



APRIL 2013

FORT MYER ACAP SEMINARS AND WORKSHOPS (For transitioning military personnel and spouses, and Retirees)

REGISTRATION IS REQUIRED

APRIL 1-5: ETS TAP WORKSHOP

APRIL 8-12: RETIRING EXECUTIVE TAP WORKSHOP (AREA OF CONSIDERATION:

Both enlisted and officers – ranks no lower than O-5 and E-7 and those within 2 years of retirement.)

Time: 8:00 AM – 4:00 PM

Location: ACAP Center, Building 404, Room 102

The 5 day Workshop is divided into sections on financial planning, job strategies, networking, resume building, image consulting, and interviewing techniques.

ACAP counselors will present and assist participants with their Individual Transition Plan (ITP), and with a session called MOS Crosswalk.

The Department of Labor workshop will provide in depth instruction on interviewing, salary negotiation, civilian and federal resume writing, dress for success, and dealing with stress.

Also included is a Department of Veteran Affairs (VA) Benefits Briefing. A class where you learn about your eligibility for further education, health care, compensation and pension, a cheaper home mortgage, a small business start-up guarantee, how to set up survivor and burial benefits, applying for disability claims and more. These gifts are yours from a grateful nation. Learn how to use them!

Department of Veteran Affairs Disability Transition Assistance Program, a class that explains the ways Vocational Rehabilitation assists Veterans with service-connected disabilities, aggravated injuries, or illness to successfully enter the civilian workforce.

Finally, an AFCPE Certified Financial ACAP Counselor addresses principles of financial planning and management for transitioning military members. Learn strategies for investing, credit, home buying, future retirements, insurance policies, and much more!

Please call ACAP Center for registration at 703-696-0973 or visit us in building 404.

APRIL 4: FEDERAL RESUME

Time: 10:00 AM – 12:00 PM

Location: Education Center, Building 417, Room 218

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This workshop is designed to assist individuals seeking Federal Employment. The following topics will be covered:

1. Starting your search for federal employment
2. Understanding the differences between a federal resume and a private sector resume
3. Finding the “right” key words to build your federal resume
4. Writing the impossible KSA (Knowledge, Skills & Abilities)
5. Writing Cover Letter

Please register with the ACAP Center at 703-696-0973 or visit us in building 404.

APRIL 15: CAREER RESOURCE WORKSHOP

Time: 8:00 AM – 3:30 PM

Location: ACAP Center, Building 404, Room 102

This workshop is designed to assist individuals with their interview process. It contains three main elements to assist transitioners:

- **Mock Interviews** & feedback from Employers. Learn the art of interviewing.
- **Employer Panel:** Hear directly from some of the area’s top Federal Agencies and Private Companies professionals and Recruiters on how to best impress employers and hiring managers
- **Dress for Success:** Receive advice from a **Professional Image Consultant**

Please call ACAP Center for registration at 703-696-0973 or visit us in building 404.

APRIL 18: TRICARE Benefits In-Depth

Time: 10:00 AM – 12:00 PM

Location: ACAP Center, Building 404, room 102

This workshop is designed to assist individuals separating from active duty with TRICARE. A TRICARE overview will be provided and how it affects Service Members when they separate from active duty. It will cover eligibility, different TRICARE regions and programs that may be available upon separation.

Please register with the ACAP Center at 703-696-0973 or visit us in building 404.

APRIL 18: BUSINESS FRANCHISE OPPORTUNITIES

Time: 1:00 PM - 3:00 PM

Location: ACAP Center, Building 404, Room 102

This seminar explains the advantages of franchise ownership. Learn business models, investment ranges, financing options, which franchise to choose, entrepreneur’s resources, and more.

This seminar covers the basics on how to start your own business, legal forms of business organization, marketing on a small budget, business taxes and record keeping, small business insurance, and type/sources of business loans.

Please register with the ACAP Center at 703-696-0973 or visit us in building 404.

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APRIL 23: HOME BUYING**Time: 10:00 AM – 12:00 PM****Location: ACAP Center, Building 404, Room 102**

This seminar is designed to learn the entire home-buying process start to finish, and how to access resources to make the 1st time home-buying process easier. Information will also be presented on programs to help existing home-owners stay in their homes.

Please register with the ACAP Center at 703-696-0973 or visit us in building 404.

APRIL 23: MARKETING YOURSELF FOR A SECOND CAREER**Time: 1:00 AM – 3:00 PM****Location: ACAP Center, Building 404, Room 102**

This class provides comprehensive advice on planning and conducting an effective job-hunting campaign. It teaches you how to successfully transition from active military service to the professional civilian world. This lecture reinforces the military transition program by giving individuals, who plan to leave the service in the next few years, real tips, tools, and techniques to put their skills and talents to work in their post-military careers. Learn how to:

1. Create a plan for your job search
2. Write standout résumés and cover letters
3. Successfully interview and network
4. Penetrate the hidden job market
5. Negotiate salary and benefits
6. Manage rejection ... and the joy of victory!

Please register with the ACAP Center at 703-696-0973 or visit us in building 404.

APRIL 24: DEBT FREE**Time: 10:00 AM - 12:00 PM****Location: ACAP Center, Building 404, Room 102**

This seminar teaches you all you need to know to get out of debt. Participants learn strategies to create a plan to eliminate debt and free up more resources to build savings, and pursue financial goals.

Please register with the ACAP Center at 703-696-0973 or visit us in building 404.

APRIL 24: SMART INVESTMENTS**Time: 1:00 PM - 3:00 PM****Location: ACAP Center, Building 404, room 102**

If you've always wanted to invest but weren't sure how to start, this class offers great pointers on getting in the market. In this seminar you will learn to establish what type of investor you are, the various types of investments, and how to find those that most closely fit your financial goals.

Please register with the ACAP Center at 703-696-0973 or visit us in building 404.

APRIL 25: FINDING AND APPLYING FOR JOBS IN THE FEDERAL GOVERNMENT**Time: 10:00 AM - 12:00 PM****Location: ACAP Center, building 404, Room 102****F
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This workshop enlightens Veterans and Transitioning Service Members about Federal Job Search Processes/Strategies: Hiring Reform, Benefits of Federal Government Service, Federal Pay and Advancement, Veteran Preference, Special Hiring Programs, USA Jobs, and much more.

Please register with the ACAP Center at 703-696-0973 or visit us in building 404.

APRIL 25: CREDIT SCORE FROM GOOD TO EXCELLENT

Time: 1:00 PM - 3:00 PM

Location: ACAP Center, Building 404, room 102

This seminar offers easy steps to improve your credit score within months. Learn the factors that increase your credit score, as well as things that have a negative impact on your score. Facilitated by an Accredited Financial Counselor with access to free FICO credit scores for all active-duty service-members and their spouses, this class will give you pointers that can be immediately applied, and make a difference in your financial bottom line.

Please register with the ACAP Center at 703-696-0973 or visit us in building 404.

VA CLAIMS ASSISTANCE AT ACAP CENTER ON MONDAYS AND THURSDAYS (BY APPOINTMENT ONLY)

Time: 8:00 AM - 2:00 PM

Location: ACAP Center, building 404

Please register with the ACAP Center at 703-696-0973 or visit us in building 404.

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