

**Highly Qualified,
Highly Motivated.**

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



www.cpms.osd.mil/milspouse

**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



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**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 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.