to your potential employer? Sign up for this class to find out.

**Investment Management Strategies:** Attendance is encouraged for any transitioning soldier or family member with questions concerning financial management and planning. Learn about investment strategies, retirement sources of income, evaluating your financial situation, building portfolios, and managing your investments.

**Boots to Business (B2B):** This 2 day workshop designed by the SBA will help you establish a business plan for success as you move your way through the world of an entrepreneur. This seminar will provide you with the tools and knowledge needed to identify a business opportunity, draft a plan, and launch your enterprise.

**Starting a Business (Franchise):** Are you prepared for your next career? Consider the option of self-employment franchise ownership. In this seminar you will learn about the advantages of franchising, business models, investment ranges and financing options, how to investigate and choose a franchise and how the entrepreneur's source can help.

**Post 9-11 GI Bill:** The new Post 9-11 GI Bill is a powerful education tool for veterans, service members, and a service member's spouse and/or children thanks to the new transfer feature.

**Marketing Yourself for a 2<sup>nd</sup> Career:** Attend this seminar to get some insight on completing your job search package. You will learn your REAL competition for finding a job, how to market yourself and your resume, perception of civilian employers, how they look at your resume, and how to network and penetrate the hidden job market.

