

## ACAP VOW Requirements Checklist

| NAME:   | UNIT: | SEPARATION DATE:      |
|---|-------|-----------------------|
| <b>Transitioning Soldiers must complete all of the following IAW the timeline indicated:</b>  |       | <b>DATE COMPLETED</b> |
| Preseparation Briefing (DD Form 2648) NLT 12 mo prior to separation ( <a href="http://www.acap.army.mil">www.acap.army.mil</a> )  |       |                       |
| Initial Counseling: Sign DD Form 2648 and complete Individual Transition Plan (ITP) (within 2 weeks of Preseparation Briefing) call 288-ACAP or 288-JOBS to make appointment with counselor |       |                       |
| DOL TAP Employment Workshop (NLT 9 mo prior to separation)  |       |                       |
| <ul style="list-style-type: none"> <li>• Military Occupational Code (MOC) Crosswalk to Civilian Skills</li> </ul>   |       |                       |
| <ul style="list-style-type: none"> <li>• An integrated 12 month Budget</li> </ul>   |       |                       |
| <ul style="list-style-type: none"> <li>• VA Benefits Briefing (NLT 6 mo prior to separation) (Included in workshop)</li> </ul>  |       |                       |
| <ul style="list-style-type: none"> <li>• Applications for VA Benenefits: registration in e-Benefits and MyHealtheVet.va.gov (part of Workshop beginning 3QFY13)</li> </ul>                  |       |                       |
| Transition Orientation (Howze) (SSG and below not retiring only)  |       |                       |
| ACAP Appointments to complete resume (as needed).   |       |                       |
| Resume completed (NLT 5 mo prior to separation)   |       |                       |
| Documented Continued Military Service Opportunity via USAR/ARNG membership (NET 180 days before separation)   |       |                       |
| Job Fairs, Employer Visits, Hiring Events (as needed).  |       |                       |

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|---|--|
| Specialized Tracks: Education Track, Technical Track, Entrepreneurship Track (available June 2013) (Soldiers Option)  |  |
| Capstone. SM's Individual Transition Plan Checklist, DD Form 2958) ACAP Counselor documents completion of VOW requirements, Commander signs. (NLT 90 days before separation)  |  |
| <p><b>Clearing ACAP:</b> Upon clearing, Soldiers must have:</p> <ul style="list-style-type: none"> <li>• DD Form 2648, Preseparation Checklist</li> <li>• DD 2958 Individual Transition Plan Checklist</li> <li>• Federal or Private RESUME plus 1 of the following: <ul style="list-style-type: none"> <li>• job offer</li> <li>• school acceptance</li> <li>• business plan</li> <li>• completed applications (matched to skills/experience level)</li> </ul> </li> </ul> |  |
| <p>Note: Soldiers who completed the DOL Workshop before 21 Nov 12 must complete the VA Benefits Briefing at Howze Theater and must complete the VOW Make Up Training consisting of Financial Planning Workshop and ACAP Core Classes from DAY 1 of the 5-Day VOW Workshop Model. Schedule online at <a href="http://www.acap.army.mil">www.acap.army.mil</a> or call 288-ACAP or 288-JOBS to sign up.</p>   |  |

As of 15 April 2013