

Military Spouse Employment Information Sheet

PRIVACY ACT STATEMENT

Authority: Title 10 United States Code (U.S.C.) 8013, Secretary of the Air Force: AFI 51-101.

Purpose: The information entered into this form will be used by the AF/JAX for the employment of eligible military spouses as civilian attorneys.

Routine Uses: DoD Blanket Routine Uses apply.

Disclosure: Voluntary. Failure to provide the requested information may impact your eligibility for the Military Spouse Employment Program

Date

Section I: Personal Information

Last Name

First Name

Email Address

Phone Number

Section II: Professional Information

Licensing Jurisdiction

Years of Post-Licensing Legal Experience

License active and in good standing (check box)?

Section III: Military Spouse Information

Military Spouse Service Branch:

Component

Date Arrived Station (or anticipated):

Anticipated assignment end date:

Section IV: Base(s)* within reasonable commuting distance from military member's duty station:

Base #1

Base #3

Base #2

Base #4

Section V: Attachments. To upload, click the box to the left of the item.**

Resume (required)

Law Transcript(s) (required)

Bar Card or Certificate of Good Standing (required)

Military Spouse's Orders, PII removed (required)

Marriage Certificate (required if not on sponsor's orders)

Section VI: Submission Instructions

1. Please review this form in it's entirety. By submitting this form, you agree to have your contact information, resume, and transcripts shared with hiring authorities.

2. Save this form as LastName_BaseAssigned_Date Submitted and submit this form to AF/JAX:
usaf.pentagon.af-ja.mbx.af-jax-workflow@mail.mil

3. Resubmit this form if any of the following information is updated:
Email address, phone number, duty station, new orders, anticipated assignment end date.

Questions?

Contact Ms. Diane Cabrera at 703-614-3021 or email: usaf.pentagon.af-ja.mbx.af-jax-workflow@mail.mil

* Bases with AFJAGC civilian attorney positions are listed.

** To verify attachments, click View>Show/Hide>Navigation Panes>Attachments