



ACAP REQUIREMENT TRACKER

Name _____

The VOW to Hire Heroes Act and DoD Policy require Service Members to complete workshops and meet Career Readiness Standards prior to separation from the military. This tool is intended to help you track your completion of requirements.

NLT 12 Months

NLT 10 Months

NLT 9 Months

NLT 6 Months

NLT 5 Months

NLT 3 Months

Transition!

Requirement	Date Scheduled	Completed
Preseparation Briefing (DD Form 2648/2648-1)		<input type="checkbox"/>
Initial Counseling <ul style="list-style-type: none"> ➤ Register on EBenefits: www.ebenefits.va.gov (NLT 6 mos) ➤ Register on MyHealthEVet: https://myhealth.va.gov (NLT 6 mos) ➤ Register on CareerOneStop: http://jobcenter.usa.gov (NLT 5 mos) 		<input type="checkbox"/>
5-Day TAP Workshop <ul style="list-style-type: none"> ➤ Financial Planning <ul style="list-style-type: none"> ❖ Budget (Financial Counselor) 	_____	<input type="checkbox"/>
<ul style="list-style-type: none"> ➤ Transition Overview <ul style="list-style-type: none"> ❖ Individual Transition Plan ➤ MOS Crosswalk <ul style="list-style-type: none"> ❖ Gap Analysis ➤ DOL Employment Workshop <p>Note: Some exemptions apply – see DD2958 or ACAP for details</p>	_____	<input type="checkbox"/>
<ul style="list-style-type: none"> ➤ DOL Employment Workshop <p>Note: Some exemptions apply – see DD2958 or ACAP for details</p>	_____	<input type="checkbox"/>
<ul style="list-style-type: none"> ➤ VA Benefits Briefing I & II 	_____	<input type="checkbox"/>
Follow-up appointment with ACAP Counselor <ul style="list-style-type: none"> ➤ Individualized assistance and review of Career Readiness Standards <ul style="list-style-type: none"> ❖ Resume 		<input type="checkbox"/>
Track-Specific/Specialized Training (as needed) (Entrepreneur, Education, Technical, Federal Jobs, Interview, Resume)		<input type="checkbox"/>
DD2958/Capstone (Includes ITP Review) The DD2958 tracks completion of required Career Readiness Standards – see next page for details.		<input type="checkbox"/>

❖ Denotes a required product