



**DEPARTMENT OF THE AIR FORCE
6TH AIR REFUELING WING (AMC)
MACDILL AIR FORCE BASE, FLORIDA**

**MEMORANDUM OF UNDERSTANDING BETWEEN
THE MILITARY & FAMILY READINESS CENTER & MACDILL AFB AND
TAMPA BAY WORKFORCE ALLIANCE, INC. D/B/A CAREERSOURCE TAMPA BAY**

SUBJECT: Employment Services for Transitioning Service Members and Active Duty Family Members

I. Purpose and Basis for Memorandum of Understanding:

This Memorandum of Understanding (MOU) defines the relationship between MacDill AFB, the Military & Family Readiness Center (M&FRC) and Tampa Bay Workforce Alliance, Inc. d/b/a CareerSource Tampa Bay (CSTB). It sets forth the conditions and stipulations for continuing employment services to Transitioning Service Members (TSM)s, of the Armed Forces and their dependents, as promulgated by the VOW (Veterans Opportunity to Work) To Hire Heroes Act of 2011.

II. Background:

The redesigned Transition GPS Workshop assists TSMs with the knowledge, skills, and abilities to make an informed career decision. The Military & Family Readiness Center provides transition and employment services to assist the TSM in securing employment. CSTB provides employment, job placement, and follow-up services weekly by co-locating a Veteran Representative and a Military Spouse Advocate with the Military & Family Readiness Center during duty hours, Monday-Friday. Services are IAW Title 38 (Veteran Benefits), Chapter 41 (Job Counseling, Training, and Placement Services for Veterans).

III. Definitions:

For clarification; the definition of TSMs and the Point of Contact (POC) are as follows:

1. Transitioning Service Members - an Active Service Member that is 90 days From separation or retirement and will be actively looking for employment
2. Point of Contact - a supporting agency on or off base that is charged with carrying out that agency's responsibilities.

IV. Responsibilities:

The M&FRC will provide CSTB with the TSMs, active retirees, their dependents and active duty spouses and family members who are actively seeking employment into the

civilian workforce. CSTB will provide job placement assistance, Labor Market Information (LMI) and follow up services for those TSMs that have participated in the Transition GPS Workshop and Transition Program. In addition, CSTB will provide those same services to retirees, dependents, and active duty spouses.

1. Joint responsibilities to:

- a. Work together to achieve transition and employment goals.
- b. Coordinate the support services available in the local community (other public agencies, military, veterans' service organizations, and the public sector).
- c. Identify additional resources as required effectively implementing and maintaining a-fully operational Transition Program, and taking necessary action to obtain those resources.
- d. Provide sufficient number of Veteran Representatives to provide transition and employment services.
- e. Participate in quarterly meetings to provide updates on the partnership in order to resolve issues at the lowest level.
- f. Review the MOU annually and collaborate on feedback for improvements, Changes, and/or additions.

2. Military & Family Readiness Center will:

- a. Provide Transitioning Service Members that are 90 days from separation or retirement, military spouses who are seeking employment.
- b. Provide a private office space for client consultations and phone for two (2) CSTB staff. One (1) staff for 40 hours per week or 1 full-time equivalent and the second (2nd) staff for 24 hours per week or .60 full-time equivalent.
- c. Refer employers to CSTB who are recruiting for veterans, spouses and TSMs.

3. CSTB will:

- a. Provide employment, labor market information and placement services.
- b. Provide CSTB co-located staff at the M&FRC for two (2) CSTB staff for sixty-four (64) hours per week or 1.60 full-time equivalent.
- c. Role model Professional Core Values and maintain a professional working

environment.

- d. Follow-up on employment status of members of the Armed Forces who recently participated in the Transition Assistance Program 90 days after the date of separation or retirement to ascertain the employment status of such individual.
- e. Work with the employers that are referred by the M&FRC and assist them with registering on the Florida State Job Bank (www.employflorida.com).
- f. Track and provide statistical data to leadership.

VI. Amendment:

This MOU will be reviewed annually or as needed, and may be amended as agreed to in writing by both parties.

VII. Effective Date and Termination:

This MOU will commence on the date of signature of the authorized officials of the respective parties. It shall remain in effect until terminated by mutual agreement or by written notice by either party.

VII. Signatures:

<p>LUPHER.JAMES M.1152359060</p> <hr/> <p>Signature</p>	<p>Digitally signed by LUPHER.JAMES.M.1152359060 Date: 2020.10.05 01:13:24 -04'00'</p> <hr/> <p>10/5/2020</p> <hr/> <p>Date</p>
<p>JAMES M. LUPHER, Lt Col, USAF Commander, 6th Force Support Squadron</p>	
<p>DocuSigned by: <i>John Flanagan</i></p> <hr/> <p>Signature</p>	<p>9/23/2020</p> <hr/> <p>Date</p>

John Flanagan, CEO
Tampa Bay Workforce Alliance, Inc.
d/b/a CareerSource Tampa Bay