



DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
MANPOWER AND RESERVE AFFAIRS  
111 ARMY PENTAGON  
WASHINGTON DC 20310-0111

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
MILITARY SPOUSE CORPORATE CAREER NETWORK  
AND  
DEPARTMENT OF THE ARMY

SUBJECT: MOU Between Military Spouse Corporate Career Network and Department of the Army

1. This Memorandum of Understanding (MOU) establishes an alliance between the Military Spouse Corporate Career Network (MSCCN) and the United States Army. The alliance allows and encourages, under conditions outlined in this MOU, Army installations as well as Army personnel and their dependents to use the programs and materials of the MSCCN to assist Service member spouses with career opportunities and job portability. Further, the alliance contemplates the joint development of new information and services specifically targeted to the unique employment challenges of military spouses.
2. The Military Spouse Corporate Career Network (MSCCN) is a non-profit, corporate direct hire program dedicated to providing career opportunities and job portability for military spouses of all branches. Spouse placement is accomplished within a nationwide network of employers. The Network's Talent Management Gateway located at <http://www.msccn.org> is designed for the exclusive use of military spouses. Corporate sponsors fund all operations. MSCCN partners including Boeing, Magellan Health Services, Concentra, Brass Ring and Trammell Crow are among several employers committed to supporting the MSCCN to help our military spouses and their families.
3. MSCCN's main objective is to assist spouses with job readiness, portability, and career continuity while offering corporate America access to a high quality, diversified labor pool. The program meets a wide variety of recruiting needs, including a high-tech, high-touch applicant tracking system; job and resume posting; referral to military family centers; no-cost resume review; and hiring fairs on military installations for employers with needs in targeted geographies.
4. The Department of Army has 95 installations worldwide that provide Employment Readiness support through Army Community Service (ACS) centers. The ACS provides comprehensive education and services for spouses seeking employment, including job search counseling, Job Fairs, job skills training, and career assessment. The goal is to maximize employment readiness for spouses and facilitate job searches and referrals. The ACS Employment Readiness staff works collaboratively with Army Spouse Employment Partnership (ASEP) corporate partners as well as on-post defense

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contractors, local Chambers of Commerce and local businesses to ensure a wide range of support for military spouse employment opportunities.

5. **Applicability:** The terms and services provided under this MOU apply to the following constituent groups: spouses of active Army, Reserve, National Guard, retirees, and Department of Army civilians.

6. **Responsibilities:**

a. The MSCCN will:

(1) Make resources of [www.msccn.org](http://www.msccn.org) available to military spouses worldwide at no cost to spouses or the Army.

(2) Provide complete access and training to the MSCCN Gateway and Applicant Tracking System for ASEP partners and Army staff.

(3) Post Army spouse resumes in a protected, secure folder on the MSCCN Gateway for exclusive use by the ASEP.

(4) Provide Gateway System User reports to the ASEP.

(5) Develop, manage, and maintain integration of corporate HR services, applications and functionalities between the ASEP and MSCCN and all corporate affiliates.

(6) Facilitate corporate integrations of Brass Ring's Applicant Tracking System technology.

(7) Add Federal Jobs & Small Businesses surrounding Army Installations to Gateway.

(8) Meet with Army representatives periodically to provide program updates and to review this MOU.

(9) Fully fund this project.

b. The Department of the Army will:

(1) Publicize the MSCCN Talent Management Gateway with military spouses through Army Employment Readiness personnel.

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(2) Ensure that installation ACS websites have a link to the MSCCN website. All websites will include a disclaimer indicating that no endorsement by the Department of Defense or Department of the Army of the MSCCN or its members and sponsors is implied.

(3) Serve as an employment and career advocate for Army spouses by forming partnerships with local businesses, ASEP partners, and MSCCN sponsors encouraging them to hire military spouses.

(4) Review all MSCCN materials, if any, that MSCCN wishes to distribute on Army installations. There are instances where distribution could be denied because of content matter, or because a corporate sponsor of the MSCCN is determined to be unacceptable. All materials will include a disclaimer indicating that no endorsement by the Department of Defense or Department of the Army of the MSCCN or its members and sponsors is implied.

(5) Meet with MSCCN representatives periodically to provide program updates and to review this MOU.

(6) Establish a feedback loop to recognize installation employment readiness "best practices" for Army-wide implementation and program efficiencies.

7. Amendment: This MOU will be reviewed annually, and may be amended as agreed to in writing by both parties.

8. Effective Date and Termination: The MOU shall become effective upon the signature of the authorized officials of the respective parties. It shall remain in effect until terminated by mutual agreement, or with 60 days advance written notice by either party.

9. Limitation: This document is a Memorandum of Understanding only. It is entered into only as a declaration of present intent. Nothing herein shall be construed as a legally binding commitment of any part or parties hereto either individually or collectively. This MOU does not create any rights either on the part of any party hereto or any third party. It is understood that entering into this MOU does not imply a Federal Government endorsement of the MSCCN or its members or sponsors. It is understood that this MOU is not exclusive in that either party may enter into similar MOUs with other organizations. Any provision of this MOU that conflicts with federal law will be null and




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**10. Points of Contact (POC):**

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