



PERSONNEL AND  
READINESS

UNDER SECRETARY OF DEFENSE  
4000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-4000

APR 28 2010

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS  
HUMAN RESOURCES DIRECTORS  
FEDERAL EXECUTIVE BOARD MEMBERS

Subject: Military Spouse Internship

The Department of Defense (DoD) is offering a unique opportunity to facilitate your succession planning while, at the same time, help deserving military spouses develop skills and careers that are portable across geographic and agency lines.

Section 564 of the National Defense Authorization Act for Fiscal Year 2010 provided the DoD authority to transfer funding to Federal Agencies for first year salary, benefits and training costs for military spouses who are selected by Federal Agencies in permanent positions that offer training in preparation for career advancement. Positions may be trainee positions in professional, analytic or administrative occupations. To meet the Department's goal of portable careers, occupations must be common across all Federal Agencies, e.g., information technology, financial management, administration, or be unique to a Federal Agency that has offices throughout the United States. Military spouses can be appointed through any available appointing authority, including the recently enacted amendment to title 5, part 315.612, allowing for noncompetitive appointments of certain military spouses.

The attached briefing slides, memorandum of agreement and marketing materials provide additional information on the program operations; the briefing slides and marketing materials can also be used to publicize the program to your selecting officials. This information can also be viewed at the following web site:  
<http://www.cpms.osd.mil/MilSpouseInternship.aspx>

We believe this program is a win-win for the DoD and those Federal Agencies that decide to participate. Should you have questions or need additional information, please contact Ms. Leigh Ann Watts at [leigh.watts@cpms.osd.mil](mailto:leigh.watts@cpms.osd.mil) or phone, 703-696-8582.

Clifford L. Stanley

Attachments:  
As stated

**MEMORANDUM OF AGREEMENT  
BETWEEN  
THE DEPARTMENT OF DEFENSE  
AND  
THE DEPARTMENT OF X  
REGARDING REIMBURSABLE MILITARY SPOUSE INTERNSHIPS**

**ARTICLE I  
PARTIES AND PURPOSE**

1. This Memorandum of Understanding (MOA) between the Department of Defense (DoD) and the Department of X sets forth the terms and conditions under which the Department of X (the hiring Agency) will be reimbursed for the first year's cost of salary, training and benefits when hiring a military spouse for a permanent appointment. Nothing in this agreement obligates funds of either party.
3. This MOA is supported by the following legal authorities and agency regulations: the Economy Act of 1932, *Title 31, U.S. Code §1535, as amended*; *DoD Instruction 4000.19, "Interservice and Intragovernmental Support"*; and Public Law 111-84 (NDAA 2010), dated October 28, 2009, Sec. 564, "Pilot Program to Secure Internships for Military Spouses With Federal Agencies."

**ARTICLE II  
BACKGROUND AND OBJECTIVES**

1. The National Defense Authorization Act of 2010 authorized the Secretary of Defense to enter into agreements with the heads of other executive departments or agencies that have established internship programs to reimburse these hiring departments or agencies for authorized costs associated with the first year of employment of an eligible military spouse who is selected to participate in the department or agency internship program. No agreement may be entered into after September 30, 2011. Authorized costs incurred after that date may be reimbursed under an agreement entered into before that date in the case of eligible military spouses who begin their internship by that date.
2. Internships under this authority should be in occupations that are common enough in the Agency to facilitate the geographic portability required of a military spouse. The hiring Agency should make every effort to place the military spouse



in a new location, or allow the spouse to participate in a Telework Agreement in the event of a permanent change-of-station (PCS) move by their military member.

2. Authorized costs include the cost of the salary, benefits and allowances, and training for an eligible military spouse during the first year of the participation of the military spouse in an internship program pursuant to this agreement.

3. Reimbursement may not be provided with respect to the following persons:

(A) A person who is legally separated from a member of the Armed Forces under court order or statute of any State, the District of Columbia, or possession of the United States when the person begins the internship.

(B) A person who is also a member of the Armed Forces on active duty.

(C) A person who is a retired member of the Armed Forces.

### ARTICLE III SPECIFIC RESPONSIBILITIES

1. The hiring Agency will:

a. Select an eligible military spouse for a permanent appointment to a professional, analytical, or administrative position in the Federal Government that operates under a developmental program leading to career advancement.

b. Provide to the DoD, Civilian Personnel Management Service, the attached Annex detailing all anticipated authorized costs associated with the appointment and a breakdown of such costs, as well as the necessary funding citations to enable DoD to provide funds. This Annex will include a description of the position into which the spouse will be placed (title, series, grade, career progression under the internship). The Annex must also be signed by an official of the Agency who is delegated the responsibility to make the request by the head of the Agency.

c. Upon request, provide information to the DoD regarding the level of satisfaction with the internship by both the intern and the supervising manager. In the event that the spouse's employment or internship is terminated as a result of performance or conduct, the hiring Agency must provide notification to the DoD.

If the internship is voluntarily terminated by the spouse, the hiring Agency must notify the DoD. This information will be provided as part of a report to Congress detailing the success of the pilot program.

d. Refund to the DoD any funds not expended due to termination of the internship.

2. DoD will:

a. Provide current fiscal year funds, to include the cost of the salary, benefits, allowances, and training for then eligible military spouse during the first year of the participation of the military spouse in an internship program pursuant to this agreement and the attached memorandum. Funds will be provided from the DoD Operations and Maintenance Account..

b. Gather data from hiring Agencies to support the success or failure of the pilot program and meet reporting requirements to Congress.

#### ARTICLE IV AMENDMENTS

This MOA may be amended in writing as mutually agreed.

#### ARTICLE V RESOLUTION OF DISAGREEMENTS

1. Nothing in this MOA is intended to conflict with current regulations or policies of the Department of Defense or the hiring Agency. If any terms or conditions of this MOA are determined to be inconsistent with such regulations or policies, then those terms and conditions will be deemed invalid, but the remaining terms and conditions will remain in effect.

3. In case of a curtailment, any funding provided by DoD for salaries, benefits, and training that exceed the actual requirements for the actual duty period will be refunded to DoD.

4. In the event of any disagreement, the parties will attempt to resolve the dispute through negotiations in good faith. If the parties are unable to resolve the dispute

through negotiation, the parties will agree upon an appropriate dispute resolution mechanism.

ARTICLE VI  
DATE OF EFFECTIVENESS, REVIEW, AND TERMINATION

1. This MOA will become effective upon the date of the latter signature below.
2. This MOA will be terminated by early termination of the internship program, termination of the spouse's employment by the hiring agency or resignation of the intern. A final accounting of all amounts owed or property provided under the terms of this MOU will be made, regardless of the date of termination.

DEPARTMENT OF DEFENSE

DEPARTMENT OF X

By: \_\_\_\_\_  
Name  
Deputy Under Secretary of Defense  
For Civilian Personnel Policy

By: \_\_\_\_\_  
Name  
Authorized Title

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(date)



ANNEX  
TO THE  
MEMORANDUM OF AGREEMENT  
BETWEEN  
THE DEPARTMENT OF DEFENSE  
AND

THE DEPARTMENT OF \_\_\_\_\_

REGARDING THE FUNDING OF FIRST YEAR'S COSTS OF SALARY,  
BENEFITS AND TRAINING FOR MILITARY SPOUSE INTERNS

**I. Purpose:**

This Annex to the Memorandum of Agreement (MOA) between the U. S. Department of \_\_\_\_\_ and the Department of Defense (DoD) regarding the funding of the first year's costs of salary, benefits and training for military spouses appointed internships in permanent positions, is made pursuant to Articles III, IV and V of the MOA. This Annex to the MOA shall provide the names, position titles, occupational series, grade progression and first year costs for military spouses appointed under this program. It also provides fiscal data by which DoD will reimburse \_\_\_\_\_ in accordance with the MOA.

**II. Covered Employee(s) and Reimbursement Amounts:**

- A. Pursuant to Articles III, IV and V of the MOA, the following employee is covered by this annex:

**Name:**

**Grade (describe grades covered by appointment):**

**Occupational Series:**

**Title:**

**Date appointed:**

- B. Reimbursement Amounts:

1. FY 2010 (Enter Date Agreement Starts to 30 SEP 10)

**Salary and Employee Benefit Reimbursement:**

Employee Base Salary including locality pay:  
Employee/Employer Benefits – 25% of employee base salary:  
Training Costs:  
Total:

**2. FY 2011 (1 OCT 10 to Enter Date Agreement Ends)**

**Salary and Employee Benefit Reimbursement:**

Employee Base Salary including locality pay:  
Employee/Employer Benefits – 25% of employee base salary:  
Training Costs:  
Total:

**III. Financial Information:**

**Department of \_\_\_\_\_:**

Treasury Account Symbol (1900) (Appropriation):

DOS Locator Code:

Business Partner Network (BPN)/DUNS:

Business Event Type Code (BETC): COLL

Allotment:

Org Code:

Object:

**Obligation Number:**

**Amount:**

**DoD:**

**FY 2010 (Enter Date Agreement Starts to 30 SEP 10)**

Treasury Account Symbol (TAS) (appropriation code): 9700100

DoD Locator Code: 0000-5570

Business Partner Network (BPN)/DUNS: DODHQ0061/11-946-3011

Business Event Type Code (BETC): DISB

DODAAC: HQ0061

Funding Agency Code: 975F

Funding Office Code: 9700

Type Of Funds:  
Fund Cite:

O & M (1 Year Funding)  
TBD

**FY 2011 (1 OCT 10 to Enter Date Agreement Ends)**

**(Subject to availability of FY 2011 funding appropriation)**

Treasury Account Symbol (TAS) (appropriation code): 9710100

DoD Locator Code: 0000-5570

Business Partner Network (BPN)/DUNS: DODHQ0061/11-946-3011

Business Event Type Code (BETC): DISB

DODAAC: HQ0061

Funding Agency Code: 975F

Funding Office Code: 9700

Type Of Funds: O & M (1 Year Funding)

Fund Cite: TBD

**Paying Station:**

Defense Finance and Accounting Service

Central Revenue Office, Column 220 K

8899 East 56<sup>th</sup> Street

Indianapolis, in 46249-1500

This Annex shall become effective immediately upon signature of the representatives of DoD and XXX.

Name  
Director  
U.S. Department of \_\_\_\_\_

Brian Cummings  
Certification Officer  
U.S. Department of Defense  
Washington Headquarters  
Services

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_



## **Hiring Manager Federal Internship Frequently Asked Questions**

**1. What is the Military Spouse Internship Program?**

The military spouse internship program is a Department of Defense initiative designed to acquaint Federal Agencies with the skills and talents military spouses possess, by providing first year salary, benefits and training costs for eligible military spouses hired into permanent Federal positions with career advancement. The program is authorized under Public Law 111-84.

**2. Why was this initiative undertaken?**

The country is protected by an “All Volunteer” military force. Quality of Life issues, including the ability to maintain dual incomes, contribute to military retention. The Federal Government employs large numbers of workers in occupations that can be found across the country. This large employment base, together with its portable benefits, makes the Federal Government an ideal employer for military spouses.

**3. What Government positions qualify for reimbursement under this program?**

Positions must be permanent, offer career advancement, and be in Professional, Analytic or Administrative occupations. They should be in occupations that are common across the Federal Government, e.g., Information Technology, Financial Management, Human Resources, or in agencies that have occupations throughout the country.

**4. My Agency does have a formal internship program. May we participate in the program?**

Yes. The Department of Defense will offer reimbursement, until funding is depleted, for placement of eligible spouses into permanent positions with career advancement. The Agency must agree to provide the spouse with a formal individual development plan that prepares the spouse for career advancement.

**5. I have a permanent Administrative Support position available that is a GS-4 with a full performance level of a GS-7. Will this position qualify for reimbursement?**

Yes, the position would qualify if there is a formal training plan that prepares the spouse for career advancement to the full performance level.

**6. Will all placements into permanent intern programs be reimbursed?**

No. This is a pilot program and funding is limited to approximately 90 positions in FY10.

**7. How can I find spouses for my jobs?**

Spouses can be found through the normal recruitment process using USAJOBS. Additionally, the Department of Defense may also be able to assist you in locating qualified spouses for your positions.

**8. What recruitment process must I follow?**

The key to recruiting a military spouse is to note on your “Request for Personnel Action” (RPA) that you want to consider eligible military spouses as part of your applicant pool. That notation will trigger certain actions by your human resource staff. Once you get a selection referral list, you then select the best candidate for the job. Military spouses are educated, knowledgeable and mature; they will compete well for your vacancies!

**9. Why would I hire a military spouse when I know they may have to move when the military member gets orders?**

Military spouses bring a wealth of knowledge and experience to a workplace. They are adaptable and well organized, and have a deep sense of duty and commitment to public service. They will contribute greatly to your mission accomplishment, regardless of how long they remain in your employ. The goal of this pilot is to place spouses in occupations that are common across the government; thus, if the spouse has to leave your employ, their skills can be used elsewhere in the Federal Government. Finally, telework is also an option for those positions where telework is appropriate.

**10. Are all military spouses eligible to participate in this program?**

No. Only spouses who are married to active duty members of the Armed Forces are eligible to participate in this program and have their salaries reimbursed. The following spouses are not eligible for salary reimbursement if they are selected:

- spouses who are legally separated from a member of the Armed Forces under court order or statute of any State, the District of Columbia, or possession of the United States when the person begins the internship,
- spouses who are also members of the Armed Forces on active duty, or
- spouses who are retired members of the Armed Forces.

**11. Are military spouses skilled?**

Yes. 86% of military spouses have more than a high school education and 49% have an associates, bachelors, or advanced degree. Spouses selected under this program also must meet the Office of Personnel Management qualifications requirements, so you know they will bring to the position the skills necessary for successful performance.

**12. How do I get reimbursed?**

Once the military spouse is selected, the selecting Agency will request, through a Memorandum of Agreement (MOA), a transfer of funds. This MOA will require a



description of the position into which the spouse will be placed (title, series, grade, career progression under the internship), and a description of the funds required for the first year of employment, by category, i.e., salary, training costs, benefits. The MOA must also be signed by an official of the Agency who is delegated the responsibility to make the request by the head of the Agency.

**13. What happens if the spouse leaves before a year?**

The reimbursement will be pro-rated based on the time the spouse was employed. The remaining funds will be transferred back to the Department of Defense.

**14. What happens if the spouse must relocate after a year?**

Federal Agencies should try their best to place the spouse in a comparable position in the new location to which the spouse relocates, or allow the spouse to telework. If after trying, no position is available, and telework is not an option, the spouse will most likely request Leave Without Pay (LWOP) for a limited amount of time so as to continue his/her job search without incurring a break in service. If after this period of LWOP, the spouse cannot find another federal position, he/she will resign.

**15. Is there any additional reporting requirement associated with this program?**

The Department of Defense is required to report to Congress on the success of the Pilot program and make a recommendation as to its continuation. To this end, the Department will be contacting the hiring agency to gather information from both the military spouse and the hiring manager about the success of the program.





# **Military Spouse Internship Program Overview**

*Personnel and Readiness*



# Agenda

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- Background
- Program Parameters
- Process
- DoD's Role
- About Military Spouses
- Questions



# Background

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- **Proposition: Quality of life of the military family would be enhanced by assisting military spouses find portable careers.**
  - 77% of military spouses want to work (@509,000)
  - Many military families depend on dual incomes
    - In 2006, spouses who had income reported that their income was 48% of the couple's monthly income (62% for E1-E4s)
    - Unemployment rate for military spouses is 13%
  - 75% of military spouses have PCS'd with the military member; average number of PCS moves is 2-9
- **Solution: Increase the number of Federal job opportunities available to military spouses**
  - Federal government employs 2.27 million, worldwide
  - Many occupations are common across the Federal government
  - Benefits are portable

## Military Spouse Internship Program



# Program Parameters

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- DoD will reimburse Federal Agencies first year salary / benefits cost
  - FY10 funding available for approximately 90 positions
- **Position Eligibility – position must:**
  - Be Permanent
  - Afford promotion potential
  - Provide training to equip applicant for advancement
  - Be portable (common occupation or specific Agency occupation that can be found worldwide)
- **Spouse Eligibility**
  - All spouses of active duty service members are eligible except:
    - Spouse who is legally separated from service member when the person begins the internship
    - Spouse who is also a member of the Armed Forces on active duty
    - Spouse who is retired member of the Armed Forces



# Hiring Process

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- Specify military spouses as a possible recruitment source on your Request for Personnel Action
- Obtain Candidates
  - Noncompetitive Appointment, where applicable
  - Competitive Process
    - USAJOBS or Other
- Conduct Assessment/Select
- Determine Suitability
- Request Transfer of Funds



# How DoD Will Help

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- Develop and provide marketing materials
  - Posters /Trifolds
- Assist with vacancy announcement distribution to military spouses
- Develop/ process MOAs



# About Military Spouses

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- Average Education Level
  - 10% have a Masters, Doctoral, or Professional degree
  - 25% have a Bachelors's Degree
  - 14% have an Associate's Degree
  - 24% have 1 or more years of college, no degree
  - 13% have college credit, less than a year
  - 14% are HS graduates or equivalent
  - 2% 12 years or less of school (no diploma)



# What We Need From You

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- Your Support
- Market to your Hiring Managers
- Let your outlying field offices know, especially in areas where there is a large military population
- Market through FEBs

# QUESTIONS??





**Highly Qualified,  
Highly Motivated.**

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SKILLED ☆ FOCUSED ☆ ENERGIZED



**Spouses Provide  
The Skills.  
You Provide The Job.  
We Provide The Pay.**



Find out how to make the right hiring  
choice that serves both the country's  
military families and your agency's mission.

Visit [www.cpms.osd.mil/milspouse](http://www.cpms.osd.mil/milspouse)



Civilian  
Personnel  
Policy



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[www.cpms.osd.mil/milspouse](http://www.cpms.osd.mil/milspouse)



**Enable Them  
Both To Serve  
Our Country**



**Hire A  
Military Spouse.**

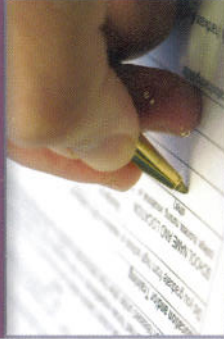
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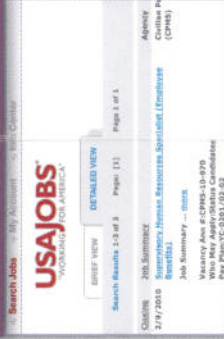
## USE YOUR REGULAR PROCESS TO HIRE MILITARY SPOUSES

### 1. Specify Candidate Pool



Request that military spouses be included as an applicant source on your recruitment Request for Personnel Action (RPA)

### 2. Solicit Candidates



Solicit applicants with announcements on USAJOBS or other vacancy postings

### 3. Select Best Candidates



Assess candidates to determine those who best meet your skill requirements; make a selection

### 4. Request Funds Transfer



Request a funds transfer from DoD to cover first year salary and benefits if your selectee is a military spouse and funding is still available

### 5. Make Appointment



Appoint the military spouse and benefit from the qualifications and motivation he/she brings to your workforce

## Thinking About Your Next Hiring Choice? Consider A Military Spouse.

### Hire a Military Spouse to Fill Your Next Federal Agency Position.

Military spouses are highly qualified, highly motivated, and available now.

#### Why Hire A Military Spouse?

**Highly Qualified**—Whatever your hiring needs are, military spouses are a valuable workforce resource who can bring a decisive advantage to all branches of the federal government.

**Highly Motivated**—Meeting the unique demands of military life makes military spouses impassioned problem solvers who value work. They're driven to deliver maximum effort out of their desire to serve and to embark on a career.

**Available Now**—Under a new initiative—the Military Spouse Internship Pilot Program—the Department of Defense (DoD) will fund first-year salary, benefits, and training costs for a limited number of military spouse positions.

#### How Does The Hiring Process Work?

To qualify for reimbursement, the federal agency position must be permanent, offer career advancement, and be common across multiple agencies or agency locations.

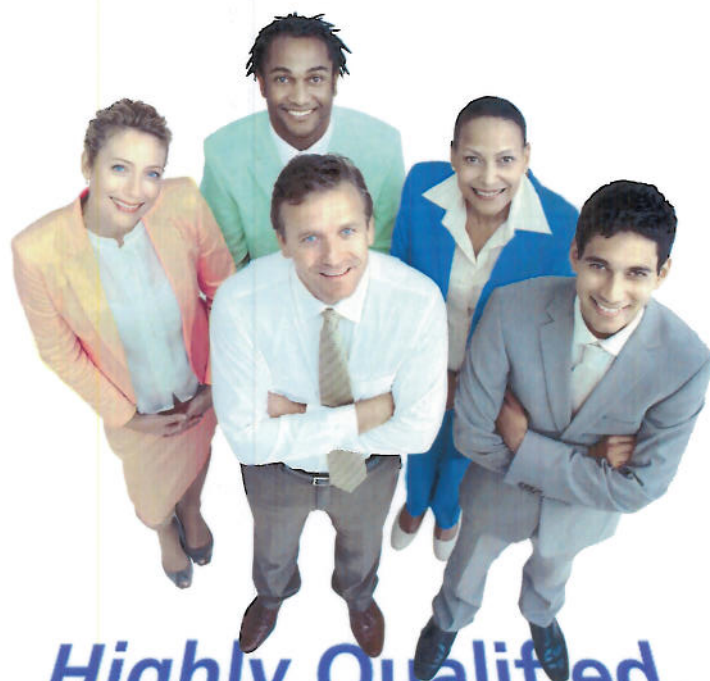
The hiring process isn't too different from most standard agency hiring processes. It starts by requesting on your RPA inclusion of military spouses in your applicant pool.

Once applications are received and assessed, select the candidate who best meets your skill requirements. If the selectee is a military spouse, request reimbursement from DoD.

Requesting reimbursement is easy. DoD has developed a simple information form that you complete and submit for transfer of funds. Once DoD confirms the position meets the program eligibility requirements, funding will be transferred.

**Act Now To Make Your Next Hire A Great Hire.**





***Highly Qualified.  
Highly Motivated.  
Available Now.***

**M I L I T A R Y   S P O U S E S**  
**SKILLED ☆ FOCUSED ☆ ENERGIZED**

Consider a military spouse for your next federal agency position. Military spouses are impassioned problem solvers who consistently demonstrate that they are flexible, highly experienced, and ever ready to meet your next challenge. Plus, in FY 2010, DoD will reimburse first-year salary costs for a limited number of military spouses if they are selected into a permanent position with promotion potential. Act now to make your next hire a great hire. For more information, go to **[www.cpms.osd.mil/milspouse](http://www.cpms.osd.mil/milspouse)**.





# ENABLE THEM BOTH TO SERVE OUR COUNTRY.

M I L I T A R Y   S P O U S E S  
SKILLED ☆ FOCUSED ☆ ENERGIZED

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**THEY PROVIDE THE SKILLS.**

**YOU PROVIDE THE JOB.**

**WE PROVIDE THE PAY.**

**M I L I T A R Y   S P O U S E S**  
**SKILLED☆FOCUSED☆ENERGIZED**

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