

CAREER PLANNING & JOB SEARCH EVENTS

For transitioning military members, family members & DoD civilians

Andrews AFB Airman & Family Readiness Center, 1191 Menoher Drive

Phone: (301) 981-7087 ▪ DSN 858-7087

Hours: Mon, Tue, Wed, Fri – 7:30 - 4:30; Thursday – 7:30-2:00

RESERVATIONS REQUIRED (unless marked by a check ✓). CALL (301) 981-7087

29 Jan	Salary & Benefits Negotiation	9:00 – 12:00	A
5 – 7 Feb	Career Transition Workshop	7:30 – 4:00	A
8 Feb	Veterans' Benefits Day		
	Tricare (for retirees only)	7:30 – 8:10	B
	Survivor Benefit Plan (SBP) (for retirees only)	8:20 – 9:00	B
	VA Benefits (for ALL)	9:10 – 12:00	B
	DTAP (VA voc rehab program)	1:30 – 3:00	B
14 Feb	Franchising: Your Next Career Alternative	9:00 – 11:00	A
26 Feb	Acing the Interview	8:30 – 3:00	A
27 Feb	How to Work a Job Fair	9:00 – 11:00	A
29 Feb	Starting Your Own Business	8:30 – 3:00	A/D
29 Feb	✓JETS Job Fair	10:00 – 3:00	E
4 – 6 Mar	Career Transition Workshop	7:30 – 4:00	A
7 Mar	Veterans' Benefits Day		
	Tricare (for retirees only)	7:30 – 8:10	B
	Survivor Benefit Plan (SBP) (for retirees only)	8:20 – 9:00	B
	VA Benefits (for ALL)	9:10 – 12:00	B
	DTAP (VA voc rehab program)	1:30 – 3:00	B
11 Mar	Getting a Job With the Federal Government	1:00 – 4:00	A
18 Mar	Finding the Job You Really Love!!	9:00 – 4:00	A
27 Mar	How to Write Effective Resumes & Cover Letters	8:30 – 12:00	A
8 – 10 Apr	Career Transition Workshop	7:30 – 4:00	A
Wednesdays	Preseparation Counseling Briefing	1:30 – 3:30	A
	MANDATORY for all Sep/Ret military members NLT 90 days prior to DOS / DOR !		
Monday, Wednesday	Maryland Job Service – call (301) 981-9210 for an appt	A	
2 Tuesdays each month	VFW Representative - call (301) 981-7087 for an appt		A

LOCATIONS:

A=Airman & Family Readiness Center (A&FRC), Bldg 1191, Andrews AFB

A/D=Meet at the A&FRC to travel to MLK Library, Washington DC

B=The Club at Andrews, Bldg. 1889

C=Community Activity Center, Bldg 1442, Andrews AFB

E=Ft Myer (call [703] 696-2552 for more information)

Event Descriptions

<p>Job Search Skills Development Workshops</p>	<p>Career Transition Workshop – A 3-day workshop designed to acquaint you with the entire job search process from self-evaluation and networking for job leads to resume writing and job interviewing. Human resource professionals will also explain the hiring process from their perspective.</p> <p>How to Write Effective Resumes & Cover Letters – Learn how to relate military experience, training and security clearances to the targeted job using language an employer can understand and a resume format that showcases your qualifications. How to write attention-getting cover letters will also be discussed.</p> <p>Acing the Interview - Learn how to present your very best self in the job interview by knowing what to expect, how to prepare, how to successfully close and how to follow up. You will also have the opportunity to practice your interviewing skills with a guest human resources professional.</p> <p>Negotiating the Best Salary & Benefits Package - Designed to help you negotiate the very best compensation package by demonstrating your value to the employer. Learn how to prepare for the “money” question including <i>when</i> to discuss salary.</p> <p>NEW! Getting a Job With the Federal Government – Learn about the federal hiring process, how to access job opportunities and how to prepare your application package. Also learn about special veteran hiring authorities.</p> <p>How to “Work” a Job Fair – Tips on what to expect, how to prepare, and how to make a positive impression.</p>
<p>Career Information Seminars</p>	<p>Starting Your Own Business – Seminar is held at the Small Business Administration’s Business Information Center in Washington, DC. SBA staff discuss the many services provided to entrepreneurs including assisting with business plan development, obtaining financing, legal & accounting issues, etc. Learn about special programs for veterans, women & minorities. Round-trip transportation provided from FSC.</p> <p>NEW! Franchising: Your Next Career Alternative – Discover the many franchises available to veterans at discounted prices. Also learn the advantages and disadvantages of franchising.</p>
<p>Job Fairs and Employer Recruiting Days</p>	<p>JETS Job Fairs held quarterly and sponsored by the military bases in the greater DC metro area</p> <p>Military Job Fairs sponsored by a variety of organizations such as the state Job Service, Competitive Edge Services (Corporate Gray), MOAA and NCOA.</p> <p>Employer Recruiting Days - Individual agency/company recruiting sessions.</p>
<p>Self-Assessment</p>	<p>Myers-Briggs Type Indicator (MBTI) is a personality assessment used to identify and clarify your preferred ways of behaving and responding in certain situations. Helpful in career planning and decision making.</p> <p>Campbell Interest & Skill Survey (CISS) integrates personality characteristics with work activities and environment preferences and suggests career areas to explore. Used in conjunction with the MBTI in career planning and decision making.</p> <p>Finding the Job You Really Love!! is a full-day workshop where participants identify their interests, values, skills and then use this new self-awareness in making career choices and conducting job search campaigns.</p> <p>Discover Web-based, interactive, self-paced career exploration tool allows individuals to explore various occupations and education options.</p>
<p>Benefits Briefings</p>	<p>Preseparation Counseling (DD Form 2648) - Mandatory for all transitioning military members to attend not later than 90 days prior to separation/retirement. Provides overview of all services, benefits and resources available to military members and their family members. Group briefings held once a week; one-on-one sessions may be scheduled by appointment.</p> <p>VA Benefits - Learn about VA benefits and specifically how to file a disability claim. Offered monthly as part of Veterans’ Benefits Day.</p> <p>NEW! DTAP - Information about the VA’s vocational rehabilitation program for those who require career retraining due to their service-connected conditions. Offered as part of the monthly Veterans’ Benefits Day.</p> <p>Survivor Benefit Plan explained by an SBP counselor to help you make a well-informed decision upon retirement. Offered monthly.</p> <p>Tricare program options presented by a representative from Malcolm Grow Medical Center to help you choose the plan that’s best for you and your family. Offered monthly.</p>