



# Operation Career Front

## USER GUIDE

Instructions for the  
Launch and Implementation

## Overview

The Home Depot is working closely with the U.S. Departments of Defense, Labor and Veterans Affairs to provide career opportunities for current and former members of America's military community. The Home Depot will work with the departments to link members of America's military community who are seeking employment with rewarding and challenging career opportunities in The Home Depot stores across the nation. This effort, known as *Operation Career Front*, is intended to support America's military job seekers, including military spouses, veterans, including those with service connected disabilities, separating active duty service members, national guardsmen and reservists.

In addition to providing employment opportunities for active, reserve, National Guard or veteran members of the military community through *Operation Career Front*, The Home Depot is also seeking to employ military spouses and other dependents. With its network of stores throughout the country, The Home Depot will work with its military associates to provide transfers in the cases of reassignment of duty stations, retirement or separation, depending on store and job availability. *Operation Career Front* will serve as a resource to thousands of individuals seeking assistance securing part- or full-time employment.

The Home Depot recognizes that the U.S. military community is highly skilled and provides an ideal pipeline for new associates. Our collaborative efforts with the U.S. Departments of Defense, Labor and Veterans Affairs are an opportunity for The Home Depot to attract, motivate and retain qualified and skilled candidates to work as associates in our stores.

To support the initiative, the Department of Defense will provide a link on its Web site to *Operation Career Front* to enable military members and their families to apply for employment with The Home Depot, and it will list The Home Depot as a prospective employer on its Job Search Web site. The Department of Defense will also make information available to interested military personnel and their families outlining the process to apply for careers with The Home Depot through their Military Transition Assistance Program (TAP) and Family Support Centers (FSC) located across the nation and on military installations overseas. In addition, the Marine for Life (M4L) program will also promote *Operation Career Front* to Marines in transition as well as those Marines who have previously served, through its nationwide network of alumni hometown links.

The U.S. Department of Labor will make *Operation Career Front* information available to its more than 2,000 One-Stop Career Centers throughout the nation. The Department of Labor will also support the initiative utilizing the Local Veterans Employment Representatives (LVERs) as well as Disabled Veteran Opportunity Program (DVOP) specialists located at One-Stop Career Centers and Transition Centers across the nation.

The U.S. Veterans Affairs Department will work through its Vocational Rehab and Employment (VA VR&E) division to support the initiative by making *Operation Career Front* information available to veterans with service connected disabilities through its representatives located in state offices across the nation.

Military community members can learn more about *Operation Career Front* and apply at [www.careers.homedepot.com/military](http://www.careers.homedepot.com/military). Interested job seekers can also visit a local Home Depot store to complete an online application at its employment kiosk.

On a local level, Home Depot Store Human Resource Managers (SHRMs) work with their local military representatives to link qualified candidates with specific hiring needs.

## Background

In June 2002, Home Depot launched the National Hiring Partnership with the Department of Labor. The first initiative of its scope and size, the partnership linked 1,500 stores with 1,900+ One-Stop Career Centers. Since the launch, the Department of Labor has become a valuable partner for Home Depot – the DOL has referred hundreds of thousands of candidates to work in our stores, and our company has hired over 10,000 hourly and management associates through this pipeline.

As an extension of the DOL initiative, Home Depot has been working to identify additional national nonprofit and government groups that could offer large pipelines of candidates. On March 5, 2003, twenty national organizations were invited to the Atlanta Store Support Center to make their case for becoming a National Hiring Partner. At the end of the day, three outstanding organizations were selected: AARP, the Art Institutes, and YouthBuild.

Our partnership with the Art Institutes was launched in August of 2003, and provides a pipeline of Kitchen and Bath Designers for stores in 18 of Home Depot's largest hiring markets. AARP launched in February 2004 to be followed soon by YouthBuild, USA. YouthBuild will train and refer youth, ages 18-25, that have experience in the trades (plumbing, electrical, etc.).

*Operation Career Front* is not a partnership, but rather a joint effort on the part of The Home Depot, the Departments of Defense, Labor and Veteran's Affairs as well as Marine for Life.

### **The Home Depot actively supports the U.S. military community!**

- In 2003, The Home Depot hired nearly 10,000 veterans of the U.S. military and expects to surpass that number in 2004.
- The company received the 2003 *Homefront Award* from the Employer Support of the Guard and Reserve for its commitment to its more than 1,800 associates called to active duty in association with Operation Iraqi Freedom. This award recognizes The Home Depot's extended and enhanced leave of absence (LOA) benefits. In 2004, the ESGR awarded its highest award, the Freedom Award, to The Home Depot.
- The Home Depot launched *Project Homefront* in 2003, a national program to help military families with home repair while a military family member served in the war with Iraq. The Home Depot invested \$1 million and one million volunteer hours in support of those serving our country on active duty.
- In June 2004, The Home Depot donated \$1 million in tools and supplies to support U.S. troops in Iraq.
- The Home Depot organizes Welcome Home celebrations for associates returning from active duty (Blue Star Associates).
- The Home Depot is ranked No. 4 in the nation in 2003 on *GI Jobs'* list of "Top 10 Military Friendly Employers."
- The Home Depot is the recipient of the 2002 American Veterans Corporate Patriotism Award.
- The company is a corporate member of the Army Spouse Employment Partnership.
- The Home Depot is represented on the President's National Hire Veterans Committee.

## **Business Case**

### **The Home Depot:**

- Home Depot will create over 20,000 net new jobs in 2004 – ranging from entry-level jobs to store management.
- We open a new store on average every 43 hours.
- Home Depot needs qualified, skilled associates working in our stores. We value military candidates for their experience, leadership, skill set and sense of teamwork and loyalty they bring to the job.
- Home Depot has always been a leading corporate citizen and a proud supporter of the military; this program continues that proud history.

### **The Military Community:**

- This population represents over 220,000 active duty personnel that separate honorably annually and enter the workforce.
- 1.4 million active duty members, many Reserve and Guard members seeking supplemental employment, over 650,000 military spouses and about 24 million Veterans. The military community represents a large group of skilled, highly motivated individuals with unique experiences and proven leadership.
- Many military personnel have certifications and licenses equivalent to their civilian counterparts.
- Spousal employment is a key issue for the U.S. Armed Forces. Frequent moves associated with military service make it difficult for military spouses to pursue a career or obtain meaningful employment, even though they are educated, reliable and motivated and thus bring valuable experience and other assets to the employers. At any one time, half of the 650,000 military spouses are employed in the civilian workforce or seeking employment. Military spouses are a valuable pipeline of talent for Home Depot.

## **The military job seeker - a highly qualified and experienced candidate.**

### **Skilled and Trained:**

Today's modern military is a high technology, computer-based organization. Most military occupations require the ability to use and understand computer systems. Over 90% of all military personnel use computers either at work or at home; over 70% have experience with desktop computers; over 50% have experience with Local Area Networks. Military veterans are graduates of the world's largest system of specialized professional and technical training schools, those operated by the Department of Defense.

Veterans of military service are one of the nation's most important sources of well-educated, highly trained and highly motivated employees who possess a wide range of technical and professional skills.

Today's military is the most highly educated in history. More than 98 percent of all service members are high school graduates and over 36 percent have graduated or attended college.

### **Language**

Many servicemen and women have lived and worked internationally and speak more than one language.

### **Leadership Essentials: Responsibility, Teamwork and Work Ethic**

Transitioning military personnel and veterans tend to be very mature and responsible. They are accustomed to working in an organization that expects them to set high individual standards and objectives -- and meet them. They are also accustomed to working in an environment that depends on exceptional levels of teamwork to succeed. They are confident, self-reliant and resourceful.

Military members are given great responsibility and leadership roles early in their careers. A new enlisted soldier, for example, progresses to Corporal in about two years and assumes the responsibilities of Sergeant's rank in three or four years. At each level the service member is responsible for the performance and well being of larger and larger numbers of troops.

### **Diverse**

Highly-skilled, well-educated female and minority candidates are well represented in the pool of transitioning Active Duty Military Personnel.

### **Pre-Screened**

The military thoroughly screens all applicants and accepts only the best. Thorough background checks are conducted upon entrance, and frequent random drug testing is now a fact of military life. In addition, the security clearances held by many military personnel require even more in-depth background checks.

### **Proven Record of Success**

The Military Transition Group represents only those individuals who have received an honorable discharge, or who will receive one at the end of their military service.

## **Military Support System**

### **1. Family Support Centers:**

All installations have a support system for active duty members, veterans and spouses. Staff and available support vary according to size and mission of the installation. The centers exist under various names, depending on the military branch; however, all have trained counselors who provide guidance on transition, relocation, education, social services and other functions.

US Coast Guard	Work-Life Centers
US Navy	Family Support Service Centers
US Army	Community Service Center
US Air Force	Family Support Center
US Marine Corps	Family Centers

### **2. Transition Assistance Centers:**

TAP - The Transition Assistance Program (TAP) was established to meet the needs of separating service members during their period of transition into civilian life by offering job-search assistance and related services. The law creating TAP established a partnership among the Departments of Defense, Veterans Affairs, Transportation and the Department of Labor's Veterans' Employment and Training Service (DOL VETS), to give employment and training information to armed forces members within 180 days of separation or retirement. TAP consists of comprehensive three-day workshops at selected military installations nationwide. Professionally trained workshop facilitators from the State Employment Services, military family support services, Department of Labor contractors, or VETS' staff present the workshops. Workshop attendees learn about job searches, career decision-making, current occupational and labor market conditions, and resume and cover letter preparation and interviewing techniques. They are educated in seminars about the value of the One-Stop Career Center system to help them during their transition. Participants also are provided with an evaluation of their employability relative to the job market and receive information on the most current veterans' benefits. On Army posts, TAP seminars are conducted via the Army Career and Alumni Program or ACAP.

Often during a TAP seminar, employers are invited to conduct mock interviews and or give a brief presentation to participants about their industry, organization, career opportunities and job search skills. One benefit of TAP is an interested audience. This is an excellent opportunity for THD Store HRMs and Store Managers to assist service members and their families in transition.

Job Fairs:

Many TAP offices, the VA, One-Stop Career Centers and Family Support Centers offer periodic on-site job fairs. This is a great opportunity to promote job THD opportunities.

### **3. Veterans Affairs Vocational rehabilitation and Employment Offices:**

Through the VA's VR&E offices located throughout the nation, America's 100,000 veterans with service connected disabilities are provided with employment services and job referrals. Most states have one VR&E office.

### **4. Department of Labor (DOL)/One-Stop Career Centers:**

One-Stop Career Centers provide a blend of high-quality free services for workers, job-seekers, and businesses. The centers are designed to help job seekers and workers obtain employment and training services to advance their careers. Services include job search and placement, online job banks, information on the local economy, assistance in choosing a career, and training programs to build job skills. Veterans and spouses of military personnel can access all of these services; and many TAP, Family Support Centers, and One-Stops Career Centers work closely together.

Many One-Stop Career Centers have dedicated staff onsite who specialize in the placement and career needs of veterans. These individuals, known as Disabled Veterans Outreach Program staff (DVOPs) and Local Veterans Employment Representatives (LVERs), will be important contacts during OCF.

### **5. Marine For Life (M4L):**

Through their network of over 80 Hometown Links located throughout the Nation, M4L supports Marines during their transition from military to civilian life. The Mission - To provide sponsorship for the 27,000 Marines each year who honorably leave active service and return to civilian life in order to nurture and sustain the positive, mutually beneficial relationships inherent in our ethos "Once A Marine, Always A Marine." Commandant's Intent - The program will enhance our investment in each individual Marine and promote the beneficial connections between the individual, the Marine Corps, and the American society. The program includes initiatives involving commanders and Marine Corps culture, but its groundbreaking element will be the creation of an assistance network of and Marine Corps "alumni" to provide enhanced transition assistance and support to our Transitioning Marines. This network (human and electronic) will develop and coordinate the resources required to sponsor and assist transitioning Marines as they return to civilian life. The program will foster a mutually supportive, life-long relationship between the Marine, his/her Corps, and the public that we serve, thereby strengthening our ethos of "Once A Marine, Always A Marine."

## OCF Strategy

- Link Home Depot stores with the military's 200+ Transition Assistance Program Centers and 300+ Family Support Centers located throughout the nation on military installations to connect interested job seekers with career opportunities.
- Partner with local One-Stop Career Centers to refer qualified veterans.
- Partner with VA's Vocational Rehabilitation Employment Centers to refer job ready veterans with service connected disabilities.
- Utilize customized marketing campaign and materials.
- Gain positive exposure in the military community.
- Launch partnership on 21 SEP 04 in conjunction with DOD, DOL, VA and Marine for Life.
- Military representatives gain access to—and a relationship with —Home Depot HRMs.
- Make detailed information on Home Depot employment opportunities and hiring process available to those who are interested.
- Create Home Depot career web site specifically for military members.
- Post job vacancies (ACAP, DOD, America's Job Bank), as needed

## OCF Tactics

It's a locally driven initiative! Similar to the Department of Labor and AARP efforts, Home Depot Store HRMs will reach out to their local military representatives and One-Stop Career Centers in the days immediately following the launch to introduce themselves and extend kick-off meeting invitations.

- Prior to the launch, Transition Assistance Centers, One-Stop Career Centers, LVERS, DVOPS, M4L Hometown Links and Family Support Centers will be given a user guide, educating them on our company, hiring process and staffing needs. Similarly, Store HRMs and hiring managers will be educated on the processes and missions related to each military resource.
- All locations will receive a shipment on or about 14 SEP 04 that contains the initial supply of OCF support material.

The box contains the following:

- 1) Welcome letter
  - 2) OCF brochures
  - 3) OCF posters
  - 4) OCF flyers
- Home Depot human resources managers will reach out and contact their partners—relevant One-Stop managers and military support points of contact—within 2-7 business days post launch. In major markets, where there are one or more military installations and One-Stop Career Centers and multiple Home Depot stores, DHRMS (or designated captains) will contact military and One-Stop representatives to coordinate **one** meeting with all relevant store HRMs.
  - On a mutually agreed upon date (no later than 3 weeks), time and location, Store HRMs will meet with their local representatives for an *Operation Career Front* kick-off meeting. The agenda is to build relationships, exchange process information and will watch the launch press conference via video tape.
  - Home Depot Store HRMs will regularly communicate their store's hiring needs to their OCF counterparts and provide feedback when possible.



- The One-Stop Career Centers and military representatives will make collateral materials available and refer interested candidates to [www.careers.homedepot.com/military](http://www.careers.homedepot.com/military), when appropriate. Note: ACAP does not refer candidates to any employer. See the appendix for more information on roles and responsibilities.
- Store HRMs will keep the support centers supplied with OCF employment collateral (e.g. brochures, flyers and posters). **Order from Fastforms:**

**Brochure** DOD 103-0704  
**Flyer** DOD 102-0704  
**Poster** DOD 101-0704

## National Media and Marketing Campaign

As part of *Operation Career Front*, Home Depot will:

- Leverage the press conference to communicate our employment marketing message to all interested military community members
- Feature “Operation Career Front” advertisements in Transition Publications and the DOD Transportal web site [www.dod.transportal.org](http://www.dod.transportal.org)
- Launch military web site [www.careers.homedepot.com/military](http://www.careers.homedepot.com/military)
- Display OCF employment marketing materials in THD locations, TAP and Family Support Centers, M4L HTLs , VA VR&E Centers and One-Stop Career Centers
- Have employment marketing presence at military and One-Stop job fairs, when invited
- Speak at transition seminars, when invited

## Understanding the Role of the Store Human Resource Manager

The Store HRM plays a very important role at The Home Depot and sometimes a difficult role. Because they manage all people related aspects of the store, which may employ over 300 people, their work is multi-faceted and the operational tempo is high. On average, Store HRMs work 10-12 hours a day – 5 days a week, so their time, like that of the managers within DOL, DOD, and VA, and the candidates, is valuable.

Home Depot receives over 12 million applications annually. Unfortunately, it is impossible to respond to all candidates in a personal manner. It is important to note that not all candidates will be contacted or interviewed. The Store HRM, or a store representative, will contact candidates directly should additional information be needed or to schedule an interview.

## Feedback

Unfortunately, it is impossible to provide individual status feedback on each candidate; however, Store HRMs may provide a general feedback loop to OCF representatives as time permits or on a case by case basis. We recognize this is a critical factor on the success of *Operation Career Front*.

## Application Process - For All Candidates

Interested candidates can apply for positions on our career web site, [www.storecareers.homedepot.com/military](http://www.storecareers.homedepot.com/military) or at the employment kiosk located at the front of each store.

In addition to our stores, we also have career opportunities at our Store Support Centers, EXPO Design Centers and HD Supply locations.

Our Global Logistics organization continues to focus on building and developing a world-class logistics network to support the phenomenal growth of the company. Our multi-billion dollar supply chain consists of over 70 distribution facilities in North America that ship products to over 1700 stores. The Home Depot offers challenging and rewarding opportunities in Distribution Services and Transportation. We are seeking energetic and motivated individuals for our Field Locations throughout the country, and our Divisional and Corporate Store Support Centers.

The application will take about 30 minutes to complete. *Please note that The Home Depot on-line application process only works with Internet Explorer 5.5 or above. These pages will not display in Netscape.*

1. The list below contains some of the information that will be needed to complete the application process:
  - Current address and contact information
  - Availability (days and hours available to work)
  - Education information
  - Previous employment information, including addresses, phone numbers, supervisor names and titles and salary and dates of previous employment
  - Pencil / pen and scratch paper
  
2. Once on the career web site, first-time candidates need to take the following steps to apply for store-level opportunities:

### **Select Store Opportunities, either Full-time or Part-time and Apply Now**

1. Enter their zip code or city and state. A list of stores in their area will be displayed and they will be able to select the stores in which they are interested.
2. The candidate will be able to select one or more stores based on the results of the store search. Please keep in mind however that they will only be eligible for consideration at the store(s) that they select.
3. They will then need to create a user ID and password. This will allow the candidate to return to the site to make necessary changes. Please note the user ID and password are case sensitive.
4. Once they have completed the application, their name will be submitted to the stores of their choice. If the candidate is among the candidates selected to proceed to the interview process, a representative of that store will contact them (please note that not all candidates will be contacted or interviewed).
5. The application will stay current in the system for 60 days from the date in which it was submitted. Please have candidates return to

<http://storecareers.homedepot.com/military> to reactivate the application after 60 days.

6. If the candidate is unable to complete the process for any reason (for example: the computer crashes or they do not have enough time), it will be necessary for the candidate to return to our web site and create a new application. They may also apply on the employment kiosk at the store of their choice.

**Career web site – [www.careers.homedepot.com/military](http://www.careers.homedepot.com/military)**

To learn more information use the links on the left side:

- Store Opportunities:
  - Full-time and Part-time
  - Retail Management
  - District Management
  - Benefits
  - Values
  - Diversity
- Other opportunities:
  - Corporate
  - EXPO
  - HD Supply
  - Distribution Centers
  - Call Centers
  - University Relations
  - Leadership Programs
- Frequently Asked Questions – This is an invaluable link to the most asked questions by job seekers. It includes information about career paths, application follow-up and much more.

We encourage you to apply online to gain a sense of the candidate experience. For example,

- To learn more, a brief job description and minimum qualifications are provided for each job category during the application process. Just click on the blue link by the job (s) of interest.
- You can select multiple locations to apply at one time or just one location.
- An email address is required to complete the application process.

## Appendix

### Q&A – Operation Career Front

**Q: *Why did The Home Depot decide to form a national hiring initiative with the U.S. Departments of Defense, Labor and Veterans Affairs?***

A: With more than 1,800 stores, The Home Depot is always looking for skilled, qualified candidates to work as store associates.

**Q: *Who initiated the program? How long have The Home Depot and the departments been in discussion about this initiative?***

A: As part of The Home Depot's National Hiring Initiative program, the company contacted the departments in the fall of 2003 to discuss the development of a joint initiative.

**Q: *How many store associates is The Home Depot projected to hire in 2004?***

A: The Home Depot will add over 20,000 new jobs this year.

**Q: *Is there a minimum number of military community members that The Home Depot is committed to hiring?***

A: No. There is no minimum number of military community members that The Home Depot has to hire. The actual number hired will be based on the number of qualified, skilled candidates that apply for the positions. The Home Depot recognizes the value of hiring members of the U.S. military, former and current, across the country.

**Q: *Will military applicants be offered part- or full-time positions? What is the estimated breakdown of full-time versus part-time hires?***

A: Military applicants will be offered part- or full-time positions, based on skill sets and positions available. Our full-time/part-time breakdown is approximately 60/40 and varies by market.

**Q: *Why would members of the military community be interested in working at The Home Depot?***

A: There are several reasons why members of the military community would be interested in employment with The Home Depot. First, the company offers full benefits to both part- and full-time workers. Second, The Home Depot has a strong culture and offers a dynamic work environment that is both challenging and fun. Third, The Home Depot offers flexible work schedules that allow associates to work part- or full-time during various shifts.

**Q: *Why is The Home Depot recruiting members of the military to work in its stores during a time of active U.S. military presence in Iraq, Afghanistan and other locations?***

A: Over 200,000 service members separate annually. The Home Depot is working with Military Service Transition Assistance Centers to assist individuals who have already decided to separate or retire from the U.S. military. In addition, The Home Depot actively supports, and provides extended benefits to, its more than 1,800 associates who are currently deployed at military installations around the world.

**Q&A Operation Career Front (CONTINUED)**

**Q: *Will The Home Depot's military associates be able to transfer their positions if reassigned by the military?***

Yes. The Home Depot's military associates may be able to transfer their positions with the company when they receive duty station reassignment, retire or separate, depending on store and job availability. The Home Depot has locations in every state, most metropolitan areas and many rural towns.

**Q: *Are veterans of the U.S. military eligible for employment at The Home Depot?***

A: Yes. The hiring initiative with the departments includes veterans of the U.S. military branches. The Home Depot is a member of the President's National Hire Veterans Committee and hired nearly 10,000 veterans in 2003 and has already hired more than 10,000 in 2004.

**Q: *Are spouses and other dependents of military members eligible for employment at The Home Depot through this initiative?***

A: Yes. The hiring initiative with the departments extends to spouses or other dependents of military members. The Home Depot hopes to help military families reach their full potential and realize their career goals by linking meaningful and rewarding employment opportunities with spouses and other dependents of military members. The Home Depot associates must be at least 18 years of age.

**Q: *What is the cost to The Home Depot and the departments of executing the national hiring initiative?***

A: The cost of executing the program is minimal on both sides. This program is a simple initiative that directs the military community to The Home Depot if they are interested in pursuing part- or full-time employment. Because of the large size of the organizations involved, the processes and infrastructure to handle this initiative are already in place.

**Q: *When a member of the military community is hired as an associate of The Home Depot, will he/she receive any special training?***

A: No. The Home Depot will provide the same training to military-hired associates as it does to every other associate.

**Q: *Is The Home Depot currently targeting other organizations to establish similar initiatives?***

A: As part of the company's National Hiring Initiative strategy that was launched back in 2002, The Home Depot is looking at opportunities to establish similar programs. The Home Depot has already established national hiring initiatives with the Department of Labor, the AARP Foundation Senior Community Employment Program and The Art Institute.

**Q&A Operation Career Front (CONTINUED)**

**Q: *What is the best way for members of the military community to apply for a position with The Home Depot?***

A: Interested members of the military community can learn more about *Operation Career Front* and apply at one of the 1,900 One-Stop Career Centers around the country operated by the Department of Labor ([www.servicelocator.org](http://www.servicelocator.org)) or online at [careers.homedepot.com/military](http://careers.homedepot.com/military). Interested job seekers can also visit a local The Home Depot store to complete an online application at an employment kiosk.

**Q: *What kind of training do you offer your associates?***

A: *This past year we offered over 21 million hours of training to our associates. We have also introduced our computer-based e-learning program.*

**Q: *What do hourly associates earn at The Home Depot?***

A: Starting wages depend on an associate's skills and experience. Hourly associates can earn from \$7 to over \$20. We offer very competitive rates that are more than the retail average.

## Useful Web Sites

- Look up Home Depot locations: [www.careers.homedepot.com](http://www.careers.homedepot.com) and click on the store locator. You may also go to [www.nbp.org](http://www.nbp.org) and click on Home Depot.
  - To find your closest One-Stop Career Center: [www.servicelocator.org](http://www.servicelocator.org)
  - To locate the nearest One-Stop Career Center to a store: <http://www.nbpjobs.org/homedepot>
  - Look up military installation locations, military pay and much more. You can search by service name, address or geographic area: [www.military.com](http://www.military.com)
  - UMET provides employers information regarding military experience and training:
    1. Key skills and attributes of transitioning military personnel
    2. Comparability of military and civilian training
    3. Recognition and application of military training and experience: [www.umat-vets.dol.gov](http://www.umat-vets.dol.gov)
  - Military compensation and allowances: [www.defenselink.mil](http://www.defenselink.mil)
  - Civilian Compensation: [www.acinet.org](http://www.acinet.org)
  - Transition and employment assistance information: [www.dodtransportal.org](http://www.dodtransportal.org)
  - Marine for Life Home Page: [www.marineforlife.org](http://www.marineforlife.org) Useful information and stores can soon post jobs to this site.
  - ACAP web site: <http://www.acap.army.mil/> Useful information and stores can post jobs to this site.
  - Official DOL site: [www.usworkforce.org](http://www.usworkforce.org) Links to America's Job Bank, Career Infonet, Service Locator and O\*Net
  - DoD job board: [www.dod.jobsearch.org](http://www.dod.jobsearch.org) Post jobs. This site is integrated with America's job Bank.
  - Military association: [http://www.armycommunityservice.org/vacs\\_employment/partners.asp](http://www.armycommunityservice.org/vacs_employment/partners.asp)
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- All stores are served by at least one state Marine for Life HTL and at least one state VA VR&E office. It is recommended that VA VR&E representatives are invited by the relevant DHRM (or captain) to the kick-off meeting.
- Store HRMs will keep the support centers supplied with OCF employment collateral (e.g. brochures, flyers and posters).

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### Order from Fastforms:

<b>Brochure</b>	<b>DOD 103-0704</b>
<b>Flyer</b>	<b>DOD 102-0704</b>
Poster	DOD 101-0704

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### Kick Off Meeting Agenda

Introductions  
Overview of partnership and program  
View launch press conference video with message from Dennis Donovan and Dr. Chu  
Discussion of OCF coordination  
Review of roles and responsibilities  
Review of tracking process (candidates self-identify via application process)  
Review application process  
THD company overview  
Review retail hourly jobs brochure  
Review store staffing needs, seasonality, feedback loop  
Review OCF brochure  
Military program overview  
Review OCF User Guide  
Expectations  
Concerns and challenges  
Identify points of contact  
Exchange contact information  
Coordinate site visits at other locations (e.g. military installation TAP Center and One-Stop, if appropriate)

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