

HILL AIR FORCE BASE

Spouse Employment & Education Guide



MILITARY
ONE
SOURCE



Military Spouse Preference

www.installations.militaryonesource.mil

With the help of the Military Spouse Preference program, you can build your career as you move with the military. Make sure you've confirmed the following when looking for a job after relocating:

- ❖ **Eligibility** — You must be an accompanied spouse of an active-duty military member with PCS orders, have been married prior to his or her reporting date to the new duty station, and provide a copy of your sponsor's orders that lists you as a family member.
- ❖ **Application Procedures** — Contact the human resources office at your new duty station or visit Military One Source to apply for military spouse preference.
- ❖ **Vacancy availability** — Military spouse preference applies to appropriated fund vacancies in all positions designated for U.S. citizens. Military spouse preference also applies to non-appropriated fund positions at grade NF-3 and below.
- ❖ **Usage requirements of military spouse preference** — You may apply for positions using your military spouse preference until you either accept or decline a permanent and appropriated or non-appropriated fund position. You will not lose your military spouse preference if you accept or decline a temporary position.

Entrepreneurship

<http://www.sba.gov>

SBA supports military spouse entrepreneurs with training, counseling and other resources. Learn how to build your very own business, find local mentors, create a business plan and more!



www.militaryspousejobs.org

- ❖ Career Readiness & Job Placement
- ❖ Career Training & Credentialing
- ❖ Employer-Connect & Recruiter Contact

MILITARY & FAMILY READINESS CENTER

MISSION

Equipping military members and their families to adapt and overcome the unique demands of military life through programs, support, and services

VISION

Your trusted guide and partner in staying mission ready and navigating military life

Phone: 801-777-4681

Address: 5837 D Avenue, Bldg 150
Hill AFB, Utah 84056-5720

Website: www.hillfss.com

Facebook: Hill AFB M&FRC

Instagram: Hill.MFRC

E-mail: 75fss.fsh.workflow@us.af.mil

Monday - Friday

7:30 AM - 4:30 PM

Wednesday

7:30 AM - 1:30 PM

Additional Helpful Information

Civilian Personnel Office.....801-777-6970
NAF Human Resource Office.....801-777-1080
HAFB Education Office.....801-777-2710
Military One Source.....800-342-9647
Small Business Administration.....800-827-5722
Utah Dept of Workforce Services.....866-435-7414



EMPLOYMENT & EDUCATION ASSISTANCE





DEPARTMENT OF
**WORKFORCE
SERVICES**

jobs.utah.gov

- Job seeker guides and resources
- Access to current job listings
- Employer contact information
- Explore career options
- Economic information/current wages
- Information on training services
- Applications for assistance
 - Food
 - Childcare
 - Medicaid/medical
 - Financial
 - Disability
 - Unemployment Insurance

Accelerated Credentialing to Employment (ACE)

The ACE Program is designed to assist Utah veterans, members of the Active Components, actively drilling members of the Guard and Reserve and their respective spouses, overcome barriers to employment or better employment.

The ACE Program is intended to provide an avenue for eligible participants to gain employment in the civilian job market by capitalizing on their past experience, training and knowledge or by assisting them with short-term training that leads to a certificate or license.

JERRY CULWELL

480 27th Street Ogden, UT 84401
801-452-5306 • jculwell@utah.gov

Military Spouse Unemployment Compensation

Laws for eligibility for unemployment compensation (due to PCS-Related Job Loss) varies by state. For state-by-state guide to the laws as they affect military spouses, visit your state employment website.

Visit:

www.careeronestop.org

My Next Move

www.mynextmove.org

Interactive tool for job seekers to explore career options. Users can find careers through keyword search, industries, or the O*NET Interest Profiler.



The Department of Defense Military One Source, Spouse Education and Career Opportunities (SECO), and Military Spouse Employment Partnership (MSEP) program provides Education and Career Guidance to military spouses worldwide.

Education, Training and Licensing

<https://www.militaryonesource.mil/resources/millife-guides/spouse-education-training/>

Military Spouse Scholarship/Grants

<https://www.myseco.militaryonesource.mil/portal>

MyCAA

<https://mycaa.militaryonesource.mil/mycaa/get-started>

- An individualized coaching session with a SECO career coach
- An Education and Training Plan
- Up to \$4,000 of tuition assistance

Complete the MySECO/MyCAA Registration

1. You can register online or call our SECO career coaches at 800-342-9647 for assistance.
2. Complete your MyCAA registration by reading the MyCAA fact sheet and terms and conditions, and successfully answer the quiz questions.
3. Fill in your personal information, education and training, and employment history.

Eligible spouses include:

- Spouses of active-duty service members in pay grades E-1 to E-6, W-1 to W-2 and O-1 to O-3 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.

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.



Federal Application Process

USAJOBS

- ① Create a USAJOBS Profile
 - ② Search for jobs
 - ③ Review job announcement
 - ④ Prepare your applications in **USAJOBS**
 - ⑤ Submit application to the **agency**
-
- Transition to Agency**

When your application is ready, you'll be directed from USAJOBS to the hiring agency's system to submit your application. Before you submit, you may need to complete other agency-required steps such as a questionnaire or uploading additional documents. The time it takes to submit depends on the job you are applying for and the hiring agency's requirements.

You can check your application using the Track This Application link in your USAJOBS profile or contact the hiring agency listed on the job announcement.

Agency

- ⑥ Agency reviews application
- ⑦ Interview
- ⑧ Agency selects candidate(s)

After all interviews are completed, the agency will select a candidate(s) and contact them to start the job offer process.

For those not selected, the hiring agency will update the job's status to Hiring Complete.



Military Resources

Members of the armed forces and their families are often more affected than other groups by licensing restrictions because of frequent relocations to fulfill orders. To ease this burden, the Utah Legislature has authorized certain fee waivers and license exemptions for qualifying military personnel and military spouses.

Initial License

DOPL requires a processing fee for initial license applications. This fee varies by profession. The Utah Legislature has authorized initial license fee waivers for qualifying military service members. Full-time active duty service members should submit the fee waiver request form with their initial license application.

Inactive License

Qualifying licensees, who wish to maintain their license but who are not currently practicing in the profession, can apply for inactive status. In some cases, changing a license to inactive status will remove certain CE requirements. The Utah Legislature has authorized fee waivers for qualifying military service members who change their license to inactive status or who renew an inactive license. Please note that not all professions have inactive status as an option. To check if your profession has inactive license status, refer to [Utah Administrative Rule R156-1-305](#).

Licensing for Military Spouses

Spouses of military service members stationed in Utah are permitted to work in licensed professions without obtaining a Utah license as long as they possess an active license from another state or territory of the United States. Since this benefit for military spouses is relatively new, you may need to explain to employers or the public who ask that your out-of-state license is valid because you are a spouse of an active duty service member. To help you, the Division has created a verification letter which you can show your employer or the public that explains this exemption (See next enclosure for example).

For additional information and resources visit <http://dopl.utah.gov/military.html>



GARY R. HERBERT
Governor

SPENCER J. COX
Lieutenant Governor

State of Utah Department of Commerce

Division of Occupational and Professional Licensing

FRANCINE A. GIANI
Executive Director

MARK B. STEINAGEL
Division Director

MEMORANDUM

DATE: June 28, 2018

RE: Military Exemptions

FROM: Mark B. Steinagel, Director of the Division of Occupational and Professional Licensing

This letter is to verify that the Utah Legislature has authorized military personnel and their spouses to practice their profession in Utah with a valid license from any state or territory of the United States, under the circumstances described in statute.

The following is an excerpt from the applicable statute:

58-1-307. Exemptions from licensure.

- (1) Except as otherwise provided by statute or rule, the following individuals may engage in the practice of their occupation or profession, subject to the stated circumstances and limitations, without being licensed under this title:
 - (a) an individual serving in the armed forces of the United States, the United States Public Health Service, the United States Department of Veterans Affairs, or other federal agencies while engaged in activities regulated under this chapter as a part of employment with that federal agency if the individual holds a valid license to practice a regulated occupation or profession issued by any other state or jurisdiction recognized by the division;
 - (j) the spouse of an individual serving in the armed forces of the United States while the individual is stationed within this state, provided:
 - (i) the spouse holds a valid license to practice a regulated occupation or profession issued by any other state or jurisdiction recognized by the division; and
 - (ii) the license is current and the spouse is in good standing in the state of licensure.
- (2)
 - (a) A practitioner temporarily in this state who is exempted from licensure under Subsection (1) shall comply with each requirement of the licensing jurisdiction from which the practitioner derives authority to practice.
 - (b) Violation of a limitation imposed by this section constitutes grounds for removal of exempt status, denial of license, or other disciplinary proceedings.

It is the responsibility of the employer and practitioner to determine if the practitioner meets the military exemption. The Division recommends that practitioners be able to demonstrate marital status, active license in good standing, and current military station in Utah prior to practicing. Individuals who practice without qualifying for the exemption may be subject to civil and or criminal action(s).

MARK B. STEINAGEL

Director, Division of Occupational and Professional Licensing

ADDITIONAL CLAIM INFORMATION

Your servicing finance office will process your reimbursement application. The Claimant (Sponsor/Service Member) files an OF 1164, Claim for Reimbursement for Expenditures on Official Business.

Actual reimbursements are up to \$1,000 for qualifying costs/expenses.

Sponsor can be reimbursed with each PCS/PCA and has 24 months to apply for reimbursement. Eligible PCS/PCA orders must be on or after:

- Re-Licensure/Re-Certification: 17 Dec 2017
- Small Business: 23 Dec 2022

Licensure and small business claims are distinct, and a member can file a claim for both, if all eligibility criteria are met.



FOR MORE INFORMATION PLEASE CONTACT:

Installation Finance Office Information:

Phone: 801-775-4681
Address: 7437 6th St Bldg 430
Hill AFB, Utah 84056-5704
E-mail: 75CPTS.FMAO.AllPersonnel@us.af.mil

Installation Military & Family Readiness Center Information:

Phone: 801-777-4681
Address: 5837 D Avenue Bldg 150
Hill AFB, Utah 84056-5720
Website: www.hillfss.com
Facebook: Hill AFB M&FRC
Instagram: Hill.M&FRC
E-mail: 75fss.fsh.workflow@us.af.mil

Current as of 30 Oct 2023



DEPARTMENT OF THE AIR FORCE

Reimbursement for State Re-Licensure, Re-Certification, and Small Business Costs of Dependent Spouses

REIMBURSEMENT FOR RE-LICENSURE/ RE-CERTIFICATION AND/OR SMALL BUSINESS COSTS

These benefits provide spouses of Airmen or Guardians who PCS or PCA the opportunity to recoup up to \$1,000 for re-licensing, re-certification, and/or small business costs.

ELIGIBILITY REQUIREMENTS

- This is a Total Force benefit, so any Regular Air Force, Space Force, Air Force Reserve (AFR), or Air National Guard (ANG) member with qualifying PCS/PCA orders may be eligible, provided the situation meets the criteria established in the policy.
- The Sponsor's PCS/PCA authenticated orders must authorize movement of the Sponsor's dependents at the government's expense
- The Sponsor is reassigned from a previous duty station to a location where the spouse must:
 1. Secure a license or certification for the same occupation in a different location with different licensing authority and requirements
 2. Dismantle and re-establish a small business at the new location



QUALIFIED COSTS

Licensure/Certification:

Continuing education courses and registration fees imposed by the new duty station to secure a license or certification to engage in the same profession in which the spouse engaged while in the previous duty station.

Small business:

Registration fees, moving services for equipment, equipment removal, new equipment purchases, information technology expenses, and inspection fees.

POLICY

Policy for reimbursement is in DAFMAN 36-2102, *Base-Level Relocation Procedures*



REQUIRED DOCUMENTS TO SUBMIT CLAIM

- 1 A copy of sponsor's issued PCS/PCA orders authorizing the movement of dependents at government expense
- 2 Copies of paid receipts for qualifying costs/expenses. Costs must be incurred and paid after the date the PCS/PCA orders were authenticated
- 3 A copy of the spouse's state occupational license or certificate from any prior duty station
- 4 A copy of the license or certificate from the new duty station
- 5 Proof of small business ownership during the period of time the sponsor's spouse was assigned to any prior duty station
- 6 Proof of small business ownership at current duty station



LICENSE RECOGNITION FOR MILITARY SPOUSES

A RESOURCE GUIDE



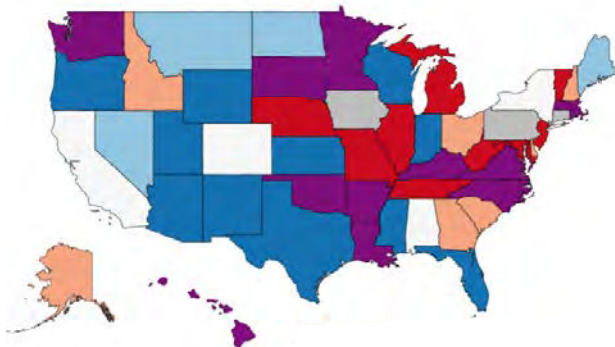
As a professional, you know how challenging it can be to have an occupational license recognized in another state.

But did you know that states and licensing bodies have been working to make the process easier for military spouses? Many states have recognized that the highly-mobile military lifestyle can create barriers to consistent and meaningful employment; many states now have laws in place that require or encourage licensing boards to grant military spouses expedited applications, temporary licenses, or license recognition. Here are some steps you can take to take advantage of these efforts.

1 LEARN ABOUT MILITARY SPOUSE INTERSTATE LICENSE RECOGNITION OPTIONS.

Visit

<http://www.veterans.gov/milspouses> to learn about specific laws and resources your new state offers to military spouses who work in licensed occupations.



2 EXPLORE OCCUPATION-SPECIFIC GUIDANCE.

Many states have joined interstate licensing agreements for certain occupations. These agreements establish common standards for competency and allow licensees to practice in other states more easily.

Visit

MilitaryOneSource offers occupation-specific information for a wide range of occupations here: <https://www.militaryonesource.mil/family-relationships/spouse/spouse-education-and-employment/transferring-your-professional-license-what-s-involved>

DISCOVER ADDITIONAL RESOURCES



Speak with a Career Coach

Spouse Education and Career Opportunities career coaches are available at 1-800-342-9647 and can help guide you through career transitions.

<https://www.militaryonesource.mil/education-employment/for-spouses/career-coaching>

Visit your Local American Job Center

American Job Centers can help you look for work and offer job search workshops, free computer access, and more. Find the Center closest to you at the link below.

<https://www.careeronestop.org/LocalHelp/AmericanJobCenters/find-american-job-centers.aspx>

Attend a Professional Development Event

U.S. Chamber of Commerce Foundation's Hiring Our Heroes (HOH) Events Schedule

<https://events.hiringourheroes.org/c/calendar/5e2d95e1-3ee7-499e-9f97-a718b8e15543>

Military Officers Association of America Keeping a Career on the Move® Spouse Symposium

<http://www.moaa.org/spousesymposium/>

Spouse Education and Career Opportunities (SECO) Events Schedule

<https://myseco.militaryonesource.mil/portal/home/eventdetails>

USO Military Spouse Networking Events

<https://www.uso.org/programs/military-spouse-programs>

Connect with Other Spouses and Spouse-Supporting Organizations

SECO Spouse Ambassador Network

<https://myseco.militaryonesource.mil/portal/content/view/1494>

U.S. Chamber of Commerce Foundation's Hiring Our Heroes (HOH) Military Spouse Professional Networks

<https://www.hiringourheroes.org/military-spouse-professional-network/military-spouse-professional-network-locations/>

Blue Star Network Career-Specific Groups

<https://bluestarfam.org/for-mil-families/careers/blue-star-networks/>

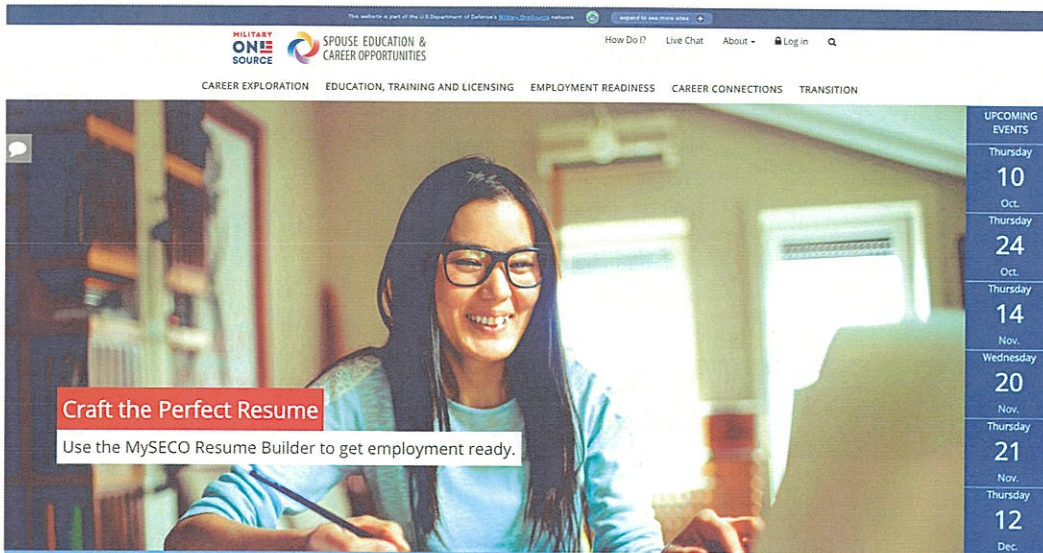
<https://spouseforce.bluestarfam.org/auth/signup#>



MILITARY
ONE
SOURCE

SECO
SPOUSE EDUCATION &
CAREER OPPORTUNITIES

Quick Start Guide: DS Logon Service



The Department of Defense Self-Service Logon, or DS Logon, is a secure, self-service logon ID that allows service members, veterans or family members affiliated with the Department of Defense or Veterans Affairs to access several Department of Defense or Veterans Affairs websites using a single username and password.

All DS Logon accounts are verified through the Defense Enrollment Eligibility Reporting System, or DEERS.

The DS Logon service allows military spouses to access tools offered exclusively to military spouses.

The Spouse Education and Career Opportunities program provides expert education and career guidance to military spouses worldwide. For more information, visit <https://myseco.militaryonesource.mil/> or call Military OneSource at 800-342-9647.

Creating a DS Logon Account

DS Logon Account Paths

The table below describes the different paths for requesting and activating a DS Logon account

	Request an Account	Who can Request	Where to Request	How requests are Confirmed	Timeline for Account Activation	Type of Account Established
1	I have a Common Access Card, or CAC, with accessible card reader.	Military sponsor only	My Access Center	Activation letter sent by U.S. mail.	7-12 Business days	Premium
2 Recommended	I have an active DoD ID card and an email on file in the Defense Enrollment Eligibility Reporting System, or DEERS.	Military spouse	My Access Center	Activation information sent by email.	Immediate	Premium
3	I have a Defense Finance and Accounting Service myPay account.	Military sponsor only	My Access Center	Activation letter sent by U.S. mail.	7-12 Business days	Premium
4 Recommended	I have none of the above, but I am registered in DEERS, or am a veteran, dependent of a veteran or survivor of a veteran.	Military spouse	My Access Center	Activation occurs online during request process.	Real time/immediate	Basic to Premium Basic account can be upgraded to Premium during registration process.

Choosing the Best Path

The quickest and easiest way to create a Premium DS Logon account is by using the recommended options above. Obtaining a Premium account will help populate your information in MySECO and will automatically sync with DEERS each time you log in.

The Spouse Education and Career Opportunities program provides expert education and career guidance to military spouses worldwide. For more information, visit <https://myseco.militaryonesource.mil/> or call Military OneSource at 800-342-9647.

Using My Access Center

My Access Center helps you set up your account and offers access to other DS Logon services.



From the MySECO login page, click 'Log in' to link to the My Access Center – your connection point between DEERS and MySECO.

If you are an existing DS Logon user, enter your username and password and then click 'Login' to proceed.


If you do not have an account, you'll need to create one to log in to MySECO. Click 'Need an Account?' to get started.

The Spouse Education and Career Opportunities program provides expert education and career guidance to military spouses worldwide. For more information, visit <https://myseco.militaryonesource.mil/> or call Military OneSource at 800-342-9647.

Register Your Account

3

MILITARY ONE SOURCE

 **SPOUSE EDUCATION & CAREER OPPORTUNITIES**

Frequently Asked Questions

DS LOGON Registration

Welcome to the registration wizard.
Here you can create your DS LOGON account,
whether you are a service member, veteran, or family member. ?

Select registration method

I have a Common Access Card (CAC) with accessible card reader. ?

I have a Defense Finance and Accounting Service (DFAS) myPay account. ?

None of the above conditions apply, however at least one of the following conditions is true:

1. I am a Veteran
2. I am a Dependent of a Veteran
3. I am a Survivor of a Veteran
4. I am registered in the Defense Enrollment Eligibility Reporting System (DEERS) ?

From this screen, choose from the three methods to register for a DS Logon account.

Click 'Continue' and complete the registration and activation process.

Then, return to the MySECO login page and click 'Log in' to access MySECO.

The Spouse Education and Career Opportunities program provides expert education and career guidance to military spouses worldwide. For more information, visit <https://myseco.militaryonesource.mil/> or call Military OneSource at 800-342-9647.

Associating Your DS Logon Account

Once you're authenticated using DS Logon, you'll be returned to MySECO. Associate your MySECO account with your DS Logon account in one of the following ways:

1. For existing MySECO users, enter the email address and password you used previously to access your MySECO profile. Then, click 'Associate' to link your accounts.
2. If you are new to MySECO, click 'Register' to begin the MySECO registration process.

You will use DS Logon each time you log in to MySECO by clicking the 'Log in' button at the top of the MySECO homepage.

Need help?

You can get help with your DS Logon account in the following ways:

- Visit the [My Access Center](#)
- Call DMDC/DEERS Support Office at 800-538-9552
- Contact a SECO career coach at 800-342-9647



Connecting Talented Military Spouses to Committed Employers

Fact Sheet

The Military Spouse Employment Partnership is a career partnership that connects military spouses with more than 200 employers who pledge to recruit, hire, promote and retain military spouses.

“These are companies that are making these pledges not just because it’s the right thing to do or because it feels patriotic. They’re also doing it because it’s good for their bottom line. It’s good for business. Because they know that veterans and military spouses ... represent the best our country has to offer, and they want [them] on their team.”

— First Lady Michelle Obama
October 19, 2011

“I view MSEP as a competitive advantage. ... This is a truly win-win opportunity!”

— David McKeegan, Co-founder of
Greenback Expat Tax Services,
MSEP Partner

The Military Spouse Employment Partnership gives MSEP partners first access to a unique and talented group of professionals – military spouses. They are skilled, diverse and motivated with a strong work ethic. When MSEP partners hire military spouses, they gain outstanding employees with 21st century skills.

MSEP works for partners

The MSEP partner benefits:

- **Unlimited access** to valuable talent
- **Convenient solution** for connecting with spouses and uploading job postings
- **Recognition opportunities** for partners featured in promotional activities, MSEP social media and at public events
- **Networking opportunities** with the Department of Defense and other industry-leading MSEP partners
- **Partnership development opportunities** to include:
 - MSEP Working Groups
 - MSEP LinkedIn Partner Group
 - Partner-to-Partner Mentoring
 - Spouse Mentoring
 - Partner and Spouse Testimonials

Visit the
MSEP Career Portal
to apply.

MSEP works for military spouses

Military Spouse Employment Partnership is a solution to help spouses find and maintain employment to achieve their career goals, despite the challenges of frequent relocation. Through the MSEP Career Portal, <https://msepjobs.militaryonesource.mil>, military spouses from all branches of the armed forces can access career opportunities offered by MSEP partners worldwide.

Partners join the Department of Defense's comprehensive SECO program to help:

- Reduce the 26 percent unemployment rate experienced by military spouses*
- Close the 25 percent wage gap currently experienced by military wives*

More than 1 million jobs posted since the program launch in June 2011.

- Partners include national/global employment partners, industry professional associations, small businesses, non-profits, military support organizations, network partners and federal agencies.
- Partners represent a variety of industry sectors including business and finance, healthcare, information technology, education, retail sales, community and social services, media and communications, hospitality, security and public administration.

More than 50,000 spouses obtained employment with MSEP partners.

- The quality of life and financial stability of military families tie directly to the readiness and retention of the military forces.
- Military spouses thrive when they are able to fulfill their career aspirations.

*Siegal, UMUC Nov. 2010

August 2013

Our Goal



The shared goal of MSEP and the Spouse Education and Career Opportunities program is to ensure spouses have opportunities and connections they need to obtain a satisfying career and receive wages commensurate with their level of training, work experience, accomplishments and credentials.

Connect with us



<https://facebook.com/MSEPOnline>



<https://twitter.com/MSEPjobs>



<http://linkedin.com/groups/Military-Spouse-Employment-Partnership-MSEP-4445979/about>

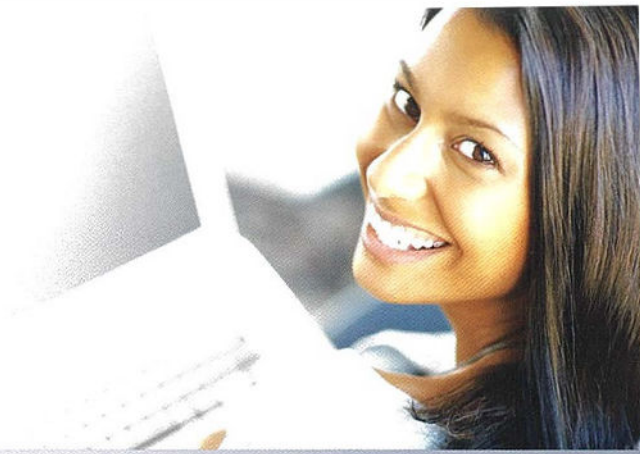


<http://linkedin.com/groups/Military-Spouse-Employment-Partnership-MSEP-4159976>



The Military Spouse Employment Partnership is part of the Department of Defense Spouse Education and Career Opportunities program that offers comprehensive information, tools and resources to support military spouse career exploration, education and training, employment readiness and career connections.

For more information about MSEP, visit <https://msepjobs.militaryonesource.mil>.



MSEP

Partner Commitments and Expectations

The Military Spouse Employment Partnership is a career partnership program that connects military spouses with more than 180 employers who pledge to recruit, hire, promote and retain military spouses.

Statement of Support

All partners sign the MSEP Statement of Support upon acceptance into the partnership. By signing the Statement of Support, partners commit to increase employment opportunities for military spouses and, when possible, maintain those opportunities as they relocate. Spouses will receive pay equal to their civilian counterparts with the same level of training, work experience, accomplishments and credentials. In addition, partners strive to provide military spouses who perform well with opportunities for career advancement.

Partner Reporting: Measuring Success

Partners report military spouse hiring data on a regular basis to ensure the partnership is meeting its objectives. Partners report the number of spouses for the following categories:

- Hired part-time, full-time and virtually
- Retained corporately when relocating
- Referred to similar employment in other companies when relocating

MSEP partners fulfill their commitment to support military spouses by agreeing to:

- Identify and promote portable career and employment opportunities
- Post job openings and provide a link to the corporate human resources employment page on the MSEP Career Portal
- Mentor new MSEP partners
- Participate in the following MSEP events:
 - New Partner Orientation
 - Annual MSEP Partner Meeting
 - New Partner Signing and Induction Ceremony

Networking opportunities

The MSEP provides a number of opportunities for partner-to-partner networking, allowing direct access to other MSEP employers through military spouse specific job fairs, other special events and the LinkedIn Partners group. Partners share military spouse recruitment strategies and other helpful resources, which are available in the Partner Resource section of the MSEP Career Portal. As companies are inducted into MSEP, current partners have the opportunity to network with new partners, assisting them in their efforts to more easily identify and support military spouses.

Leadership opportunities

Partners will have opportunities to participate in the following MSEP Working Groups to leverage the power of their partnerships:

- Strategic Communications
- Strategic Organization, Partner Development and Mentoring
- Reporting and Technology
- Event Planning
- Spouse Ambassador Network

Connecting with MSEP



<https://facebook.com/MSEPOnline>



<http://linkedin.com/groups/Military-Spouse-Employment-Partnership-MSEP-4445979/about>



<https://twitter.com/MSEPjobs>



<http://linkedin.com/groups/Military-Spouse-Employment-Partnership-MSEP-4159976>

Success Stories

Partners are asked to submit success stories regularly to their MSEP Account Manager. Selected success stories are highlighted in Military OneSource social media platforms as well as during MSEP public events.

"The (MSEP) partnership not only supplies the company with a great pool of talent for their open positions and an easy way to advertise positions, it also provides excellent support staff to ensure a high level of visibility to military spouses. Safeway's commitment to hiring military spouses is the right thing to do to support the country and communities they serve."

— Megan Vincent, Safeway Director of HR



The Military Spouse Employment Partnership is part of the Department of Defense Spouse Education and Career Opportunities program that offers comprehensive information, tools and resources to support military spouse career exploration, education and training, employment readiness and career connections.

For more information about MSEP, visit <https://msepjobs.militaryonesource.mil>.

What is Spouse Education and Career Opportunities?



Career Exploration

Identify career interests and aptitudes and find information about today's job market and work opportunities, including portable skills and careers, entrepreneurship and top federal employment options.

Free comprehensive career counseling services are available to all eligible military spouses through the Military OneSource Spouse Career Center. Staffed by certified Career Counselors, the career center can help military spouses with creating an action plan targeting education programs, financial aid options, training program resources and credential or licensing information.

Call **800-342-9647** or visit <http://militaryonesource.mil/seco> for more information.

Education, Training and Licensing

Identify education, training and licensure or certification opportunities, as well as financial aid resources and scholarships.

The My Career Advancement Account Scholarship offers up to a maximum of \$4,000 for tuition with an annual fiscal year cap of \$2,000 to eligible military spouses who are pursuing a license or certification, certificate or associate degree in a portable career field and occupation. Spouses of active-duty service members in pay grades E-1 to E-5, W-1 to W-2 and O-1 to O-2 on Title 10 military orders are eligible for the scholarship.

Call **800-342-9647** or visit <https://aiportal.acc.af.mil/mycaa/default.aspx> for more information.

Career Connections

Connect with corporations, government organizations and nonprofits to gain meaningful, long-term, portable employment.

The Military Spouse Employment Partnership connects military spouses to more than 270 partner employers who have committed to recruit, hire, promote and retain military spouses in portable careers. To help with their introduction, spouses are encouraged to self-identify when contacting or applying with these employment partners.

Visit <https://msepjobs.militaryonesource.mil> for more information.

Employment Readiness

Receive face-to-face support at the installation level and online support from the Military OneSource Spouse Career Center certified Career Counselors. Get assistance with career assessments, resume writing, interviewing skills, federal employment, job search strategies, dressing for success, job fairs and more.

Visit <http://militaryinstallations.dod.mil> and search by program (Spouse Education, Training and Careers) and installation or postal code to find the closest office.

Call **800-342-9647** to speak with a certified Career Counselor or visit <https://myseco.militaryonesource.mil> for information and resources available 24/7.

The Department of Defense Spouse Education and Career Opportunities program provides expert education and career guidance to military spouses worldwide. For more information, call **800-342-9647** or log on to <https://myseco.militaryonesource.mil>.





SPOUSE EDUCATION &
CAREER OPPORTUNITIES

LinkedIn PREMIUM

Military Spouses: Access LinkedIn Premium at No Cost



Military spouses moving due to a permanent change of station or transitioning from the military now have access to a powerful tool that makes jobhunting easier. The Spouse Education and Career Opportunities program and LinkedIn's Military and Veterans Program joined forces to give military spouses moving due to a PCS and those within six months of separating from the military access to a one-year upgrade to LinkedIn Premium at no cost.



With LinkedIn Premium, you can:

- Start your job hunt and build networks as soon as you receive orders
- See how your education, experience and skills compare with other job candidates
- Access more than 12,000 online LinkedIn Learning courses to develop new skills, refresh old ones and become a more competitive candidate
- Message professionals you're not connected with to build a network that supports your career goals
- Get tips for finding and landing remote, flexible and freelance opportunities that align with the military life



MILITARY
ONE
SOURCE

Get LinkedIn Premium for free in three easy steps:

1

Verify your eligibility.

Use a short online form to verify your transition information and LinkedIn Profile URL. To find the form, log in to your MySECO account and visit the [MyTransition](#) section. Don't have a MySECO account? [Create one here](#).

2

Attend a LinkedIn Premium training session.

Attend an online webinar or schedule a one-on-one appointment with a career coach.

3

Complete your registration.

Confirm you have completed the training session and click to submit your registration.

Explore all this and more with LinkedIn Premium.

The image displays a collage of LinkedIn Premium features. At the top left, a section titled 'Learn something new today' shows four course cards: 'Time Management: Working from Home' (6,076 viewers), 'Database Clinic: MS Excel' (10,125 viewers), 'Learning Excel Online' (11,216 viewers), and 'The Crux of the Course: Key...' (1,088 viewers). To the right, a 'PREMIUM' dashboard shows 'Competitive intelligence about other job applicants', including a bar chart for 'You're in the top 25% of 127 applicants' and 'Top skills' like Marketing, Strategy, and Analysis. Below this, 'Your personalized insights' lists recommended LinkedIn Learning courses such as 'Learning to Be Approachable' (9,124 viewers), 'Advanced Google AdWords 2017' (16,627 viewers), and 'AdWords and Analytics: Remarketing' (5,808 viewers). At the bottom right, an 'Explore Premium' section offers three options: 'Find people and get found', 'Get the inside scoop', and 'Learn something new'.

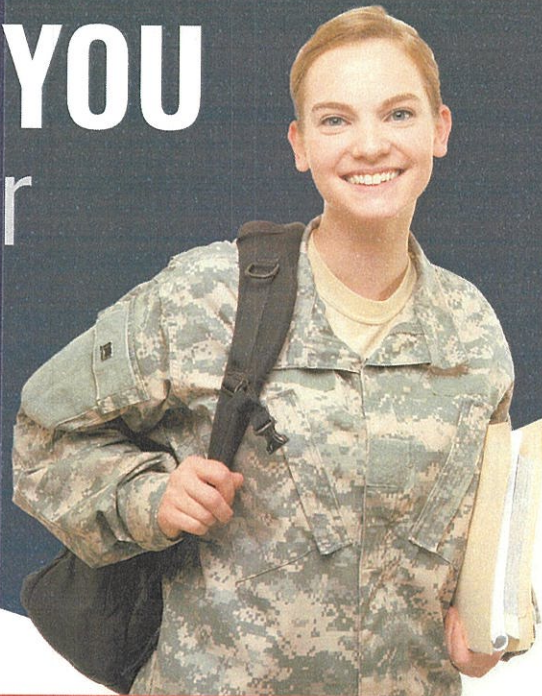
Once you have LinkedIn Premium, use other SECO resources to support your job search.

- Call a [career coach](#) for personalized one on one assistance at 800-342-9647 or use the Live Chat feature on MySECO.
- View the MySECO [event calendar](#) for upcoming events designed to help you meet your goals.
- Search the [Scholarship Finder](#) for educational assistance offered specifically to military spouses and families.
- Use the [Resume Builder](#) for a simpler, faster method of developing your resume.
- Visit the [MSEP Job Search](#) to find open positions with employers committed to recruiting, hiring, promoting and retaining military spouses.
- Visit [MySECO](#) to access additional resources and articles that can help guide you through every step of your career.

The SECO program offers comprehensive resources and tools for every stage of your career. Contact us any time to talk about your goals and connect to resources that will help you achieve them.

Call 800-342-9647 | Live Chat myseco.militaryonesource.mil

HELPING YOU achieve your GOALS



DEPARTMENT OF
**WORKFORCE
SERVICES**

**The ACE Program helps veterans and spouses
complete the following training programs:**

- A&P License Exams
- Administration / Clerical
- Aesthetician
- Architectural Certifications
- Basic EMT
- Basic Life Support
- CDL Endorsements
- Construction Contractor License
- Construction MGT Certification
- Content Writer
- Delivery Driver
- Electrician Apprentice License
- EMT License / Certification
- Forklift Certification
- Health Insurance License
- LSAT Exam (Law School Admission)
- Machinist Certification
- Medical Coding Exam
- Pharmacist License
- Pilot Training Exam
- PMP Certification
- POST Recertification & PT Exam
- Professional Clothing
- Project Management Certification
- Real Estate License / Course
- Reissue CDL / DOT Exam
- Security Guard Training / Gear
- Social Worker Exam
- Tools-Diesel Mechanic



If you have **questions**, we're here to **help!**

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480 27th Street Ogden, UT
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801-726-4912 • carldowning@utah.gov

CHUCK RACKHAM

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385-285-2293 • crackham@utah.gov

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Equal Opportunity Employer/Program

Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

Accelerated Credentialing to Employment (ACE) Program



PROGRAM DESCRIPTION

- The ACE Program is designed to assist Utah veterans, actively drilling members of the Guard and Reserve and their respective spouses, overcome barriers to employment or better employment by assisting them in attaining certificates and licenses using their military training and experience or by assisting with short-term training.
- The ACE Program is intended to provide an avenue for eligible participants to gain employment in the civilian job market by capitalizing on their past experience, training and knowledge or by assisting them with short-term training that leads to a certificate or license. The program can serve Utah veterans, active military personnel, actively drilling members of the Guard and Reserve and the spouses of the aforementioned as long as they have served at least one day of honorable service in a branch of the Armed Forces.

ACE CAN ASSIST IN:

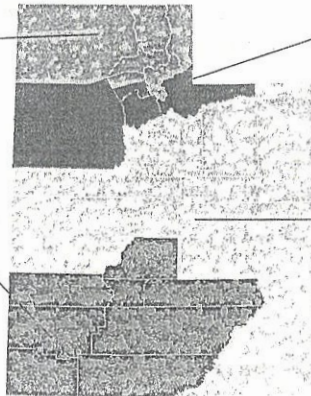
- Identifying and translating skills and training obtained through military service to civilian careers
- Connecting ACE participants to the programs and services offered by the Department of Workforce Services
- Job searching techniques, resume writing classes, work readiness and interviewing skills workshops
- Funding of short-term training that leads to a certificate or license
- Obtaining your DD 214 and military records

FOR MORE INFORMATION:

Please contact an ACE Specialist in your area:

JERRY CULWELL — *Box Elder, Cache, Morgan, north Davis, Rich and Weber counties*
480 27th Street Ogden, UT
801-452-5306 • jculwell@utah.gov

CARL DOWNING — *Beaver, Garfield, Iron, Kane, Piute, Sevier, Washington, and Wayne counties*
162 N. 400 E. Bldg. B 100
St. George, UT 84770
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CHUCK RACKHAM — *Salt Lake, south Davis, Summit and Tooele counties*
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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://mycaa.militaryonesource.mil/> 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 career coach 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.



Coaches are available

Monday through Friday
7 a.m. to 10 p.m. Eastern time
Saturday
10 a.m. to 5 p.m. Eastern time

What about schools and organizations?

Schools interested in participating in the My Career Advancement Account Scholarship can call 334-517-6160 for assistance or visit the [For Institutions](#) resource page on the My Career Advancement Account Scholarship Spouse Portal for program eligibility and participation information.



September 2018

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



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[ONLINE.DREXEL.EDU/MILSPOUSE](https://online.drexel.edu/milspouse)

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(Any spouse with a valid military ID is eligible)

Education Funding

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- English Language Classes
- Credits by Examination
- Certification Programs
- Certificates
- Trade School
- Degrees (All levels)

Professional Funding

- Continuing Education Credits
- Training Programs
- Certification Programs
- Certificates
- Licensure
- Professional Exams and Fees
- Clinical Supervision (Mental health licenses)

In addition to its own spouse scholarships and career advancement funding, NMFA partners with other organizations and schools to provide exclusive scholarships, education discounts and other opportunities throughout the year.

Learn more at www.MilitaryFamily.org/spouses-scholarships

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Explore jobs for veterans and military spouses:



- 2023 Military Friendly Top 10 Employer
- 2023 Military Friendly Top 10 Spouse Employer
- 2023 Military Friendly Supplier Diversity Program
- 2023 Military Friendly Company
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Vice President and Director of Corporate Security Banco
Popular of Puerto Rico and Popular Bank, United States

Dr. Torres has served as an Intelligence and Special Forces
Officer of the United States Army, a Federal Agent for the
Department of the Army, and retired from the State
Command of the Puerto Rico National Guard with the rank
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— **Julio C.**, Franchisee, Army veteran

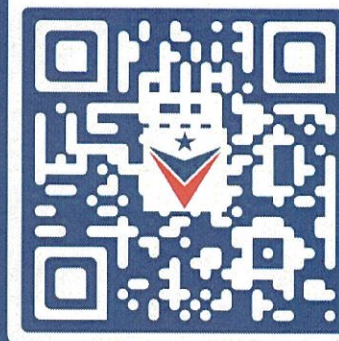


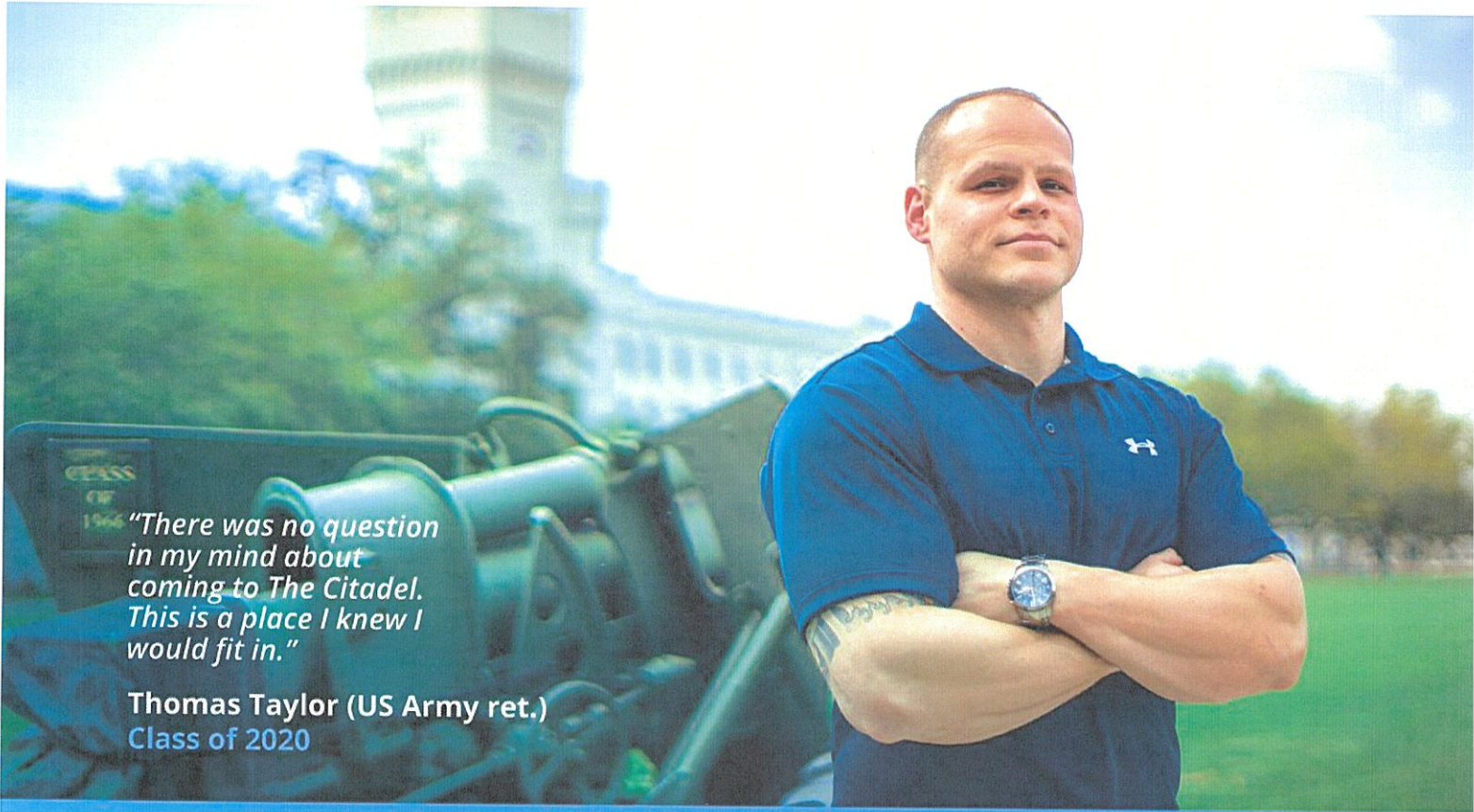
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Thomas Taylor (US Army ret.)
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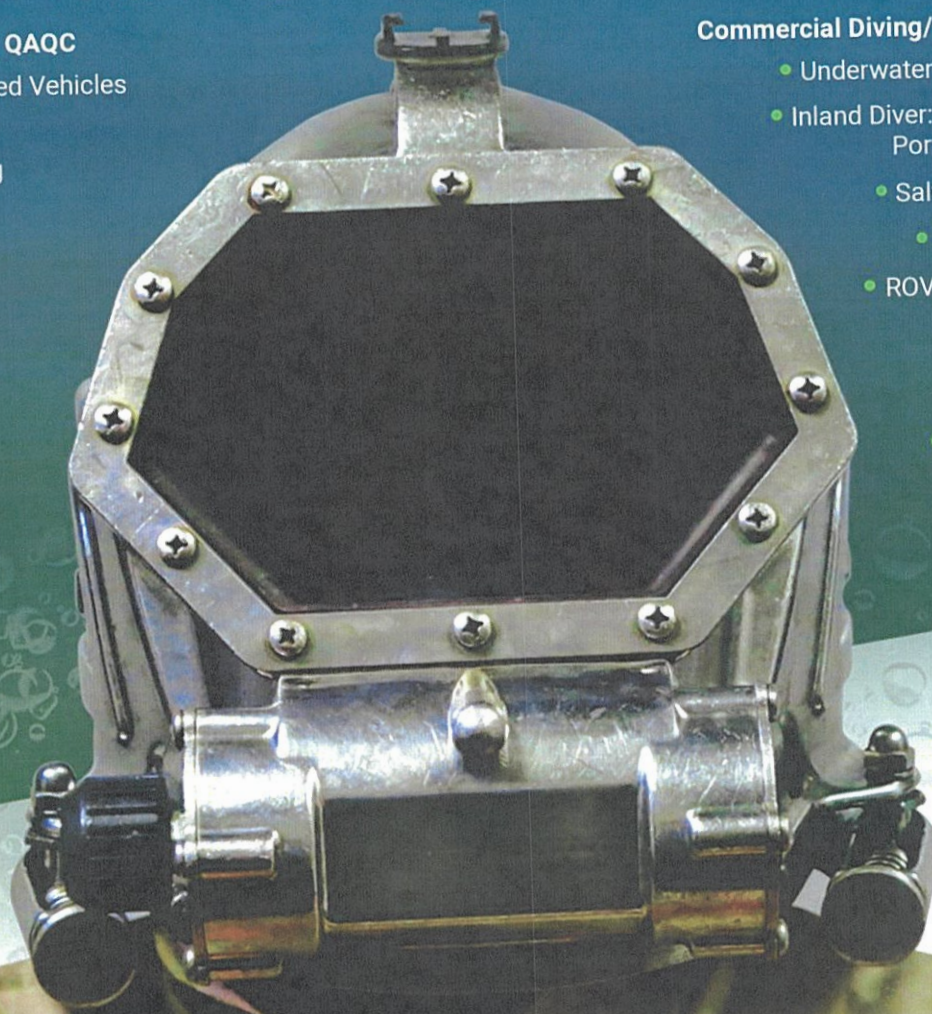
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- PT Dye Penetrant Level 1 & 2
- ET Eddy Current Testing Level 1 & 2

UDT Ultimate Diver Training

Commercial Diving/ Underwater Welding

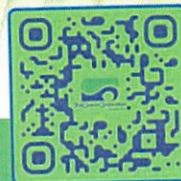
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