



FAMILY EMPLOYMENT READINESS PROGRAM

The Family Employment Readiness Program offers guidance to enable family members to launch effective job searches and encourages professional career development. FERP offers a full range of employment assistance to include workshops on topics such as Personal Skills Appraisal, Résumé Writing, Job Search, and Interviewing Techniques.

Career Exploration

Take the first steps toward finding a rewarding career. Participants will be guided through a self-assessment process, decision making model, and be introduced to preparation tools to aid in building a firm career foundation. Participants will be able to identify at least one work related value, skill or ability, and a possible career goal; as well as define short-term and long-term career goals and document steps necessary to achieve these goals.

Federal Employment

Learn the basics of the Federal Employment System. Participants will be able to identify at least three resources to locate federal job vacancy announcements, read the vacancy announcement, explain the application process, name at least three forms used to apply for federal jobs, and understand how to use keywords when compiling a federal application.

Interviewing Skills

Want to feel more confident at your next job interview? Learn positive answers to difficult questions, dressing for success, and the importance of body language and a positive attitude. Salary negotiation and the importance of following-up after the interview will be discussed. Participants will learn at least five interview preparation steps, define at least five types of interviews, as well as formulate responses to at least three common interview questions.

Job Search Strategies

Participants are introduced to the concepts of the labor and job market, and in identifying strategies to use in their job search. Participants will be able to define "Hidden Job Market", articulate at least five job search methods, name at least three resources for researching companies, describe and demonstrate the concept of "Networking", and describe three strategies for "Working" a job fair.

Résumé Writing

Participants are introduced to all aspects of written self-marketing tools including business cards, various types of résumés, cover letters and thank you letters. Participants will complete a draft résumé and one targeted résumé; as well as, identify the purpose of the three major types of résumés. Composing a cover letter, the purpose of targeting a résumé, and developing a network card will also be discussed.



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Self-Employment

This is an introduction to the basic concepts associated with self-employment; however, it does not replace research and contact with professionals in the field, such as the Small Business Administration, Internal Revenue Service, accountants, insurance agents and lawyers. Participants will be able to assess personal and financial readiness, identify at least three types of self-employment options, list at least three resources available to assist the self-employed, and define the importance of a business plan.

Successful Job Search

Participants will review the basic steps of the job search process; understand that preparedness is the best defense against the stress of job search and the quickest way to a new career, as well as get a head start on the assessment portion of the job search. This will ensure that transitioning personnel are aware of their employment assistance resources.

MISCELLANEOUS EMPLOYMENT INFORMATION

GENERAL EMPLOYMENT INFORMATION

The unemployment rate on Guam is moderately high (approximately 13.3%), but with a bit of effort and persistence, employment opportunities can be found. Prospects are good for employment in the following areas: Administrative, Healthcare, and Hospitality. There can be a 4-6 month wait before finding employment and jobs on Guam; generally do not pay what a "state side" job would. Because Guam is a popular destination for Japanese tourists, many local businesses are tourist and service oriented. The ability to communicate in the Japanese language will be welcomed at hotels, tour companies and restaurants. Most businesses are within a 30-minute commute of the military bases and are located in the northern and central sections of Guam.

Guam does not offer unemployment benefits. You may want to seek advice from your state employment office prior to coming to Guam regarding your benefits.

U.S. citizens seeking employment on Guam must present a passport or birth certificate as proof of citizenship. The United States Labor Law requires employers to request proof of work eligibility prior to employment. Currently, there are no employment limitations for U.S. citizens.

Foreign-born military members, spouses and other family members who are not U.S. citizens may work for private employers or other non-appropriated fund (NAF) agencies, if they have working papers or a green card. There are special regulations regarding income taxes to be paid on income earned from sources other than military active duty pay. These are outlined in IRS Publication 570 "Tax Guide for Individuals with Income from U.S. Possessions."



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FEDERAL EMPLOYMENT

Federal employment with the Department of Defense (DoD) on Guam may be difficult to acquire. Contact the respective Human Resources offices for more information on DoD job vacancies. Other Federal Agencies located on Guam include: National Park Service, Federal Aviation Administration, Social Security Administration and the Internal Revenue Service. These regional offices are small and do not have a high turnover, but there are opportunities for employment from time to time.

NEX, AAFES, MWR and DoD are the only federal agencies that recognize military spouse preference. A spouse of an active duty member serving in the Air Force, Army, Marine Corps, or Navy may use military spouse preference. A copy of your spouse's orders will be required for verification of eligibility. Spouse preference eligibility is not applicable to employment with the Coast Guard, as the Coast Guard is not an entity of DoD.

Spouses who are currently employed with the Federal Government are moving to Guam should request leave without pay (LWOP) from their agency. Be sure to have the SF-50 and LWOP in hand when you apply for federal employment on Guam and provide copies with all applications. Career-conditional or career personnel may pre-register with their local DoD personnel office before coming to Guam.

Due to Federal Regulations, the U.S. Federal Government can employ only U.S. citizens in GS, NSPS or WG positions. Currently there is a 14.16% "Locality Pay" and 13.84% "Cost of Living Allowance" (COLA) applied to the base pay of all GS employees. Locality pay is taxable, while COLA is tax-free. Locality pay is subject to adjustments or cancellation.

DEPARTMENT OF THE NAVY (DoN)

Human Resources Office
Joint Region Marianas
PSC 455 Box 183
FPO AP 96540-2901
Tel: (671) 349-4222/1064/2320
Fax: (671) 3349-5145

DoD EDUCATIONAL ACTIVITY (DoDEA)

District Superintendent Office
USNH, Bldg. 100
PSC 490 Box 7655
FPO AP 96538-1600
Tel: (671) 344-9570/3
Fax: (671) 344-9561
www.dodea.edu

DEPARTMENT OF THE AIR FORCE

Civilian Personnel Office
36 MSF/DPC
Unit 14001 Box 13
APO AP 96543-4001
Hotline: (671) 366-3675
Tel: (671) 366-3282
Fax: (671) 366-3678

OTHER WEBSITES:

www.commisaries.com



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NON-APPROPRIATED FUND AGENCIES

REGIONAL NAF HUMAN RESOURCES OFFICE
Warfighter & Family Readiness
NAF Human Resources Office
PSC 455 Box 211
FPO AP 96540
Tel: (671)349-1155
www.experienceguam.org
Hours of Operation: Monday–Friday 8am–4pm

SUBMIT AN APPLICATION Via Email To:
M-GU-JRM-NAFHRO-N9@fe.navy.mil

NAVY EXCHANGE
Human Resources Office
U.S. Naval Base Guam
PSC 455 Box 178
FPO AP 96540-1000
Tel: (671) 339-6593/6588/6589
www.navyexchange.jobs

AAFES
Unit 14032
APO AP 96543-4032
Tel: (671) 366-3143
Fax: (671) 653-7170
www.aafes.com

PRIVATE EMPLOYERS

If you plan on applying to local companies before you arrive on island, do not be discouraged if you do not receive replies to your résumés. Many companies on Guam will only consider applicants who have already arrived and are available for employment.

Most local employers require a police clearance prior to employment. This clearance may be obtained through the Guam Police Department (GPD). For more information, contact GPD Records and ID section at (671) 475-8506.

GOVERNMENT OF GUAM

Government of Guam vacancy announcements are generally open to the public. All applicants are required to provide proof of identity and work eligibility, and complete a pre-employment medical examination and drug screen. Applicants claiming veteran's preference are required to provide a copy of their dd-214 (military discharge form). Contact the agencies below for vacancy information.

Website: www.guam.gov

SELF-EMPLOYMENT

Some spouses have opened their own business. By doing this, the spouse has control over their work hours and environment. You must register with Naval Base Guam (NBG) Family Housing office if you will be conducting your business in base housing. This includes providing a copy of a Guam Business License and a 'Request to Solicit on Base' form (available at Family Housing). For requirements and restrictions regarding home-based business, contact NBG Family Housing at (671) 333-2081 and NBG JAG office at (671) 339-3155.

Many spouses with small children become family childcare providers. This enables the spouse to earn income in the home while caring for a small group of children. You have the option of completing the training and paperwork before coming to Guam. Contact the Navy Family Childcare Program at (671) 564-2260 or your local MWR office for more information.



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GUAM BUSINESS LICENSE

Government of Guam
Department of Revenue and Taxation
Tel: (671) 635-7670
www.guamtax.com

YOUTH EMPLOYMENT

Part-time and summer jobs are available at local establishments such as fast food restaurants, the commissary, and MWR. Some enterprising young people offer to mow lawns and other odd jobs to earn extra cash.

The minimum working age is 14. Working permits are required for anyone ages 14-15 seeking full or part-time employment. A passport or birth certificate and parent or guardian's written permission is necessary. Those ages 16-17 do not need working permits, but still fall within the Labor law for minors' guidelines. For more information, contact Government of Guam, Department of Labor, Wage and Hour Division at (671) 475-0170/1.

VOLUNTEER OPPORTUNITIES

American Red Cross	(671) 344-9260	Fleet and Family Support Center	(671) 333-2056/7
Guam Animals in Need	(671) 653-4246	Navy-Marine Corps Relief Society	(671) 564-1880/1879

OTHER HELPFUL WEBSITES

Federal Jobs Search	www.usajobs.gov
Department of Homeland Security	www.dhs.gov/careers
America Job Bank	www.ajb.dni.us
Guam Jobs Listing	www.guam.us.jobs
Guam Department of Labor	www.dol.guam.gov
NAF Employment	www.experienceguam.org/jobs
Résumé Writing and Information	www.resume-place.com
Operation Transition-Job Search	www.dmdc.osd.mil/tgps



For more information please call
333-2056/57