OTHER ACS PROGRAMS

Army Emergency Relief (AER)
Army Family Action Plan (AFAP)
Army Family Team Building (AFTB)
Army Volunteer Corps (AVC)
Community Information and Referral Program
The Family Connection
Financial Readiness Program
Mayoral Program
Military and Family Life Consultants (MFLC)
Mobilization and Deployment Readiness
Outreach Program
Soldier and Family Readiness Center (SFAC)
Survivor Outreach Services (SOS)
Warrior Family Community Partnership (WFCP)

For more information or to register for upcoming events, please call (719) 526-4590.

ARMY COMMUNITY SERVICE
ACS
Real-Life Solutions for Successful Army Living

Army Community Service (ACS)
ACS Center, Building 1526
6303 Wetzel Avenue, Fort Carson CO 80913-4104
TEL (719) 526-4590 / DSN: 691
TOLL FREE: 1-866-804-8763
FAX (719) 526-2637

VISIT ACS ONLINE

FACEBOOK: Fort Carson Army Community Service
TWITTER: Fort Carson ACS
Website: www.carson.army.mil (Click on Services)

ARMY COMMUNITY SERVICE (ACS)

EMPLOYMENT READINESS PROGRAM

"Working for Military Families"

EMPLOYMENT READINESS

The ACS Employment Readiness Program offers a variety of services in one location. These services allow patrons (active duty military, retirees, family members and DA civilian personnel) to have unlimited employment possibilities.

AVAILABLE SERVICES

Counseling: Individual sessions to explore your career path; Resume & Portfolio Development; Job search strategies

Self Development Workshops: Resume Writing, Interviewing Techniques: Dress for Success; Computers for Beginners; Building a Portfolio; Turning Volunteer Experience Into a Paid Experience;

EMPLOYMENT INFORMATION

- Federal Employment
- Private Sector Employment
- DoD Military Spouse Preference Program
- Volunteer Opportunities (Fort Carson & Surrounding Areas)
- Contract Employment
- School District Employment
- Civilian Personnel Advisory Center (CPAC)
- Department of Labor
- Army & Air Force Exchange Service (AAFES)
- Apprenticeship Programs
- Non Appropriated Funds Civilian Personnel Office (NAF CPO)

RESOURCES

- Computer Lab
- Office Machines
- Publications
- Videos
- Vocational literature
- Job Skills Training Resources
- Education Information
- Various College Catalogues
- Enrollment
- Financial Aid
- Vocational Schools
- Job Fair's
- Pikes Peak Regional
- Employment Readiness

GUEST SPEAKERS

- Annually (Variety of Topics)

EMPLOYMENT RELOCATION CHECKLIST

Useful items to have on hand when searching for employment:

- Updated Resume, AAFES/ NAF Applications and/or Your Employment Portfolio
- Social Security Card & a Form of Identification (License/Passport/ Military ID Card)
- School transcripts (High School, College or Vocational)
- Professional Licenses and Certifications
- Special Awards, Honors or Recognitions
- Name, Job Title, Address and Telephone Numbers of at Least Three Employers along with Character References
- Letter of Recommendation from Past and/or Present Employers
- Volunteer Employment Portfolio
- DD Forms 214 and Similar Documents to Verify Prior Military Service, Disability or Other Preferences Claimed

PRIORITY PLACEMENT PROGRAM (PPP)

You must be a United States Citizen and

1. A Spouse of an Active Doty Military member of the U.S. Armed Forces, including the U.S. Coast Guard and full time National Guard
   - You must have been married to your Sponsor prior to their report date to their new duty location and accompany him/her to the new duty location.
   - You must be listed on the orders as a Dependent or orders must say Dependents authorized. Or
2. Spouses of a 100% Disabled Veteran Or
3. Spouse of a Service Member Killed in Action

*Note: Military Spouses are ineligible for Program "S" when the sponsor relocated in conjunction with retirement or separation.

POC: CPAC (719) 526-6972

REGISTER

Executive Order 13473

SPOUSES WITHOUT PRIOR FEDERAL SERVICE:
- Sponsor's Permanent Change of Station (PCS) Orders
- Resume (Note: Registrants must have a resume on file in USAJOBS.
- Marriage Certificate
- Orders must be dated on/after September 11,2009

Executive Order 12721

Executive Order 12721 is an authority for Spouses of Active Duty returning from a PCS Overseas and served at least 52 weeks in the Overseas area.

- Sponsor's Permanent Change of Station (PCS) Orders
- Resume (Note: Registrants must have an active resume on file in USAJOBS.
- Marriage Certificate
- Standard Form 50 showing LWOP and 52 weeks of creditable Federal Overseas Employment
- Most recent Performance Appraisal indicating performance at a successful level
- Standard Form 75 (if available)

SPOUSES WITH CURRENT/PRIOR PERMANENT FEDERAL SERVICE
- Sponsor's Permanent Change of Station (PCS) Orders
- Resume (Note: Registrants must have an active resume on file in USAJOBS.
- Marriage Certificate
- Standard Form 50 (if on LWOP we will need the SF-50 showing LWOP)
- Most recent Performance Appraisal indicating performance at a success level
- Standard Form 75 (available)

WHEN/HOW TO REGISTER

Spouses can register up to 30 days prior to the sponsor's reporting date/or, upon relocation to new duty location. Bring in all required documents to the CPAC. Upon receiving documents, the CPAC will look over your resume and determine qualifications. Once qualifications are determined the CPAC will contact you for a sit down appointment for PPP registration. Walk-in hours are from Monday thru Friday from 10:00 a.m. to 2:00 p.m.

WHAT IS PPP?

Priority Placement Program (PPP) is to assist Military Spouses in obtaining Federal Civil Service positions.

HOW DO YOU RECEIVE MILITARY SPOUSAL PREFERENCE (MSP)?

Military Spouses may receive MSP hiring preference by either registering in PPP (if they meet eligibility) or applying for announcements open to all U.S. Citizens and claiming MSP. In addition to PPP registration, spouses can also apply for Federal Government positions:

- Eligible spouses may apply for positions advertised as being open to the "public", "all U.S. Citizens", "status candidates", or "Military Spouses eligible under EO's 13473 or 12721".

When you create a resume through USAJOBS, under the Supplemental Data you will click in the "Employment Categories" and check all categories that apply to you. "EO's 13473 or 12721 eligible," are some choices you may pick to identify that you are eligible for these appointing authorities.

Spouses are eligible to apply for jobs and register in PPP under EO 13473 for a maximum of 2 years from the date of the Sponsors orders were issued or EO 12721 for a maximum of 3 years from the date you enter the United States from the overseas area.

HINTS ON RESUMES

Resumes must have sufficient information and be well written to be considered well qualified for positions. Information on the resume will be used to determine which series and pay grade you will be placed in.

- Provide your full name, mailing address, email address, and phone numbers
- List each employer's name, address, supervisor's name and contact information.
- Duty Title, Salary. If current/prior Federal employee list Pay Plan, Series, Grade/Band.
- Start and End dates (Month/Year) and number of hours per week
- Complete description of duties. Ensure you describe what you do/did; not what you observed, or think you can do
- List training courses you've completed
- List Degree(s) you have completed (BA, BS, MA, PhD), the year it was awarded, the major course of study, and the institution where obtained.
- List professional licenses or certificates including the dates received and the state(s) where the license or certificate is currently valid

ACS provides resume building classes every month. For more information and to register please contact (719) 526-0453.

MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNTS PROGRAM (MYCAA)

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

As part of the Military Spouse's Career Lifecycle, MyCAA offers the following:

Training and Education Financial Assistance: MyCAA provides a maximum education benefit of $4,000 with an annual fiscal year cap of $2,000 to assist eligible military spouses who need professional credentials to meet their Portable Career goals. Annual cap waivers are available if there is an upfront tuition cost that exceeds $2,000 (up to the maximum education benefit of $4,000).
Employment Readiness Counseling: Counseling services are provided to all military spouses married to active duty service members of all ranks, regardless of their eligibility to receive MyCAA financial assistance and their desire to pursue higher levels of education. Counseling services help military spouses identify additional sources of federal, state and local financial assistance, expanded career choices and opportunities, and support resources (e.g. child care, transportation, books, computers, equipment, supplies, etc.).

Employment Assistance and Career Services:
Referrals are made to networks of military friendly employers for MyCAA spouse participants who have completed their programs of study using MyCAA funding and who are ready to seek gainful employment.

WHO IS ELIGIBLE FOR MYCAA FINANCIAL ASSISTANCE?

Spouses of service members on active duty in pay grades E-1 to E-5, W-1 to W-2, & O-1 to O-2 who can start and complete their coursework while their military sponsor is on Title 10 military orders, including spouses married to members of the National Guard & Reserve Components in these same pay grades.

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

WHAT WILL MYCAA PAY FOR?

Tuition costs for education and training courses & examinations leading to an Associate's Degree (excluding Associate's Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration), license, certificate or certification at an accredited college, university, or technical school in the United States or approved testing organization that expands employment or portable career opportunities for military spouses.

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

MYCAA FAQS

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

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

How can you get additional information or assistance?
Call 1-800-342-9647 to speak with a MyCAA Career & Education Consultant or, if you already have an established MyCAA Account, use your Message Box as the fastest way to receive information & assistance. Counselors at MyCAA are available Monday thru Friday, 7:00 a.m. to 10:00 p.m. eastern time & Saturday from 10:00 a.m. to 6:00 p.m. eastern time.

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

The Employment Readiness Program connects you to local, state, national and worldwide employment opportunties.