



Updated October 2021

## {On-Base Resources}

### **Airman & Family Readiness Center (A&FRC):**

Assisting military, dependents and DoD ID card holders with researching and reaching for their career goals. A&FRC provides employment skills training and resources to prepare for finding a career through workshops and one-on-one consultations. The below workshops are held once a month on Tuesdays at 10 am.

- **Understanding LinkedIn** – Facilitated on the 1<sup>st</sup> Tuesday each month, this workshop provides information on how to use LinkedIn to broaden your professional network and find employment through this tool.
- **Navigating USAJOBS** – Facilitated on the 2<sup>nd</sup> Tuesday each month, this workshop gives you an orientation to the federal hiring process. Find out ways to research federal job listings, interpret and understand the duties, keywords and qualifications in job announcements, and how to search USAJOBS.
- **Resume Writing** – Facilitated on the 3<sup>rd</sup> Tuesday each month, participants will learn valuable information on Federal and private industry resume writing techniques, formats and guidelines, cover letters and more.
- **Interviewing 101** – Facilitated on the 4<sup>th</sup> Tuesday each month, Interviewing 101 will teach how to prepare oneself for the different interviewing styles/types, dressing to impress, creating elevator speeches, and negotiating salary. AFRC staff can conduct mock interviews to provide you with realistic practice with one-on-one and panel interviews.

## {Where to Look for Jobs}

### **On Base positions**

- Federal Employment on Holloman AFB, White Sands Missile Range and other local federal agencies: [www.usajobs.gov](http://www.usajobs.gov)
- Federal Employment through the 704<sup>th</sup> Test Group (direct hiring authority): send resumes to [704TG.HR.Apply@us.af.mil](mailto:704TG.HR.Apply@us.af.mil)
- Non Appropriated Funds positions (NAF) on Holloman AFB in the Force Support Squadron: moving to [www.usajobs.gov](http://www.usajobs.gov)
- Contractor positions (vary): [www.indeed.com](http://www.indeed.com) or with the contractor's website.
- Contract awarded: [www.fbo.biz](http://www.fbo.biz) is where you submit packages to win a contract on base.

### **Alamogordo's Major Employers**

- Alamogordo Public School: <http://www.aps4kids.org/jobs>
- City of Alamogordo: <https://ci.alamogordo.nm.us/jobs.aspx>
- Gerald Champion Regional Medical Center: <https://careers-gcrmc.icims.com/jobs/intro>
- New Mexico School for the Blind and Visually Impaired: <http://nmsbvi.k12.nm.us/employment.html>
- New Mexico State University Alamogordo: <https://nmsua.edu/human-resources/>
- Otero County: <https://co.otero.nm.us/jobs.aspx>
- PreCheck: <https://www.precheck.com/>
- State of New Mexico: <http://www.spo.state.nm.us/>



### **Temporary Agency**

ITSQuest, Inc 718 E 10<sup>th</sup> St, (575) 443-8202

### **Commonly utilized websites for job postings**

- State Job Board:** <https://www.jobs.state.nm.us/loginintro.asp>  
The State of New Mexico's official job site. Register to receive the many benefits the State provides such as; resume & job search assistance, unemployment assistance, labor market info, etc.
- Indeed:** [www.indeed.com](http://www.indeed.com) is commonly used by local hires for posting employment opportunities.

# Employment Resources

## { Military Spouse Resources }

**Military Spouse Preference (MSP):** Current military spouses receive priority placement based upon Military Spouse Preference: (MSP) eligibility. To exercise your MSP eligibility, simply complete and include in your application the MILITARY SPOUSE PPP SELF CERTIFICATION CHECKLIST ALONG WITH ALL OTHER REQUIRED DOCUMENTATION, when applying to vacancy announcement via [www.usajobs.gov](http://www.usajobs.gov) for which interested and available. Keep in mind the MSP policy is limited to the offer of only one permanent Federal position, regardless of whether the preference was applied.

\*\*As of April 2019 the above replaces the Priority Placement Program (Program S) hiring procedures\*\*

**Spouse Education & Career Opportunities (SECO):** (<https://myseco.militaryonesource.mil>) The SECO program provides education and career guidance to military spouses, offering comprehensive resources and tools related to career exploration, education, training and licensing, employment readiness and career connection. The MySECO website can assist with:

- Research Occupations Tool
- Scholarship Finder
- College Scorecard
- State Licensing info
- Personalized job coaching packages
- Skills Assessments
- SECO Resume Builder
- MSEP job search
- MyCAA info

Use your DS logon to gain access to the website. If you do not have a DS logon it is easy to create and you can use this logon on a variety of government websites such as Tricare.

The website offers a LIVE CHAT feature and you can call as well 1-800-342-9647 for Career Coaching. Find on Facebook to keep up information and LIVE events:

[www.facebook.com/DoDMilSpouse](http://www.facebook.com/DoDMilSpouse)

**Military Spouse Employment Partnership (MSEP):** ([www.msepjobs.militaryonesource.mil/msep](http://www.msepjobs.militaryonesource.mil/msep)) MSEP is a targeted recruitment and employment solution for active duty military spouses and companies. Visit their website or call 1-800-342-9647 to register.

**My Career Advancement Account (MyCAA)** provides up to \$4,000 in tuition assistance for eligible military spouses (E5 and below, W1 W2, O2 and O1 spouses) who have completed high school. The scholarship program is to pursue a license, certification or associate degree in a portable career field or occupation. <https://mycaa.militaryonesource.mil/mycaa>

## { Military Spouse Resources }

**Holloman A&FRC:** Follow on Facebook to see information for spouses on employment resources. Additionally job postings for local, remote/telework and out of area/state are placed in the Photo Album section.

<https://www.facebook.com/HollomanAirmanandFamilyReadinessCenter/>

**Hiring Our Heroes Military Spouse Professional Network:** Our local chapter is for Holloman and White Sands Missile Range. This networking group meets frequently. Local jobs are also posted on this Facebook page:

<https://www.facebook.com/groups/MSPNHolloman/>

## { State Resources }

**New Mexico Workforce Connection:** State employment agency assisting individuals with their employment goals; resume writing, job search assistance, interviewing, Veteran's services, career training programs and so much more.

**Workforce Innovation and Opportunity Act (WIOA):** Designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. WIOA has the capability of providing job seekers with funding assistance to become marketable in the job market.

Contact Alamogordo's NM Workforce Connection office for more information on WIOA: 901 Alaska Ave. (575) 437-9210

## { Additional Resources }

**Boots to Business:** 2-day entrepreneurship training program designed to teach participants how to identify business opportunities, draft a business plan, connect with local small business resources, and launch their small business.

**Career Technical Training Track:** 2-day program assisting individuals to navigate through the choices and decisions involved in selecting a technical career. Participants will receive assistance in identifying required credentials and investigating training options to pursue those qualifications.

To register for the above 2-day workshops, contact the A&FRC at (575) 572-7754. Workshops are facilitated quarterly.