FORT BRAGG POLICY OR PRECEDENT

(Ft Bragg Memo 25-50)

1. SUBJECT Army Career and Alumni Proggram (ACAP)		2. MASTER POLICY NO. 33
3. ORIGINATOR	**4. PHONE NUMBER**	**5. DATE ESTABLISHED**
IMSE-BRG-HRM	396-2248/2227	7 November 2006

6. SYNOPSIS: (if more space is needed, use reverse side.)

a. Sections 1142 and 1144 of Title 10, United States Code (USC), dated 06 Jan 03, require that transitioning Service members have access to mandated transition programs and services for separation and retirement. The ACAP Program is the Department of the Army's program to ensure that Soldiers receive required pre-separation counseling and employment assistance. DD Form 2648, states that "Items checked "YES" are mandatory for Service member to receive further information or counseling, or attend additional workshops, briefings, classes, etc. Service members that check "YES" in item 11.a. will be released by Commanders to attend the appropriate workshop, briefing, etc. in its entirety." Commanders, managers, and supervisors will ensure compliance. The ACAP staff will assist the service member's chain of command to coordinate these events.

(1) The Veterans Education and Benefits Expansion Act of 2001, Public Law 107-103, dated 27 Dec 01 and MILPER Message: 05-307, dated 19 Dec 05 authorizes retirees to commence pre-separation counseling up to 24 months prior to retirement and all others to commence up to 12 months prior to separation date. A completed DD Form 2648 is valid for 24 months for retirees and 12 months for Soldiers being separated.

(2) Section 1142, Title 10 USC Public Law 107-103, dated 27 Dec 01, requires that, except as provided in paragraph 5 below, in no event shall pre-separation counseling commence later than 90 days prior to Service member's separation or retirement date.

(3) The attendance to the Pre-Separation Orientation and completion of the DD Form 2648 are the first steps in the transition process. The Pre-Separation Orientation is part of the Fort Bragg transition and out-processing program; thus all Service members will be in duty uniform (i.e., Battle Dress Uniforms). No physical fitness outfits or other type of civilian clothing will be allowed as appropriate dress by Service members attending the Pre-Separation Orientation.

b. MILPER Message 05-307, dated 19 Dec 05 and MILPER Message 06-232, dated 22 Aug 06, states the following for deploying Soldiers, who are within one year of separation at the time of their deployment, "If a Soldier is preparing to deploy and will be within 90 days of ETS upon redeployment, then the DD Form 2648 must be completed prior to deployment" DA Form 7425, Readiness and Deployment Checklist, dated Jan 06, require validation that the DD Form 2648 requirements were completed prior to clearing SRC.

(Continued)

7. TYPE POLICY

- [ ] NEW
- [x] CHANGE
- [ ] REVOCATION

8. IDENTIFY POLICY AFFECTED

This policy supersedes Master Policy No. 33, dated 30 March 2003.

9. LAST REVIEWED

DATE	REVIEWING OFFICER	ORGANIZATION	INITIALS

10. APPROVED:

FREDERICK B. HODGES, COL, GS, Chief of Staff

11. DIRECTIVE ON WHICH BASED (Show date, subject, and origin.)

Public Law 107-103, dated 27 Dec 01; Title 10 USC, dated 6 Jan 03; MILPER Message 05-307, dated 19 Dec 05.

12. DISTRIBUTION	13. DATE PUBLISHED
A & D	15 November 2006

c. Soldiers assigned to a medical hold unit will report to the ACAP office within seven days of being assigned to the unit to attend the Pre-Separation Orientation and complete the DD Form 2648.

d. Effective 28 May 03, Army retirees and their spouses may use the ACAP XXI system on a space available basis for the rest of their lives.

e. Service members being processed for accelerated separations (i.e., adverse, early-release, medical separation, etc.) will complete the DD Form 2648 (Pre-Separation Counseling Checklist), prior to submitting separation packet for approval. The Transition Center will ensure that a completed DD Form 2648 is part of the separation packet. Soldiers requiring a completed DD Form 2648 will not be allowed to out-process until the required pre-separation counseling has been accomplished.

f. Requests for deviation from this policy shall be addressed to the Transition Services Manager and the Installation Adjutant General. A blanket exception to policy shall not be granted in the absence of prior review by the Office of the Staff Judge Advocate.