



## Key Message

Many military spouse professionals must relicense each time they transfer with their active-duty spouse. As states implement the provision of the Military Spouse Licensing Relief Act, they can help military spouses maintain professional and financial stability by enacting licensing compacts and ensuring that licensing agencies make their application processes accessible to military spouses.

## Discussion Points

1. Occupational licensure compacts take precedence over the licensure portability provision of the federal law embodied in H.R. 7939. The Defense-State Liaison Office assists national organizations, state boards and member associations in educating legislators on the benefits of compacts to the military community.
  - Most compacts allow military spouses to designate a home state for their license, ensuring that a military spouse does not have to transfer a license with each military move.
  - Licensure compacts are developed through an extensive stakeholder-informed and consensus-based process from the existing policies across states and respond to the unique characteristics and needs of a profession.
  - Compacts preserve state sovereignty by establishing a formal relationship that allows states to determine their scope of practice.
  - Professionals using a compact license must follow the scope-of-practice requirements and regulations of the state they are practicing in.
2. States can support military families by ensuring that information about licensure is easily accessible.
  - The key to helping a spouse is posting guidance on an easy-to-find website that explains how to apply for a license using military spouse provisions. This is often the first place a spouse will search.
  - State boards can provide information to spouses by ensuring staff is knowledgeable about the laws and policies impacting military spouses.
  - Applications identifying military affiliations can help agencies and boards implement supportive laws and policies.
3. States can support military spouses who prefer to obtain a state license once relocated by issuing them a license within 30 days and requiring minimal initial paperwork in the application.



On Jan. 5, 2023, President Joe Biden signed into law the Veterans Auto and Education Improvement Act of 2022 (H.R. 7939). Section 19 contains the Military Spouse Licensing Relief Act, which intends to provide for licensure portability among all 50 states for all service members and military spouse licensed professionals, except the practice of law.

## Working at McConnell AFB

You're making a great choice when you choose a federal career at McConnell AFB. A career in the federal government offers quality of life, career growth opportunities, competitive compensation and benefits. With several different opportunities of employment, we're sure there's a place for you on our team.

## Find a Job That is Right for You

Visit <https://www.usajobs.gov> to find the job that is right for you. USAJOBS is the Federal Government's official employment site and serves as the central place to find opportunities in hundreds of federal agencies throughout the United States and in overseas locations.

## Work-Life Balance

As a McConnell AFB employee, you will quickly see how close-knit our community is. Most positions will experience predictable and flexible work schedules. A 40-hour workweek is the norm but, it doesn't always have to be 9 to 5.



By becoming a Federal Employee, you have the opportunity to work side-by-side with our active duty Airmen to defend and protect our nation.

McConnell AFB is located in Wichita, KS and is home to the 22d Air Refueling Wing with the 931st Air Refueling Wing and Kansas Air National Guard's 184th Wing as primary tenants. The base operates and maintains KC-135s and KC-46s supporting worldwide aerial refueling and airlift operations.

Listed below are some of the positions you can find at McConnell AFB:

- \* Engineer
- \* Police Officer
- \* Child Development Center (Program Assistant, Cook)
- \* Laborer
- \* Recreation Aid
- \* Custodial Worker
- \* Guest Services Representative
- \* Unit Program Coordinator
- \* Firefighter

Please visit [USAJOBS.gov](https://www.usajobs.gov) for a listing of all current job vacancies.



<https://www.refuelmcconnell.com>

## McCONNELL AIR FORCE BASE CIVILIAN PERSONNEL



Helping the right people find  
the right jobs.

## Military Spouse Noncompetitive Appointing Authority

If you're a military spouse, you may be eligible to apply for federal positions using a non-competitive process.

### Eligibility:

- \* A spouse of an active duty member of the armed forces.
- \* A spouse of a service member who is 100% disabled due to a service-connected injury.
- \* A spouse of a service member killed while on active duty.

Your eligibility does not entitle you to a job within the Federal Government. You must still apply and meet qualification standards.

### How do I know a job is open to military spouses?

In the job announcement, look for **This job is open to** section. When a job is open to **Military Spouses**, you'll see this icon: 

### Documents you may need:

- \* Documentation verifying marriage
- \* Copy of your spouse's active military orders

### Military Spouse Preference

You must meet the eligibility requirements and found **best qualified** to be referred as an MSP with preference.

MSP can only be used once per duty station move.

MSP will only be given consideration if the military spouse identifies on the MSP questionnaire their intent is to use their preference. A DD Form 3145-4, Military Spouse PPP Self-Certification Checklist must be included with your application.

### How do I apply?

You will need to create a USAJOBS profile to upload your resumes and documents, make your resume searchable, and apply for jobs in the Federal Government.

### Searching for jobs

Once you have created your USAJOBS profile, you can search for jobs. You can filter by location, salary, work schedule or agency to narrow your results.

### Job Announcement

Once you've found a job that you're interested in, you will need to ensure that you read the entire announcement to determine if you are eligible (read the 'Who may apply' section for eligibility details) and if you meet the job qualifications.

### Prepare your application

Read the 'How to Apply' section in the job announcement before starting your application. Click 'Apply' and you will be walked through a five-step process where you will attach your resume and any required documentation as required by the announcement.

### Your Resume

You can create a resume in two ways: build a resume in USAJOBS or upload a resume that you already have. When creating your resume, you will need to show how your experience meets the qualifications identified in the job announcement. You will also need to en-

sure that you include dates, hours worked per week, your level of experience and examples for each work experience. If you need assistance creating a resume, you can contact Airmen & Family Readiness Center at 316-759-6020

### Submitting your application

When your application is ready, you will be directed from USAJOBS to the hiring agency's system to submit your application. Before you submit, you may need to complete other agency-required steps such as completion of a questionnaire.

### Now what?

Once the announcement closes, your application will be reviewed to ensure you're eligible and meet the qualifications for the position. If you are found eligible and qualified, you will be referred to the selecting official. The selecting official will review the applicants and contact those who have been selected for interviews. Once interviews are complete and a selection is made, a tentative job offer will be made and the pre-employment process will begin. A firm job offer will be made once a background investigation and all pre-employment requirements are complete.

### Civilian Personnel

53147 Kansas Street, Bldg 732, Suite 120  
McConnell AFB, KS 67221  
APF: 316-759-4353  
NAF: 316-759-1612

### Opening Hours

Mon-Fri.....0730-1630  
Sat & Sun.....Closed  
Holidays.....Closed

Call the M&FRC to schedule a 1:1 session or to inquire about upcoming workshop dates

Interest Assessment  
Successful Interviewing  
LinkedIn 101  
LinkedIn for Job Seekers  
Resume Development  
Spouse Employment  
Federal Employment  
Job Search Assistance  
Employment Tour  
Local Job Fair

## CONTACT DETAILS

Employment readiness supports service members, civilians, and family members achieve both short and long-term employment by providing job search assistance and referral services for employment opportunities

53147 Kansas St, Ste 105  
(Bldg 732)  
McConnell AFB, KS 67221

(316) 759-6020

McConnell AFB

Military & Family  
Readiness Center

## Employment Assistance Program



Job  
Opportunities  
posted here



Like our  
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M&FRC Page



# Website Resources

**Air Force Aid Society Education Support**  
[afas.org/education-support/](https://afas.org/education-support/)

**MSEP-Military Spouse Employment  
Partnership**  
[myseco.militaryonesource.mil/portal/msep](https://myseco.militaryonesource.mil/portal/msep)

**KansasWorks Job Board**  
[www.kansasworks.com](https://www.kansasworks.com)

**CareerOneStop**  
[www.careeronestop.org](https://www.careeronestop.org)

**My Career Advancement Account  
(MYCAA)**  
[mycaa.militaryonesource.mil/mycaa/get-started](https://mycaa.militaryonesource.mil/mycaa/get-started)

**Veterans Employment Center**  
[va.gov/careers-employment](https://va.gov/careers-employment)

**Federal & NAF Job Search**  
[www.usajobs.gov](https://www.usajobs.gov)

**My Next Move**  
[www.mynextmove.org](https://www.mynextmove.org)

**Remote & Flexible Jobs**  
[www.flexjobs.com](https://www.flexjobs.com)

# Spouse Employment

Additional Services for military spouses include:

## **Reimbursement for Re-Licensure**

<https://myseco.militaryonesource.mil/portal/article/licensure-reimbursement-pcs-moves>

## **Spouse Education & Career Opportunities (SECO)**

<https://myseco.militaryonesource.mil/portal/>

## **Military Spouse Scholarships & Military Spouse Preference Program**

Contact Military & Family Readiness  
316-759-6020

## **Free LinkedIn Premium**

<https://socialimpact.linkedin.com/programs/veterans/milspouses>

## **FlexJobs Membership**

<https://www.flexjobs.com/military>

## **Udemy**

<https://myseco.militaryonesource.mil/portal/article/udemy-free-online-courses>



# Defense-State Liaison Office: List of Occupational Licensure Compacts

As of Feb. 21, 2023

An interstate compact is a contract between multiple states. The Defense-State Liaison Office assists national state boards and membership associations in educating legislators on the benefits of their licensure compacts to the military community.

The DSLO is currently assisting with the following compacts. Visit the websites for more information:

<b>Nurse Licensure, NLC</b>	National Council of State Boards of Nursing	<a href="https://www.ncsbn.org/compacts.page">https://www.ncsbn.org/compacts.page</a>
<b>Advanced Practice Registered Nurse, APRN</b>	National Council of State Boards of Nursing	<a href="https://www.ncsbn.org/compacts/aprn-compact.page">https://www.ncsbn.org/compacts/aprn-compact.page</a>
<b>Physical Therapist, PT</b>	American Physical Therapy Association	<a href="https://www.apta.org/">https://www.apta.org/</a>
<b>Occupational Therapy, OT</b>	American Occupational Therapy Association	<a href="http://www.aota.org/">http://www.aota.org/</a>
<b>Emergency Medical Services, REPLICA</b>	The EMS Compact	<a href="https://www.EMSCompact.gov">https://www.EMSCompact.gov</a>
<b>Psychology Interjurisdictional, PSYPACT</b>	PSYPACT	<a href="https://psypact.org">https://psypact.org</a>
<b>Counseling</b>	Counseling Compact	<a href="https://counselingcompact.org/">https://counselingcompact.org/</a>
<b>Audiology and Speech-Language-Hearing Interstate, ASLP-IC</b>	Audiology & Speech-Language Pathology Interstate Compact	<a href="https://aslpcompact.com">https://aslpcompact.com</a>
<b>Teaching, ITMC</b>	Teacher Compact	<a href="https://teachercompact.org/">https://teachercompact.org/</a>
<b>Physician Associates</b>	PA Compact	<a href="https://www.pacompact.org/">https://www.pacompact.org/</a>
<b>Massage Therapy, IMpact</b>	Interstate Massage Compact	<a href="https://massagecompact.org">https://massagecompact.org</a>
<b>Cosmetology</b>	Cosmetology Compact	<a href="https://cosmetologycompact.org/">https://cosmetologycompact.org/</a>
<b>Dentistry/Dental Hygiene</b>	Dentists and Dental Hygienists Compact	<a href="https://ddhcompact.org">https://ddhcompact.org</a>
<b>Social Work</b>	Social Work Compact	<a href="https://swcompact.org/">https://swcompact.org/</a>
<b>School Psychology (expected 2024)</b>	National Center for Interstate Compacts	<a href="https://compacts.csg.org/compact-updates/the-interstate-compact-for-school-psychologists/">https://compacts.csg.org/compact-updates/the-interstate-compact-for-school-psychologists/</a>
<b>Dietetic Nutrition (expected 2024)</b>	National Center for Interstate Compacts	<a href="https://compacts.csg.org/compact-updates/the-interstate-compact-for-dietitians/">https://compacts.csg.org/compact-updates/the-interstate-compact-for-dietitians/</a>

## Resources

Visit the [National Center for Interstate Compacts](https://www.nationalcenterforinterstatecompact.org/) for technical assistance with interstate compacts.

## ADDITIONAL CLAIM INFORMATION

Your servicing finance office will process your reimbursement application. The Claimant (Sponsor/Service Member) files an OF 1164, Claim for Reimbursement for Expenditures on Official Business.

Actual reimbursements are up to \$1,000 for qualifying costs/expenses.

Sponsor can be reimbursed with each PCS/PCA and has 24 months to apply for reimbursement. Eligible PCS/PCA orders must be on or after:

- Re-Licensure/Re-Certification: 17 Dec 2017
- Small Business: 23 Dec 2022

Licensure and small business claims are distinct, and a member can file a claim for both, if all eligibility criteria are met.



## FOR MORE INFORMATION PLEASE CONTACT:

### McConnell AFB Finance Office Information:

Phone: (316) 759-4618  
Location: Robert J. Dole  
Community Center/Bldg. 412  
Hours: Mon-Thurs, 8a-2p

### McConnell AFB Military & Family Readiness Center Information:

Phone: (316) 759-6020  
Address: 53147 Kansas St., Bldg. 732  
Hours: Mon-Fri, 7:30a-4:30p  
<https://www.refuelmccconnell.com/military-family-readiness-center>

Current as of 30 Oct 2023



## DEPARTMENT OF THE AIR FORCE

Reimbursement for State  
Re-Licensure, Re-Certification,  
and Small Business Costs of  
Dependent Spouses

## REIMBURSEMENT FOR RE-LICENSURE/ RE-CERTIFICATION AND/OR SMALL BUSINESS COSTS

These benefits provide spouses of Airmen or Guardians who PCS or PCA the opportunity to recoup up to \$1,000 for re-licensing, re-certification, and/or small business costs.

### ELIGIBILITY REQUIREMENTS

- This is a Total Force benefit, so any Regular Air Force, Space Force, Air Force Reserve (AFR), or Air National Guard (ANG) member with qualifying PCS/PCA orders may be eligible, provided the situation meets the criteria established in the policy.
- The Sponsor's PCS/PCA authenticated orders must authorize movement of the Sponsor's dependents at the government's expense
- The Sponsor is reassigned from a previous duty station to a location where the spouse must:
  1. Secure a license or certification for the same occupation in a different location with different licensing authority and requirements
  2. Dismantle and re-establish a small business at the new location

### QUALIFIED COSTS

#### Licensure/Certification:

Continuing education courses and registration fees imposed by the new duty station to secure a license or certification to engage in the same profession in which the spouse engaged while in the previous duty station.

#### Small business:

Registration fees, moving services for equipment, equipment removal, new equipment purchases, information technology expenses, and inspection fees.

### POLICY

Policy for reimbursement is in DAFMAN 36-2102, *Base-Level Relocation Procedures*



### REQUIRED DOCUMENTS TO SUBMIT CLAIM

- 1 A copy of sponsor's issued PCS/PCA orders authorizing the movement of dependents at government expense
- 2 Copies of paid receipts for qualifying costs/expenses. Costs must be incurred and paid after the date the PCS/PCA orders were authenticated
- 3 A copy of the spouse's state occupational license or certificate from any prior duty station
- 4 A copy of the license or certificate from the new duty station
- 5 Proof of small business ownership during the period of time the sponsor's spouse was assigned to any prior duty station
- 6 Proof of small business ownership at current duty station

