

# MILITARY SPOUSE PPP-S Program and EO 13473

## FEDERAL EMPLOYMENT INFORMATION FOR MILITARY SPOUSES

### MILITARY SPOUSE PPP-S PROGRAM

**Step 1:** Each military spouse is encouraged to attend the Steps to Federal Employment Workshop and have federal resume reviewed by ACS Employment Readiness Counselor prior to making appointment with the Fort Jackson Civilian Personnel Office. Call ACS at 803-751-4862 to register for the workshop.

**Step 2:** Post your resume on the Army RESUMIX System: ([www.armycivilianservice.com](http://www.armycivilianservice.com) and click on “How to Apply”, or go directly to <https://resumebuilder.cpol.army.mil/resumebuilder/builder/index.jsp>

Contact the Fort Jackson Civilian Personnel Office (**Janice L. Parsons** [Janice.L.parsons@us.army.mil](mailto:Janice.L.parsons@us.army.mil) (803) 751-5834/3219 to schedule an appointment to register for the MSP “S” Program if you meet the following criteria:

- You must be a spouse of an active duty military member. You are a United States citizen.
- You were married to your sponsor prior to their report date to their new duty location
- **Sponsor’s orders to Fort Jackson are dated 11 Sept 2009 or later.**
- Your military sponsor was reassigned on an unaccompanied tour with orders specifying the sequential assignment. The spouse may register for activities in the commuting area of the sequential assignment at any time during the sponsor’s unaccompanied tour.

**Step 3:** View jobs on [www.armycivilianservice.com](http://www.armycivilianservice.com) or [www.usajobs.opm.gov](http://www.usajobs.opm.gov) and self-nominate for jobs on your own.

### REQUIRED DOCUMENTS TO TAKE TO MEETING WITH FJ CIVILIAN PERSONNEL OFFICE:

- Sponsor’s Permanent Change of Station (PCS) orders
- Proof of marriage
- Copy of Resume from the Army RESUMIX system at [www.armycivilianservice.com](http://www.armycivilianservice.com) and click on “How To Apply” or go directly to <https://resumebuilder.cpol.army.mil/resumebuilder/builder/index.jsp>
- Resume must have sufficient information and be well written to be considered well qualified for positions.
- Information on the resume will be used to determine which series and pay grade spouses will be placed in.

### EO 13473 HIRING AUTHORITY PROGRAM

**Step 1:** Post your resume into the Army RESUMIX system at [www.armycivilianservice.com](http://www.armycivilianservice.com) and click on “How to Apply” or go directly to <https://resumebuilder.cpol.army.mil/resumebuilder/builder/index.jsp> Indicate on your Supplemental Data Sheet that you are eligible for EO 13473.

**Step 2:** View jobs on [www.armycivilianservice.com](http://www.armycivilianservice.com) and [www.usajobs.opm.gov](http://www.usajobs.opm.gov) and self-nominate for jobs on your own.

- You must be a spouse of an active duty military member.
- You were married to your sponsor prior to their report date to their new duty location
- You are a United States citizen.
- Your sponsors’ orders identifying the reporting date to their new duty station verifies your eligibility for the military spouse preference program within 2 years from the date of the orders to their new duty station.

**Example:** Eligible-Date of orders to Fort Jackson was 04-27-2008. Spouse can use the EO13473 eligibility status to apply for jobs up 04-27-2010. Ineligible-Date of orders to Fort Jackson was 06-01-2007. This eligibility status is only valid 2 years from the date the orders were issued. Two years from the date orders were issued was 06-01-2009. This spouse can not apply using the EO 13473 eligibility status. This spouse must apply in the US citizen category. When the spouse PCS to next assignment, then the individual is eligible to register in MSP “S” and under EO 13473 in the Army RESUMIX Program.

- Your military sponsor was reassigned on an unaccompanied tour with orders specifying the sequential assignment. The spouse may register for activities in the commuting area of the sequential assignment at any time during the sponsor’s unaccompanied tour.