



Planning for PCS Success – Some Helpful Tips

Finding your next job and getting to your next duty station successfully starts long before the packing begins.

Sailors nearing the start of their orders negotiation window should check their records and ensure all qualifications and Navy Enlisted Classifications are listed and up to date.

This simple records check will significantly impact what you are qualified to apply for and might make the difference in getting the orders you want and need for your career. Sailors with questions about the process or what is available to them should reach out to their detailer, who is one of their main advocates during the orders process.

Once a Sailor is approved for orders and knows where they are headed, that is the time when they can build a personalized timeline, get packing tips, to-do lists and checklists with the Plan My Move online tool.

A good idea is to not finalize any personal plans until orders are in hand. It is recommended, if able, to schedule move dates and begin packing once orders are in hand.

Take a full inventory of your belongings. A smartphone, tablet or computer is an easy way to keep records of everything in your home. Free home inventory software is available at [Ready.gov](https://www.ready.gov). You could also check with your insurance company to see if it has any recommendations for an inventory app.

Start early in planning what you will carry with you and what will be packed by the movers.

Knowing what to pack and what to take with you is vital. Once you arrive at your new duty station, you may have to wait for your belongings to be delivered. This is especially true for those relocating overseas, where furniture and vehicles could take several months to arrive.

Examples of essential items that you'll need to keep with you at all times during



your move include a copy of your orders, military IDs, driver's licenses, social security cards and passports for every member of the family. If anything is damaged or lost during the move, you'll need your insurance company information and your inventory on hand to file insurance claims. Don't pack your inventory and send it with the movers – it might not make your destination. Bring it with you.

Consider whether you will need other documents such as marriage, divorce, birth and naturalization certificates, as well as medical and medication information for each family member. Consider bringing electronic copies of items as a backup on your computer or smart devices.

Research the area you are going to before you leave and have your temporary lodging details worked out ahead of time.

If you haven't been assigned one, ask your new command for a sponsor. Line up a sponsor and leverage them for details

and points of contact to ensure you have someone to ask as urgent questions arise.

As you get ready to leave your current house for the last time, don't forget to forward your mail and make sure your pets are prepared for the move.

Take a deep breath as you head off on your new adventure. Just remember to be as flexible as possible because things don't always go according to plan. Part of taking charge of your move is expecting the unexpected. Moving is a challenging experience for children. Tell them about the move as soon as possible. Reassure them that the essential things in life – such as how much you love them – won't change.

For help, there is [Military Kids Connect](https://www.militarykidsconnect.org), an online community designed to help military children ages 6–17 deal with the psychological challenges of military life, including frequent moves.

If you use these moving tips, you will be ready for your next move!

Navy Spouse Licensure, Certification Reimbursement Policy

With estimates showing about one-third of military spouses in jobs that require state-issued credentials to work, the Navy provides the maximum reimbursement and widest eligibility options allowed by law to pay for those licensing fees.

Jodi Palmer knows frequent moves are just a part of Navy life. Countless hours, she says, go into preparing for a military move. It's a drill she knows all too well as the wife of Cmdr. William Palmer.

The Palmer family recently moved across country, their sixth permanent change of station (PCS), after a tour in Norfolk.

Her husband was slated to take command of Fleet Readiness Center Northwest. Getting the family moved there in one piece was her job. This included finding a way to continue her own career as a nurse.

"For those spouses that have an established career that requires re-credentialing or re-licensing in a new state, it has previously been an expensive and time-consuming task on the PCS 'to do' list," she said.

All that changed this past year when the Navy started reimbursing the cost of re-credentialing after a PCS move to a new

state.

"As a registered nurse, I am so thankful for a career that has portability, but it does come with a cost," she said. "The military spouse reimbursement program has taken away the added expense and worry that is associated with each move and the realignment of my career."

In 2020, the Navy raised the maximum reimbursement to \$1,000 from the original authorization of \$500. In addition, the program was extended by Congress another two years – now allowing reimbursements to be paid through December 2024.

Cont'd on Pg.2

How the Selected Reserve Can Kickstart Your Transition to Civilian Life

There's no doubt that serving in the military comes with some rather good benefits and there's a way to hang on to most of them, earn some extra cash and keep working towards a Navy retirement by serving part-time.

Personnel officials released NAVADMIN 084/22 on March 31 with the specific purpose of educating all Navy Career Counselors and command leaders on the details of the Active Component to Selected Reserve Program (AC2SELRES).

Reservists who drill part-time are Selected Reservists, or SELRES, and AC2SELRES will take active-duty Sailors straight into the Reserve without any break in service. No visit to a recruiter is needed because the Navy handles transferring you into the Reserve much like transferring to another command.

The Selected Reserve (SELRES) has most of the same benefits their active component shipmates do, such as access to the commissary and exchange services, and on-base Morale, Welfare, and Recreation facilities.

A significant benefit is qualifying for 180 days of premium-free Tricare Transitional Assistance Management Program (TAMP) medical coverage. However, this benefit is only available to those who transition directly from the active component to the Reserve.

After that, you keep going with Tricare by enrolling in Reserve Select medical and Tricare Dental programs. Both are premium-based and are available to qualified SELRES members and their eligible family members at prices you will find hard to match in the private sector.



If you just came off of a deployment on active duty and the potential of a quick deployment in the Reserve worries you, it shouldn't. You will automatically be provided two years of deferment from involuntary mobilization from the date of affiliation with the Reserve.

AC2SELRES Sailors may also qualify for bonuses, Post-9/11 GI Bill transferability opportunities, and the Montgomery GI Bill - Selected Reserve. If joining the Navy Reserve in FY22, all AC2SELRES enlisted Sailors are eligible for a \$5,000 affiliation bonus.

Most Sailors start out applying for

in-rate reserve opportunities first, but if you are willing to try something new and qualify, you could cross-rate into a new or related career field. Approval, however, is contingent on the Sailor's qualifications and if manning levels in the new rating allow for the switch.

Sailors selected for rating conversion get counseling on the details their conversion requires, such as required block learning, school completion deadlines, Navy Wide Advancement Exam requirements, drilling obligations, and the eligibility for and obligations of financial incentives.

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Navy Spouse Licensure, Certification Reimbursement Policy - Cont'd

Furthermore, the Navy widened the eligibility options. Spouses who held a professional license at a previous duty station but chose not to renew their license at succeeding duty station are eligible for reimbursement for recertification.

Current estimates show that a third of military spouses have jobs that require state-issued credentials to work. Since the program kicked off in June of 2019, the Navy has reimbursed nearly 600 Sailors for the cost of their spouse's credentialing costs, which also includes any required testing.

According to Navy statistics, the majority of reimbursements are for healthcare licenses. Education credentials are a distant second place.

"This is an incredible benefit for families and spouses - it's one less expense they don't have to absorb - they can get reimbursed with it," said Ron Ates, a branch head within the pay and personnel department at Navy Personnel Command.

"The more the word gets out about this, the more Sailors can be reimbursed - we want to see more Sailors take advantage of this benefit," Ates said.

It's the military member who submits their spouse's expenses to the Navy following their PCS move and after the spouse has paid for their relicensing costs

at the new duty station. Payment is made directly to the Sailor's bank account and takes, on average, just four days.

The fine print says these payments can be made provided the Sailor is on PCS orders that take their family from one licensing jurisdiction to another.

The move must also authorize dependents to relocate with the service member - and they must physically make the move, too.

The spouse must also have worked in the profession requiring certification at some point during their marriage to the service member and be able to prove it. Consecutive employment at each duty station is not required.

Filing a claim is simple. Sailors must fill out a claim form OF-1164 and send it through encrypted email to MyNavy Career Center at askmncc@navy.mil. Sailors must also include receipts for licensing or certification indicating state to state member and spouse relocation along with proof of the old certification as well as the recertification.

For Elizabeth Neuendorff, wife of Hospital Corpsman 2nd Class Ryan Neuendorff, getting reimbursed for her educator license transfers eliminates the frustration of having to pay for the recertification process.

"Each new move until my husband retires will continue to cost us," she said. "With each transfer, I spend a few hundred dollars transferring my teaching and principal's license - I hope to see this reimbursement program continue for years to come. It's been a huge benefit for us."

For complete eligibility information and application procedures, see: <https://www.mynavyhr.navy.mil/Support-Services/21st-Century-Sailor/Family-Readiness/Spouse-Licensure/>.

The Spouse Licensure Reimbursement policy supports the Navy Family Framework objective to expand and improve the experience for Navy spouses and families.

Other efforts include improving family programs and websites, developing an official MyNavy Family mobile application, providing ombudsman registry access to command leadership spouses and increasing the availability of live webinars and self-directed learning activities.

Navy family members and spouses can also download the MyNavy Family App for free from the Navy App Locker, <https://www.applocker.navy.mil>. The app combines the resources of more than 22 websites to connect Navy spouses and families to information and resources when and where they need it.



MyPCS Mobile

THERE ARE MANY TOOLS TO MAKE YOUR PCS EASIER.

MyPCS Mobile provides Sailors additional flexibility to access PCS information / resources and the ability to take action.

MyPCS Mobile is a mobile-enabled website that can be accessible to all Sailors on personal and work devices, tablets, laptops and desktops.



MyPCS Mobile can be downloaded from Navy App Locker at: www.applocker.navy.mil



The Warrior Toughness Smartphone App: Fortifying Toughness



The Navy App Locker's Warrior Toughness (WT) smartphone application is now available for download on any Android or iOS device.

It reinforces the WT training every enlisted Sailor receives at Recruit Training Command.

"This mobile application allows Sailors to access several exercises

and interactive worksheets based on elite performance research," said Rear Adm. Peter Garvin, commander, Naval Education and Training Command.

The WT application includes an interactive Warrior Mindset display. Intended as a recurring exercise, the Warrior Mindset leads Sailors through the four stages of the cycle: Commitment,

Preparation, Execution and Reflection. Each section includes exercises and worksheets to help Sailors master specific skills.

"The Navy already provides Sailors with Warrior Toughness training at initial accessions programs such as boot camp," said Rear Adm. Jennifer Couture, commander, Naval Service Training Command. "Now it's available to every Sailor on their smart phones so they can continue to build these skillsets."

All worksheets automatically transfer text input into an exportable PDF file. Worksheets include Energy Management, Mental Rehearsal, Goal Setting, Self-Confidence, Self-Talk and SMART Goals exercises.

"Warrior Toughness is about making each Sailor a better warfighter. And that takes time to instill this into the mind, body and soul of every Sailor so they can apply the skills and perform at their peak," said Garvin. "It's introduced to recruits at boot camp, fortified in follow-on training schools and in the fleet with the smartphone app, and ingrained into everything they do as Sailors."

WT is an evidence-based, holistic and individualized human performance skillset that enhances the mental, physical and spiritual toughness with a focus on the pursuit of peak performance.

It emphasizes coequal development of toughness in the mind, body and soul. It combines performance psychology skills with character development, and teaches the Warrior Mindset, whose concepts were initially developed by members of the Naval Special Warfare community.



Be A Warrior!

Warrior Toughness includes a guided program, exercises, and exportable worksheets that allow Sailors to save and track their progress. Three focus areas make up the Warrior Toughness app; Warrior Mindset, Character & Spiritual Toughness, and Performance Psych Skills.



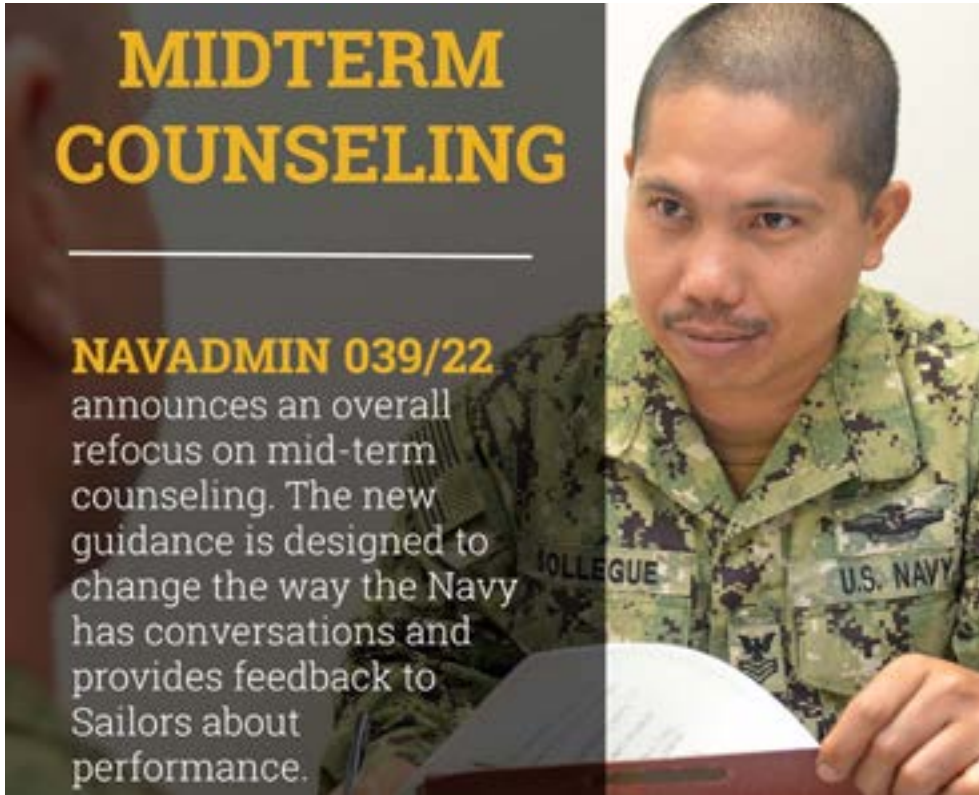
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4

Navy Personnel Command Announces Refocus on Mid-Term Counseling



On the heels of the release of eNavFit to the Fleet and release of the updated BUPERSINST 1610.10F, the Navy Performance Evaluation System (EVALMAN), Navy Personnel Command's Talent Management Task Force (TMTF) announced an overall refocus on mid-term counseling. The announcement, in NAVADMIN 039/22, is designed to change the way the Navy has conversations and provides feedback to Sailors about performance.

"For us to get better as a Navy, we need to have honest, real conversations with our Sailors about development and performance improvement," said Rear Adm. Alvin Holsey, Commander, Navy Personnel Command.

A brief summary of changes to Chapter 18 of the EVALMAN include mandating mid-term counseling, the introduction of coach-like skills when conducting performance counseling conversations, the optional use of the Military Individual Development Plan (IDP) as a developmental tool, steps to prepare for mid-term counseling, and how to conduct performance counseling conversations.

"It's important for supervisors to provide quality mid-term counseling because

providing feedback can be difficult," said Master Chief Interior Communications Electrician Frank Leone, senior enlisted leader for MyNavy Coaching. "If not done properly, it can do more damage than good. Supervisors need to be able to deliver feedback in a way that will encourage the Sailor and leave them with a sense of direction and enthusiasm to move forward."

According to Lt. Cmdr. Erica Harris, MyNavy Coaching scientific research advisor, the current process for mid-term counseling, "does not yield consistent and measurable results related to deliberate development and desired increases in individual and unit performance."

"You have pockets of excellence across the Navy providing great mid-term counseling while others aren't engaging in these conversations at all," Harris said. "How can Sailors know how they're performing without feedback from the supervisor? Only by receiving feedback about past performance can Sailors enhance their current and future performance. And this is why the IDP is so useful because it serves as a tool for Sailors

to keep track of their progress towards their performance goals, providing accountability and ownership of their development."

Along with the updates to Chapter 18 of the EVALMAN, TMTF also released a new training webinar focusing on the importance of performance counseling conversations, and a new kneeboard card exploring questions supervisors and Sailors can use to bolster mid-term counseling conversations.

The training webinar focuses on the purpose and importance of having any performance counseling conversation, the roles in performance counseling, how to give and receive feedback, and how to complete the IDP (NAVPERS Form 1610/19) to drive development between performance conversations. The training also discusses the Mid-term Counseling Checklist (NAVPERS 1610/20) to ensure all steps for conducting mid-term counseling are performed. Although this training is not mandatory, it is strongly recommended Sailors review this training within the next 90 days.

A kneeboard card called "Engaging in Performance Counseling for Supervisors" and "Engaging in Performance Counseling for Members" features five open-ended questions for both supervisors and members to use to improve the quality of feedback received during performance counseling sessions.

The kneeboard card is a reference tool Sailors and supervisors can use to ask open-ended questions and obtain meaningful feedback about past performance and future goals, creating bi-directional feedback.

"I personally used the Performance Counseling Kneeboard during my O-6 sessions over the last month and found them to be helpful," Holsey said.

Holsey said this renewed focus on mid-term and performance counseling will set Sailors up for success by engaging with them to get a clearer picture of their performance during the reporting period and identify areas ripe for development.

"In order to develop our Sailors, retain top talent, and identify high-potential Sailors for promotion, we're all going to need to double our efforts," he said.

The Talent Management Task Force, led by Rear Adm. Michael Schwerin, ensures the Navy attracts, develops, trains, and retains top talent. The end state is effective Sailor development to retain the best and fully qualified Sailors employed in the right assignments to maximize the Navy's warfighting effectiveness.

How the Selected Reserve Can Kickstart Your Transition to Civilian Life - Cont'd

Those wanting to browse possibilities should contact their Command Career Counselor, who can review community health considerations in the SELRES with interested Sailors.

Sailors must meet all eligibility requirements outlined in MILPERSMAN Article 1306-1501, Enlisted Active Component To Reserve Component (AC2SELRES/AC2FTS) Transition Procedures.

Sailors interested in reenlisting into the Reserve apply through the Career Waypoints-Reenlistment module starting at 10 months before their end of service date

but no later than 90 days before getting out.

Those waiting until 90 days before their service expiration can still affiliate in the Reserve, but the handling of their applications goes through their Command Career Counselor.

The Navy Reserve is hiring, and in fiscal years 2022-23, there are enough openings for a majority of transitioning Sailors to have an opportunity to find a billet.

Sailors approved for transition into the Reserve are then contacted by the Navy's Career Transition Office (CTO) at Navy Personnel Command.

The CTO introduces the Sailor to their assigned Navy Reserve Center (NRC). After that, the Sailor coordinates with the NRC to schedule their first drill weekend, complete onboarding requirements, and attend command indoctrination once orders are received.

The CTO website has more information at: <https://www.mynavyhr.navy.mil/Career-Management/Transition/>.

Complete details and procedures, including points of contact, are available in the NAVADMIN or from your Career Counselor.

Navy Civilians Get a Lifeline to Navigate Their Career

Anytime you start a new job, there's always a learning curve.

But when you start on a journey that requires you to assimilate into a completely different world where things are done in a very different way than the real world, you need a little extra help to figure it all out.

That's where the Navy's Civilian Acculturation Program or NCAP comes in.

You'll want to download the NCAP app that breaks down all the important areas for you to understand as you settle into your new position.

There are seven modules you can work through at your own pace, all equally important and all of them will bring your view of the Navy into focus.

For example, you will learn about the Navy's history and heritage, the big picture if you will of what this military branch is all about, its mission and purpose of service to the country.

You will also learn about Navy operations, strategy, uniformed personnel and the organization in general.

From a big picture perspective about the Navy, down to details about how to tell a service member's rank by looking at his uniform, the information you absorb will give you a leg up on acclimating smoothly.

It's a valuable experience and well worth the time, especially if it is the first time working as a civil servant. It's also a great refresher course for those who haven't been through the modules in a while.

Another very valuable resource at your fingertips is the NCAP Handbook.

This is a great resource to keep handy as you begin your journey working for the Navy.

In the handbook you'll find things that every civilian needs to know, like standards of conduct, the rules surrounding government computer and telephone use, how to use your government travel card and guidelines for political activity as a civil servant.

You'll also find information about the federal pay system, how to access your



pay information and details about the steps within grade increases, time and eligibility requirements.

These are just a few of the topics covered in the handbook.

It has even more details and information about other topics including military ceremonies, proper protocols when introducing or being introduced to a Sailor, learning the military "lingo" as well as a wide array of acronyms and what they mean.

Before you know it, you'll be speaking like a Sailor!

All of these opportunities are geared at facilitating the process of navigating some rather complex and multi-layered waters in addition to fulfilling your job duties.

If you're interested in seeing what it's like to be on a Navy ship, the Fleet Orientation Visit allows civilians the opportunity to experience the Navy's operating forces at the waterfront.

It's intended to be an active event, so

you'll want to be in comfortable clothes and wear walking shoes!

You'll be traversing ships and truly experiencing the atmosphere of being on a ship with Sailors. All you have to do to sign up is follow the steps on the NCAP app. It's that simple. You'll also find helpful links that can get you right to the source for your questions.

Navy Civilian Human Resources, Current Civilian Employees, Civilian Holiday and Pay Calendar, Department of the Navy Civilian Employee Assistance Program, Health and Wellness Assistance Guide, are just a few of the topics where you'll find resources specifically dedicated to providing answers you need.

In addition to the NCAP app, all this information is also online through the Total Workforce Management System at <https://www.ca.usff.navy.mil>.

Be sure to talk to your supervisor or Human Resources representative if you want to learn more about NCAP and Welcome Aboard!



NPC PACT Team Changes Lives for 313 Newly-Rated Sailors in Japan



A Fleet Engagement Team from Navy Personnel Command completed a five-day engagement event in Japan April 15, resulting in 313 newly-rated Sailors in the U.S. 7th Fleet area of responsibility.

This was the first Professional Apprenticeship Career Track (PACT) team event in Japan since before the coronavirus pandemic began. After overcoming challenges due to international travel restrictions, the team forged ahead to deliver a full-service detailing process for the forward-deployed Sailors.

The team, consisting of enlisted community managers, rating specialists and detailers, traveled from Millington, Tennessee, to set up shop at four locations: aboard the Navy's only forward-deployed aircraft carrier USS Ronald Reagan (CVN 76); Commander, Fleet Activities Yokosuka; Marine Corps Air Station Iwakuni; and Commander, Fleet Activities Sasebo.

As part of the engagements, Commander Navy Personnel Command, Rear Adm. Alvin Holsey, met virtually with PACT Sailors in each location via video teleconference to discuss their time in the program and congratulate them on their milestones.

"This speaks to your determination to stay the course. It's a testament to where you are in your careers and how you achieve your goals," Holsey said during his call with Sailors in Sasebo. "I'm very proud of all of you and I'd love to hear from you in the future when you've settled into your new careers."

In preparation for the visits, colloquially coined "PACT Rodeos," the team coordinated with the 7th Fleet staff and command career counselors at each location, ensuring eligible PACT Sailors were prepared and available to attend.

"When we do these rodeos, they're able to sit down with someone, get a CDB [career development board] done, talk to the ECM [enlisted community manager], and if they require a waiver - depending on how much of a waiver they need - we're able to grant that waiver on the spot," Command Senior Chief Shanika Jones, a rating detailer, said. "Then they're able to walk over to the next table and talk to the detailers and get a location and duty station locked in along with their rating, all before reporting back to their ship or command."

Randy Miller, PACT team lead, said nearly every Sailor earned a requested rating and a

desired duty station.

"The ability to go face to face with our PACT Sailors is priceless," said Miller, a retired Master Chief Navy Counselor. "It's their first opportunity to engage with MyNavy HR and fully understand how our process works in being rated and detailed to a new assignment. Building that trust between our fleet Sailors and our team in Millington is critical. It's the foundation of our success."

Command career counselors and command leadership were also key to the success of the five-day event.

"It starts with the command career counselor," Jones said. "We don't want to just bring them [PACT] in for a little bit and let them leave out of the Navy with a salty taste. Whether they turn it into four years or 20 years, whatever the case may be - we want to see these Sailors succeed."

The PACT program directs Sailors to begin their rating designation process 12 months prior to their projected rotation date. From then they remain eligible until selected for a rated requisition or until their soft end of active obligated service. While in the program, these Sailors are able to gain on-the-job training (OJT) at their duty stations.

For one formerly undesignated Sailor in Sasebo, his OJT time solidified his desired rating, and the moment of earning it could not have come soon enough.

"I've been wanting to be an OS

[operations specialist] since I first got here, and I'm so grateful for the opportunity to get my rate," Operations Specialist Seaman Blake MartinezPompa said. "A lot of us PACT Sailors wanted this to happen and it's one of the good things that the Navy did a really good job on. I hope that this continues forward."

MartinezPompa, currently assigned to USS New Orleans (LPD 18), received orders for the Pre-Commissioning Unit of the Arleigh Burke-class guided-missile destroyer Carl M. Levin (DDG 120), expected to be homeported at Pearl Harbor, Hawaii. During the event, he also had the chance to interact with Holsey one-on-one, which he said was a special highlight to an already "wonderful experience."

"It's not just orders to them," Jones said. "Sometimes this set of orders could be the difference between parents or partners being collocated, or this set of orders could be the difference between families being able to celebrate birthdays like they normally do."

Another Sailor who engaged with Holsey was newly-rated Yeoman Seaman Rory Black.

After receiving her orders to the aircraft carrier USS George H.W. Bush (CVN 77), she said, "I instantly told my mom. I'm just happy and I'm excited to go do my job."

Fleet Engagement Team visits promote greater transparency of the orders negotiation process, as well as hands-on training for career counselors and PACT Sailors alike. The team looks forward to conducting more visits like these to fleet concentrated areas.

PACT Sailors interested in expanding their available conversion opportunities should contact their command career counselor for information about additional Armed Services Vocational Aptitude Battery (ASVAB) testing opportunities.

For more information on PACT, visit: <https://www.mynavyhr.navy.mil/Career-Management/Detailing/Enlisted/Shore-Special/PACT/>

For more news from Navy Personnel Command or Chief of Naval Personnel, follow us on Facebook at www.facebook.com/mynavyhr, Instagram at www.instagram.com/mynavyhr/, Twitter at www.twitter.com/mynavyhr or visit www.navy.mil/cnp.





Master Your PCS

**With online tools, resources and expert relocation support
24/7 from Military OneSource**

Military OneSource provides the moving support you need, all in one place. For planning tools, information about housing allowances, moving with kids and pets, OCONUS tips, DPS log in and more, visit <http://www.militaryonesource.mil/pcs>.

Use Plan My Move to create custom task lists

Simply answer a few questions and the tool creates lists tailored to your unique needs. New features enable you to:

- View your tasks by topic, or in a chronological timeline
- Edit and add checklist items
- Rearrange checklist items with drag and drop
- Revisit and continue previously saved checklist(s)
- Save your checklist in a variety of formats

<https://PlanMyMove.MilitaryOneSource.mil>

Learn about your new duty station on the MilitaryINSTALLATIONS website

Get information about:

- Base essentials
- Military and family support services such as child and youth, housing, transportation, school liaisons
- Sponsor and youth sponsorship
- Contact information for installation programs and services
- Maps, photo's, local community information and more

<https://Installations.MilitaryOneSource.mil>

Let the Relocation Assistance Program help with the heavy lifting

Contact your local Military and Family Support Center or call Military OneSource for information about:

- Pre-departure briefings and newcomer orientations
- Foreign-born spouse support
- Exceptional Family Member Program support
- Finances, housing, stress management
- Child care options
- Spouse employment assistance



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Call Military OneSource at 800-342-9647
or visit www.MilitaryOneSource.mil



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