

# Welcome



## EMPLOYMENT ASSISTANCE

Angie L. Fields

813-828-0142

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# Employment Assistance



- **Airman and Family Readiness Centers (A&FRC) are charged with supporting transitioning members, retired members, civilians, wounded warriors and all family members in achieving short and long-term employment, education/training and career goals. A&FRCs play an essential role by providing the Total Force with the knowledge and skills required for future career advancements.**

# Employment Assistance

- **Supports customers in achieving short and long term employment, education/training and career goals.**
- **A&FRCs provides: employment skills counseling to prepare customers for local and long-distance job search; resources for self employment, small business and entrepreneurial efforts.**

# Employment Assistance

- **One on One consultation (Career Coaching), Job Search Process Strategies**
- **Individual Employment Plans (IEP)s**
  - **Career goals**
  - **Career assessments (Career by Design)**
  - **Career exploration (Local Labor Market Information)**
- **Skills development workshops**
  - **Resume writing**
  - **Job Search Techniques & Strategies**
  - **Interviewing & salary negotiations**

# **Employment Assistance**

- **Job Referrals / Job Matching**
- **Job Fairs, quarterly**
- **Community Employment Networking Contacts**

# **Self-Employment**

- **Self-Employment and Franchising as a Career Option**
- **Small Business Information Center**
  - **One on one appointments**
  - **Classes**
    - **Smart Start**
    - **Business Plan**
    - **Marketing Your Business**
    - **Bookkeeping Essentials**
    - **Doing Business with Government(s)**

# Employment



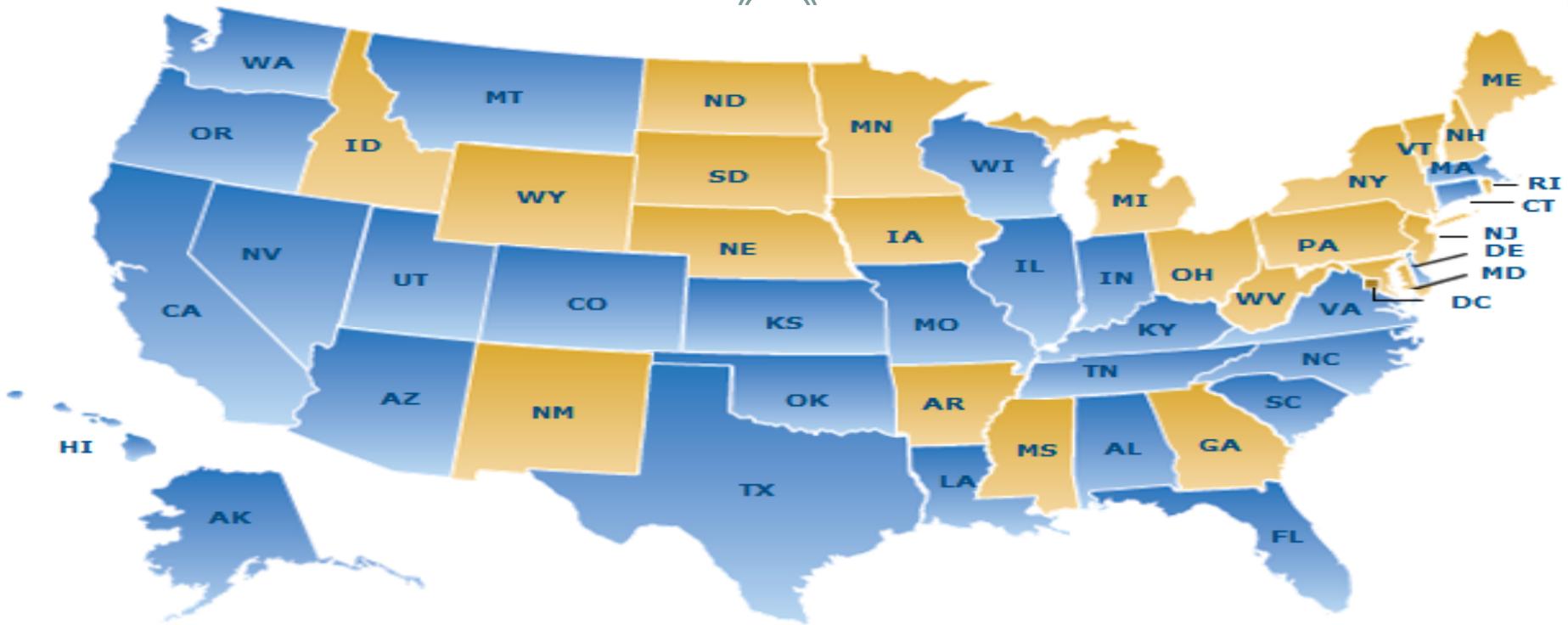
[http://www.usa4militaryfamilies.dod.mil/pls/psgprod/f?p=USA4:ISSUE:0:::::P2\\_ISSUE:2](http://www.usa4militaryfamilies.dod.mil/pls/psgprod/f?p=USA4:ISSUE:0:::::P2_ISSUE:2)

## Issue Status Key

The composite rating for this issue is based on the following criteria:

- ★ Bill introduced and currently active
- State grants eligibility to military spouses for unemployment compensation as a result of leaving a job due to a military move.
- State has not made changes that move towards achieving desired outcomes.

# Employment



[http://www.usa4militaryfamilies.dod.mil/pls/psgprod/f?p=USA4:ISSUE:0:::P2\\_ISSUE:2](http://www.usa4militaryfamilies.dod.mil/pls/psgprod/f?p=USA4:ISSUE:0:::P2_ISSUE:2)

## Issue Status Key

The composite rating for this issue is based on the following criteria:

- ★ Bill introduced and currently active
- State has made movement towards achieving desired outcomes; i.e, passed best practice legislation, made policy changes, or shown where the state has policy supporting the desired outcome.
- State has not made changes that move towards achieving desired outcomes.

# Resources

- A&FRC 828-0145
  - <http://www.macdillfrc.com/>
  - Computers, printers, fax, library, job announcements
- Key to Career Success
  - <http://www.careeronestop.org/MILITARYTRANSITION/default.aspx>
- Military.com
  - [www.military.com/spouse](http://www.military.com/spouse)
- Florida State Job Bank
  - [www.employflorida.com](http://www.employflorida.com)
- Military Spouse Career Advancement Initiative
  - [www.Milspouse.org](http://www.Milspouse.org)
- Military One Source
  - [www.militaryonesource.com](http://www.militaryonesource.com)
- Spouse to Teachers Program
  - [www.spousetoteacher.com](http://www.spousetoteacher.com)
- Discover
  - <http://www.act.org/discover/internet/index.html>
- ONET
  - <http://online.onetcenter.org/>

# Resources

## *Employment Links*

- Government Jobs
  - [www.usajobs.gov](http://www.usajobs.gov)
- Local Jobs
  - [www.employflorida.com](http://www.employflorida.com)
- Jobs on Macdill AFB
  - [www.nafjobs.org](http://www.nafjobs.org)
  - [www.fbo.gov](http://www.fbo.gov)

# Employment

## ***Additional Resources***

***The Military Spouse Career Advancement Accounts (MyCAA) Program is an employment assistance 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.***

***For additional information visit <https://aiportal.acc.af.mil/mycaa/Default.aspx>***

***Air Force Aid Society General Henry H. Arnold Education Grant Program is competitive in its need-based selection criteria, uniquely tailored to recognize the proper weighing of family income and education cost factors. These \$2,000 grants are awarded to selected sons and daughters of Active Duty, Title 10 AGR/Reserve, Title 32 AGR performing full-time active duty, retired, retired reserve and deceased Air Force members; spouses of active duty members and Title 10 AGR/Reservists; and surviving spouses of deceased personnel for their full-time undergraduate studies. Application deadline for 2313-2014 is March 8, 2013***

***. For additional information visit <http://www.afas.org/education-grants>***

# Employment

## ***Military Spouse Employment Partnership***

***The Military Spouse Employment Partnership (MSEP) is a targeted recruitment and employment solution for spouses and companies that:***

- Partners Fortune 500 Plus companies with ALL Military Services***
- Provides human resource (HR) managers with recruitment solutions – military spouses***
- Prepares military spouses to become competitive, “job ready” applicants***
- Connects military spouses with employers seeking the essential 21st century workforce skills and attributes they possess***

***For additional information visit <https://mseppjobs.militaryonesource.mil>  
<http://www.uschamber.com/hiringourheroes/about>***

# Employment



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Career Links ▾

Partners ▾

News & Media ▾



## Career Portal

Login

Sign in

[Register](#) | [Forgot your password?](#)  [I agree with the Terms of Use](#)



## Military Employment Service Providers

Find resources to educate and promote MSEP to spouses and partners.

[Learn More](#) >



### I'm a Military Spouse

Leverage MSEP resources to jumpstart your career. Call 1-800-342-9647.

[Get Started](#) >

### Job Search 183331 Active Jobs

City

State/Province

Country

[Search](#)

[Company](#) >

[Advanced Search](#) >

### I'm an Employer

Learn why military spouses make great hires. Call 1-877-940-6737.

[Learn More](#) >

# Employment

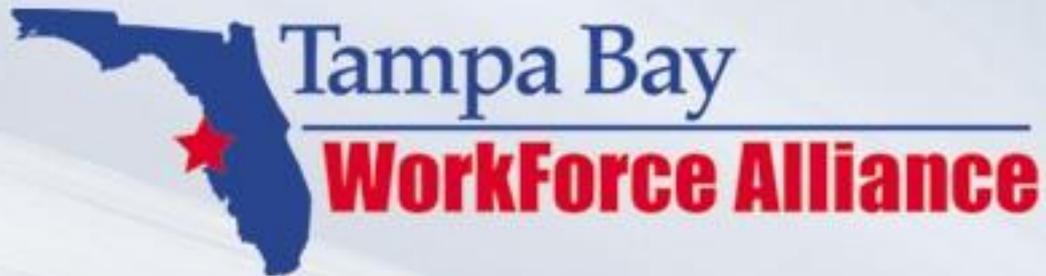
## ***Hiring Authorities***

***Military Spouse Preference (MSP) is a program that was developed by the DoD to help lessen the interruption of a spouse's career when they have to move due to the service members' receipt of PCS orders. MSP applies to spouses of active duty service members of the U. S. Armed Forces, including the Coast Guard and full time National Guard. MSP provides priority in the employment selection process for relocating military spouses. Spouse preference is not limited to the branch of military of which the sponsor is serving or to only those who have previously worked for the Federal government.***

***Spouses of active duty service members may register in the MSP program at the losing activity 30 days prior to the sponsor's reporting date or at an activity in the commuting area of the sponsor's new duty location upon relocation, if the following conditions are met.***

- They were married to the active duty service member prior to the reporting date to the new assignment***
- The relocation was based on a PCS transfer and not separation or retirement***
- The vacant position is within commuting distance of the new PCS location***
- They are among the best-qualified group of candidates for the position***

***Spouses may begin exercising their preference 30 days before their sponsors' reporting date and for the duration of the tour as long as they do not decline a position considered valid for MSP under DoD policy. Spouses relocating overseas must wait until they arrive at the new duty station to begin applying for positions using military spouse preference.***



# Tampa Bay WorkForce Alliance One Stop Career Centers

Presented by:  
William J. Farnand  
Military Family  
Employment Advocate



# TBWA LOCATIONS

- **Tampa WorkForce Center**  
**9215 North Florida Avenue,**  
**Suite 101**  
**Tampa, FL 33612**  
**(813) 930- 7400**
- **Plant City WorkForce Center**  
**2001 Cherry Street**  
**Plant City, FL 33566**  
**(813) 930-7881**
- **Brandon WorkForce Center**  
**9350 Bay Plaza Blvd., Suite 121**  
**Tampa, FL 33619**  
**(813) 930-7832**

# SERVICES

- Career Fairs
- Resume Writing Assistance
- Job Search Assistance
- Training Seminars
- In-House Recruitment

# Labor Market Information (LMI) tells us:

- **Employment and Wages** - current employment, projections, and wages by industry and occupation, occupational profiles, and career information.
- **Labor Force** - labor force, employment, unemployment, and unemployment rates.
- **Economic Indicators** - Florida Price Level Index, Consumer Price Index, income, and unemployment claims data.
- **Population** - age, race, gender, income, veteran's status, and education information.

# RESOURCE CENTERS

- Fax
- Copier
- Telephone
- Computers and Printers
- Basic Office Software
- Computer Software Tutorials
- Internet Access
- Salary and Job Market Information
- Information on Other Community Services Available
- Lists of Approved Training Programs and Vendors

# Employment Opportunities

- Access employment opportunity information via the Internet or on any computer with Internet access at: [www.employflorida.com](http://www.employflorida.com) or view our website at: [www.workforcetampa.com](http://www.workforcetampa.com)
- Our user friendly computer database of available jobs is updated every day.
- You can research occupations in your area of interest from any computer with Internet access

# CONTACT ME:

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[farnandw@workforcetampa.com](mailto:farnandw@workforcetampa.com)



# **The Job Search Process**

- ***Assessment***
  - ***Goals / Objectives (Job or Career)***
- ***Career Exploration***
- ***Planning / Preparation***
  - ***Cover, Networking Letters, Resumes***
- ***Execution of Marketing Campaign***
  - ***Job Search Techniques & Strategies***
- ***Interviewing and Salary Negotiations***

# Final Thoughts

- **Finding a job is a job, dedicate Mon-Fri, at least half the day towards your job search.**
- **Understand the job search process**
- **Get organized, develop a plan**
- **Use all available resources**
- **What you put into it... is what you get out of it.**



# ***Emergency Management***

***Mr. Tom Nunn***

Tel. 813-827-2704; Cell (BB) 813-407-2383

email: [thomas.nunn@centcom.mil](mailto:thomas.nunn@centcom.mil)

# Emergency Management



Q: What does an EM do?

A: We ask more questions than gives answers to help, but bright ideas are FREE!

Q: What is an EM good at?

A: Emergency Managers (EM) are daydreaming of impending disasters

Q: Where do you find an EM?

A: USCENTCOM HQs, MacDill AFB, Cities, County offices, State, and in National Departments.

Q: What can you expect from the USCENTCOM EM Office?

A: Inform and educate military, civilian, and contract personnel of things that can go wrong, and how to prepare, respond, recover.

Q: What will EM do for me, my family?

A: Offer the *Three Fers* – Confer, Refer, Defer. We help you help yourself with counseling, providing training/education resources, keep you informed.





# Emergency Preparedness Information

The following are those recommended information sources offering dynamic updates and/or situational awareness

## Informational Webpages

USCENTCOM Webpage: <http://www.centcom.mil/emergency-management>

MacDill AFB Webpage: <http://www.macdill.af.mil/>

## Information Message Lines

USCENTCOM Command: 866-656-7754

USCENTCOM Emergency Mgmt: 866-2-EM-INFO (866-236-4636)

MacDill AFB: 800-288-2034

**If all else fails...Contact the HQ Emergency Manager**  
Office: 813-827-2704; Cell (BB) 813-407-2383, and [thomas.nunn@centcom.mil](mailto:thomas.nunn@centcom.mil)

# Emergency Information Cards – Coming to a USCENTCOM Employee near you!

## Local & State Emergency Mgmt Information Sources <sup>v2012</sup>

## Publicly Accessible Information Sources <sup>v2012</sup>

**Citrus Co:** 352-746-6555; [www.sheriffcitrus.org](http://www.sheriffcitrus.org)  
**DeSoto Co:** 863-993-4831; [www.co.desoto.fl.us](http://www.co.desoto.fl.us)  
**Hardee Co:** 863-773-6373; [www.hardeecounty.net](http://www.hardeecounty.net)  
**Hernando Co:** 352-754-4083; [www.hernandosheriff.org](http://www.hernandosheriff.org)  
**Highlands Co:** 863-385-1112; [www.hceoc.org](http://www.hceoc.org)  
**Hillsborough Co:** 813-236-3800 ; [www.hillsboroughcounty.org](http://www.hillsboroughcounty.org)  
**Manatee Co:** 941-749-3500; [www.mymanatee.org](http://www.mymanatee.org)  
**Pasco Co:** 727-847-8137; [www.pascoemergencymangement.com](http://www.pascoemergencymangement.com)  
**Pinellas Co:** 727-464-3800; [www.pinellascounty.org](http://www.pinellascounty.org)  
**Polk Co:** 863-534-5600; [www.polk-county.net](http://www.polk-county.net)  
**Sarasota Co:** 727-464-3800; [www.scgov.net](http://www.scgov.net)  
**Florida Div of EM:** [www.floridadisaster.org](http://www.floridadisaster.org)

**HQ USCENTCOM Hurricane Info Line:** 866-656-7754  
**MacDill AFB Hurricane Info Line:** 800-288-2034  
**USCENTCOM Public Access Portal:** [www.centcom.mil](http://www.centcom.mil)  
**MacDill AFB Public Access Portal:** [www.macdill.af.mil](http://www.macdill.af.mil)  
**National Weather Service:** [www.srh.noaa.gov/tbw](http://www.srh.noaa.gov/tbw)  
**Tampa Bay Online:** [www.tbo.com](http://www.tbo.com)  
**MacDill area TV stations:** Ch 19 (on-base), [www.baynews9.com](http://www.baynews9.com);  
 Fox 13 [www.myfoxtampabay.com](http://www.myfoxtampabay.com); 10 News [www.wtsp.com](http://www.wtsp.com)  
**Radio:** WFLA-970<sup>AM</sup>, WLKF-1430<sup>AM</sup>, WWRM 94.9<sup>FM</sup>, WMTX 100.7<sup>FM</sup>  
**USCENTCOM Social Media:** Facebook: [www.facebook.com/centcom](http://www.facebook.com/centcom),  
 Twitter: [twitter.com/centcom](http://twitter.com/centcom) **MacDill AFB Social Media:** Facebook:  
[www.facebook.com/pages/MacDill-ABF](http://www.facebook.com/pages/MacDill-ABF)

## Bomb Threats & Suspicious Packages <sup>v2012</sup>

## Active Shooters (Violent people) <sup>v2012</sup>

If informed of a threat or you see a potential bomb...**Stay Calm.**

- **Call 9-1-1.** If on-base, tell the Operator. Report all facts (location, caller details, etc.) and stay on the phone.
- If you receive 'the call', use the AF Fm 440 (Bomb Threat Card) to record all facts, observations, etc.
  - ◊ Record all details (comments, voice, background, etc.).
  - ◊ Do not hang up the phone - the call can be traced.
- Alert people around you. Follow responders directions.
- **Be Alert** for other threats at and around Rally Points.
- **DO NOT** pull fire alarms. Only evacuate if instructed.
- **DO NOT** disturb suspicious packages/bags or surroundings.

There are **four rules** to remember to protect yourself and others:

**Escape/Evacuate:** If safe: Run away from the gunfire. DO NOT gather in the open. Don't stop to render first aid until safe.

**Hide/Barricade:** If not safe to leave the area: Stay out of Shooter's view. Silence all noises (phones, pagers, TVs, radios).

**Report:** **Call 9-1-1** when safe. If on-base, tell the operator "[your location]...on MacDill AFB" (number & location of shooter(s), types of shooter(s), types of weapons).

**Take Action:** As a to incapacitate the shooter(s), types of weapons).  
 Comply with re- or make sudd

## Should a Disaster Occur... <sup>v2012</sup>

- **Report Accountability on CPAS** (<http://cpas.centcom.mil>).

**NOTE:** Military and DoD Civilians must also report Service Accountability

**USA:** 800-833-6622; <https://adpaas.army.mil>  
**USAF:** 800-435-9941; <https://afpaas.af.mil>  
**USN:** 877-414-5358; <https://navyfamily.navy.mil>  
**USMC:** [www.mol.usmc.mil](http://www.mol.usmc.mil) and per local guidance

*For further assistance or referral services, Contact: **Military OneSource**  
 800-342-9647; [www.militaryonesource.com](http://www.militaryonesource.com)*

**HQ USCENTCOM Hurricane Info Line: 866-656-7754**

## Personnel Accountability Reporting Instructions <sup>v2012</sup>

When ordered to evacuate from the base or Tampa Bay area, you must report your status within *the first 24 hours* and once every 24 hours thereafter.

1. Keep 'What About Me' data current with your personal E-mail address and 2 additional phone numbers. Update any info changes.
2. Keep this card and your *current* division/ branch Recall Roster with you.
3. Within 24 hours of evacuating the area, report your initial status via the CPAS website (<http://CPAS.CENTCOM.mil>).
4. Uniformed members and Civil Service employees must also report through their respective service accountability channels (ADPAAS, etc.).

**NOTE:** If unable to access CPAS, use your Dir/SS PDPA G-mail addresses or phone numbers (listed below) to report status, every 24 hours.

\* **Provide member's & family names, physical address(es), and contact information (new/different phone numbers).**

## Directorate/Special Staff Critical Contacts Information <sup>v2012</sup>

## Post-Disaster Accountability Cell (PDAC) <sup>v2012</sup>

**Div/Branch Supervisor:** \_\_\_\_\_ [Name]  
 \_\_\_\_\_ [Phone #s]

**Emergency Mgmt Rep:** \_\_\_\_\_ [Name]  
 \_\_\_\_\_ [Phone #s]

**Family Readiness:** \_\_\_\_\_ [Name]  
 \_\_\_\_\_ [Phone #s]

**To report accountability when unable to use CPAS, use options below:**

**CC.J1** [PDPA@gmail.com](mailto:PDPA@gmail.com) 813-504-2824  
**CC.J2** [PDPA@gmail.com](mailto:PDPA@gmail.com) / **RSC** [PDPA@gmail.com](mailto:PDPA@gmail.com) 813-407-9647  
**CC.J3** [PDPA@gmail.com](mailto:PDPA@gmail.com) 813-407-2847  
**CC.J4** [PDPA@gmail.com](mailto:PDPA@gmail.com) 813-454-9920  
**CC.J5** [PDPA@gmail.com](mailto:PDPA@gmail.com) / **CC.J5-CCC** [PDPA@gmail.com](mailto:PDPA@gmail.com) 813-389-8107  
**CC.J6** [PDPA@gmail.com](mailto:PDPA@gmail.com) 813-407-8317  
**CC.J7** [PDPA@gmail.com](mailto:PDPA@gmail.com) 813-453-4734  
**CC.J8** [PDPA@gmail.com](mailto:PDPA@gmail.com) 813-507-1468

**All Special Staffs and Others:**  
**CCSS** [PDPA@gmail.com](mailto:PDPA@gmail.com) 813-504-1747 or 453-5621

# What's the point..?

There are a number of resources to obtain information from – before and after.

**The shortest possible checklist to remember –**

- 1. Make a Plan.**
- 2. Build a Kit.**
- 3. Get/Stay Informed.**

Always have back-ups – don't rely on only one source of information, piece of equipment, person, etc.

Wonder, Ponder, and Plunder. Think your way through stories on the news and what others talk about...Hurricane, Tornado, Evacuation (house, neighborhood, city, state), Fire, Flooding, Drought, Infestation, Bell-Bottom Jeans, and so on.

What can be done...With/For whom...With how much time...Where...How...?

# 1. Make a Plan.

- The Plan should include instructions/details that the family needs to know in a crisis. Consider:
  1. Contact Lists – phone #s, E-mail and physical addresses, etc.
  2. Evacuations – vary distances and locations for the need.
    - Why are you evacuating? For How Long?
  3. HAZMAT Spills or Poisoning ☠ - Shelter In-Place means to seal yourself in. Evacuate means leave – uphill and upwind.
  4. What's in 'the Kit' – what, how much, long- and short-term needs, special needs.
  5. Where the kit is, and the last-pack supplies. Can any family member get to it?
- It needs to suit YOU. You can have a short stack of index cards or a filing cabinet filled with checklists.
- The Plan should be applicable and go with you.

The easiest template (fill in the blanks) is on [WWW.READY.GOV](http://WWW.READY.GOV).

NOTE: Be careful with your sensitive information (account #s, addresses, etc.).

Which of these is in your evacuation plan?



# What about special needs?



Who is going to help?..and who is relying you to help them?



Have you considered everyone in the plan?



## 2. Build a Kit.

- The effort put into your kit will make a noticeable difference in your lives – even during minor crises.

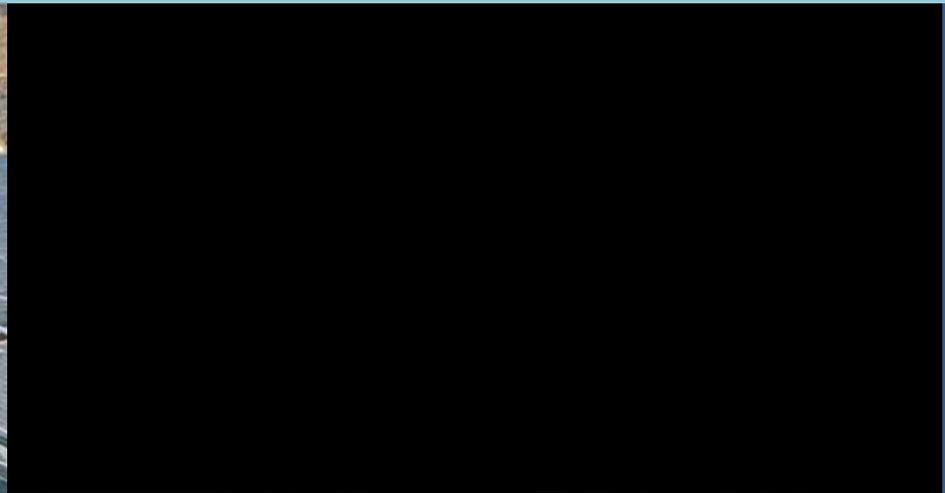
**Asking questions usually leads to the best recommendations.**

- To determine what YOUR kit(s) need to have in it/them?
  - ? How many people will the kit serve?
  - ? How long are you planning for – 3 days, 2 weeks, till the kids turn 18?
  - ? Who is going to move it? Should it be light or in small containers?
  - ? Where is it going to be? Will supplies heat up (or freeze)?
  - ? Are there 'Last Pack' items to in the kit? Where are they? Were they rotated?
  - ? Do special diets need to be considered? Allergies? Baby foods? Pet foods?
  - ? Over-the-Counter (OTC) and prescription medications?
  - ? Do you need personal security equipment/supplies?
  - ? What can't I live without?

What and who are waiting for you when you come home?



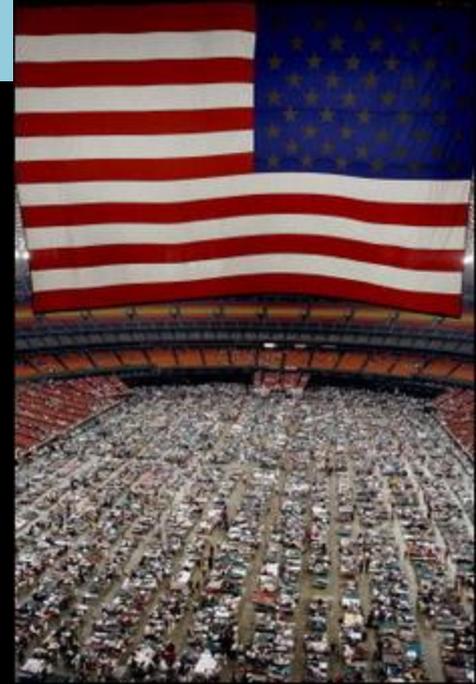
Where did you park the second car?



# What route are you taking to get back? How long can you wait?



# How do you feel about public shelters?



# 3. Get Informed – Stay Informed.

- Find and evaluate the credibility of local and national news/weather stations – Television, radio (AM and FM).
- Write down local and non-local sources, as well as their web addresses. For example, [WWW.NHC.NOAA.GOV](http://WWW.NHC.NOAA.GOV).
- Consider dynamic warnings/alerting. Weather radios, E-mail and phone alerts, etc. Check with local EM offices. - *Know what is coming before it gets there.*

## Quotes to Live By

- *Failing to Plan is Planning to Fail.*
- *An emergency for you doesn't rate a priority for someone else.*
- *You are safe and comfortable as you plan to be.*
- *If you wait for trust others with your well-being...*





# *Directorate of Manpower & Personnel*

# *Questions?*

*To better serve you, please complete the  
Customer Satisfaction Survey.*