



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY GARRISON
Army Community Service
Bldg 121, 761st Tank Battalion Ave
FORT HOOD, TEXAS 76544-5024

REPLY TO
ATTENTION OF

MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
ARMY COMMUNITY SERVICE EMPLOYMENT READINESS BRANCH
FORT HOOD, TEXAS
AND
MILITARY SPOUSE CORPORATE CAREER NETWORK

SUBJECT; Advertisement of Vacancy Announcements Through Army Community Service Employment Readiness Branch

1. REFERENCE. Army Regulation 608-1, Army Community Service, July 2006, and Accreditation Standards.

2. RESPONSIBILITY.

a. Army Community Service (ACS) Employment Readiness Branch (ERB) will:

(1) Advertise job vacancies submitted by Military Spouse Corporate Career Network (MSCCN), through the following media:

(a) The Employment Readiness Branch's bulletin board

(b) Phone referrals

(c) Verbal notification to clients in the office

(2) Plan and coordinate on post marketing efforts through Director Marketing & Advertising Division

(3) Refer clients that meet the minimum requirements, screen individual clients, and refer those that meet the minimum qualifications to MSCCN.

(4) Contact MSCCN Point of Contact for follow up about referrals and job placements, not less than once a quarter.

b. MSCCN will:

(1) Provide vacancy announcement information, including job title, qualifications, requirements, and other pertinent information.

(2) Notify ACS Employment Readiness Branch Manager when a selection is made from an ACS referral.

3. The point of contact for this Memorandum of Agreement is Teresa Shipman, Army Community Service Employment Readiness Branch Manager for Fort Hood, Texas, telephone 254-287-6067, and email address Teresa.Shipman@us.army.mil

4. Effective Date: This Memorandum of Agreement is effective upon the signature of all approving officials. It shall remain in effect until terminated by either party with a 30-day written notice; or in case of a military exercise or need, without written notice. This MOA will be jointly reviewed annually.

Jeanie A. Barton
Army Community Service
Director

Teresa Shipman
Employment Readiness
Manager

Colleen Saffron
MSCCN
Tel: 254-213-0179

Date: _____

Date: _____

Date: _____