

Military Spouses 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. 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.

3. How do I apply for these jobs?

The easiest way to start looking for a permanent federal internship opening is at www.usajobs.gov. Search on the keywords “internship” or “military spouse” and you will find positions that are currently being recruited.

There are two kinds of announcements on USAJOBS; those that are open to the general public with no restrictions (except for U.S. citizenship), and those that are open to specific categories of applicants who have what is called “status” or “personal noncompetitive appointing eligibility.” The following military spouses have status or noncompetitive appointment eligibility:

- Those married to a member of the armed forces serving on active duty who has orders specifying a permanent change of station (not for training). (Only spouses of DoD service members currently on active duty are eligible for salary reimbursement under this program).
- Those married to a 100 percent disabled service member injured while on active duty.
- The unremarried widow or widower of a service member who was killed while performing active duty.
- Those who are prior federal employees with reinstatement eligibility.
- Those who are current permanent Federal employees.

Announcements allowing these categories of applicant to apply will so specify.

Military spouses who do not have noncompetitive appointment eligibility may apply for any announcement that is open to the general public.

You can also visit the web sites of individual agencies and search on their internship openings.

4. How do I identify myself as a Military Spouse during the application process?

You should clearly state on your resume and/or cover letter that you are a military spouse. Additionally, when using USAJOBS to apply for vacancies, you will be asked to identify your type of eligibility. This type of eligibility may be military spouse, reinstatement eligible, transfer eligible or other type of noncompetitive appointment eligibility.

5. How do I know if I'm eligible for this program? Are there Military Spouses who are ineligible?

Any spouse can apply for and be considered for a Federal job. However, for an agency to get reimbursed for the first year's salary, benefits and training costs under this pilot, the spouse must be married to an active duty member of the Armed Forces. The following military spouse candidates can apply and be selected for a Federal position but the hiring agency would not be able to participate in the reimbursement aspect of this program:

- 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.

6. How does the hiring process work?

After the announcement you have applied for closes, a selection list will be generated and issued to the hiring manager. Following the respective hiring agency's procedures, a selection will be made. Should you be the selectee, you will be notified and asked to provide documentation that supports your eligibility. If you are not selected, you will also be notified.

7. What happens if my spouse is deployed to a new location during the first year of this program? Can I transfer within the Federal government or be eligible for telework?

The intent of the internship is to allow military spouses the flexibility to transfer geographically with their military members. Options may include telework. Hiring agencies are being asked to consider the military spouse's commitment to relocate with their service member when designing the training and career progression plan. Internships into which spouses are placed should be geographically widespread within the agency, or in positions which are common throughout the Federal government, so as to afford the spouse the opportunity to work elsewhere in the Federal Government.

8. If I am appointed to an internship, will I have the opportunity to provide feedback to the Department of Defense about my experience?

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 and the hired spouse to gather information from both about the success of the program.