

WHAT YOU NEED TO REGISTER FOR THE SPOUSAL PRIORITY PLACEMENT PROGRAM

1. **Proof of U.S. citizenship** (U.S. birth certificate, current U.S. passport, naturalization certificate).
2. **Sponsor's Permanent Change of Station (PCS) Orders**: to the local duty station indicating authorized family movement. Please note, the orders must state authorization for relocating dependents. (we need all copies).

NOTE: Spouses can only pre-register up to 30 days prior to reporting date established on the PCS Orders when relocating.

3. **Marriage Certificate**: If you were married after the date the orders were cut you are not eligible for the program.
4. **Resume**: Please provide a **Narrative resume (No bullets)**. Make sure you have your new phone number(s), address for the local area. List all of the companies where you have worked, their complete addresses, the dates that you worked there, the amount of hours you worked and salary. If you are looking for a computer admin job that you add your typing speed etc. An Electronic copy of your updated resume in, "Word" format must be sent to: latoya.l.brown.civ@mail.mil

All supporting documents except the resume must be saved as a PDF file, otherwise they will not get pass the firewall.

5. **Create an account on USAJOBS.GOV** and upload your updated resume.
6. **Official college transcripts** if applicable.
7. **Copy of your Social Security Card**.
8. **Certifications or licensures** if applicable: Licensed nurse, Certifications in computer programming, etc.
9. **DD-214 and/or VA Letter/SF15** (if ever in the military).
10. **SF50**: Other eligibility documents, if applicable: SF-50 depicting E.O.12721 eligibility, LWOP, Reinstatement or Transfer Status, 75-info. Last performance appraisal, SF 50's for highest grade held (otherwise, you will be registered based on the current SF-50).

Please Email resume To: latoya.l.brown.civ@mail.mil and fax or walk in other supporting documents. Fax# 253-967-1373. Address: BLDG 2015 North 4th Street, JBLM, WA 98433. Once all of the above items are received we will confirm and schedule an appointment. For Questions and to verify receipt of your package, please contact: **Latoya L. Brown at 253-967-5020**.