



DECEMBER 2012

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

REGISTRATION IS REQUIRED

DECEMBER 4-6: ETS TAP

Time: 8:00 AM – 4:00 PM

Location: ACAP Center, Building 404, Room 102

This workshop provides employment assistance and transition resources to separating and their spouses. TAP is designed to provide accurate and relevant information pertaining to career opportunities, job search techniques, networking, interviewing, reviewing job offers, dress for success, and exposure to a professional employer panel.

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

NOVEMBER 6: FEDERAL RESUME

Time: 8:00 AM – 10:00 AM

Location: Education Center, Building 417, Room 110

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.

DECEMBER 10: VA Benefits Briefing

Time: 8:30 AM – 12:30 PM

Location: Town Hall, building 243

This workshop is designed to provide individuals with a comprehensive assessment of their Veterans Benefits after their departure from the military. Information provided covers topics such as: VA Home Loans and assistance, Survivor Benefits, Life Insurance, Burial benefits, GI Bill, Health care benefits, Education and Training, etc.

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

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DECEMBER 10: DTAP

Time: 1:00 PM - 3:00 PM

Location: Town Hall, building 243

This workshop is designed to assist individuals seeking information in reference to service-connected disabilities. If you think you may have a service-connected disability, you should attend to gain more knowledge and have a better understanding of the process and entitlements. Remember: your disability is not always noticeable, and the VA representative will be better able to assist you.

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

DECEMBER 11: HOW TO START A BUSINESS WORKSHOP

Time: 1:00 PM – 3:00 PM

Location: Education Center, Building 417, Room 110

This workshop 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.

DECEMBER 11-13: EXECUTIVE TAP

Time: 8:00 AM – 4:00 PM

Location: ACAP Center, Building 404, Room 102

The Executive Transition Assistance Program (ETAP) provides imperative career information and accommodates the specific needs of senior military leaders. Catering to executive-level leadership and high-profile positions those senior leaders seek, Executive TAP expands on the Department of Labor’s TAP curriculum in a more sophisticated peer assemblage. By attending the Executive TAP, participants gain an in-depth knowledge base in the following areas: skill assessments and marketing strategies, career exploration, networking, today’s current job market, hiring and staffing challenges, resume preparation, industry standard interview attire, interview techniques and salary negotiations, and exposure to a professional employer panel.

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

AREA OF CONSIDERATION:

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

DECEMBER 13: TRICARE Benefits In-Depth

Time: 10:00 AM – 12:00 PM

Location: Education Center, Building 417, room 110

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.

DECEMBER 13: BUSINESS FRANCHISE OPPORTUNITIES

Time: 1:00 PM - 3:00 PM

Location: Education Center, Building 417, Room 110

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

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

DECEMBER 18: 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.

DECEMBER 19: EVALUATING EMPLOYEE BENEFITS

Time: 1:00 PM - 3:00 PM

Location: ACAP Center, Building 404, Room 102

This workshop is designed to assist individuals to understand private sector employee benefits, how they differ from the military benefits they currently enjoy, and how to integrate private sector benefits with military retiree benefits. Also includes negotiating tips to keep prospective employers “honest”.

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

DECEMBER 20: FINDING AND APPLYING FOR JOBS IN THE FEDERAL GOVERNMENT

Time: 10:00 AM - 12:00 PM

Location: ACAP Center, building 404, Room 102

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.

DECEMBER 20: FINANCIAL PLANNING

Time: 1:00 PM - 3:00 PM

Location: ACAP Center, Building 404, room 102

This workshop is designed to assist individuals with key financial issues faced by retiring and separating service members as they move from the military to the private sector. Information about private sector retirement plans, TSP, tax brackets, etc. will be cover during this session.

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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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