

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE 96TH TEST WING (96 TW)
AND
THE CAREERSOURCE OKALOOSA/WALTON
FOR
MILITARY FAMILY EMPLOYMENT ADVOCACY PROGRAM (MFEA)**

AGREEMENT NUMBER: FB2823-24116-0551

This is a Memorandum of Understanding (MOU) between the 96th Test Wing (96 TW), and CareerSource Okaloosa/Walton. When referred to collectively, the 96 TW and CareerSource Okaloosa/Walton are referred to as the "Parties".

1. **BACKGROUND:** The State of Florida has the fifth highest population of active-duty military spouses in the United States with approximately 49,000 currently residing in Florida. CareerSource Okaloosa/Walton is the agency that administers the Military Family Employment Advocacy Program (MFEA), a state program designed to deliver priority workforce services for active-duty military spouses, family members, activated Florida National Guard members, and other military reservists whose units have been activated. Services provided include job search and placement assistance, career planning and counseling, case management, resume assistance, assessment and testing services, interviewing skills training, referral to educational and training programs, job fairs, job clubs, information on reemployment assistance, and many other services.

2. **PURPOSE:** This MOU addresses the responsibilities of each of the Parties incident to the functioning of CareerSource Okaloosa/Walton on Eglin AFB.

3. **UNDERSTANDINGS OF THE PARTIES:**

3.1. The 96 TW will-

3.1.1. Provide CareerSource Okaloosa/Walton with access to Eglin AFB and ensure compliance with base regulations along with full-time use of suitable office space in an installation facility (Education Center, Bldg. 251) for the sole purpose of providing CareerSource accredited representation services. Installation access and use of space will be provided at no cost to CareerSource Okaloosa/Walton.

3.1.2. Provide CareerSource Okaloosa/Walton with, lighting, heating, cooling, electricity, as is reasonably required for the delivery of CareerSource Okaloosa/Walton accredited representation services in the space provided for that activity. Such associated services will be provided at no cost to CareerSource Okaloosa/Walton.

3.1.3. Appoint a representative to serve as the liaison between CareerSource Okaloosa/Walton and the 96 TW to facilitate access to the installation and the provision of installation space and associated services.

3.1.4. Advertise CareerSource Okaloosa/Walton program information through M&FRC marketing resources.

3.1.5. Adhere to the regulations as set forth in AFI 34-223, Private Organizations (PO) Program, understanding that any changes in the relationship between the 96 TW and CareerSource Okaloosa/Walton or the aforementioned guidance could have financial implications for the private organization.

3.2. CareerSource Okaloosa/Walton will –

3.2.1. Provide office furniture, local/long distance telephone service, commercial internet, equipment, supplies, and other materials as needed in support of their services.

3.2.2. Provide MFEA program services to eligible active-duty military spouses and family members as defined by Florida Statute 445.055 at no cost to other parties.

3.2.3. Pre-coordinate MFEA advocate involvement in Eglin AFB activities with M&FRC POC.

3.2.4. Participate in events sponsored by Eglin M&FRC to include, but not limited to: Eglin Newcomers' Briefings and Heart Link Events.

3.2.5. Will not hold membership drives or conduct fundraisers on the installation.

3.2.6. Provide the M&FRC a monthly report of services provided to include a roster.

3.2.7. Adhere to the regulations as set forth in AFI 34-223, Private Organizations (PO) Program, understanding that any changes in the relationship between the 96 TW and CareerSource Okaloosa/Walton or the aforementioned guidance could have financial implications for the private organization.

4. PERSONNEL: Each Party is responsible for all costs of its personnel, including pay, benefits, support, and travel. Each Party is responsible for supervision and management of its personnel.

5. GENERAL PROVISIONS:

5.1. POINTS OF CONTACT: The following points of contact will be used by the Parties to communicate in the implementation of this MOU. Each Party may change its point of contact upon reasonable notice to the other Party.

5.1.1. For the 96 TW –

5.1.1.1. Primary: L. Kelly Childs, Flight Chief, 850-882-4017,
laureen.childs@us.af.mil

5.1.1.2. Alternate: Holly Newton, Supervisory CRC, 850-882-2024,
holly.newton@us.af.mil

5.1.1.3. Alternate: Critt Petterson, CRC, 850-882-7236, critt.pterson@us.af.mil

5.1.2. For CareerSource Okaloosa/Walton

5.1.2.1. Primary: Kelly Jordan, Chief Operating Officer, 850-651-2315 ext. 2011,
kjordan@careersourceow.com

5.1.2.2. Alternate: Mayra Reynoso, Military Family Employment Program Manager,
850-461-7629, mreynoso@careersourceow.com

5.2. CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this MOU will be addressed, if to the [first party], to—

5.2.1. Address: Eglin M&FRC
502 W. Van Matre Ave.
Eglin AFB, FL 32542

and, if to CareerSource Okaloosa/Walton, to

5.2.2. Address: CareerSource Okaloosa/Walton
502 West D Ave, Rm 117
Eglin AFB, FL 32542

5.3. FUNDS AND MANPOWER: This MOU does not document nor provide for the exchange of funds or manpower between the Parties nor does it make any commitment of funds or resources. Any increase or changes to service being provided by the 96 TW outlined in this agreement will require an agreement review and may result in reimbursable cost for the private organization.

5.4. MODIFICATION OF MOU: This MOU may only be modified by the written agreement of the Parties, duly signed by their authorized representatives. This MOU will be reviewed annually on or around the anniversary of its effective date, and triennially in its entirety.

5.5. DISPUTES: Any disputes relating to this MOU will, subject to any applicable law, Executive Order, directive, or instruction, be resolved by consultation between the Parties or in accordance with DoDI 4000.19.

5.6. TERMINATION OF UNDERSTANDING: This MOU may be terminated in writing at will by either Party.

5.7. TRANSFERABILITY: This MOU is not transferable except with the written consent of the Parties.

5.8. ENTIRE UNDERSTANDING: It is expressly understood and agreed that this MOU embodies the entire understanding between the Parties regarding the MOU's subject matter, thereby superseding all prior understandings of the Parties with respect to such subject matter.

5.9. EFFECTIVE DATE: This MOU takes effect beginning on the day after the last Party signs.

5.10. EXPIRATION DATE: This MOU expires on 1 April 2031.

5.11. CANCELLATION OF PREVIOUS MOU: This MOU cancels and supersedes the previously signed MOU between the same Parties with the subject Military Family Employment Advocacy Program, Agreement# FB2823-17131-0551 and effective date of 11 May 2017.

5.12. NO THIRD PARTY BENEFICIARIES. Nothing in this MOU, express or implied, is intended to give to, or will be construed to confer upon, any person not a party any remedy or claim under or by reason of this MOU and this MOU will be for the sole and exclusive benefit of the Parties.

APPROVED:

FOR THE CAREERSOURCE
OKALOOSA/WALTON—

FOR THE 96 TW—



MICHELE BURNS
Executive Director, CareerSource
14 Mar 24

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DALE R. MARKS, NH-04, DAF
Executive Director, 96th Test Wing

Mid-Point Review Due Date: 1 Sep 27

Mid-Point Review completed by: _____
Signature and Name of Reviewer