



Employment Readiness Program Information Sheet

Summary:

The Employment Readiness Program (ERP) provides job search assistance and referral services for Soldiers and family members. Operated through the Army Community Service (ACS) offices, ERP helps Soldiers, spouses, surviving spouses, and family members gain the competitive edge needed for employment by providing employment information in the areas of job search skills, education, training, transition, and volunteer opportunities.

Eligibility:

Active duty, retired personnel, and their families (spouse and children). Army Reserve and National Guard Soldiers on active duty, or active duty training, and their families are eligible for the Employment Readiness Program. Others identified in AR 608, paragraph 1-6.

Benefit Highlights:

The Employment Readiness Program is a job assistance service for Army families offered through the Army Community Services (ACS) centers. ERP provides job search training, but it is not a job placement service. A professional Job Search Trainer at the ACS center helps to identify immediate and long range career goals. Based on the needs assessment, an Individual Career Plan is developed to ensure that the necessary assistance is provided. ERP gives access to a valuable resource library on the national and local job market. The program also facilitates seminars and workshops on topics such as job search strategies, interview skills, and salary negotiation.

Assistance is offered in the following areas:

- Identifying job skills for the local job market
- Local employer information and current job vacancies
- Resume and cover letter development
- Job interview training and preparation
- Career counseling, individual and group, for those considering a career change
- RESUMIX assistance and overseas employment information

ERP works with the installation Civilian Personnel Office, community agencies, and the Army Career and Alumni Program (ACAP) to provide a full range of employment-related services and assistance to family members during their job search and career development.

FREE SERVICES: The ERP Office has an extensive Resource Center with 3 computers, plenty of employment/personal development books, printing, fax machine, and copier.

Hours of Operation:

Monday through Friday 0800-1630; except on Federal Holidays
Appointments are strongly encouraged

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Building 622 Swift Road
West Point, NY 10996

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Commercial: 845-938-5658
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Additional Information:

For more information about ERP, please visit the Army Community Service web page maintained by the Community and Family Support Center:

http://www.westpointmwr.com/ACTIVITY/ACS/Employ_Assist_Program.htm

For more information about Army family employment programs please see the following fact sheets:

[Army Career and Alumni Program \(ACAP\)](#)

[Spouses to Teachers](#)

[Troops to Teachers](#)

[My Career Advancement Account \(My CAA\)](#)

For information on government civil service jobs, visit:

<http://www.cpol.army.mil/>

<http://www.usajobs.opm.gov/>

For Information Regarding Unemployment Benefits

<https://ui.labor.state.ny.us/UBC/home.do>

For Information Regarding NYS Labor Statistics

<http://www.bls.gov/eag/eag.ny.htm>

For Information Regarding the GI Bill visit

<http://www.gibill.va.gov/>