

# **SPOUSE EMPLOYMENT & TRANSITIONING MILITARY MEMBER EMPLOYMENT RESOURCE PACKET**

**PPP SPOUSE PREFERENCE INSTRUCTIONS INCLUDED**

## TRAVIS AFB SPOUSES

The Airman & Family Readiness Center has many programs, classes and events that are for the spouses and family members. How do we educate and reach our spouses with the information? We are reaching out through the Tailwind to give spouses something just for them.

Here is a sample of what we offer for you!

- Employment Priority Preference for spouses as they PCS with the active duty member. So now, our spouses can apply for federal positions if they are seeking employment opportunities any time during the assignment. There is a process to apply, come to the A&FRC for the instructions and classes.
- Education programs that assist with monies to help spouses get degrees and certifications, and now reimbursement for up to \$500 for existing certifications because of PCS to new state. Air Force Aid College Grant, MyCAA, and other grants.
- Employment resources through Military Spouse Employment Program with Partnerships to find jobs. Military One Source, Local Employment Department. Job Board on FACEBOOK: Travis Air Force Base Job Board. Jobs not only for California posted on this board.
- Air Force Aid offers Bundles for Babies for expectant and newly arrived baby's class.
- During deployments we can assist with Car Care Vouchers, Give the Parents A Break, and Returning Home Care. Not to forget the emergency assistance in the event of a need (military member must approve to need or apply).
- Finance classes to assist with all sorts of needs from buying a car, to buying a house, simple budgets and investments.
- Exceptional Family Member Program offers many events and services to assist families with special needs family members.
- School Liaison Officer is located at Building 381, 424-4345 to assist families with local school issues, problems and other situations they may need assistance with.
- Volunteer opportunities and tracking your hours through our Volunteer Program.
- Relocation & Readiness program offers assistance prior to PCS'ing, during remote tours and TDY's in absence of military member. Monthly deployed Hampton Inn for spouse and kids. Childcare for PCS offers 20 hours of child care for each child from the Air Force Aid Society for when you PCS in and out of locations.
- Quarterly opportunities to get your travel passport in an expedited timeframe.
- Assistance with immigration issues.

Spouses! Come to the Airman & Family Readiness Center to learn more or go to our Website at [www.travisafrc.com](http://www.travisafrc.com). Stay connected on FACEBOOK at: Travis Airman & Family Readiness Center Page, & INSTAGRAM.

# Employment Workshops

## **10 STEPS TO A FED JOB: 0800-1100**

**(First Tuesday)** For Spouses and Military, DOD, Retired, Reserve/Guard members of all services.

Facilitate with the Do's and Don'ts of writing and applying for a Federal Job. Format structure, Keywords, Occupational Questionnaire, forms and more.

## **EVERYTHING EMPLOYMENT: 0800-1200 (Second Tuesday)**

For Spouses, Military, DoD, Retired, Reserve and Guard members of all services. Workshop consists of Social Media (LinkedIn), Cover Letter, Spouse Employment Information, building a private sector Resume and the different formats to be used. Salary Negotiation, Interview Questions, Do's and Don'ts, & Dress for the interview. Representatives from Solano Workforce Development Board, SF Department of Labor Benefits Division.

To register for any of these workshops go to [www.travisafrc.com](http://www.travisafrc.com)

\*Workshops are subject to change. For more details see the Website [www.travisafrc.com](http://www.travisafrc.com) or call 707-424-2486



DEPARTMENT OF THE AIR FORCE  
WASHINGTON DC

OFFICE OF THE ASSISTANT SECRETARY

23 May 2019

MEMORANDUM FOR ALMAJCOM-FOA-DRU/FM

FROM: SAF/FMFC (AFAFO-A)  
1500 Perimeter Rd, Ste 3500  
Joint Base Andrews, MD 20762

SUBJECT: Miscellaneous Payments – Air Force Reimbursement for State Re-Licensure and Re-Certification Costs of Dependent Spouse

References:

- (a) Air Force Guidance Memorandum to Air Force Instruction (AFI) 36-2102, Base-Level Relocation Procedures, 13 May 2019
- (b) Air Force Consolidated Miscellaneous Payment Guide, 1 August 2014
- (c) Air Force Consolidated Miscellaneous Payment Guide Clarification, 9 February 2015
- (d) DoD Guidebook for Miscellaneous Payments, February 2019
- (e) Air Force Miscellaneous Obligation/Reimbursement Documents (MORD) Guide, 16 November 2018
- (f) National Defense Authorization Act for Fiscal Year 2018, Public Law No.115-91, section 556, 131 Stat. 1403–1405

This procedural guidance memo provides instructions for the submission and payment of a spouse re-licensure or re-certification reimbursement program claim to those individuals who are deemed eligible based on the criteria listed in the Air Force Guidance Memorandum to AFI 36-2102, Base-Level Relocation Procedures, dated 13 May 2019. The procedures outlined here will be included in the next scheduled update to the Air Force Consolidated Miscellaneous Payment Guide and the Air Force Miscellaneous MORD Guide.

- The Airman must provide a copy of the applicable permanent change of station (PCS) or permanent change of assignment (PCA) orders, a copy of the spouse's state occupational license or certificate from the previous duty station, copy of the license or certificate from the new duty station, and the paid receipts for items required to obtain re-licensing or re-certification from the new duty station to their servicing finance office. The documents listed, along with the Optional Form (OF) 1164 form the key supporting documents (KSD) for the claim. Retention of the KSDs are the responsibility of the servicing finance office.

- The servicing finance office must verify the Airman's spouse meets the eligibility criteria listed in Air Force Guidance Memorandum to AFI 36-2102, Base-Level Relocation

Procedures, dated 13 May 2019 (attached) and ensure the miscellaneous payment package is complete. The miscellaneous payment package must include the following:

1. OF 1164 (*Claim for Reimbursement for Expenditures on Official Business*)
  - Ensure the proper FY19 Officer/Enlisted military personnel (MILPERS) appropriation line of accounting (LOA), based upon the category of the Airman, is annotated in the Accounting Classification block of the OF 1164 for claims submitted on or before 30 Sept 2019. (Only applies to PCS or PCA orders that are authenticated on or after 12 December 2017 and their claims submitted in FY19)
    - **Officer - 57 9 3500 329 480Z 5761.OR 05 525725**
    - **Enlisted - 57 9 3500 329 480Z 5861.OR 05 525725**
  - Utilize the Abbreviated Payment Code of "MISE" (Miscellaneous Payment – Employee) in positions 12-15 of the entitlement Standard Document Number.
  - Include all required information outlined in the Air Force Miscellaneous Payment guide and DoD Guidebook for Miscellaneous Payments.
2. Copy of paid receipts for items required to obtain re-licensing or re-certification.
3. Ensure to annotate "Spouse Re-Licensure/Re-Certification Reimbursement" statement in the Expenditures section of the OF 1164.
  - No AF Form 406/MORD (e.g., Vendor, Funding, and Accounting) will be created, included, or cited in this payment package. DFAS will perform an "obligate-execute" transaction against the cited MILPERS LOA.
    - Submit payment package utilizing the normal miscellaneous payment process to the appropriate servicing DFAS site.
    - Any eligibility questions, clarification, or concerns should be directed to the servicing force support squadron.

MAJCOM POCs having questions concerning this policy memo may contact AFAFO POC, Gail Artis, (gail.d.artis.civ@mail.mil), DSN 612-5584.

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Michael W. Smiley  
Director, Air Force Accounting  
and Finance Office - Accounting

**Attachment:**

Air Force Guidance Memorandum to Air Force Instruction 36-2102, Base-Level Relocation Procedures, dated 13 May 2019

# MILITARY SPOUSE PREFERENCE (MSP)

**SUBJECT:** Implementation of the Priority Placement Program (PPP) Changes

This is to notify you of recent program changes implemented to streamline the PPP and the way you exercise your priority placement eligibility.

You will continue to receive priority placement based on your military spouse preference (MSP) eligibility, but will do so under simplified procedures. You will no longer be required to report to a Human Resources Office upon relocation to the commuting area of your military sponsor's new duty station to register in the PPP or be restricted to five occupations due to system limitations imposed by the Automated Stopper and Referral System (ASARS). As of April 1, 2019 you will simply exercise your priority placement status as a MSP eligible by applying for position vacancies of your choice. Ultimately, this change standardizes MSP procedures, simplifies the employment process, and empowers military spouses to exercise MSP selectively.

To exercise your MSP eligibility under the streamlined process, simply complete and include the attached MILITARY SPOUSE PPP SELF-CERTIFICATION CHECKLIST, along with all other required documentation, when applying to vacancy announcements via USA Jobs for which interested and available.

Keep in mind that while the transition from ASARS to the application process affords greater flexibilities for military spouses, the overarching MSP policy as codified in 10 USC 1784 has not changed. MSP entitlement is limited to the offer of only one permanent Federal position (including NAF and AAFES), regardless of whether preference was applied.

If you previously registered in the Military Spouse Program, your Program S registration in ASARS will be deactivated effective April 1, 2019. You will continue to receive priority placement and MSP for positions to which you were referred as a Program S match via ASARS prior to this date throughout the recruitment process for such positions. Beginning April 1, 2019, you will need to exercise your MSP eligibility solely through the USA Jobs application-based process.

For additional information, visit the Defense Civilian Personnel Advisory Service (DCPAS) public websites at <https://www.dcpas.osd.mil/EC/Advise> and the Office of the Military Community & Family Policy (MC& FP) public website at <http://www.militaryonesource.mil/>. These websites contain Military Spouse PPP FAQs, as well as a Military Spouse PPP Fact Sheet, as well as a fillable version of the Military Spouse PPP Self-Certification Checklist

After visiting these websites and reviewing the attached information, if you still have questions, please contact any DoD Human Resources Office in the local commuting area.

**Local Commuting Area:**

Travis AFB, Civilian Personnel Office  
Building 381, 2nd Floor, Wing-D

**Priority Placement POC:**

Geri Ann Halog, [geri.halog@us.af.mil](mailto:geri.halog@us.af.mil), (707) 424-1721



Military Spouse Preference (MSP) is a Department of Defense (DoD) program derived from title 10, United States Code (U.S.C.) 1784. Public Law 99-145, enacted in 1986 and codified at 10 U.S.C. 1784, requires the Secretary of Defense to prescribe regulations that provide employment preference to spouses of active duty military members of the United States (U.S.) Armed Forces (including the Coast Guard), who relocate to accompany their sponsor on a permanent change of station (PCS) move.

This program is intended to lessen the career interruption of spouses who relocate with their military sponsors. Since 1989, military spouses have been required to register in Program S of the Priority Placement Program (PPP) which uses automated referral procedures to exercise MSP for competitive service vacancies in the U.S.

The good news is registration in the PPP is no longer required for spouses. Additionally, under Section 573 of the FY2019 National Defense Authorization Act enacted on August 13, 2018, a temporary expansion of the noncompetitive appointing authority for military spouses includes all spouses of active duty military members, even in the absence of a PCS move. Essentially, this change amends Section 3330d of title 5, USC, by affording noncompetitive appointment eligibility to a non-relocating spouse of a member of the Armed Forces using Executive Order 13473. This temporary authority expires on August 13, 2023. See “How do I exercise MSP and Priority Status as a Military Spouse” below for more details.

## **WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR MILITARY SPOUSES?**

The most fundamental requirement is marriage to an active duty member of the U.S. Armed Forces. In addition:

- You must reside within the commuting area of your sponsor’s permanent duty station (PDS);
- You must provide proof of marriage to the active duty sponsor, proof of military member’s active duty status, and other documentation required by the vacancy announcement to which you are applying; and
- You must meet all pre-employment criteria and be eligible for immediate noncompetitive appointment to a position in the competitive service.

## **HOW DO I EXERCISE MSP AND PRIORITY STATUS AS A MILITARY SPOUSE?**

Program stakeholders for MSP should be aware that the hiring process for MSP eligibles has been restructured to enable military spouses to take charge and be the driver of their own careers. Stakeholders should also note that the hiring process has been simplified by changing it from registration and referral to application based. This change replaces the automated process and

eliminates the mandatory requirement to register in the PPP. It allows military spouses to independently exercise their preference for a greater variety of positions without contacting a Human Resources Office (HRO) or waiting to be notified about Job Opportunity Announcements (JOAs).

To receive MSP and exercise priority status through the application process, you must:

- Create a login.gov account to sign in to USAJOBS (first time users). Login.gov is a service that offers secure and private online access to government programs, such as Federal benefits, services, and applications.
- Use the same email address for login.gov and USAJOBS.
- Create a new password.
- Have a working phone number (mobile or landline); login.gov will send a unique security code each time you sign into your account.
- Create a USAJOBS profile using the same email address for login.gov.
- Create a new password for USAJOBS (first time users).
- Build or post a resume to the USAJOBS profile and upload essential documents, including a copy of your sponsor's PCS orders and the Military Spouse PPP Self-Certification Checklist which must be included with each job application.
- Apply to the JOA for which interested and available.
- MSP and priority status for permanent positions may be used only once for each PCS move and it only applies to positions in the commuting area of your sponsor's PDS. MSP and priority placement eligibility terminates if you:
  - Accept or decline permanent Federal<sup>1</sup> employment in the commuting area of your sponsor's PDS;
  - Lose your spousal status due to divorce, death of your sponsor, or your sponsor's retirement or separation from active duty; or
  - No longer meet the requirements for noncompetitive appointment eligibility.

## **DOES MSP AND PRIORITY PLACEMENT APPLY TO ALL DOD JOB VACANCIES?**

No. MSP and priority placement do not apply to positions covered by a mandatory mobility agreement; positions in the Defense Civilian Intelligence Personnel System (DCIPS) and those in organizations that have as a primary function intelligence, counterintelligence, or national security; and positions filled through noncompetitive procedures.



## WHAT TYPES OF POSITIONS CAN I APPLY FOR?

The following guidelines will govern your JOA choices:

- You must meet all established Federal and DoD qualifications requirements.
- You may include any or all DoD installations/organizations within the commuting area of your sponsor's new PDS.
- You may apply for permanent as well as temporary/term positions (i.e., intermittent, seasonal or NAF "flexible" schedules). There is no limit to the number of times you can exercise your MSP and priority placement for temporary and term positions.

## WHAT ELSE DO I NEED TO KNOW?

In all cases when you apply for DoD positions as an MSP eligible, you must follow all instructions as required by the JOA. This process is necessary in order for the HRO to determine if you rank among the best-qualified candidates for the position. The evaluation factors used to rank you are the same factors that apply to all of the competitive candidates. If you do not submit an application, you will not be considered for the position.

## WHERE CAN I FIND MORE INFORMATION?

The MSP Program is too complex to adequately explain in such an abbreviated format. This fact sheet only provides an overview of the program's basic policies and procedures. For more details, you can find information on:

<https://www.dcpas.osd.mil/EC/Advise>

<https://www.fedshirevets.gov/job/shams/>

<https://www.opm.gov/policy-data-oversight/hiring-information/veterans-authorities/#url=Appointment-of-Military-Spouses>

<http://www.militaryonesource.mil/web/mos/spouse>

<https://www.militaryonesource.mil/education-employment/for-spouses/managing-your-career/military-spouse-preference-in-employment?inheritRedirect=true&redirect=%2Feducation-employment>

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<sup>1</sup> Employment in NAF positions and positions in the military exchange services are considered Federal employment for the purpose of MSP.

## **Military Spouse Preference (MSP) Frequently Asked Questions**

**Q: What is MSP?**

- MSP is a statutory program administered by the DoD. MSP applies to DoD positions being filled in the U.S., in overseas locations, and in U.S. possessions and territories. This program is derived from Title 10 U.S.C. 1784, "Employment Opportunities for Military Spouses," and applies to spouses of active duty military members of the U.S. Armed Forces (including the Coast Guard) who relocate to accompany their sponsor on a permanent change of station (PCS) move. This program is intended to lessen the career interruption of spouses who relocate with their military sponsors.

**Q: What are the eligibility requirements for MSP?**

- To be eligible for MSP when applying for DoD positions on a specific PCS move, the spouse must: (1) have married the military sponsor prior to the sponsor's reporting date as indicated on the orders authorizing PCS, or amended orders authorizing the spouse to travel as a dependent<sup>1</sup>; (2) meet all pre-employment criteria and be immediately appointable under the applicable recruitment procedures; and (3) meet basic qualifications and be determined to be among the best qualified for the position.

When positions are filled using competitive procedures in any location, MSP shall be applied reciprocally across DoD Components for spouses of active duty military members when those spouses apply for: (1) appropriated fund positions in the excepted and competitive services at GS-15 and below, or equivalent positions in other pay systems; (2) nonappropriated fund (NAF) personnel system positions in all employment categories at NF-3 and below and equivalent positions, and for positions paid at hourly rates.

**Q: What type of positions are applicable to MSP?**

- MSP applies to permanent and temporary/term positions (i.e., intermittent, seasonal or NAF "flexible" schedules). There is no limit to the number of times you can exercise your MSP and priority placement for temporary and term positions.

**Q: What types of temporary positions are applicable to MSP?**

- MSP applies to positions filled by temporary or term appointment, including NAF time-limited appointments, regardless of duration or work schedule; positions filled by permanent appointment with intermittent or seasonal work schedules; and NAF positions with a "flexible" work schedule, or any NAF position for which the employment category is identified as "flexible."

**Q: Am I still required to register in Program S of the PPP to exercise my MSP eligibility?**

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<sup>1</sup> If you are claiming appointment eligibility under Executive Order 13473, which is codified at part 315.612 of title 5, Code of Federal Regulations, the marriage must have occurred before the date of your sponsor's orders.

- No. To exercise MSP, you must apply to a specific job opportunity announcement (JOA) and ensure all required documents are uploaded. Note: HROs are available to assist you if needed.

Q: What circumstances would terminate MSP eligibility?

- Under current policy set forth in DoDI 1400.25, Volume 315, MSP terminates upon acceptance or declination of a job offer for a permanent position in the Federal service within the commuting area of the sponsor's new permanent duty station, whether or not preference was applied. This includes NAF positions (e.g., NAF morale, welfare, and recreation positions).

MSP eligibility terminates upon the loss of spousal status as a result of divorce, death of the sponsor, or sponsor's retirement or separation from active duty. Preference will terminate if the MSP no longer meets the requirements for noncompetitive appointment eligibility.

Q: What happens after an MSP eligible applies to a DoD vacancy?

- Once the JOA closes, the HRO will evaluate the applications and refer eligible and qualified applicants, including MSPs found "best qualified," to the selecting official for consideration and selection.

Q: What essential documents should a spouse have available during the hiring process for MSP?

- To facilitate a smooth hiring process, it is recommended that the following documents be available and used as applicable during an MSP recruitment: (1) narrative resume; (2) PCS orders; (3) marriage certificate or license; (4) Notification of Personnel Action (SF50) and Request for Preliminary Employment Data (SF75) documenting current or previous Federal appointment(s), if applicable; (5) signed Military Spouse PPP Self-Certification Checklist; (6) Veteran's Preference Documentation (e.g. DD-214, SF 15, VA Letter, Statement of Service), if applicable; and (7) college transcripts, if applicable.

Q: Are there limits to the number of times an eligible spouse may exercise MSP?

- A spouse may exercise MSP per qualifying PCS until such time he/she accepts or declines a permanent position. MSP entitlement is limited to the offer of only one permanent Federal position (including NAF and AAFES), regardless of whether preference was applied.

Q: Where can I find more information?

- You may find detailed information on MSP at the following resources:
  - <https://www.dcpas.osd.mil/EC/Advise>
  - <https://www.fedshirevets.gov/job/shams/>
  - <https://www.opm.gov/policy-data-oversight/hiring-information/veterans-authorities/#url=Appointment-of-Military-Spouses>
  - <http://www.militaryonesource.mil/web/mos/spouse>

**MILITARY SPOUSE PPP SELF-CERTIFICATION CHECKLIST**

**IMPORTANT: This form must be submitted with your application each time you apply to a Department of Defense (DoD) position on USAJOBS in order to receive Military Spouse Preference.**

Applicant's Name:

Military Sponsor's Name:

Date of Marriage to Military Sponsor:

Military Sponsor's Current Duty Station:

**INSTRUCTIONS** - Read items 1-12 and click on each "Choose an Item." Choose the option from the drop-down menu that best describes your status as a military spouse. Completion of each item is verification that you have read and understand that the information you provide is truthful and can be used to verify your eligibility as a military spouse preference applicant. A completed self-certification checklist must be submitted with each application and must be dated within last 30 days.

1. Choose an It US Citizen.
2. Choose an It active duty military member of the U.S. Armed Forces (including the U.S. Coast Guard and full-time National Guard or Reserves) and my sponsor has been serving on active duty for more than 180 consecutive days.
3. My sponsor's Permanent Change of Station (PCS) orders Choose an in conjunction with retirement or separation from active duty.
4. Choose an It; that preference only applies to positions within the commuting area of my sponsor's current permanent duty station.
5. Choose an It; that loss of spousal status due to divorce, death of my sponsor, or my sponsor's retirement or separation from active duty will result in terminating my eligibility for spouse preference.
6. Choose an It; that the acceptance or declination of a temporary position does not impact my priority placement status. "Temporary" positions include:
  - (1) Positions filled by temporary or term appointment, including Non-Appropriated Fund (NAF) time-limited appointments, regardless of duration or work schedule;
  - (2) Positions filled by permanent appointment with intermittent or seasonal work schedules; and

(3) NAF positions with a “flexible” work schedule, or any NAF position for which the employment category is identified as “flexible.”

7. Choose an Item that I am only eligible for preference for ONE job offer of a permanent position. A “permanent position” is defined as a Federal appropriated or non-appropriated position which has a fixed full-time or part-time work schedule.

8. Choose an Item that accepting or declining a permanent position will result in terminating my eligibility for military spouse preference at my current location.

9. Choose an Item received a job offer for a permanent position within the commuting area of my military sponsor’s current permanent duty station.

10. Choose an Item currently occupying a permanent appropriated or non-appropriated position at the current duty station.

11. Choose an Item on a telework agreement with my current federal job that allows me to work for them on a permanent basis after relocating to my military sponsor’s current duty station.

12. Choose an Item had on-the-job performance or conduct problems within the last 12 months.

**Certification Statement: I, \_\_\_\_\_, certify that I have read and understand the information contained in this self-certification checklist and that my responses are accurate and truthful.**

**Date:**

**Documents required to be submitted with each application** (Note: DoD agencies may require additional documentation. Please refer to the announcement to ensure all required documentation is submitted with your application. It is highly recommended that you save all documents to your USAJOBS account to facilitate applying to multiple positions.)

**Military Spouses without prior Federal work experience**

- Narrative resume
- PCS orders
- Marriage certificate or license
- Signed self-certification checklist
- Veterans preference documentation (e.g., DD-214, VA letter, Statement of Service), if applicable
- Transcripts, if applicable

**Military Spouses with prior Federal work experience**

- Narrative resume
- PCS orders
- Marriage certificate or license
- SF-50s (e.g., LWOP, highest grade held, overseas appointments, etc.)

- SF 75 Information
- Documentation of performance rating of record (dated within the last 12 months)
- Signed self-certification checklist
- Veterans preference documentation (e.g., DD-214, VA letter, Statement of Service), if applicable
- Transcripts, if applicable

**PRIVACY ACT STATEMENT:** Sections 1301, 3302, 3502 of Title 5, U.S. Code provide for the issuance of rules governing the competitive service and authorize solicitation of this information. Gaining and releasing activities use this information to place registrants, report actions and update data as well as refer names to potential employers or to provide information to you about potential employment. Furnishing the requested information is voluntary, but failure to provide it may result in missed opportunity for proper placement or reemployment under the respective placement assistance program.



# MyCAA FACT SHEET

The Military Spouse Career Advancement Accounts Program (MyCAA), a component of the Department of Defense's (DoD) Spouse Education and Career Opportunities (SECO) program, is a career development and employment assistance program. MyCAA helps military spouses pursue licenses, certificates, certifications or Associate's Degrees (excluding Associate's Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth Portable Career Fields and Occupations.

As part of the Career Lifecycle, all military spouses are offered counseling to assist with the following:

**Career Exploration:** Military OneSource (MOS) Education and Career Counselors help spouses explore all career options with tools like Career Assessments, Interest and Skills Inventories, Portable Career Statistics, and Earning Potential Metrics.

**Education and Training:** Spouses work with counselors to create a plan of action that considers Financial Aid Options, Education and Training Program Resources, Credential/License Information, and, for eligible spouses, MyCAA. *MyCAA provides a maximum education benefit of \$4,000 with an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their Portable Career goals. Annual cap waivers are available for licensure and certificate programs if there is an upfront tuition cost that exceeds \$2,000 (up to the maximum education benefit of \$4,000).*

**Career Readiness:** Counselors help spouses perfect their resumes and hone their interviewing skills. They also cover Job Search Techniques, Relocation Planning, and Flex-Work Options.

**Career Connections:** Counselors help spouses get the right job in the right career by leveraging existing relationships and resources such as the Military Spouse Employment Partnership (MSEP), USAJobs.gov and CareerOneStop.com.

## Who is eligible for MyCAA Financial Assistance?

- Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2, and O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard and Reserve Components in these same pay grades.
- **Those who are not eligible include:**
  - Spouses married to service members in pay grades: E-6 and above; W-3 and above; and O-3 and above
  - Spouses who are a member of the armed forces themselves currently on Title 10 orders
  - Spouses who are married but legally separated (or under court order or statute of any state or US territory) from a member of the armed forces on Title 10 orders
  - Spouses whose National Guard/Reserve Component military sponsor is in a Warning Orders/Alert, Post Deployment/Demobilization or Transition Status
  - Spouses married to a member of the Coast Guard
  - Spouses who are unable to start and complete their course(s) while their military sponsor is on Title 10 orders

## What will MyCAA pay for?

- Tuition costs for education and training courses and examinations leading to an Associate's Degree (excluding Associate's Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration), license, certificate or certification at an accredited college, university, or technical school in the United States or approved testing organization that expands employment or portable career opportunities for military spouses.
- **MyCAA will NOT pay for the following:**
  - Tuition for courses and examinations that are not included in the spouse's Education and Training Plan and those that have already started or been completed by the spouse
  - Reimbursements of any kind
  - Books, supplies, equipment, uniforms, computers and electronic devices of any kind
  - Student activities, events and entertainment
  - Pre-payment/deposits for future courses, unless costs are part of a block of study
  - School or college level entrance examinations, comprehensive exams and related preparatory courses
  - Courses, tests or fees normally paid by an employer as part of a job training program
  - Fees of any kind including, but not limited to, registration fees, technology fees, parking fees, etc.
  - Non-academic credit or ungraded courses, including courses taken on an audit basis or as an internship, practicum, apprenticeship, or clinical supervision; also, orientation programs that are non-academic credit or ungraded
  - Courses taken more than one time unless MyCAA has received a full refund from the school
  - Academic credit by examination tests (e.g. CLEP, etc.)
  - General Studies, Liberal Arts, Interdisciplinary Associate's Degrees that do not have a concentration
  - Personal enrichment courses (excluding courses that are academic credit/graded electives in an approved MyCAA Spouse Education and Training Plan)
  - Transportation, lodging, child care, and medical services
  - Course Extensions (except for approved hardship waivers)
  - Study Abroad Programs (excluding programs of study offered by participating MyCAA schools on overseas military bases)
  - Private licenses (Example: A private pilot's license would not be covered because it is for recreational use but a commercial pilot's license would be covered because it would be used for an occupation)
  - High school completion programs, including online high school completion programs
  - CEU's to maintain a standing in a professional organization

**How can you establish a MyCAA Account?** Visit the MyCAA Spouse Portal online at <https://aiportal.acc.af.mil/mycaa>. Provide required Spouse Profile information. A real-time DEERS eligibility check will confirm if you meet MyCAA eligibility requirements so you can move forward and establish your MyCAA Account. Those who do not pass this check will be provided additional guidance.

**How can you provide MyCAA with feedback?** Visit [MyCAAFeedback@militaryonesource.com](mailto:MyCAAFeedback@militaryonesource.com) to send MyCAA your ideas and recommendations. Visit **Contact Us** (<https://aiportal.acc.af.mil/mycaa>) to provide information about your MyCAA program experience once you have found gainful employment.

**How can you get additional information or assistance?** Call 1-800-342-9647 to speak with a MyCAA Career and Education Consultant or, if you already have an established MyCAA Account, use your Message Box as the fastest way to receive information and assistance. Counselors at Military OneSource Spouse Career Center (MyCAA) are available Monday through Friday from seven am until ten pm (7am-10pm) eastern time and Saturday from ten am until five pm (10am-5pm) eastern time.

School representatives should visit the "For School" resource page on the MyCAA Spouse Portal for program eligibility, participation and contact information.

*Last updated: 02 Feb 2012*





my Career  
Advancement  
Account

Apply. Advance. Achieve.



## Fact Sheet

### My Career Advancement Account Scholarship — Helping Spouses Reach Career Goals

The My Career Advancement Account Scholarship is a workforce development program that provides up to \$4,000 of tuition assistance to eligible military spouses. The scholarship assists military spouses in pursuing licenses, certificates, certifications or associate degrees necessary to gain employment in high-demand, high-growth portable career fields and occupations. Spouses may use their My Career Advancement Account Scholarship funds at any academic institution approved for participation in the scholarship.

#### Fast facts

The My Career Advancement Account Scholarship provides a maximum tuition benefit of \$4,000 with an annual fiscal year cap of \$2,000 to assist eligible military spouses who need professional credentials to meet their portable career goals. Annual cap waivers are available for licensure and certificate programs if there is an upfront tuition cost that exceeds \$2,000 (up to the maximum education benefit of \$4,000).

#### Who is eligible for the My Career Advancement Account Scholarship?

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 who have successfully completed high school and have the ability to request tuition assistance while their military sponsor is on Title 10 military orders are eligible. Spouses married to members of the National Guard and reserves in these same pay grades are eligible.

Those who are *not eligible* include the following:

- Spouses who are married but legally separated (or under court order or statute of any state or U.S. territory) from a member of the armed forces on Title 10 orders
- Spouses whose National Guard or reserve military sponsor is in a warning orders or alert, post-deployment, demobilization or transition status
- Spouses married to a member of the Coast Guard

## What will the My Career Advancement Account Scholarship pay for?

The My Career Advancement Account Scholarship pays tuition costs for education and training courses and examinations leading to an associate degree (excluding associate degrees in general studies, liberal arts and interdisciplinary studies that do not have a concentration). The scholarship also covers the costs for obtaining a license, certificate or certification at an accredited college, university or technical school in the United States or approved testing organization that expands employment or portable career opportunities for military spouses.

## The My Career Advancement Account Scholarship will NOT pay for the following:

- Tuition for courses and examinations not included in the spouse's Education and Training Plan and courses already started or completed by the spouse
- Reimbursements of any kind
- Books, supplies, equipment, uniforms, computers and electronic devices of any kind
- Student activities, events and entertainment
- Prepayment or deposits for future courses, unless costs are part of a block of study
- School or college level entrance examinations, comprehensive exams and related preparatory courses
- Courses, tests or fees normally paid by an employer as part of a job training program
- Fees of any kind, including but not limited to registration fees, technology fees, parking fees, etc.
- Nonacademic credit or ungraded courses, including courses taken on an audit basis or as an internship, practicum, apprenticeship or clinical supervision; also, nonacademic credit or ungraded orientation programs
- Courses taken more than one time, unless the My Career Advancement Account Scholarship has received a full refund from the school
- Academic credit by examination tests
- General studies, liberal arts and interdisciplinary associate degrees that do not have a concentration
- Personal enrichment courses (excluding academic credit or graded electives in an approved My Career Advancement Account Scholarship Spouse Education and Training Plan)
- Transportation, lodging, child care and medical services
- Course extensions (except for approved hardship waivers)
- Study-abroad programs (excluding programs of study offered by participating My Career Advancement Account Scholarship schools on overseas military installations)
- Private licenses (For example, a private pilot's license would not be covered because it is for recreational use, but a commercial pilot's license would be covered because it would be used for an occupation.)
- High school completion programs, including online high school completion programs
- Continuing education credits to maintain a standing in a professional organization

## How to establish an account with My Career Advancement Account Scholarship

Spouses can visit the My Career Advancement Account Scholarship Spouse Portal online at <https://aiportal.acc.af.mil/mycaa> and provide the required Spouse Profile information. All scholarship participants are required to use DS Logon to access their accounts. Military spouses enrolled in the Defense Enrollment Eligibility Reporting System, or DEERS, are eligible for a DS Logon account. For information about creating a DS Logon premium account, access the How do I use DS Logon to create and access a My Career Advancement Account?

## Where to get additional information or assistance



Call a certified Career Counselor at  
**800-342-9647**

Spouses with an established account with My Career Advancement Account Scholarship may use the Message Box feature to receive information and assistance quickly.



Counselors are available

**Monday through Friday**  
7 a.m. to 10 p.m. EST  
**Saturday**  
10 a.m. to 5 p.m. EST

## What about schools and organizations?

Schools interested in participating in the My Career Advancement Account Scholarship can call 888-256-9920 for assistance or visit the For Institutions resource page on the My Career Advancement Account Scholarship Spouse Portal for program eligibility and participation information.



January 2016

The My Career Advancement Account Scholarship is part of the Department of Defense Spouse Education and Career Opportunities program that offers comprehensive counseling, information, tools and resources to support military spouse career exploration, education, training and licensing, employment readiness and career connections.



# SCHOLARSHIPS AND GRANTS



## FACT SHEET

A **SCHOLARSHIP/GRANT** is financial aid usually awarded on the basis of academic excellence and exceptional promise, athletics and/or membership in civic/community organizations. Scholarship money does not need to be repaid. Financial need may or may not be a factor in the awarding of scholarship/grant money.

Suggestions about how to gather information about scholarships include:

- Visit the **Financial Aid Office** of the college you plan to attend.
- Make an appointment at the **Travis Family Support Center (424-2486)** to use the **Scholarship Resource Network (SRN)**. This program is free. It is a data bank of college money that is available from a variety of resources that you may qualify for based on unique qualities about you (i.e. religion, race, club membership, heritage, etc.). *This program is also available on the web at [www.srnexpress.com](http://www.srnexpress.com).*
- Visit the **library and/or the local bookstore**. There are many reference books available on sources of financial aid for higher education. The **Education Center's resource room** also has financial aid information available.
- Be prepared to do your research and to spend time on this task. Just about every funding source will require some work on your behalf. However, it will be worth the effort, if you get additional funds for your education!
- Surf the **INTERNET!!**. Some addresses you might check out for college financial aid are
  - [www.collegenet.com](http://www.collegenet.com)
  - [www.wiredscholar.com](http://www.wiredscholar.com)
  - [www.fedscholarships.org](http://www.fedscholarships.org)
  - [www.ed.gov/prog\\_info/SFA/StudentGuide](http://www.ed.gov/prog_info/SFA/StudentGuide)
  - [www.petersons.com/resources/finance/html](http://www.petersons.com/resources/finance/html)
  - [www.collegeboard.com](http://www.collegeboard.com)
  - [www.fastweb.com](http://www.fastweb.com)
  - [www.findaid.org](http://www.findaid.org)
  - [www.military.com/Careers/Education/ScholarshipSearch](http://www.military.com/Careers/Education/ScholarshipSearch)

**PELL GRANTS** are federally funded awards. All undergraduate financial aid applicants are required to apply for this grant each year. Eligibility includes enrollment at least half-time; students must maintain good academic standing and make academic progress. The applicant must complete the **Free Application for Student Financial Aid (FAFSA)**, which is available in the Education Center or on-line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**CAL GRANTS** are awarded by the California Student Aid Commission and may be renewed each year. All undergraduate applicants who are **California residents** and attending a California based school may apply for one of these awards. The deadline is early March of each year. **Cal Grants A and B** are based on financial need, academic achievement and are made to undergraduates from low-income backgrounds. **Cal Grant C** has been developed to assist the vocationally oriented student who wishes to acquire a meaningful and marketable job.

# COMPREHENSIVE COLLEGE AND FINANCIAL AID PLANNING SITES

Airmen Memorial Foundation  
<http://www.amf.org>

AMERICORPS Program  
Educational awards for community service  
<http://www.americorps.org>

Back to College  
<http://www.back2college.com>

California Student Aid Commission  
<http://www.csac.ca.gov>

College Board  
Financial aid, scholarships, exams  
<http://www.collegeboard.org>

College is Possible  
Preparing/choosing and paying for college  
<http://www.collegeispossible.org>

College Net  
<http://www.collegenet.com>

EDFUND  
<http://www.edfund.org>

FastAid Scholarship Search  
<http://www.fastaid.com>

FinAid!  
The Smart Student Guide to Financial Aid  
<http://www.finaid.org>

Financial Aid Search on the Web  
<http://www.fastweb.com>

Free Application for Federal Student Aid  
<http://www.fafsa.ed.gov>

Funding Your Education  
Overview of student aid  
<http://www.ed.gov>

Go College  
<http://www.gocollege.com>

Kaplan Educational Centers and Products  
<http://www.kaplan.com>

Military.com  
<http://www.military.com>

Military Officers Association of America  
<http://www.moaa.org>

Montgomery GI Bill  
VA Benefits (1-800-827-1000)  
<http://www.gibill.va.gov>

Peterson's College Quest  
<http://www.collegequest.com>

Princeton Review  
<http://www.princetonreview.com>

Sallie Mae - Loan Service Center  
<http://www.salliemae.com>

Scholarship Resource Network Express™  
<http://www.smexpress.com>

Smart Student Guide to Financial Aid  
<http://www.findaid.org>

Student Guide for Financial Aid  
<http://www.studentaid.ed.gov>

Students Gov  
<http://www.students.gov>

Student Loan Corporation  
<http://www.studentloan.com>

Thomson Peterson's  
College search, test prep, financial aid  
<http://www.petersons.com>

US Department of Education  
Student loans, grants  
<http://www.ed.gov>

Wired Scholar  
<http://www.wiredscholar.com>

Xap Corp  
<http://www.xap.com>

# SCHOLARSHIPS/GRANTS FOR MILITARY SPOUSES

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NICOLE NUNEZ, PH.D.

AUGUST 13, 2018



## WHAT WE WILL TALK ABOUT: **SCHOLARSHIPS/GRANTS**

Who's offering it, how much \$, when is it due, who's eligible, ease/difficulty of applying, etc.

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- FAFSA
- NMFA (National Military Family Association) Scholarship
- Donley Spouse Scholarship
- Ford Fellowship
- NSDEG (National Defense Science and Engineering Graduate) Fellowship
- Thanks USA
- Salute to Spouses
- Folds of Honor
- General Henry H. Arnold Education Grant
- AMPA Military Spouse Scholarship
- There's also more specialized scholarships for various degrees that can be found at <http://search.militaryscholar.org/>

# FREE APPLICATION FOR FEDERAL STUDENT AID

**AMOUNT: \$6K IN GRANTS/  
\$25K IN LOANS/WORK STUDY**

**DUE: NOW-JUN 2019  
FOR FINANCIAL AID  
BY JUN 2019**

## Who's eligible?

- Must have
  - high school diploma/GED certificate, or completed homeschooling
  - A Social Security Number
  - U.S. citizenship or be an eligible non-citizen
- Must be enrolled or accepted for enrollment in degree, certificate, or credential
- Maintain an adequate GPA for academic progress

## Ease/Difficulty of Applying

- Online (fafsa.ed.gov) application
- 2016 tax information
- List of schools you plan to attend
- EFC calculated on the spot (gives you an estimate of aid to expect)
- Completely need based
- Note: the earlier you apply the better your chances for more aid!

## Anything else?

- You can get
  - Grants up to \$6K for undergrad degrees
  - Loans up to \$25K
    - Subsidized for undergrads
    - Unsubsidized for undergrads and grads
    - Low interest rates
  - Work study
- Dependent vs Independent

### Resources

Apply here: [FAFSA.ed.gov](https://fafsa.ed.gov)

More info: [https://www.nacacnet.org/globalassets/documents/professional-development/guiding-the-way-to-inclusion/2017-presentations/p2\\_federalstudentaid\\_fredstennis.pdf](https://www.nacacnet.org/globalassets/documents/professional-development/guiding-the-way-to-inclusion/2017-presentations/p2_federalstudentaid_fredstennis.pdf)

# NATIONAL MILITARY FAMILY ASSOCIATION SCHOLARSHIP

**AMOUNT: \$500 TO \$2.5K**

**DUE: FALL (OCT) FOR  
FINANCIAL AID IN  
2019**

## Who's eligible?

- \$500 for career funding
- \$1,000 for degrees
- \$2500 for licensure in the mental health profession
- \$1,000, to build their own businesses (includes entrepreneurs, LLCs, direct sales, franchises, contractors, and other for-profit ventures)
- Any spouse with a valid military ID is eligible.

## Ease/Difficulty of Applying

- Answer two short essay questions (less than one page each) such as:
  - How would you use the funds, and what would you achieve with that degree or career support? Also, how will this help your family, and why should we select you out of all the military spouses applying?
  - Describe an experience when something did not go your way. How did you respond, and what did you learn from this experience?
- Fill out their form
- Submit online

## Anything else?

- You can apply to this every year! Winning a previous year does not affect future chances
- They give out THOUSANDS of these scholarships every year

### Resources

Apply here: <https://scholarships.militaryfamily.org/offers/nmfa-spouse-scholarship/>

## DONLEY SPOUSE SCHOLARSHIP

**AMOUNT: \$2.5K**

**DUE: APRIL 2019 FOR  
FALL 2019**

### Who's eligible?

- Must be spouse of active duty members of the U.S. Air Force, Air National Guard or Air Force Reserve
- Accepted/enrolled at an accredited college or university (undergrad/grad)
- GPA of 3.5 or higher
- Applicants who are themselves Air Force members or in ROTC are not eligible
- Selection is based on the overall strength of the application

### Ease/Difficulty of Applying

- Apply online
- Must fill out an application form and write a short personal essay on career goals
- Must send:
  - Official transcripts
  - Proof of college acceptance
  - 2 letters of recommendation

### Anything else?

- Typically a dozen awards each year
- The more beefed up your application the better the chances!

#### Resources

Apply here: <https://www.afa.org/>

Questions: Christine Brown Manager, AE & Support Programs Air Force Association 1501 Lee Highway, Suite 400 Arlington, VA 22209 703-247-5800 Ext. 4891

## THANKS USA SCHOLARSHIP

**AMOUNT: \$1K-\$4K  
AND FULL RIDES**

**DUE: APRIL 2019 FOR  
AID IN FALL 2019**

### Who's eligible?

- Spouse of U.S. military service personnel
- If you plan to enroll or students who are already enrolled in a part or full-time undergrad course of study at an accredited 2yr or 4yr college, or vocational or technical school
- May also use award for non-degree licensure/certification programs regardless of whether a degree has already been completed
- GPA of at least 2.0

### Ease/Difficulty of Applying

- Apply online
- Short answer questions
- Must send:
  - Official transcripts/Proof of college acceptance

### Anything else?

- Hundreds awarded each year
- The more beefed up your application the better the chances!

#### Resources

Apply here: <https://www.thanksusa.org/scholarship-program.html>



# GENERAL HENRY H.ARNOLD EDUCATION GRANT

**AMOUNT: \$500 TO \$4K    DUE: JAN-APR 2019 FOR FALL 2019**

## Who's eligible?

- By the Air Force Aid Society
- Need based scholarship\
- Available to dependents of active duty, Title 10 Reservists on extended active duty, Title 32 Guard performing FT active duty, retired, retired Reserve and deceased Air Force members, as well as spouses of active duty and Title 10 Reservists, and widows/widowers

## Ease/Difficulty of Applying

- Online application
- Short answer questions
- Must send:
  - Copy of military ID and spouses military info/orders
  - Official transcripts/Proof of college acceptance
  - Copy of FAFSA

## Anything else?

- Hundreds awarded each year
- Emphasis placed on need
- Notified in June
- Re-scoring of eligibility is automatic when notice of school change is received
- Funds limited to tuition, books, fees, and other curriculum-required materials. Room and board are not allowable expenses.

### Resources

Apply here: <https://www.afas.org/general-henry-h-arnold-education-grant/>

# FOLDS OF HONOR SCHOLARSHIP

**AMOUNT: UP TO \$5K    DUE: FEB 2019-MAR 2019 FOR FALL 2019**

## Who's eligible?

- Spouse and dependents of U.S. military service personnel
- Enrolled/planning to enroll in an undergrad program for a bachelor's degree at an accredited U.S. college, technical or trade school program (so long as you doesn't currently have a bachelor's degree)
- Funds can be used for tuition, school books, fees, on-campus room and board, tutoring, and other approved educational expenses

## Ease/Difficulty of Applying

- Apply online
- Short answer questions
- Must send:
  - Official transcripts/Proof of college acceptance

## Anything else?

- Hundreds awarded each year
- No scholarship can be awarded to those pursuing a second undergraduate or graduate school (Master's/Doctorate) degree
- The more beefed up your application the better the chances!

### Resources

Apply here: <https://www.foldsofhonor.org/resources/scholarships/>

## SALUTE TO SPOUSES SCHOLARSHIP

**AMOUNT: \$6K FOR  
ONLINE EDUCATION**

**DUE: ROLLING**

### Who's eligible?

- Spouses that wish to seek an online degree and select campuses at Bryant & Stratton College

### Ease/Difficulty of Applying

- Online form and phone call
- Short essay
- Must send:
  - High school transcript
  - Spouse orders
  - Marriage certificate

### Anything else?

- Hundreds awarded each year
- Easy application process
- Costs around \$14K/yr to attend

#### Resources

Apply here: <http://salutetospouses.com/scholarship>

## AMERICAN MILITARY PARTNER ASSOCIATION SPOUSE SCHOLARSHIP

**AMOUNT: \$1K-\$2.5K**

**DUE: FOR AID IN FALL  
2019 → JUNE 2019**

### Who's eligible?

- Spouse of an active duty, reserve, guard, retired, medically retired, or fallen service member of the U.S. Armed Forces
- Must be enrolled in an undergraduate or graduate degree program from an accredited college or university

### Ease/Difficulty of Applying

- Google form with some background information and short answer questions
- Less than 1hr to complete

### Anything else?

- Scholarship is paid directly to the institution of higher learning
- Merit and need base
- Notified in July

#### Resources

Apply here: <https://militarypartners.org/scholarship/>

## FORD FELLOWSHIP: INCREASING DIVERSITY IN STEM

**AMOUNT: FULL RIDE  
2-3 YEARS**

**DUE: DECEMBER 2018  
FOR FALL 2019**

### Who's eligible?

- All U.S. citizens, U.S. nationals, and U.S. permanent residents (holders of a Permanent Resident Card), individuals granted deferred action, political asylees, and refugees
- Individuals with evidence of superior academic achievement (such as grade point average, class rank, honors or other designations)
- Individuals committed to a career in teaching and research at the college or university level
- Must be pursuing Ph.D. or Post Doc in STEM

### Ease/Difficulty of Applying

- Apply online
- Three essays
  - Personal
  - Need
  - topic
- Must send:
  - Official transcripts
  - Proof of college acceptance
  - 3 letters of recommendation

### Anything else?

- Hundreds awarded each year
- The more beefed up your application the better the chances!

#### Resources

Apply here: <http://sites.nationalacademies.org/pga/fordfellowships/index.htm>

## NATIONAL DEFENSE SCIENCE & ENGINEERING GRADUATE FELLOWSHIP

**AMOUNT: FULL RIDE 3  
YEARS**

**DUE: DEC 2018 FOR  
FALL 2019**

### Who's eligible?

- U.S. citizens and nationals who intend to pursue a doctoral degree in STEM
- NDSEG Fellowships last for three years and pay for full tuition and all mandatory fees, a monthly stipend, and up to \$1,000 a year in medical insurance

### Ease/Difficulty of Applying

- Apply online (takes an afternoon to complete)
- Short essays
  - Personal/need/goals/etc.
- Must send:
  - Official transcripts
  - 3 letters of recommendation

### Anything else?

- Hundreds awarded each year
- The more beefed up your application the better the chances!

#### Resources

Apply here: <https://ndseg.asce.org/>

## NATIONAL SCIENCE FOUNDATION

**AMOUNT: FULL RIDE  
2-3 YEARS**

**DUE: NOVEMBER 2018  
FOR FALL 2019**

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### Who's eligible?

- All U.S. citizens, U.S. nationals, and U.S. permanent residents (holders of a Permanent Resident Card)
- Individuals with evidence of superior academic achievement (such as grade point average, class rank, honors or other designations)
- Must be pursuing Ph.D. or Post Doc in STEM

### Ease/Difficulty of Applying

- Apply online (takes an afternoon)
- Two essays
  - Personal
  - Research
- Must send:
  - Official transcripts
  - 3 letters of recommendation

### Anything else?

- Thousands awarded each year
- The more beefed up your application the better the chances!

#### Resources

[https://www.nsf.gov/funding/education.jsp?fund\\_type=2](https://www.nsf.gov/funding/education.jsp?fund_type=2)

# FREE PLACEMENT ASSISTANCE

GUARD, RESERVE, POST 9/11 VETERANS, SPOUSES AND GOLD STAR FAMILIES



AN EMPLOYMENT INITIATIVE OF



STATE OF CALIFORNIA  
MILITARY DEPARTMENT

HELPING CALIFORNIA'S HEROES GET HIRED<sup>SM</sup>



Work for Warriors (WFW) is a State and Federally funded Direct Placement Program within California. WFW is open to all currently serving California National Guard, DoD Reserve, Post 9/11 Veterans, Spouses and Gold Star Families.

FOLLOW US ON  
SOCIAL MEDIA!

#WORKFORWARRIORS



/TeamWFW



/Work for Warriors

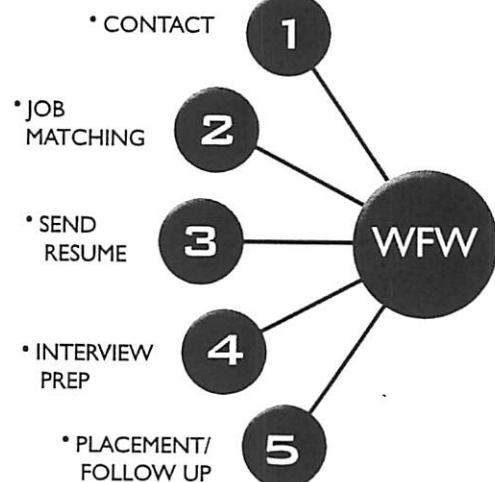


/Team\_WFW



/Work for Warriors

## 5 STEP PROCESS



[WWW.WORKFORWARRIORS.ORG](http://WWW.WORKFORWARRIORS.ORG)

Office: 916.854.4426 Email: [apply@workforwarriors.org](mailto:apply@workforwarriors.org)

# EMPLOYERS AT TRAVIS AFB

## **Army & Air Force Exchange Services**

AAFES 437-4633

Application process through internet

[www.aafes.com](http://www.aafes.com)

## **Pride Industries Contractors:**

Dining Hall- Janitorial Services

Grounds/Maintenance/library

707-399-3601 or 877-562-2877

[www.prideindustries.com](http://www.prideindustries.com)

## **Travis Credit Union**

659 Skymaster Drive

707-449-4000

[www.traviscu.org](http://www.traviscu.org)

## **David Grant Medical Contractors**

### **\*Amer Technology**

Carla Harmon 210-256-7070

[www.amersolutions.com](http://www.amersolutions.com)

[charmon@amersolutions.com](mailto:charmon@amersolutions.com)

### **\*Intelistaf Healthcare**

659 Skymaster Drive

Staffs RN's & LVN'S

707-423-2341 [www.intelistaf.com](http://www.intelistaf.com)

### **\*Professional Performance Dev. Group**

**Medical tech. staffing**

[www.ppdg.com](http://www.ppdg.com)

ppdg/leading edge

### **\*TSI Temporary Staffing Inc.**

**Administrative Clerks**

Mary Ward 707-423-7591

[Mary.ward@travis.af.mil](mailto:Mary.ward@travis.af.mil)

[www.tsistaffing.com](http://www.tsistaffing.com)

### **\*Spectrum Health**

**Physicians/ Medical Techs**

Amber Chavez 800-325-3982 ext 4263

[achavez@spectrumhealth.com](mailto:achavez@spectrumhealth.com)

### **Signature Performance**

10330 Regency Parkway Dr, Ste 305

Omaha, NE 68114

Contact: Melissa Avidano Phone: 402-343-0300 x.1053

Fax: 402-343-0301

Email: [mavidano@signatureperformance.com](mailto:mavidano@signatureperformance.com)

## **Non-Appropriated Funds (NAF)**

Bldg. 380B Mon-Fri. 0730-1630

707-424-4749 Job line 707-424-5878

[www.60thservices.com](http://www.60thservices.com)

## **USA JOBS**

[www.usajobs.gov](http://www.usajobs.gov)

## **Defense Finance Acct. Service**

[www.dod.mil/dfas](http://www.dod.mil/dfas)

## **Defense Commissary Agency**

Vendor Stocking (see mgr on duty)

707-437-4004

[www.commissaries.com](http://www.commissaries.com)

## **\*Choctaw Mgmt. Services Enterprise**

**Social Work/Medical NOT here**

[www.cmse.net](http://www.cmse.net)

## **\*J & J Maintenance**

**Housekeeping/Maintenance Jobs**

707-863-3570

[www.edd.cawhnet.gov](http://www.edd.cawhnet.gov)

## **\* Quantell Inc. Allied Healthcare**

Patti Smith 301-387-7781

[psmith@quantell.com](mailto:psmith@quantell.com)

**Eye laser clinic Admin**

## **\*Starmed Staffing Group**

**Healthcare Jobs 707-423-2341**

[www.starmed.com](http://www.starmed.com) INTELSTAFF

Contact: Kelly Uppal

## **\*Leading Edge Enterprises**

**Medical Assistants**

[www.Lee2Lc.com](http://www.Lee2Lc.com)

[Leadingedge@sbcglobal.net](mailto:Leadingedge@sbcglobal.net)

fax 800-501-0381

# EMPLOYERS AT TRAVIS AFB

## EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

320 Campus Lane, Suisun City, CA 94585-1733  
Employment 707-863-3570 Unemployment 1-800-300-5616  
[www.edd.cahwnet.gov](http://www.edd.cahwnet.gov)

**Army & Air force Exchange  
Services (AAFES)**  
[www.aafes.com](http://www.aafes.com) 437-4633  
(Application process through the  
internet)

**Defense Finance Accounting  
Service (DFAS)** [www.dfas.mil](http://www.dfas.mil)

**Pride Industries: Contractors for:**  
\*Dining Hall-Sierra Inn/Golden Hills  
\*Janitorial Service  
\*Landscaping/Grounds Maintenance  
\*Library, Painting, & Construction, etc.  
707-399-3601 Job line 877-562-2877  
[www.prideindustries.com](http://www.prideindustries.com)

**Travis Credit Union**  
659 Sky master Drive  
707-449-4000 [www.traviscu.org](http://www.traviscu.org)

**Defense Commissary Agency**  
Travis Commissary Positions 437-  
4004 Vendor Stocking (See  
Manager on Duty)  
[www.commissaries.com](http://www.commissaries.com)

**Non-Appropriated Funds  
(NAF)**  
Bldg 380B Mon-Fri 07-1630 707-  
424-4749 Job line  
707-424-5878  
[www.60thservices.com](http://www.60thservices.com)

**Travis Civilian Personnel Office  
( Federal Civil Service Jobs)**  
Bldg 381, Wing 3-D, 540 Airlift Drive  
Mon-Fri 07-1630  
707-424-3067 Job line 707-424-5627  
<https://ww2.afpc.randolph.af.mil/resweb/>

**America's JobCenter**  
of California<sup>SM</sup>  
**STAFFING AGENCIES**

Indicated below are also local staffing agencies that give typing certificates and the cost.

<b>Account Temps / Office Team</b> (Robert Half Prof. Staffing Services) (Account/Finances/Administrative) 5030 Business Center Drive Ste #250 Fairfield, CA 94585	(707) 422-0726 (888) 744-9202	<b>Kelly Services</b> (Admin/Medical/Warehouse/Production and Scientific) 11010 White Rock Rd #100 Rancho Cordova, CA 95670	(707) 422-2716
<b>Addeco Group of North America</b> 521 Main St Woodland, CA 95695	<a href="http://adeccousa.com">adeccousa.com</a>	<b>Nelson Staffing</b> (Warehouse/Production/Administrative) 4820 Business Center Drive, Ste-#120 Fairfield, CA 94534	(707) 863-8100 Typing \$20.00 MS \$20.00 Appointment Only
<b>Aerotek</b> 2450 Martin Rd Ste 200 Fairfield, CA 94534	(707) 430-0300	<b>Randstad Staffing</b> 555 5 <sup>th</sup> St, Ste 220 Santa Rosa, CA 95404 <a href="http://www.randstadusa.com">www.randstadusa.com</a> <a href="mailto:victor.rivera@randstadusa.com">victor.rivera@randstadusa.com</a>	(707) 606-9003
<b>Alkar</b> (Office/Secretarial/Light Industry) 4717 Mangels Blvd. Fairfield, CA 94534	(707) 421-0110 Typing \$15.00 MS \$20.00 Appointment Only	<b>Renoir Staffing</b> 785 Orchard Drive #135 Folsom, CA 95630 <a href="mailto:cabbott@renoirstaffing.com">cabbott@renoirstaffing.com</a>	
<b>Bolt Staffing Service Inc.</b> (Administrative/Clerical/Hospitality) 3427 Broadway Ste. #F-4 American Canyon, CA 94503	(707) 552-7800 Typing \$15.00 MS \$20.00 Appointment Only	<b>Select Workforce Specialists</b> 1261 Travis Blvd Suite 290 Fairfield, CA 94533	(707) 492-1217
<b>Chartwell Staffing Solutions</b> (Clerical/Warehouse) 1300 Oliver Rd. Suite 280 Fairfield, CA 94534	(707) 425-7200 Typing \$12.00 MS \$14.00 Appointment Only	<b>Silicon Valley Staffing</b> (Warehouse/Assembly/Production) 1375 Exposition Blvd. Sacramento CA 95815	(916) 923-9898
<b>Express Personnel Services</b> (Office/Clerical/Light Industrial) 5071 Business Center Drive Fairfield, CA 94534	(707) 863-8200 Typing \$15.00 MS \$20.00 Appointment Only	<b>Star Staffing</b> (Clerical Admin/Warehouse/Production) 2560 N. Texas St Apt B Fairfield, CA 94533  1812 Jefferson Napa, CA 94558	(707) 429-0200 Typing \$10.00 MS \$10.00 Appointment Only (707) 265-9911
<b>Horizon Personnel Services</b> 1500 Oliver Rd Suite H Fairfield, CA 94533	(707) 427-6700	<b>VForce Staffing Solutions</b> 1652 W. Texas Street #100 Fairfield, CA 94533	(707) 427-6526
<b>IQ Personnel, Inc.</b> (Environmental Staffing) 3105 Fite Cir. Ste 102 Sacramento, CA 95827	(707) 563-8492	<b>Workers.com</b> (/HazMat/Warehouse) 1070 Concord Avenue, Ste.#112 Concord, CA 94520	(925) 680-4422

\*Agencies with Typing and/or Microsoft testing are marked with cost.



## Employment Agencies & Staffing/ Temporary Services

**Alkar Human Resources**  
333 Sunset Ave, Suite 130  
Suisun, CA 94585  
707-421-0110  
Fax: 707-421-0890  
[www.1alkar.com](http://www.1alkar.com)

**Corestaff Services**  
3083 Alamo Drive  
Vacaville, CA 95687  
707-455-8367  
Fax: 707-455-8278  
1435 River Park dr.  
Sacramento, CA  
916-648-0500  
[www.corestaff.com](http://www.corestaff.com)

**Express Personnel Services**  
5030 Business Center dr.  
Fairfield, CA 94534  
707-863-8200  
177-B Butcher Road  
Vacaville, CA 95687  
707-446-2150  
Fax: 707-452-7355

**Goodwill Solano County Job Training & Placement Center**  
707-864-5440

**Kelch & Shea Associates Inc.**  
400 Boyd st  
Vacaville, CA 95687  
707-469-9000  
[www.ksemploy.com](http://www.ksemploy.com)

**Kelly Services**  
995 Oliver rd, Suite 11  
Fairfield, CA 94533  
707-422-2716  
Fax: 707-422-3433  
2805 J Street  
Sacramento, CA 95816  
916-441-2440  
[www.kellyservices.com](http://www.kellyservices.com)  
**Manpower**  
1261 Travis blvd, Suite 110  
Fairfield, CA 94533  
707-428-1823

1740 Arden Way, Suite 3  
Sacramento, CA 95815  
916-925-1500  
[www.manpower.com](http://www.manpower.com)

**Robert Half International:**  
Accountemps/Office Team  
5030 Business Center dr., Suite 250  
Fairfield, CA 94534  
707-422-8056  
[www.accountemps.com](http://www.accountemps.com)

**Pacific Staffing**  
855 Howle Ave., Suite 4  
Sacramento, CA 95825  
916-925-2300  
[www.pacificstaffing.com](http://www.pacificstaffing.com)

**Volt Services Group**  
7410 Greenhaven Drive  
Sacramento, CA  
916-393-7099  
[www.jobs.volt.com](http://www.jobs.volt.com)

**Westaff**  
3220 Blume dr., Suite 177  
Richmond, CA 94806  
510-222-8404  
[www.westaff.com](http://www.westaff.com)

### **Accounting/Finance**

**Nelson & Associates**  
8950 Cal Center dr., Suite 158  
Sacramento, CA 95826  
916-648-3658  
[www.nelsonandassociates.com](http://www.nelsonandassociates.com)

### **Medical/Dental**

**Resource Staffing Group**  
1508 Eureka rd., Suite 240  
Roseville, CA 95661  
916-960-2668  
[www.resourcestaff.com](http://www.resourcestaff.com)

East Ridge Group  
4220 South Maryland Parkway, Suite  
207  
Las Vegas, NV 89119  
916-442-4433 (office in Sacramento,  
although you will speak to the  
representatives in Las Vegas)  
[www.pharmacyplacement.com](http://www.pharmacyplacement.com)  
[\\*www.eastridgegroup.com\\*](http://www.eastridgegroup.com)

Sacramento, CA 95815  
916-921-4940  
Other offices in Sacramento:  
916-723-9675  
916-362-3366  
916-388-2190  
916-374-9501

**Technical/Computers/Designers/  
Electronics**

Aerotek  
1610 Arden Way, Suite 121  
Sacramento, CA 95815  
916-286-2180  
[www.aerotek.com](http://www.aerotek.com)

Modis IT Consulting  
2882 Prospect Park dr., Suite 150  
Rancho Cordova, CA 95670  
916-448-2500  
[www.modisit.com](http://www.modisit.com)

Superior Technical Resources  
2035 Harley way, Suite 285  
Sacramento, CA 95825  
916-561-6488  
[www.superiorstaffresources.com](http://www.superiorstaffresources.com)

**Trades/Manufacturing/Industrial/  
Warehouse**

CLT Constructing Staffing  
8161 Elk Grove blvd, Suite 3  
Elk Grove, CA 95758  
916-691-5101  
[www.clt.com](http://www.clt.com)

Protrades Connection  
8391 Folsom blvd., Suite 7  
Sacramento, CA 95826  
916-388-1333  
[www.protrades.com](http://www.protrades.com)

Labor Ready  
401 East Tabor  
Fairfield, CA 94533  
707-422-4785  
[www.laborready.com](http://www.laborready.com)  
3000 Academy way

# To become your own Contractor!

## Steps to take:

Duns number for Free:

<http://fedgov.dnb.com/webform/displayhomepage.do>

Or call: 1-866-705-5711---->Call requests receive Duns # immediately. Webform takes 1-2 business days.

register with ORCA using Duns number and establish MPIN

CCR registration need MPIN, DUNS #, and Cage # (I think) LOL

[www.sam.gov](http://www.sam.gov) is now: [www.fsd.gov](http://www.fsd.gov) or FedBizopps?

sign up as "individual account"

# ***TIRED OF JOB SEARCHING WITH NO RESULTS?***

**Team up with the  
Workforce Investment Board of Solano County (WIB)  
to increase your competitiveness in the job market.**



**Take a look at the benefits WIB enrolled clients could receive:**

- **JOB LEADS & NETWORKING OPPORTUNITIES**
- **CUSTOM JOB SEARCH PLAN**
- **RESUME AND INTERVIEW ASSISTANCE**
- **DEVELOP AND DEFINE JOB/CAREER GOALS**
- **JOB PLACEMENT COACHING**

**TO GET STARTED ATTEND A  
JOB SEARCH PATHWAY SESSION  
Call Mary Lind at (707) 863-3551**



The WIB is an EO/AA **WORKFORCE INVESTMENT BOARD** relay #1-800-735-2922  
Auxiliary aids and services are OF SOLANO COUNTY : to individuals with disabilities.

## FEDERAL RESUME WRITING FACTS AND TIPS

- Use ALL CAPS for official position titles, titles of roles in jobs, or unofficial, working job titles, such as PROJECT MANAGER, SENIOR STAFF ADVISOR, RECEPTIONIST. All caps can be used to identify major functional areas of work. Do not overuse.
- Keep your paragraph length to eight to ten lines.
- Use more nouns. Nouns are searchable terms in most databases. For example, use "editor" rather than "responsible for compiling documents and preparing a publication."
  
- Use plain language. Write professionally and concisely.
- Eliminate acronyms whenever possible. When you must use them, spell them out once.
- Space is limited, so drop words that do not add value.
- Avoid using the same descriptor twice in the same paragraph.
- Start each sentence with an action verb, and not "I." Use the personal pronoun "I" two times per page, to remind the reader that it is YOUR resume.
- Active voice is more powerful than passive voice.
- Use present tense for present work experience, past tense for previous work experience or for projects in the present work experience that have ended. Write in the first person, without the use of "I" and do not add "s" to your verbs, i.e. plans or manages.
- Include the proper names and generic descriptions of products, software, and equipment.
- Federal resumes must include compliance details for each job for the last ten years.
- Prior to ten years: if the positions are relevant, include the title of your job, organization, city, state, and dates. A short one-sentence description can be included.
- Begin with your most recent position and work backward, unless you need to highlight a position that is relevant and not the most recent.
- Military assignments: list the most recent ones first. Include many details on the last ten years. Anything longer than ten years, summarize and edit the text to include only the relevant experience.
- Retired Military: combine early positions/assignments.
- Students: include relevant positions only.
- Unpaid volunteer experience is equal to paid work experience for federal job qualifications. If you are using unpaid work to qualify, summarize your volunteer experience under Community Service and include the number of hours per week in your description.
- Missing years of experience? Just skip those years and write great descriptions about the positions you have held. However, be prepared to discuss it in an interview.
- Returning to government after leaving? Feature your GOVERNMENT EXPERIENCE first, then list your BUSINESS OR OTHER EXPERIENCE second.

# Job Search Checklist<sup>1</sup>

## Pre-Job Search Tasks

### 1. IDENTIFY POSITION OCCUPATIONS

- Make a list of your employment background and experiences
- Review information on the job that you are interested in
- Identify jobs that use your talents

### 2. IDENTIFY EMPLOYERS

- Ask relatives, etc. to help you look for job openings
- Go to the Travis Family Support Center for assistance
- Contact employers to get company and job information
- Utilize other sources to get job leads
- Obtain job announcements and descriptions

### 3. PREPARE MATERIALS

- Take as many employment classes at the Family Support Center (FSC) as possible (ex: resume writing, interviewing skills) to prepare yourself
- Write resume (if needed). Have resume reviews by a professional at the FSC. Use job announcements to target your skills with job requirements
- Write cover letter or letters of application
- Assemble job search kit: pens, writing tablet, maps, public transportation guides, clean copies of resumes and applications, background and experience list, Social Security Card and picture ID
- Use America's Talent Bank ([www.doleta.gov/alms/whatitis.cfm](http://www.doleta.gov/alms/whatitis.cfm))

## Daily Job Search Tasks

### 4. PLAN YOUR TIME

- Wake up early to start looking for work.
- Make a "to do" list of everything you'll do to look for a job
- Work hard all day to find a job
- Reward yourself (do a hobby or sport, visit friends, etc.)!

### 5. CONTACT EMPLOYERS

- Call employers directly (even if they are not advertising openings)
- Go to companies and fill out applications
- Contact your friends and relatives to see if they know about any openings
- Use America's job bank and other online resources ([www.ajb.dni.us](http://www.ajb.dni.us))

## Interview Preparation Tasks

6. PREPARE FOR INTERVIEWS
  - Learn about the company you are interviewing with
  - Review job announcements to determine how your skills meet the needs of the employer
  - Assemble resumes, application forms, etc. (make sure everything is neat)
  
7. GO TO INTERVIEWS
  - Dress right for the interview
  - Go alone
  - Be articulate, concise and positive
  - Thank the interviewer and ASK FOR THE JOB!!!!
  
8. EVALUATE INTERVIEWS
  - Send a hand written thank you note to the interviewer within 24 hours of the interview
  - Think about how you could improve the interview
  - Take interview skills class at Family Support Center if haven't already
  
9. TAKE TESTS
  - Find out about the tests that you are taking
  - Brush up on job skills
  - Relax and be confident.
  
11. UPON ACCEPTING THE JOB
  - Understand job duties and expectations, work hours, salary, benefits, etc.
  - Be flexible when discussing salary (but don't sell yourself short).
  - REWARD YOURSELF (YOU DID IT!!!)

### **\*\*\*Important Notice\*\*\***

**Before going off base for help with your employment search, please remember that there are many services available for you here at the Family Support Center. We are here to help you have a smooth transition into the working world whether it is classes offered or one on one personal employment consultations. Do not hesitate to bring in a copy of your resume for review by one of our career consultants. REMEMBER: these services are free!! Anyone with a military or DOD Identification card (i.e. Military and military spouses/dependants, DOD civilian and civilian spouses/dependants, military retirees and their spouses) have access to the services available at the Family Support Center.**

**For Appointments with a Consultant, call 424-2486.**

## ADDITIONAL JOB SEARCH WEBSITES:

- <http://www.indeed.com/hire>
- <http://www.simplyhired.com/list> **jobs**
- <https://www.prodigyss.com/job-postings/>
- <https://www.fiverr.com>
- <https://www.freelancer.com>

Maria McIntosh

Employment Manager



Websites for transitioning Vets:

[www.va.gov](http://www.va.gov) (Great Info!)

Employment

<http://www.dol.gov/vets/>

<https://www.hireheroesusa.org/>

<http://www.va.gov/vetsinworkplace/veteranresources.asp>

<https://recruitmilitary.com/>

<https://www.debt.org/veterans/jobs-and-unemployment/>

<http://www.vetnethq.com/>

Education

[amu.apus.edu/Veterans](http://amu.apus.edu/Veterans)

<https://www.dav.org/veterans/>

<http://www.veteransnetwork.net/directory.php>

<http://www.veteransplus.org/>

<http://usmilitary.about.com/od/lifeafterthemilitary/a/11-Inspiring-Programs-Helping-Veterans-Get-Back-To-School.htm>

<http://www.dummies.com/how-to/content/top-ten-places-to-get-help-with-veterans-benefits.html>

<http://iava.org/program/education-programs/>