



# MILITARY SPOUSE HANDBOOK

A GUIDE FOR MILITARY SPOUSES TO NAVIGATE THEIR CAREERS AT BOOZ ALLEN

The background of the page is a close-up, slightly blurred image of the American flag, showing the stars and stripes. The colors are muted, with a soft, warm tone. The stars are white and yellow, and the stripes are red and white.

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# MILITARY SPOUSES AT BOOZ ALLEN

**Military spouses come in all forms at Booz Allen Hamilton. They include employees whose spouses are:**

- Active-duty, Reserve, and National Guard service members from every military branch
- Retired from the military or no longer serving in the military
- Government employees whose jobs require them to relocate frequently, much like the military

## STRATEGIC HIRING

Booz Allen is well known as an employer that promotes diversity and supports military service members and veterans. Military spouses further diversify Booz Allen's culture and offer a unique perspective on topics that provide value to Booz Allen colleagues and clients alike, such as military lifestyle, flexible work environments, and change management.

## BUILDING CAREERS AT BOOZ ALLEN

Military spouses thrive in careers at Booz Allen because they are innovative, flexible, and embody the firm's Core Values. In addition, because the firm has many office locations around the globe and commits to providing flexible work arrangements (FWA) (as clients permit), there are opportunities for military spouses to maintain and grow a career at Booz Allen through permanent changes of station (PCS).

## RESOURCES FOR MILITARY SPOUSES

### Military Spouse Forum

Current and former military spouses can be your best resource for information about navigating your career. While fellow military spouses may not be able to speak for official Booz Allen resources such as Resource Management (RM) or Human Resources (HR), they often have the inside track, based on experience, to help navigate complicated actions. Military Spouse Forum (MSF) members are encouraged to connect with other military spouses and spouse supporters on Yammer at [yammer.com/bah.com/groups/militaryspouseforum](https://yammer.com/bah.com/groups/militaryspouseforum).

## Resource Management

RM supports employees with their internal job searches. Resource managers use information from [zone.bah.com](https://zone.bah.com), Time Online (TOL)/Forecast Online (FOL), [workday.bah.com](https://workday.bah.com) to link the best talent to client needs. Resource managers are assigned by Group and Account Group. To identify your resource manager, ask your career manager or go to [rm.bah.com](https://rm.bah.com) to see a list of contacts by Account Group. RM can help identify billable work when you anticipate a possible gap in billability, including an upcoming relocation. To learn more about how RM works, sign up for one of the RM Overview discussions held twice a month. Upcoming events are listed on [eventplanner.bah.com](https://eventplanner.bah.com).

### *Booz Allen Purpose and Values: Empower People to Change the World*

#### UNFLINCHING COURAGE

- Speak truth to power
- Maintain convictions, especially under duress
- Bring bold thinking

#### PASSIONATE SERVICE

- Embrace the mission
- Listen and act with empathy
- Make meaningful connections
- Build community through generosity

#### CHAMPION'S HEART

- Crave being the best
- Bring joy in the pursuit
- Learn from failure
- Compete with passion

#### COLLECTIVE INGENUITY

- Find the problem and solve it
- Be resourceful and creative
- Seek to make the biggest difference
- Harness the power of diversity
- Be devoted to the team

#### FEROCIOUS INTEGRITY

- Do right
- Hold yourself and each other accountable

## HUMAN RESOURCES

In preparation for PCS, or at any time during your employment with Booz Allen, you may need HR assistance for questions regarding benefits and leave. The firm's general policies, highlighted below, apply to all employed military spouses.

### Leave and Benefits Information

Booz Allen recognizes paid time off for rest and relaxation, as well as leave from work to attend life events such as caring for yourself or ill loved ones, having a baby, or even answering the call to military service.

You can find more detailed information, along with forms to request leave, in the Policy Library under Leave (<https://boozallen.sharepoint.com/sites/policies/pages/policy-library.aspx>).

LEAVE TYPE	USE
<b>Short-Term Disability</b>	Paid medical leave for an illness in excess of 5 business days for up to 26 weeks. Childbirth is included in the short-term disability benefit. The pay amount is based on tenure with the firm.
<b>Unpaid Family Medical Leave (FMLA)*</b>	Up to 12 weeks of job-protected unpaid leave for any of the following reasons: <ul style="list-style-type: none"> <li>• The employee's own illness (may run concurrently with short-term disability coverage)</li> <li>• Care of a family member with a serious health condition</li> <li>• Care for a newborn or adopted child</li> <li>• Serving as a military caregiver for the care of a veteran</li> <li>• Serving as a military caregiver for the care of a current service member</li> <li>• Military exigency leave as a result of a spouse, child, or parent being on active duty or having been notified of an impending call or order to active duty in the armed forces</li> </ul> <p><i>*Employees must meet certain criteria to qualify for FMLA.</i></p>
<b>Military Leave</b>	Short-term and long-term military leave options
<b>Paid Parental Leave</b>	10 days of paid leave for new parents
<b>Unpaid Parental Leave</b>	Up to 24 weeks of unpaid leave

### Tax Location

PCS usually necessitates the reevaluation of your tax withholding, especially in regard to tax location. You should consider the Military Spouse Residency Relief Act (MSRRA) in determining and assigning your tax location on various federal and state forms. Under MSRRA, military spouses do not have to pay income tax to a state in which they earn income if:

- They are in the state with their spouse pursuant to military orders, and
- The state is not their domicile (i.e., legal residence)

It is the employee's responsibility to update this information on the appropriate forms and for the firm's records. You must submit the following information to the payroll department:

- Your completed state withholding form
- Your MSRRA verification form
- Your spouse's Leave and Earnings Statement and current orders
- A copy of your Military Dependent ID Card

You must submit all documents together to avoid a delay in processing your request.

You can find more detailed information on MSRRA at the following links:

- [old.taxadmin.org/fta/rate/s\\_475.pdf](http://old.taxadmin.org/fta/rate/s_475.pdf)
- [military.com/benefits/military-legal-matters/scra/service-members-civil-relief-act-overview.html](http://military.com/benefits/military-legal-matters/scra/service-members-civil-relief-act-overview.html)

You can also find additional information about the firm's policies, including tax withholding information, in the policy library under Employment and HR (<https://boozallen.sharepoint.com/sites/policies/pages/policy-library.aspx>).

### Overseas Benefit Coordination

If your PCS will relocate you overseas, you must coordinate with your HR business partner to ensure that your healthcare coverage continues at your new location. Typically, medical and dental plan options are dictated by your home address of record. If your relocation is long-term (in excess of 6 months), we recommend that you update your home address of record so you can elect overseas healthcare coverage. The firm contracts with Cigna to provide overseas medical and dental coverage.

Note that updating your home address of record also requires you to change your official work location.

You can find more detailed information for overseas benefits in the policy library under Employment and HR (<https://boozallen.sharepoint.com/sites/policies/pages/policy-library.aspx>).

For additional information regarding changing your home address of record and/or work location, see [workday.bah.com](http://workday.bah.com).

## PERMANENT CHANGE OF STATION TIPS

As soon you have an idea of when and where your orders may relocate you and your spouse, it's a good idea to begin engaging with leadership and colleagues in the firm, planning and preparing for the transition, and networking through the firm's community outlets.

- Reach out to your career manager and job manager to let them know that a PCS is imminent.
- Search the Zone and Yammer to interact with colleagues in the potential PCS location.
- Research what the current Booz Allen landscape looks like in the potential PCS location.
- Prepare your updated resume and be sure to place that updated resume on all your firm profiles.
- Ensure your Yammer and Zone profiles reflect the most up-to-date information (e.g., updated resume and skills).
- Visit the RM site for information and resources available to assist you in preparing for your transition.
- Review the open positions report.
- Request feedback from current colleagues and job managers in Workday.
- Brainstorm possible client/team scenarios and their solutions (remote work, transferable skills, etc.).
- Begin networking with colleagues at your current location through the numerous online community outlets available through the firm, such as Functional Communities and Yammer groups.

When you receive orders, it's time to kick your preparation efforts into high gear. Take the following steps to optimize your transition:

- Schedule meetings with your career manager and job manager to discuss all the implications of your upcoming move. Discuss a timeline to assist with your move, including the effective order dates, the possibility of remote support (considering the needs of your current client), and the possibility of support to find new work in your PCS location.
- Present your proposed client/team scenarios and solutions to your current career manager and job manager(s).
- Reach out to your network in the new location to more formally discuss the local client landscape and possible local opportunities.
- Work with your current career manager to present proposed scenarios and solutions to the firm leadership at your current location.
- Based on concurrence, work with your job manager(s) to present proposed scenarios and solutions to the current client.
- Based on client feedback (i.e., approval for any of the proposals) and guidance, work with your current career manager to present approved proposals and the plan forward to the firm leadership at your new location.
- If you will be seeking new billable work because your current client does not approve your proposal to provide remote support, you should prepare by reaching out to your resource manager, updating your FOL, and regularly reviewing the open positions report for billable work opportunities.

### *Additional Resources*

#### AFFILIATED ORGANIZATIONS

- Department of Defense Military Spouse Employment and Career Opportunities Program, [myseco.militaryonesource.mil](http://myseco.militaryonesource.mil)
- Department of Defense Military Spouse Employment Partnership, [msejobs.militaryonesource.mil](http://msejobs.militaryonesource.mil)
- Blue Star Families, [bluestarfam.org](http://bluestarfam.org)
- Military Spouse Advocacy Network, [milspaceadvocacynetwork.org](http://milspaceadvocacynetwork.org)
- U.S. Chamber of Commerce Foundation: Hiring Our Heroes, [uschamberfoundation.org/hiring-our-heroes](http://uschamberfoundation.org/hiring-our-heroes)
- In Gear Career, [ingearcareer.org](http://ingearcareer.org)

It's important to keep certain things in mind during your move as well:

- Consider PTO, leave without pay, or comp time.
- Ensure all clients and colleagues have your contact information before, during, and after the move.
- Consider the internet connection and other facilities you will need and will have available during the move and within the first few days of your move.
- Keep your current career manager and job manager(s), as well as your new firm leadership, aware of your status.

Once you get settled in your new home, connect with local leadership—but don't lose touch with your former team!

- Your new location may consider providing a firm sponsor to assist you in your transition.
- Work with your new local leadership and your career manager to ensure you have the correct alignment and Responsibility Center (RC) code.
- Determine if an administrative/career manager move is appropriate.
- Update your address and contact information on people.bah.com.
- Reach out to HR with any new taxation concerns or any other HR issues.
- If you are teleworking, ensure that you have an FWA form signed and approved by your admin chain (see below).
- Stay in close communication with your admin team and colleagues from your previous geography while building local network.

### **FLEXIBLE WORK ARRANGEMENTS**

Booz Allen offers FWAs as one method to help staff balance professional and personal commitments that may require flexibility in their work schedules. A common type of FWA that military spouses use is telework, which provides an opportunity to work at a location other than an official Booz Allen office or client facility, to which the employee and the firm have agreed. Telework may be an option when you PCS away from a client, if the contract can support it. No matter the type of arrangement, if you take advantage of an FWA, it is important to have a signed FWA agreement in place. Learn more about the firm's FWA policy in the policy library under Employment and HR (<https://boozallen.sharepoint.com/sites/policies/pages/policy-library.aspx>) and join the FlexWork Forum on Yammer to connect with colleagues who have FWAs in place at [yammer.com/bah.com/groups/flexworkforum](https://yammer.com/bah.com/groups/flexworkforum).

### **WHAT CAREER MANAGERS NEED TO KNOW**

Your career manager is your primary resource for administrative and developmental issues at the firm. While you are not required to disclose your marital status or association with the military, MSF members have found that having open line of communication with your career manager about your situation is the best way for them to help you build your career over time. Keep in mind that your career manager may not be familiar with the military lifestyle or firm resources such as the MSF. Take care to share the handbook with them and encourage them to turn to the MSF Yammer group for support from other career managers who have military spouses on their teams.

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#### *About the Military Spouse Forum*

Established in 2013, the MSF raises awareness about military spouses at the firm and provides opportunities and resources for spouses to build thriving careers. The MSF is a key component of Booz Allen's Veterans Agenda and is sponsored by the Armed Services Forum.

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#### *About the Armed Services Forum*

The Armed Services Forum seeks to incorporate service members and veterans into the Booz Allen culture through outreach and professional development, to ensure that the firm realizes the full diversity benefit that service members and veterans provide, and to provide an opportunity for enhancing business development relationships.



## About Booz Allen

Booz Allen Hamilton has been at the forefront of strategy and technology for more than 100 years. Today, the firm provides management and technology consulting and engineering services to leading *Fortune 500* corporations, governments, and not-for-profits across the globe. Booz Allen partners with public and private sector clients to solve their most difficult challenges through a combination of consulting, analytics, mission operations, technology, systems delivery, cybersecurity, engineering, and innovation expertise.

With international headquarters in McLean, Virginia, the firm employs more than 22,600 people globally and had revenue of \$5.41 billion for the 12 months ended March 31, 2016. To learn more, visit [BoozAllen.com](http://BoozAllen.com). (NYSE: BAH)