



DEPARTMENT OF THE ARMY
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD
320 ENGINEER LOOP STE 316
FORT LEONARD WOOD, MISSOURI 65473-8929

REPLY TO
ATTENTION OF

23 SEP 2003

ATZT-MWR

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy #33-03, Policy Memorandum for Army Career and Alumni Program (ACAP)

1. Soldiers are the Army's greatest assets, but at the end of their service the Army must help them make their transition to civilian careers. As leaders we owe quality transition services, information, and job assistance to soldiers and their spouses. The Army Career and Alumni Program is a vital part of the transition process.
2. According to federal law, in cases of an anticipated retirement, retiring service members may initiate transition services not more than 24 months or less than three months before their retirement date. In cases of anticipated separations other than retirement, service members may initiate these services not more than 12 months or less than three months before the anticipated separation date. If a retirement or separation is unanticipated, as in administrative or punitive discharges, transition services should begin as soon as possible before the service member's separation date. See 10 U.S.C. 1142(a)(3)(a)-(B)(2003).
3. Commanders are responsible for ensuring timely access to the ACAP process. Leaders at Fort Leonard Wood should ensure the transitioning soldier, civilian, and family member receives the full benefits to which they are legally entitled. To assist with transition planning, members of the ACAP staff will be contacting your activity to arrange unit briefings on ACAP services.
4. I ask for your personal support to this important program. For additional information or to schedule a unit briefing contact Mr. Donald Green, Transition Services Manager, 596-0175.
5. SUPERSESSION. This command policy supersedes the policy memorandum, subject as above, dated 26 Dec 2001.
6. PROPONENCY. The proponent for this command policy is ACS, Transition Services Manager, 596-0175.


R.L. VAN ANTWERP
Major General, USA
Commanding

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