

## *Preretirement Briefing*

1. Preretirement Briefings are given twice a year, March and September, at Fort Polk, LA. You should attend this briefing if one falls within your retirement window. This briefing is only for soldiers that have attained adequate service years for retirement and have submitted a retirement application.
2. This briefing begins at 0830 and end at 1600 at the Bayou Theater. (NOTE: Civilian attire may be worn).
3. To find out the date of the next briefing call Retirement Services at Fort Polk at (337) 531-0363/0402.
4. Travel orders will be published by this office. Submit an approved Format 400 (Request for Travel Orders) with the dates of the briefings by fax (504) 278-8587 or mail to this office. Government quarters and meals are available at Fort Polk. You are responsible for arranging quarters, call 1-800 GO-ARMY-1 for reservations.
- 5. You are required to bring your Official MPRJ (201 File) to Fort Polk to be turned in to Fort Polk to be used to publish your DD Form 214.**

Office of the Adjutant General  
ATTN: LANG-DHR-A (SFC Iennusa)  
Jackson Barracks  
New Orleans, LA 70146-0330  
Comm'l: (504) 278-8595  
Fax: (504) 278-8587

## ***Army Career & Alumni Program (ACAP) Pre-separation Briefing and Transition Assistance Program (TAP) ACAP Workshop***

1. Public Law (Section 1142, Title 10 USC) mandates completion of a pre-separation briefing no later than 90 days before your ETS date.
2. The Pre-Separation Briefing is given daily at the ACAP Center, Building 2155 Suite 105, corner of Alabama Ave and 16<sup>th</sup> Street, from 0900-1030 and 1300-1430. At the pre-separation briefing, you will complete the mandatory pre-separation checklist, DD Form 2648. You will also be given an overview of ACAP services with the option to schedule future appointments.
3. For retirees, the Pre-separation briefing may be attended up to 2 years prior to transition leave start date and up to 1 year for others. I strongly suggest that you schedule your pre-separation briefing for the Monday prior to the workshop.
4. We offer two types of TAP-ACAP workshops; one for retirees called “Retiree Workshop” and the other is for non-retirees, “Regular TAP-ACAP Workshop”. Note: The retiree workshop will address areas that directly relate to Senior NCO and Field Grade Officers. The Workshop runs from 0900-1600 Tuesday through Thursday. The ACAP Workshop may be attended in civilian clothes. An overview of services and sample agendas for both workshops are attached.
5. To schedule your appointment call (337) 531-1591. The office is located at the corner of Alabama Ave and 16<sup>th</sup> Street, Building 2155 Suite 105.
6. Travel orders will be published by this office. Fill out the attached Format 400 with the dates of your workshop and fax or mail to this office. Government quarters and meals are available at Fort Polk. You are responsible for arranging quarters, call 1-800 GO-ARMY-1 for reservations.

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## ACAP CENTER

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Building 2155 Suite 105 (337) 531-1591

### OVERVIEW OF SERVICES

The Fort Polk Army Career and Alumni Program (ACAP) is staffed and equipped to provide professional and caring assistance to separating/retiring soldiers (active and reserve), Department of the Army civilians and family members of both. Services available from the ACAP Center are designed to enable participants to make informed decisions about future career opportunities. Clients utilizing the ACAP Center have these services available to them:

- ACAP website: [www.acap.army.mil](http://www.acap.army.mil)
- Pre-separation briefing (90 min)
  - Automated briefing; Complete DD Form 2648; Discusses benefits and entitlements
  - Refers clients to applicable service provider
- Job Assistance workshop
  - 3-day classroom (Tu – Th, 0900 – 1600) or 6-hr automated workshop
  - Conduct job search; Write resume; Negotiate salary; Interview
- ACAP services
  - Counseling
    - Transition (referral to service providers)
    - Job assistance (research job, resume preparation, practice interview, etc.)
  - Resume, cover letter, and thank you letter writers
  - Word Processing--MS Word; Federal Job Applications (OF 612)
  - Job listings
  - Choices--job research and assessment with links to internet
  - Job analyzer--job research with links to internet
  - Practice interviews; Internet--job search only.

The ACAP Center is not a job placement service. Clients will be provided tools and knowledge necessary to be successful in their job search process.

## **SAMPLE AGENDA**

### ***TRANSITION ASSISTANCE PROGRAM (TAP) CAREER PLANNING WORKSHOP (Retiree Workshop)***

#### ***Tuesday***

<b>9:00-9:30</b>	<b>Orientation/Introduction to ACAP</b>	<b>TAP/ACAP</b>
<b>9:30-10:30</b>	<b>Stress Management</b>	<b>TAP</b>
<b>10:30-10:45</b>	<b>Break</b>	
<b>10:45-11:30</b>	<b>Nat. Labor Market/Job Search Plan</b>	<b>TAP</b>
<b>11:30-12:45</b>	<b>Lunch</b>	
<b>12:45-1:30</b>	<b>Networking/Job Sources</b>	<b>TAP</b>
<b>1:30-1:40</b>	<b>Break</b>	
<b>1:40-2:30</b>	<b>Applications</b>	<b>TAP</b>
<b>2:30-2:45</b>	<b>Break</b>	
<b>2:45-4:00</b>	<b>Job Objective/Resume Introduction</b>	<b>ACAP</b>

#### ***Wednesday***

<b>9:00-10:45</b>	<b>Resume (Review/Worksheets)</b>	<b>ACAP</b>
<b>10:45-11:30</b>	<b>Cover/References/Thank you letter</b>	<b>ACAP</b>
<b>11:30-12:45</b>	<b>Lunch</b>	
<b>12:45-1:15</b>	<b>Researching Companies</b>	<b>TAP</b>
<b>1:15-1:45</b>	<b>The Interview Process</b>	<b>TAP</b>
<b>1:45-2:00</b>	<b>Break</b>	
<b>2:00-3:00</b>	<b>Interview Film and Discussions</b>	<b>TAP</b>
<b>3:00-3:15</b>	<b>Break</b>	
<b>3:15-4:00</b>	<b>Job Offer Eval/Negotiations/Budget Plan</b>	<b>TAP</b>

#### ***Thursday***

<b>9:00-10:30</b>	<b>Veterans Readjustment (Reginald Horton)</b>	<b>VA</b>
<b>10:30-10:45</b>	<b>Break</b>	
<b>10:45-11:30</b>	<b>Veterans Benefits (Floyd Maxwell)</b>	<b>VA</b>
<b>11:30-12:45</b>	<b>Lunch</b>	
<b>12:45-2:45</b>	<b>Veterans Benefits (Floyd Maxwell)</b>	<b>VA</b>
<b>2:45-3:00</b>	<b>ACAP Review</b>	<b>ACAP</b>
<b>3:00- 3:15</b>	<b>Critiques &amp; wrap-up</b>	<b>TAP</b>

**VA Representative Floyd Maxwell will see individuals with appointments from 2:45 until 3:45**

**TRY NOT TO MISS THESE VETERANS' BRIEFINGS!!!**

**TRANSITION ASSISTANCE PROGRAM (TAP)**  
**Regular TAP Workshop (Non-Retirees)**  
**Tuesday - Thursday**

**DAY 1 (Tuesday)**

<b>9:00 – 10:00</b>	<b>Introduction/Agenda</b>	<b>TAP/ACAP</b>
<b>10:00 – 11:30</b>	<b>Stress/Creating Career Catalog</b>	<b>TAP</b>
<b>11:30 – 12:45</b>	<b>Lunch</b>	
<b>12:45 – 2:00</b>	<b>Analyzing Skills</b>	<b>TAP</b>
<b>2:00 – 3:15</b>	<b>Determining Work Preferences/Labor Market</b>	<b>TAP</b>
<b>3:15 – 4:15</b>	<b>Identifying Goals/Values</b>	<b>TAP</b>

**DAY 2 (Wednesday)**

<b>9:00 – 10:00</b>	<b>Job Objective/Resume Overview</b>	<b>ACAP</b>
<b>10:00 – 11:30</b>	<b>Resumes (Continued)</b>	<b>ACAP</b>
<b>11:30 – 12:45</b>	<b>Lunch</b>	
<b>12:45 – 2:15</b>	<b>Applying for the Job</b>	<b>TAP</b>
<b>2:15 – 2:45</b>	<b>Cover Letters/References</b>	<b>TAP</b>
<b>2:45 – 4:15</b>	<b>Interviewing</b>	<b>TAP</b>

**DAY 3 (Thursday)**

<b>9:00 – 10:00</b>	<b>Interviews/Job Negotiation</b>	<b>TAP</b>
<b>10:00 – 10:30</b>	<b>Interview Follow-Up Techniques</b>	<b>TAP</b>
<b>10:30 – 11:30</b>	<b>Veterans Readjustment (Reginald Horton)</b>	<b>VA</b>
<b>11:30 – 12:45</b>	<b>Lunch</b>	
<b>12:45 – 3:15</b>	<b>Veterans Benefits (Floyd Maxwell))</b>	<b>VA</b>
<b>3:15 – 3:30</b>	<b>ACAP Review</b>	<b>ACAP</b>
<b>3:15 – 3:30</b>	<b>Evaluation</b>	<b>TAP</b>

**VA Representative Floyd Maxwell will see individuals with appointments from 11:00 – 12:45**

**TRY NOT TO MISS THESE VETERANS' BRIEFINGS!!!**

## *Survivor Benefit Plan Briefing*

1. The Survivor Benefit Plan processing is required by law. This briefing is given every Wednesday as a group briefing or you may arrange for a one on one briefing.
2. To schedule your appointment call (337) 531-0363/0402. The office is located in the Consolidated In/Out Processing Building, Bldg 1830 Suite 110, 14th Street. Uniform for this briefing is the duty uniform. Schedule your physical the next day.
3. You should make every effort to have your spouse attend the Survivor Benefit Program briefing. This could be handled by mail but it is better for the spouse to attend the briefing. Bring your retirement bank's route number, complete mailing address, and your account number. You will also need the SSAN and DOB of your spouse, dependent children and your mailing address after retirement.
4. After the SBP you should contact the transition office (Ms Linda Mackey) located in the same building. Ms Mackey is the individual that will process your DD 214. You may bring your Personnel File and Medical/Dental records for her review.
5. Travel orders will be published by this office for retirement processing. Fill out the attached Format 400 with the dates of your SBP briefing and fax or mail to this office. Government quarters and meals are available at Fort Polk. You are responsible for arranging quarters, call 1-800 GO-ARMY-1 for reservations.

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## *Retirement Physical*

1. You may make your retirement physical appointment with Fort Polk as far out as four months from your Permissive TDY/Terminal Leave date.
2. To schedule your appointment call (337) 531-2579. The office is located in Building 285, on 3<sup>rd</sup> Street, Fort Polk, LA. This is the hospital on the post, 2<sup>nd</sup> floor, "N" hallway. Schedule your physical the day after your SBP
3. Soldiers must fast (no drinking, eating, smoking etc.) from 2000hrs the night before. Soldiers must bring their eyeglasses, no contacts.
4. Soldiers report with their medical and dental records in civilian clothes. Tell the clerk that you are there for a retirement physical.
5. The hospital will make a certified copy of your medical record if you want one. I suggest that you leave your record and have one made for your own records.
6. Travel orders will be published by this office for retirement processing. Fill out the attached Format 400 with the dates of your physical and fax or mail to this office. Government quarters and meals are available at Fort Polk. You are responsible for arranging quarters, call 1-800 GO-ARMY-1 for reservations.

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## *Permissive Temporary Duty (P-TDY) and Transition Leave*

AR 600-8-10 prescribes the policies governing P-TDY and Transition Leave.

As a general rule commands grant 20 days of P-TDY for soldiers retiring. Paragraph 5-35 goes into more detail on this policy.

Use the attached example when completing your final leave slip. Note that the same chain of command that approves your normal leave approves this leave.

Special Instructions:

Block 1: Control Number – Leave Blank

Block 7: Type of Leave: Place an “X” in both the PERMISSIVE TDY and OTHER block. Type the word “TRANSITION” on the line provided.

Block 9a: Accrued: The total number of days leave accrued to date, PLUS number of days that will accrue to the last day of active duty.

Block 9b: Requested: The number of days in block 9a PLUS the number of PTDY days.

Block 10a: Use the number in 9b. count backward from last day of active duty, this is the from date.

Block 10b. Last day of active duty.

Block 17: Remarks: Blocks 9a and 9b are explained here. Enter the dates of your PTDY and Transition leave as show in the example.

## *Final Out-Processing*

1. Final Out-Processing is conducted at the In/Out Processing Transition Center (RET/SEP), 2030 14<sup>th</sup> Street, Building 1830, [Room 110](#), Fort Polk, LA. This will be the time that you will receive your final DD Form 214. [You must turn in your Personnel File to the Transition Point at least two days prior to your final out-processing date and you can bring your Health/Dental records to Ms. Holy on your final out processing date.](#)
2. You will have received orders transferring you to Fort Polk by this time. These orders will be effective the Monday before you are scheduled to begin Permissive TDY/Terminal Leave. However, this may not be the date for your out-processing! [You are required to coordinate your out-processing date with Ms. Holly.](#)
3. To schedule your appointment call [\(337\) 531-2617](#). NOTIFY DHR-A WHEN YOU MAKE THIS APPOINTMENT. The uniform for this day is the duty uniform.
4. Travel orders will NOT be published by this office. Your transfer order will be used for travel. Government quarters and meals are available at Fort Polk. You are responsible for arranging quarters, call 1-800 GO-ARMY-1 for reservations.

## *Awards and Certificates*

Upon your retirement there are several awards and certificates you are entitled to. Your S-1 may request these awards from LANG-DMP using the format below. Ms Judy Williams is the POC at DMP, ext 8318. Normal military awards are requested thru normal channels.

Fort Polk will also provide you with your final DD 214 a retirement certificate, a certificate of appreciation for your spouse and a certificate from the President of the United States. [POC for these certificates is Transition Point, Fort Polk \(337\) 531-2617. Any awards, certificates of schools must be presented to the Transition Point when you turn in your Personnel File or it will not be added to your DD 214.](#)

\*\*\*\*\*SAMPLE\*\*\*\*\*  
MEMORANDUM FOR LAND-DMP

SUBJECT: Request for Minuteman and Retirement Certificates

1. Request minuteman and retirement certificates be issued for SFC JOHN SMITH who will retire effective 31 March 1999.
2. Presentation will be made on 5 March 1999.
3. Information indicated below is required for the minuteman and certificates:  
  
RANK/NAME/SSN: SFC JOHN A. SMITH 123-45-6789  
  
SPOUSE'S NAME: JANE P. SMITH  
  
TOTAL LAARNG/ANG SERVICE: 33 Years and 1 Month  
  
TOTAL ARMED FORCES SERVICE: 34 Years and 1 Month  
  
TOTAL ACTIVE FEDERAL SERVICE: 21 Years and 8 Months
4. POC is SFC Johnson at (337) 641-1234.

SIGNATURE BLOCK