

ACS EMPLOYMENT READINESS PROGRAM

(21 MAY 12 – New Note 6 (CLEP/ESST college exams for spouses/dependents))

NOTE 1: **The job list is also available at www.benningmwr.com.**

NOTE 2: To assist in evaluating military services, including Employment Readiness, please feel free to contact the following site:

http://ice.disa.mil/index.cfm?fa=card&service_provider_id=98828&site_id=256&service_category_id=6.

NOTE 3: There is now available a **new Job List for Youth/Teens**. For those interested, please email me on Thursdays or Fridays and ask for the Youth/Teen Job List or visit the above website.

NOTE 4: There is now available a Job List for those seeking employment out-side of the FB/Columbus area. This “Worldwide” list includes a rather large listing of contractors and large businesses.

Note 5: **NO JOB LIST UPDATES for:**

31 MAY 12 – Memorial Day



Note 6. CLEP & DSST College level exams for spouses and dependant children. The on-post Troy University administers the test. Phone number is (706) 660-2318 and the POC is Leon Johnson. CLEP cost for dependent children and spouses is \$77 and \$20 for processing fee. DSST cost is \$80 for each test and \$20 to process them. Active duty service member can take exam for free.

<http://clep.collegeboard.org/?affiliateId=rdr&bannerId=clep>
<http://www.getcollegecredit.com/>

NOTE 7: *The American Freedom Foundation has partnered with Kaplan University to provide over \$1 million in scholarships* (for an online undergraduate degree program) to military Spouses of U.S. Service personnel and dependent children, age 24 and under. Also, for personnel in the Reserves or a child or Spouse of a deceased U.S. Service member.

The link is: <http://sms.scholarshipamerica.org/aff/>.

NOTE 8. The Military Spouse Employment Partnership (MSEP) is only six months old, but we have made tremendous progress in that short time. With close to 100 employer partners that include Fortune 500 companies, small businesses, non-profits, academia, government, and the

medical field, we are on our way to ensuring all military spouses who desire to work can find stable and meaningful employment. We have recently begun work on the next generation of the MSEP web site.

We're at the ground floor of this effort, and we want your ideas and your input!

We have created three mockups of what could be the home page of the new website. They are [Design One](#), [Design Two](#) and [Design Three](#). Click on the image once it opens to enlarge it for better viewing. Please take some time to focus on the look and feel of these pages. Tell us what you like, and tell us what you don't like. Which one is your favorite? What do you think of the general layout? What functions on the site would be the most valuable for you in finding employment? Please let us know what you think by joining our [discussion](#), and please share with your friends and families for them to provide their input and ideas as well.

Note 9: Disabled/Deceased Spouse Preference Changes - Husbands and wives of service members disabled or killed in the line of duty soon will have indefinite noncompetitive eligibility for government jobs.

In a final rule to be published in Wednesday's *Federal Register*, the Office of Personnel Management will eliminate a two-year limit on a special hiring authority for the spouses of disabled or deceased military personnel. The new regulation will provide indefinite eligibility for spouses who are not prepared to enter the workforce within that period because they are still grieving, they are enrolled in school or training programs, or they are caring for children or their disabled spouse.

OPM in 2009 implemented a rule to allow agencies to hire the husbands or wives of members of the armed forces without comparing them to other candidates if the service member is transferred to a new location permanently, becomes completely disabled during active duty (though the injuries do not have to result from combat), or dies during an active-duty assignment.

Husbands or wives whose eligibility is based on relocation orders still would have to comply with the original two-year time frame. Findings from the Integrated Process Team for Spouse Employment and Empowerment organized by the chairman of the Joint Chiefs of Staff showed that spouses of deceased or disabled service members were not using the hiring authority, while those affected by relocation had no problem with the two-year requirement.

"All other noncompetitive hiring authorities have a time limitation for appointment eligibility," OPM wrote. "Elimination of the two-year window for [permanent change of station] military spouses would create an inconsistency between this group and other individuals eligible for noncompetitive entry into federal service."

The rule will take effect in 30 days.

Note 10: The Georgetown Center for Education and Workforce drafted a list of majors whose graduates are 100 percent employed. The list includes:

0% Unemployment

Pharmacology (Pharmacists NOT Pharmacy Techs)
Actuarial Science (risk assessments of insurance & finance industry)
Astronomy & Astrophysics
Educational Administration & Supervision
Geological & Geophysical Engineering
School Student Counseling

Low Unemployment

Agricultural Economics 1.3%
Medical Technologies Technicians 1.4% (MTs, MLTs, CTs, HTs)
Atmospheric Sciences & Meteorology 1.6%
Environmental Engineering 2.2%
Nursing 2.2%
Nuclear Industrial Technologies 2.2%

Note 11: Military Spouse Hiring Authority - Executive Order 13473 – For a full description on EO 13473, please follow the link:

[Link to Military Spouse Hiring Authority- Executive Order 13473](#)

Note 12: Outstanding Work from at home site: <http://www.ratracerebellion.com/>.
View the list of **HIRERS and JOBS BY TYPE** of work using the menu on the left side of the opening page.

NOTE 13: Basic Computer Training –

The Georgia Works Ready Basic Computer Training will teach unemployed individuals the basic skills they need to successfully navigate standard computer programs. The Basic Computer LEVEL 1 Training will consist of a half day session with four lessons (1 hour each) teaching basic skills in Windows, Internet, GWR GAP Training and Email.

Lesson 1 Introducing Windows

- Turning on the Computer
- Introducing the Windows Desktop
- Using a Mouse and the Start Button
- Working/Common Program Features
- Keyboarding
- Exiting Window Programs
- Turning off the Computer
- Exercises

Lesson 2 Connecting to the Internet

- Launching Internet Explorer
- Navigating the Web
- Working with Links
- Using Browser Navigation Controls
- Exercises
- WKIV Basic Understanding of On-Line Assessment

Lesson 3 GWR Gap Training

- Files on the Computer
- Accessing/Using the Work Ready Gap Training Software
- Introducing the Windows Control Panel
 - Introducing My Documents
 - Moving, Copying and Deleting Files
 - Exercises

Lesson 4 Introducing Email

- Using Electronic Mail
- Understanding types of email service
- Sending Email Messages
- Working with the Inbox
- Using the check mail Command
- Printing and replying to messages
- Exercises

Limited slots Available. Please contact a Dept of Labor representative at 706-649-7423 to be scheduled.

Note 14: COMING TO COLUMBUS - A training process known for consistent, practical results from the global leader in business training.

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- **Improve Ability To Meet Goals And Responsibilities**
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Note 15: Teen/Youth Employment: HIRED! Apprenticeship Program - Learn how to earn \$500 in cash

Must be between the ages of 15-18

*currently in high school

*must have 2.0 GPA

*currently enrolled with Child and Youth Services

*Active duty/DOD dependent

*Must take prerequisite Workforce Preparation classes

Pick up packets at Parent Central (Bldg. 104) or Middle School and Teen (Bldg. 1056)

TO REGISTER FOR CLASSES/HIRED! APPRENTICESHIP PROGRAM PLEASE CONTACT
HIRED! Program Coordinator/Workforce Preparation Specialist
706-545-3070

Note 16: Fort Benning In-Home Child Care: For those interested in doing Child Care in your home ON Fort Benning, please contact Ms. Neal at 706-545-4368 or 9266.

Note 17: The Medical Cell (MEDCELL) provides recruitment services for full-time, permanent healthcare positions for MACH, and all Army Medical Treatment Facilities. These series are covered by a Direct Hire Authority which allows non-competitive appointments of new civil service employees. To apply for any of the positions below or for more information, please visit the MEDCELL website: <http://medcell.army.mil> or call toll-free 1-877-880-2184.

Resumes are accepted by the MEDCELL at all times, but that does not mean that MACH currently has vacancies. For specific information regarding healthcare vacancies at MACH, please call 706-544-5132/5812/1023/5817.

NOTE 18: Document Translation Services (FREE) from Military OneSource – Those eligible to use the Military OneSource program are eligible to use the Translation services. However, the use of the service is only for qualifying documents that relate to their own, individual situations. Qualifying documents are legal documents such as:

-Leases

-Marriage Licenses

-Birth Certificates

-School Transcripts

-Adoption paperwork required by the U.S. Citizenship & Immigration Services

Non-qualifying documents include medical, translation for other than an individual military service member or family member. Examples of other non-qualifying documents include flyers advertising installation events or family support program brochures.

Upon the user's request, translations will be certified, notarized as necessary and accompanied by a certificate of authenticity.

It takes a few business days for documents less than 5,000 words. Documents that are nonstandard in nature or are not in good condition or are longer than 5,000 words require more time. There is a 20-page limit per qualifying document.

To get started: Call a Military OneSource consultant at 1-800-342-9647. From outside the U.S. and Canada, call 1-800-3429-6477 or call collect 484-530-5908. Be sure the document that you want translated is with you when you make this call. Your consultant will

- Explain how to connect and send documents to the Federal New Service, Inc. (FNS) for translation. Ask you several questions about your document and complete a Request for Translation Services Form.
- Open a case for you and give you a case number.
- Send a copy of the complete Request for Translation Services form to you which you will attach when you fax, email or mail your documents to FNS, Inc.

NOTE 19: ERP has a class on Interviewing skills and/or Interview Mock-ups. Classes will be on scheduled Thursdays with the following start times (0900, 1300 & 1500). Classes may also be

scheduled on other days based on case-by-case determination. **There are Interactive CDs (My Interview Simulator) available for checking-out.** A Free Interviewing Practice site: <http://myinterviewsimulator.com/>.

NOTE 20. AT-HOME WORK/Virtual Work – Miguel Flores, found this GREAT SITE – http://www.westpointmwr.com/ACTIVITY/ACS/virtual_jobs.pdf.

Note 21: Military Spouses Sites:

- A useful link for those spouses that want to upgrade knowledge, skills and abilities and those who may want to enter the workforce as a result of spouse deployment: <http://www.milspouse.org/>.
- This provides comprehensive information to the military spouse that can help in all phases of their job-search. At the top right hand of the page, there are indicators that inform the user how many

jobs are available, how many are new and how many resumes are in the database. This Army website contains so many jobs for military spouses not only through the Army Spouse Employment Partnerships (ASEP) but also through all registered military spouse-friendly employers at America's Job Bank. **There are over a million jobs on this database!!**
Website: www.msjs.org or www.militaryspousejobsearch.org.

Note 22: Volunteers needed at Martin Army Community Hospital.

Please call the MEDDAC Volunteer Office at 544-3123.

Note 23: Volunteer Opportunities - Doctors Hospital

Volunteers play a very important role at **Doctors Hospital of Columbus** by helping us to provide high quality, cost effective healthcare to the Columbus community. They do this a number of ways: Augmenting and expanding the services provided by our staff.

- Providing supplemental services that contribute to patient care and satisfaction.
- Assisting non-patient care departments with clerical support.
- Helping to spread the word about the good things happening at Doctors Hospital of Columbus within the community.

For more information about becoming a volunteer, contact Jane Starnes with Volunteer Services at 322-0753 or stop by the Doctors Hospital Gift Shop on the First Floor to pick up an application for the Doctors Hospital Auxiliary.

VOLUNTEEN PROGRAM

Doctors Hospital of Columbus offers a volunteer program for the young people in our community between the ages of 14 and 19, who are interested in volunteering their time.

Basic requirements:

- 1) "C" average or better.
- 2) Attend a mandatory general orientation class.
- 3) Willing to make a commitment for total hours needed to work (Fall/Spring Programs with local high schools).
- 4) Willing to make a commitment of up to 20 hours per week (Summer Program).
- 5) Have transportation to and from hospital.
- 6) Parents must sign a consent form.

If you have any questions or you would like to apply for the program, please contact April Conner at 494-4551 or Amy Thomas at 327-0524 extension 222. Applications are available on location.

Note 24: Volunteer Opportunities at Our House



1. Mentor- works with one assigned child on a regular basis to help with all aspects of growth and development such as: visiting, assisting with homework, or discussing life choices.
2. Educational- tutors and assists children with homework assignments or other educational projects.
3. Administration- gives extra support to the agency by performing clerical duties.
4. Program- provides support to the program, staff, and children with daily routines and activities.
5. Visiting Resource- builds a relationship with the child through on-campus and home visits.
6. Donate- We always need volunteers to donate at Christmas and throughout the year. [[CLICK HERE](#)] to Download Our Current Wish List

Our House Volunteer Requirements:

- | | |
|--|--|
| - 21 years of age to work with children | -18-20 years of age may work with administration |
| - Satisfactory Criminal Background Check | - Three favorable non-relative references |
| - Interview with Volunteer Coordinator | - Signed contract agreement |
| - Attend Volunteer Orientation | |

NOTE 25: Fort Benning Volunteer Opportunities – Visit the Army Volunteer Corps Program Manager, Mrs. Starla Desaussure at Army Community Services, Bldg 7, **7117 Baltzell Ave.** (Corner of Lumpkin & Baltzell) for more information.

EDUCATION OPPORTUNITIES



Note 26: The **GA HOPE Grant Program** will pay for Tuition and Fees for all covered Diploma and Certificate Programs, and up to \$100 per quarter for textbooks for all active duty military and their dependents, 16 yrs of age or older who are stationed in GA and live in GA. All you have to do is fill out the required forms and register. See Mr. Larry Hicks, Fort Benning Recruitment Coordinator, Bldg. 2613, 2nd floor. Columbus Technical College offers day, evening and on-line classes in Mgmt, Computers, Office Technology, Medical, Automotive Technology, Carpentry and many other subjects. Interested? Stop by the office at the address listed above. Mr. Hicks is available at Phone: 706-256-0843 and his email is lhicks@columbustech.edu.



Note 27: DOD to Resume Restructured Military Spouse Career Program (ON FREEZE)

The Department of Defense announced today the resumption of a restructured military spouse career advancement account program - MyCAA, following a comprehensive review. The program will be available to spouses of service members in the pay grades of E1-E5, W1-W2 and O1-O2.

"The changes announced today reflect a return to the original intent of the program which is to help military spouses, with the greatest need, successfully enter, navigate and advance in portable careers," said Clifford Stanley, undersecretary of defense for personnel and readiness. "We fully support the program and are committed to ensuring the program's sustainability. To that end, we are making several critical operational changes."

Amongst these changes, eligible spouses will receive a total of \$4,000 in DoD-funded financial aid, with an annual cap of \$2,000 per fiscal year; funding must be used within a three-year time period from the start date of the first class; and must be used to obtain an associates' degree, licensure or certification. A waiver may be granted when fees for licensure or certification require an up-front fee greater than \$2,000 and up to the total maximum assistance of \$4,000.

"The MyCAA program popularity grew beyond our expectations and became too expensive to continue. Therefore, we are returning to the original intent of the program in a way

that is attainable and fiscally responsible for the Defense Department," said Stanley. "As we look to the future, we envision a program that is much broader than DoD's financial assistance component. Military spouses will be guided along a more holistic approach to career planning."

Under the long-term program guidelines, career counselors will continue to work with all military spouses to help develop career and education goals and plans, and assist them in identifying and accessing available federal education benefits toward these goals.

"Families play a crucial role in supporting our men and women on the battlefield. When service members are confident that their families at home have access to resources and support, they are better able to focus on their mission," said Stanley. "The Defense Department is committed to investing in military families. When we invest in the well-being of the family, we invest in the well-being of the force."

Weekly CAA briefings on Tuesdays and Thursdays at 0930 in Building 2611, Soldiers' Plaza. Ms. Sarah Thibodoau (GA DoL) is our POC (545-6075).

More information can be found on the MyCAA Web site:

<https://aiportal.acc.af.mil/mycaa/> or

<https://www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx>

NOTE 28: Federal Employee Education and Assistance Fund (FEEA) Scholarship Program - The FEEA program is a merit-based one; financial need is not taken into account when considering funding applications. It is open to civilian federal and postal employees (with more than three years of service) and their families.

Funding ranging from \$300.00 - \$1,500.00 will be awarded to successful applicants each year; a new application for each subsequent year of studies is required. The monies are to be used toward an educational program at either a two or four-year college or university. Government employees can study part-time; a dependent spouse or child who is a full-time student is eligible to apply.

All applicants must have a GPA of 3.0 or higher. In considering scholarship applications, Program officials take into account an individual's academic record, level of involvement in extracurricular and community activities, a letter of recommendation, and the content of a written essay.

Note 29. AER Scholarship Programs - "ALL AER SCHOLARSHIPS ARE GRANTS" For information on AER Scholarship programs click any of the following program sites or the AER HQ website at the end. no matter if still in or not

[Dependent Children Scholarship Program](#)

[Overseas Spouse Education Assistance Program \(OSEAP\)](#)

[Stateside Spouse Scholarship Assistance Program](#)

AER HQ Website: <http://www.aerhq.org/education.asp>

Note 30: E-Learning Resources Now Available

SkillsSoft online courses and reference materials are now available to Service members, Retirees, their spouses and qualified government contractors through various government and military e-Learning portals. Programs are customized to the individual's specific needs. Courses and certifications are available in the areas of management, IT, and business and provide real-time customer support from certified experts 24 hours a day, seven days a week.

SkillsSoft currently offers over 900 business, 1,200 interactive IT courses and test prep for more than 180 important IT certifications. Courses for academic and continuing education credit are also available.

SkillsSoft currently supports the Air Force IT e-Learning, Information Assurance, and Records Management programs. For more information or to register for programs Retirees, spouses and government contractors call 877-545-5763, ext. 3741 or email <mailto:federalinfo@skillssoft.com>.

Servicemembers access these programs at the following e-learning ports:

(1) US Air Force -

<http://web50.military.com/cgi-bin/outlog.cgi?url=http%3A//www.my.af.mil%20&code=mrtxt.nl>

(2) US Army -

<http://web50.military.com/cgi-bin/outlog.cgi?url=http%3A//usarmy.skillport.com%20&code=mrtxt.nl>

(3)US Marine Corps -

<http://web50.military.com/cgi-bin/outlog.cgi?url=http%3A//www.marinenet.usmc.mil/portal/%20&code=mrtxt.nl>

(4) US Navy -

<http://web50.military.com/cgi-bin/outlog.cgi?url=http%3A//www.nko.navy.mil%20&code=mrtxt.nl>

(5) DISA -

<http://web50.military.com/cgi-bin/outlog.cgi?url=https%3A/hr.disa.mil/training/elearning/index.html%20&code=mrtxt.nl>

(6) DCMA -

<http://web50.military.com/cgi-bin/outlog.cgi?url=http%3A//dcmatraining.skillport.com%20%0D%0A&code=mrtxt.nl>

Note 31: Subject: FMWRC Employment Readiness

This is part of FMWRC Employment Readiness effort to encourage collaboration among Army components and provide them access to the same career and employment information, opportunities and resources. The URL can be included as a link in their community homepages.

The Army Reserve URL contains information on telephone numbers and e-mail addresses of Reserve staff.

www.arfp.org/spouseemp.

NOTE 34: Veterans Virtual Career Fair - We Bring the Career Fair to You

- Meet with **90 military friendly employers 24/7/365**
- Visit employer booths
- **Chat with recruiters**
- View and apply for jobs
- **All from the comfort and convenience of home or wherever you may be stationed or deployed**

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For More Information:



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