

Heidelberg ACAP Center

GPS/Street Address: Czernyring 14, Geb. 3850, 69115 Heidelberg, Germany

Building 3850, Room 278A
Heidelberg Shopping Center
(Next to Military Clothing Sales)

Hours of Operation: 0800 - 1630

DSN: 370-7545/7505 **CIV:** 06221-57-7545/7505

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Website: <http://www.acap.army.mil/>

ACAP Services

Preseparation Counseling: Two hour briefing held Monday – Thursday by appointment. Soldiers complete the Mandatory Preseparation Counseling Checklist through the ACAP XXI automated system and work with an ACAP Counselor to assess their transition needs. ACAP Counselors review the Department of Defense Career Decision Toolkit, provide guidance for the next step of the transition process, and make referrals to additional resources in the community.

Department of Labor Transition Assistance Program (TAP) Workshop: 2.5 day workshop held at least once monthly, Tuesday – Thursday. Retiree TAP workshops are also held every other month. Department of Labor instructors provide clients with the basic knowledge and skills necessary to plan and execute a successful job search. This includes selection of a job search objective, networking, resume and cover letter writing, identification of job opportunities, interviewing, and salary/benefits negotiations.

Department of Veterans Affairs (VA) Benefits Briefings: Four hour class in which VA counselors describe benefits in areas such as, Education Benefits, Life Insurance, Burial & Survivor Benefits, and Home Loans. Eligibility criteria are outlined and advice on filing applications is given.

VA Disabled Transition Assistance Program (DTAP): Two hour class conducted by VA counselors. These briefings provide information on VA benefits including disability compensation, vocational rehabilitation, and burial benefits. DTAP is an integral part of the transition program and concentrates on those service members being separated due to a disability incurred while on active duty.

Resume Writing Class: Three hour Advanced Resume Writing Seminar is held monthly to expand skills learned in the TAP workshop and assist with focusing the civilian style resume to a desired job position. These classes are conducted by ACAP Counselors.

Federal Application Class: Three hour Federal Jobs Seminar is held monthly. ACAP counselors outline the steps of the DA federal job process, explore the CPOL website, teach vacancy announcement search skills, clarify the use of Resume Builder and RESUMIX and explain all aspects of ANSWER. USA JOBS and the new Army USA Staffing are also addressed.

Effective Interviewing: Three hour Interview Preparation Seminar is conducted quarterly by ACAP counselors. The seminar provides an opportunity to practice interview skills learned in the TAP workshop through the use of mock interviews.

For additional information contact Julie Hodge, ACAP Contract Installation Manager, at DSN: 370-7545 or stop by any time for a quick tour of the Heidelberg ACAP Center.