



AIR FORCE
EMPLOYMENT ASSISTANCE
OPERATIONS GUIDE

for

AIRMAN & FAMILY READINESS CENTER
Community Readiness Consultants/Specialists

INTRODUCTION

Airman & Family Readiness Centers (A&FRCs) are charged with supporting Service members, Wounded Warriors, military spouses and dependents, retired members, and DoD civilians with achieving short and long-term employment, education/training and career goals.

The A&FRC provides comprehensive services to ensure the Total Force is equipped with adequate knowledge and assistance to aid in their job search; services include:

- Classes and individual consultation on career planning and personal development, resume writing, interviewing skills and all other phases of the job search process
- Resource centers offer guided access to computers, laser printers, internet information on careers, jobs, and the development of job search skills, as well as local and long distance job listings in both public and private sectors
- Individual career counseling and planning as well as career assessments and interpretation are available by appointment at A&FRCs

CAREER ASSESSMENTS

[My Next Move O*NET Interest Profiler](#) can help you find out what your interests are and how they relate to the world of work. You can find out what you like to do. The O*NET Interest Profiler helps you decide what kinds of careers you might want to explore.

SPECIAL HIRING AUTHORITIES FOR VETERANS

The following special hiring authorities are available specifically to hire Veterans:

- [Veterans' Recruitment Appointment \(VRA\)](#)
- [30 Percent or More Disabled Veterans](#)
- [Veterans Employment Opportunities Act of 1998 \(VEOA\)](#)

DOD PRIORITY PLACEMENT PROGRAM (PPP) FOR MILITARY

Executive Order 13473 Eligibility

You are eligible for this hiring category if you:

- Are a spouse of a member of the Armed Forces serving on active duty who has orders specifying a permanent change of station (not for training).
 - Limited to a maximum of 2 years from the date of the applicable documentation for the permanent change of station.
 - Limited to the geographic area as specified in the permanent change of station orders. This includes the surrounding area which people reasonably can be expected to travel daily to and from work.; **OR**

- Are a spouse of a 100 percent disabled service member injured while on active duty; **OR**
- Are the un-remarried widow or widower of a service member who was killed while performing active duty.

For more information please see OPM's Questions and Answers for Noncompetitive Appointment of Certain Military Spouses: <http://www.opm.gov/policy-data-oversight/hiring-authorities/veterans-authorities/#url=Appointment-of-Military-Spouses>

CURRENT INITIATIVES

The White House's [Joining Forces Initiative](#) pulls together community and employer resources to support veterans and their families with career and employment needs. This outstanding website guides job seekers through a multitude of resources.

The [Spouse Education and Career Opportunities \(SECO\)](#) initiative seeks to strengthen the education and career opportunities of military spouses by providing career exploration opportunities to help them understand their skills, interest, and goals.

The [Military Spouse Employment Partnership \(MSEP\)](#) launched in June 2011 for spouses from all Military Services. The program offers spouses professional employment opportunities as well as portable careers. MSEP, a targeted recruitment and employment solution, creates employment connections that provide companies with direct access to military spouses seeking career opportunities and spouses with direct access to employers who are actively recruiting.

The [Spouse Career Advancement Account \(MyCAA\)](#) Program is a workforce development program that provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification or Associate's degree in a portable career field and occupation.

The [Military Spouse eMentor Program](#) has created a dynamic information sharing, learning and support community for military spouses everywhere. This cutting-edge, online program allows spouses to receive personalized job search / career guidance, advice, support and inspiration from more experienced spouses, career mentors and veteran-friendly employers. The Military Spouse eMentor Program is a partnership of ACADEMYWOMEN and the U.S. Chamber of Commerce Foundation's HIRING OUR HEROES Initiative. It is open to all spouses or widow(er)s of military members and veterans. Divorced spouses are also welcome. Representatives of military spouse-friendly firms and other career professionals may participate as career mentors.