

# *Retired Military and Military Spouse Technical Skills Inventory Update*

## Final Report

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Santa Rosa County, Florida

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# Executive Summary

In June 2002 the Haas Center for Business Research and Economic Development at the University of West Florida provided Team Santa Rosa Economic Development Council with a Technical Skills Inventory of former military personnel living in Santa Rosa and Escambia Counties. It offered a previously unavailable analysis of this economically important sector of the local workforce. Economic development professionals need current and appropriate information on which to develop sound programmatic efforts to service existing industries, attract new industries, and to exploit underdeveloped workforce potential. This study met this need by providing a comprehensive analysis of the Santa Rosa Veterans Service Office records, supplemented by surveys of retired military households and local aviation related businesses. This inventory supplied the Team Santa Rosa Economic Development Council and the Pensacola Area Chamber of Commerce with information that is useful in their efforts to retain existing industry and attract new business investment to the area.

The purpose of this report is to update the Technical Skills Inventory of former military personnel living in Santa Rosa and Escambia Counties to include those members having relocated since the initial inventory was conducted; and to expand this effort by developing a Technical Skills Inventory of military spouses. This purpose was achieved in two ways. First, we reviewed each of the approximately 390 DD-214 forms for individuals who have returned to our area in the past year. These forms list the job titles held and schools attended by military veterans during their period of military service. These records have been added to the 4,622 DD-214 form records that were reviewed previously. The database now covers a period of 22 years, and provides an excellent inventory of the job skills possessed by the military veterans living in our region.

Second, a survey was taken of approximately 250 spouses of active duty military personnel stationed at NAS Whiting Field. This survey identified basic demographics such as education, current employment status, availability for employment, and time remaining in the area. It also identified transferable job

skills that will be attractive to the business community. Among the most important findings of this study are that:

- ▶ Military veterans returning to the area in the past year are in their prime working years, with over 96% currently in their 20's, 30's, or 40's. Most of them were senior enlisted or mid-level officers at the time of their separation from military service.
- ▶ Over 28% of the military veterans returning to Santa Rosa County in the past twelve months held aviation jobs while serving in the military. The next largest job categories were administration (23.6%), communications and electronics (8.2%) and computers/information systems (5.8%).
- ▶ There was a significant increase over previous years in veterans returning to the area with computer/information system (up 286%) and engineering skills (up 47%).
- ▶ Over 25% of the military veterans that returned to the area in the past year attended military schools that provided them with management or leadership training.
- ▶ There are approximately 29,531 military retirees living in the 325 Zip Code, which covers Okaloosa, Santa Rosa, and Escambia counties. The total annual military retirement income received by these individuals is \$601,500,000, or about \$20,368 per retiree. The national average age of military retirees is 43, and the overwhelming majority of these retirees enter second careers in the civilian sector, making them a valuable, and often highly skilled, addition to the area's workforce.
- ▶ Military veterans are an important component of our area's workforce, comprising 22% of our civilian population 18 years of age or older. The Pensacola MSA ranks 8<sup>th</sup> in the US for military veterans as a percentage of the working age population (Ft. Walton Beach ranks 1<sup>st</sup> and Panama City ranks 13<sup>th</sup> nationwide).
- ▶ The military veteran population in Florida grew faster in the last decade than in other leading states with large veteran populations such as Texas, California, and New York.
- ▶ Northwest Florida has a sizeable competitive advantage over the rest of the nation resulting from the large number of active duty military personnel that are stationed here, and their military spouses who become valued members of the area's workforce. The Defense Manpower Data Center reported in August of 2001 that 68,235 military and DoD personnel and 37,725 military dependents lived in Northwest Florida between Panama City and Pensacola.
- ▶ Approximately 51.4 percent of our nation's active duty military personnel are married. The majority of military spouses (69.6%) are 35 years old or younger. Nearly half (48%) of active duty officer spouses are employed in a civilian job either on or off base, and another 7 percent are looking for employment. Over half (55%) of enlisted spouses hold a civilian job, while an additional 8 percent are seeking employment.

- ▶ Today's military spouses offer a solution to the workforce shortage experienced by many industries. While they may have been overlooked in the past as a viable source of talent, today's military spouses combine the work experience, education, and unique personal qualities cultivated by the demands of military family life that are attractive to today's employers.
- ▶ Our survey of local military spouses indicated that 41% of the spouses of active duty military personnel stationed at NAS Whiting Field are currently employed, and 59% currently unemployed. Of those that are unemployed, 71.5% indicated that they are interested in finding employment.
- ▶ Approximately 39% of unemployed military spouses are seeking full-time employment, 35% are seeking part-time job opportunities.
- ▶ The primary reason that military spouses gave for being unemployed is that they cannot find the job they want (40% of respondents), followed in frequency by needing to stay at home to care for their families (24%). Approximately 22% are currently attending school but want to work after graduation.
- ▶ Over 56% of the military spouses indicated that they felt they had occupational skills that they were currently not utilizing, but which they would like an opportunity to use.
- ▶ The majority (48%) of military spouses surveyed are under 30 years of age; over 68% are under age 40.
- ▶ Over 47% of the local military spouses have received a Baccalaureate degree or higher, compared to 23% of the Santa Rosa County population over age 25 that possess a Baccalaureate degree or higher.
- ▶ When military spouses were asked to estimate how long that they would be living in this area, the mean response was 4.2 years (median response = 2 years, mode = 3 years).
- ▶ Military spouses were asked to identify the transferable occupational skills that they possess that could be used by industry. Over 54% indicated that they possessed managerial/professional skills. Over 43% indicated that they possess sales skills, 54% possess administrative/office skills, 13% possess computer/information technology related skills, and 5% possess technical/skilled trade abilities.
- ▶ Frequently mentioned jobs held by military spouses include: administrative assistant, office manager, teacher, nurse, accountant, customer service representative, and sales/marketing.
- ▶ The Fleet and Family Support Center at NAS Whiting Field offers several programs that address challenges inherent to the military lifestyle. One important program that directly affects our area's workforce is the *Spouse Employment Assistance Program*. This program offers a professional assessment of a client's needs, skills, and educational background in order to make appropriate referrals to the labor market, educational institutions, or meaningful volunteer positions. Over 75% of the military spouses using this program have at least some college or vocational training, and 37% have a baccalaureate degree. The large majority (77%) are under age 35.

The report begins by describing the importance of military retirees and military spouses to the local economy, followed by a brief overview of the Santa Rosa County workforce. Next, we look at military veterans living in the area, and provide a summary of the military jobs held and schools attended by veterans who have returned to the area in the past year. This information is provided in detail in a Microsoft Access database stored on an accompanying CD. The following sections then document the demographic characteristics, educational attainment, and occupational skills of military spouses. We describe the results of a survey taken of military spouses living in the area. These data are also provided in detail in a Microsoft Access database stored on an accompanying CD.

# Introduction

This report provides an update to the Technical Skills Inventory of former military personnel living in Santa Rosa and Escambia Counties to include those members having relocated since the initial inventory was conducted in June of 2002. Additionally it expands upon this effort by developing a Military Spouse Technical Skills Inventory in a similar format. Both of these Technical Skill Inventories are provided in detail in Microsoft Access databases stored on an accompanying CD.

***Military Retirees.*** Northwest Florida is a desirable location for military retirees, who are attracted by the areas climate, quality of life, and, most importantly, by the facilities available to military retirees at Pensacola Naval Air Station and Whiting Field, and the nearby Hurlburt and Eglin Air Force Bases. In Fiscal 2001, there were 29,531 military retirees living in the 325 Zip Code, which covers Okaloosa, Santa Rosa, and Escambia counties. The total military retirement income received by these individuals was \$601,500,000, or about \$20,368 per retiree.<sup>1</sup> Using 2000 Census data on the over age-40 population, we estimate that approximately 49% (14,470) of these military retirees live in Escambia County, 21.3% (6,290) live in Santa Rosa County, and 29.7% (8,770) live in Okaloosa County.

The State of Florida is a primary beneficiary of our nations defense spending, ranking fourth among the fifty states in the amount of military defense contract dollars received. Many of the local defense contracting companies are owned by or employ military retirees and veterans. Escambia County ranks 11<sup>th</sup> among Florida's 67 counties in prime contract awards, receiving Department of Defense contracts totaling over \$110 million in Fiscal 2001, Santa Rosa County ranks 13th with over \$51 million.<sup>2</sup>

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<sup>1</sup> Department of Defense (DoD) Statistical Report on the Military Retirement System, Fiscal 2001, Office of the Actuary.

<sup>2</sup> DoD Directorate for Information Operations and Reports, Statistical Information Analysis Division, Procurement; <http://web1.whs.osd.mil/peidhome/geostats/geostat.htm>

More than 20,000 individuals retire each year from the U.S. military. Military retirees are a distinctive group from civilian retirees. They are often younger, usually in their 40's and 50's rather than in their 60's and 70's (the national average age of military retirees is 43). Because of this, the overwhelming majority of these retirees enter second careers in the civilian sector, making them a valuable, and often highly skilled, addition to the areas workforce. Being younger than civilian retirees, they often have children still living with them, making them concerned and involved in community activities.

***Military Veterans.*** The Northwest Florida military veteran population is even larger. A military veteran is generally defined as someone who served in the military, ground, naval or air service of the US on active duty for a period of more than 180 days, and was discharged or released there from with other than a dishonorable discharge. The present US veteran population is estimated at approximately 25 million. Nearly three of every four military veterans served during a war or an official period of hostility. The Department of Veterans Affairs spent more than \$3.4 billion in Florida in 2001 to care for the approximately 1.8 million veterans who live in the state.

About 215,000 to 225,000 people are discharged from the military each year. As shown in Table 1 below, these military veterans are an important component of our area's workforce, comprising 22% of our civilian population 18 years of age or older. As shown in Table 2, the Pensacola MSA<sup>3</sup> ranks 8<sup>th</sup> in the US for military veterans as a percentage of the working age population (Ft. Walton Beach ranks 1<sup>st</sup> and Panama City ranks 13<sup>th</sup> nationwide). Table 3 illustrates that the veteran population in Florida grew faster in the last decade than in other leading states with large veteran populations.

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<sup>3</sup> The Pensacola MSA consists of Escambia and Santa Rosa counties.

**Table 1 - Census 2000 Florida Veteran Population**

STATE	CIVILIAN POPULATION 18 OR OVER	CIVILIAN VETERANS	CIVILIAN VETERANS AS A PERCENTAGE OF CIVILIAN POPULATION 18 OR OVER
Florida	12,283,486	1,875,597	15%
COUNTY	CIVILIAN POPULATION 18 OR OVER	CIVILIAN VETERANS	CIVILIAN VETERANS AS A PERCENTAGE OF CIVILIAN POPULATION 18 OR OVER
Okaloosa County, Florida	117,249	32,169	27%
Escambia County, Florida	214,514	47,559	22%
Santa Rosa County, Florida	83,617	18,072	22%

**Table 2 – All MSA's Ranked by Veterans as a Percentage of Civilian Population**

Metropolitan Statistical Area	Civilian Population 18 Or Over	Civilian Veterans	Civilian Veterans As A Percentage Of Civilian Population 18 Or Over
Fort Walton Beach, FL MSA	117,249	32,169	27%
Jacksonville, NC MSA	78,579	18,794	24%
Killeen--Temple, TX MSA	186,664	44,192	24%
Fayetteville, NC MSA	181,918	42,592	23%
Lawton, OK MSA	70,796	16,292	23%
Punta Gorda, FL MSA	119,407	27,266	23%
Cheyenne, WY MSA	57,906	12,967	22%
Pensacola, FL MSA	298,131	65,631	22%
Melbourne--Titusville--Palm Bay, FL MSA	369,578	79,145	21%
Colorado Springs, CO MSA	351,079	74,992	21%
Ocala, FL MSA	203,533	43,300	21%
Clarksville--Hopkinsville, TN--KY MSA	126,436	26,646	21%
Panama City, FL MSA	108,692	22,658	21%

SOURCE: Current Population Survey, March 2001, U. S. Bureau of Census

**Table 3 - Growth of Veteran Population 1990-2000**

STATE	1990 Veterans	2000 Veterans	+ Gain/ - Loss	% Change between 1990 - 2000
Florida	1,719,129	1,875,597	156,468	9.1%
Texas	1,726,617	1,754,809	28,192	1.6%
California	3,001,905	2,569,340	-432,565	-14.4%
New York	1,707,476	1,361,164	-346,312	-20.3%

SOURCE: Current Population Survey, March 2001, U. S. Bureau of Census

**Military Spouses.** Northwest Florida also has a sizeable competitive advantage over the rest of the nation resulting from the large number of active duty military personnel that are stationed here, and their military spouses who become valued members of the area’s workforce. Florida ranks sixth highest among the fifty states in total number of federal military and civilian personnel.<sup>4</sup> The greatest concentration in Florida of military and Department of Defense civilian personnel is in Northwest Florida, which accounts for just over half of statewide military installation spending.<sup>5</sup>

Approximately 51.4 percent of our nation’s active duty military personnel are married. The majority of military spouses (69.6%) are 35 years old or younger. Nearly half (48%) of active duty officer spouses are employed (either full-time, part-time or self employed) in a civilian job either on or off base, and another 7 percent are looking for employment. Over half (55%) of enlisted spouses hold a civilian job either on or off base, while an additional 8 percent are seeking employment.<sup>6</sup> The Defense Manpower Data Center reported in August of 2001 that 37,725 military dependents lived in Northwest Florida. Table 4 below shows the number of military and DoD personnel and their dependents that live in Northwest Florida.

<sup>4</sup> Center for Defense Information 2001-2002 Military Almanac, [www.cdi.org/products/almanac0102.pdf](http://www.cdi.org/products/almanac0102.pdf)

<sup>5</sup> Economic Impacts of Military Base Activity in Florida, Fishkind & Associates, Inc., March 1998.

<sup>6</sup> The Defense Manpower Data Center, Active Duty Master File and Family File, September 2001.

**Table 4 - Military Personnel and Dependents in Northwest Florida**

<b>Base</b>	<b>Zip Code</b>	<b>Location</b>	<b>Total Dependents</b>	<b>Total Personnel</b>
CORRY STATION NTTC	32511	PENSACOLA	2,109	4,197
NAV ED & TRN PGM MGMT SPT	32508	PENSACOLA	364	505
PENSACOLA NAS	32508	PENSACOLA	9,292	20,065
WHITING FIELD NAS	32570	MILTON	1,238	2,140
NAV COASTAL SYSTEMS CTR	32407	PANAMA CITY	1,095	1,706
PENSACOLA NAVHOSP	32512	PENSACOLA	1,220	2,010
EGLIN AFB	32542	FT. WALTON BEACH	12,027	20,161
HURLBURT FIELD	32544	FT. WALTON BEACH	10,380	17,451
NORTHWEST FLORIDA TOTAL			37,725	68,235

Source: DMDC Military Personnel File (August, 2001); DMDC Family Database (August 2001)

# The Santa Rosa County Workforce in 2003

Santa Rosa County has an estimated 2003 population of 139,570, with 51,200 households and an estimated 2003 average household income of \$70,301.<sup>7</sup> The majority of the population (55%) is rural, with 45% living in an urban setting. Average annual employment is 44,290 persons, whose personal incomes total \$2,882,323,000. The area has a diversified economy supporting approximately 159 different industry sectors.<sup>8</sup>

Santa Rosa County experienced very strong population growth between 1990-1995, growing at an annual rate of 4.76%, making it the second fastest growing county by percent of population in Florida for that time period. The population percent growth rate slowed to 3.75% between 1995-2000, and is forecast to be 2.68% between 2000-2005, and 2.17% between 2005-2010. This still gives Santa Rosa County one of the highest (7<sup>th</sup>) population growth rates for counties in Florida, which as a state is forecast to experience annual growth rates of 1.35% between 2000-2005, and 1.25% between 2005-2010. This forecast population growth translates into 3,533 persons per year between 2000-2005 and 3,237 persons per year between 2005-2010. The proportion of Santa Rosa's population over 65 is forecast to increase from 11% to 15.9% between 1999 and 2015, whereas the proportion aged 0-14 years is forecast to decline from 21% to 18% of the population during the same time period. Working aged adults between 25 and 64 years are expected to increase slightly from 55% of the population to 57% between 1999 and 2015, while males and females will each remain approximately 50% of the population. Households, which numbered 45,875 in 2000, are forecast to increase to 58,874 by 2010.<sup>9</sup> Table 1 provides 2003 population estimates for Santa Rosa County.

**Table 5 - Santa Rosa County Population Data**

Santa Rosa County Population	2003
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<sup>7</sup> Woods and Poole Economics

<sup>8</sup> : IMPLAN Professional Social Accounting & Impact Analysis Software.

<sup>9</sup> Florida Long-Term Economic Forecast 2000, Volume 2, Carol T. West and David G. Lenze, Bureau of Economic and Business Research, University of Florida, September 2000.

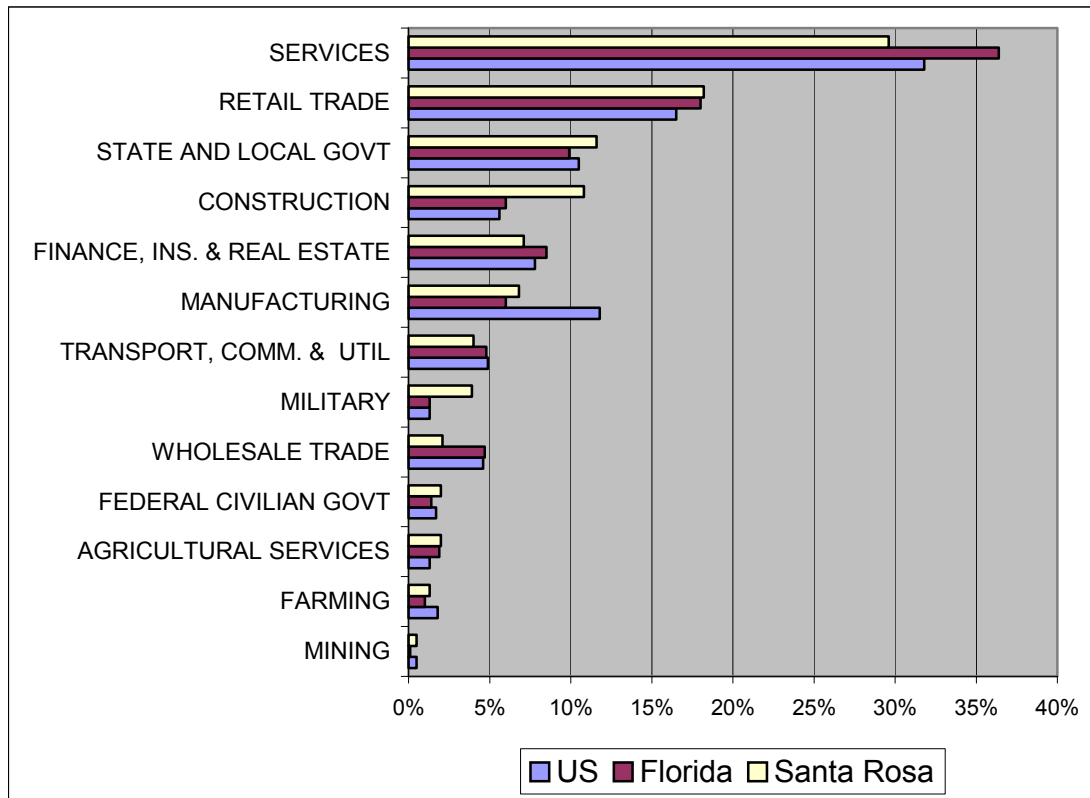
Total Population	139,572
Under 5 Years	9,569
5 To 9 Years	10,407
10 To 14 Years	11,901
15 To 19 Years	10,265
20 To 24 Years	7,764
25 To 29 Years	7,690
30 To 34 Years	8,754
35 To 39 Years	9,512
40 To 44 Years	11,689
45 To 49 Years	11,703
50 To 54 Years	10,490
55 To 59 Years	8,491
60 To 64 Years	5,674
65 To 69 Years	4,689
70 To 74 Years	3,921
75 To 79 Years	3,288
80 To 84 Years	2,008
85 Years And Over	1,757
White Population	128,833
Black Population	6,230
Other Population	4,509
Hispanic Population, Any Race	4,231
Population 0-19 Years (Thousands)	42,142
Population Age 20-64 Years	81,767
Population Age 65 Yrs And Over	15,663
Male Population (Thousands)	69,365
Female Population	70,207
Population Age 16 Yrs And Over	105,411
Median Age Of Population (Years)	37
Source: Woods and Poole Economics, 2000	

Employment growth rates of 4.66% per year were experienced by Santa Rosa County between 1995-2000. Employment growth rates are forecast to be 2.92% between 2000-2005, and 2.25% between 2005-2010, exceeding state average employment growth rates of 2.07% and 1.87% respectively. This forecast employment growth translates into 882 new jobs per year between 2000-2005, and 775 jobs per year between 2005-2010. The unemployment rate was 3.9% in 2000 and is forecast to remain fairly constant, declining to 3.84 in 2010. Construction, services, retail trade, and finance, insurance and real estate are, in order of magnitude, the industry sectors forecast to experience the

strongest employment growth. Military employment, which historically is an important regional employment sector, dropped sharply (decreasing 31.5%) between 1990-95, and more modestly (-3.3%) between 1995-2000. Military employment is forecast to continue its decline in Santa Rosa County, decreasing by another 1% between 2000-2025.<sup>10</sup>

Figure 1 compares relative employment by industry sector for the United States, Florida, and Santa Rosa County. Retail trade, State and Local government, military, and construction employment are larger, as a percent of the overall workforce, in Santa Rosa County than in the State of Florida or nation as a whole.

**Figure 1 - Employment by Industry Sector for the U.S., Florida, and Santa Rosa County**

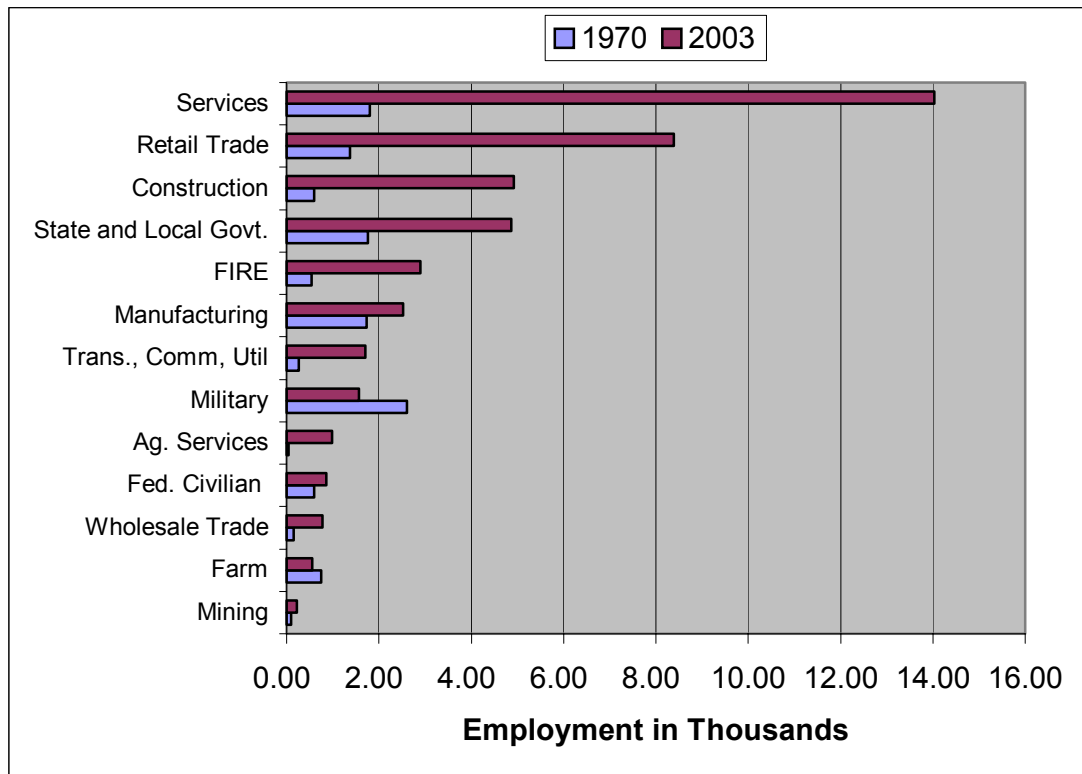


Source: Woods and Poole Economics, 2000

<sup>10</sup> Florida Long-Term Economic Forecast 2000, Volume 2, Carol T. West and David G. Lenze, Bureau of Economic and Business Research, University of Florida, September 2000.

Figure 2 below shows the historical trend in County employment by industry sector. Here, the 1970-2003 period is shown. Over the past three decades, farming and the military have dropped in employment. Every other aggregated sector of the County economy has grown in employment, with large increases seen in services, retail trade, state and local government, construction, and finance, insurance and real estate. The service industry, which includes health care as well as a wide variety of business and personal services, saw very large growth, from approximately 2% to 14% of total County employment over the period. In addition, retail trade, construction and finance, insurance and real estate sectors grew substantially as a share of total employment between 1970-2003.

**Figure 2 - Santa Rosa County Employment Trends, 1970-2003**

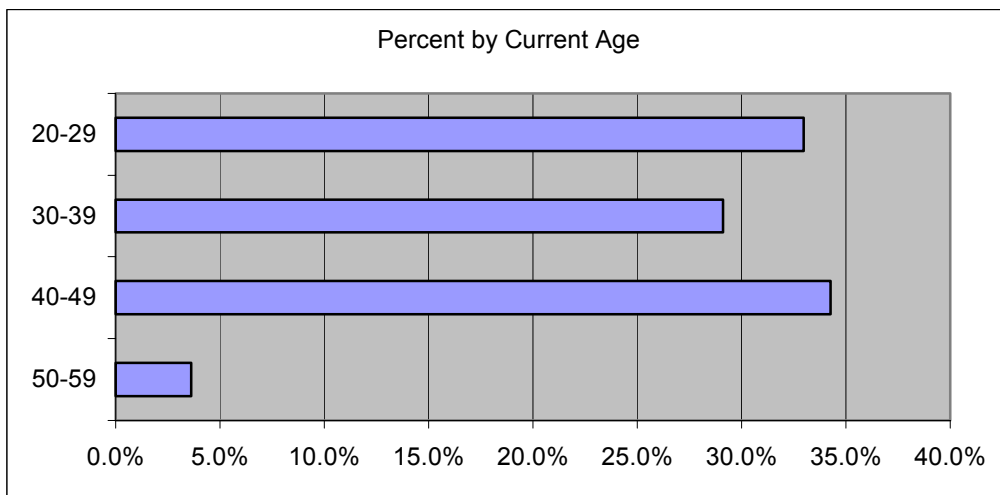


Source: Woods and Poole Economics, 2000

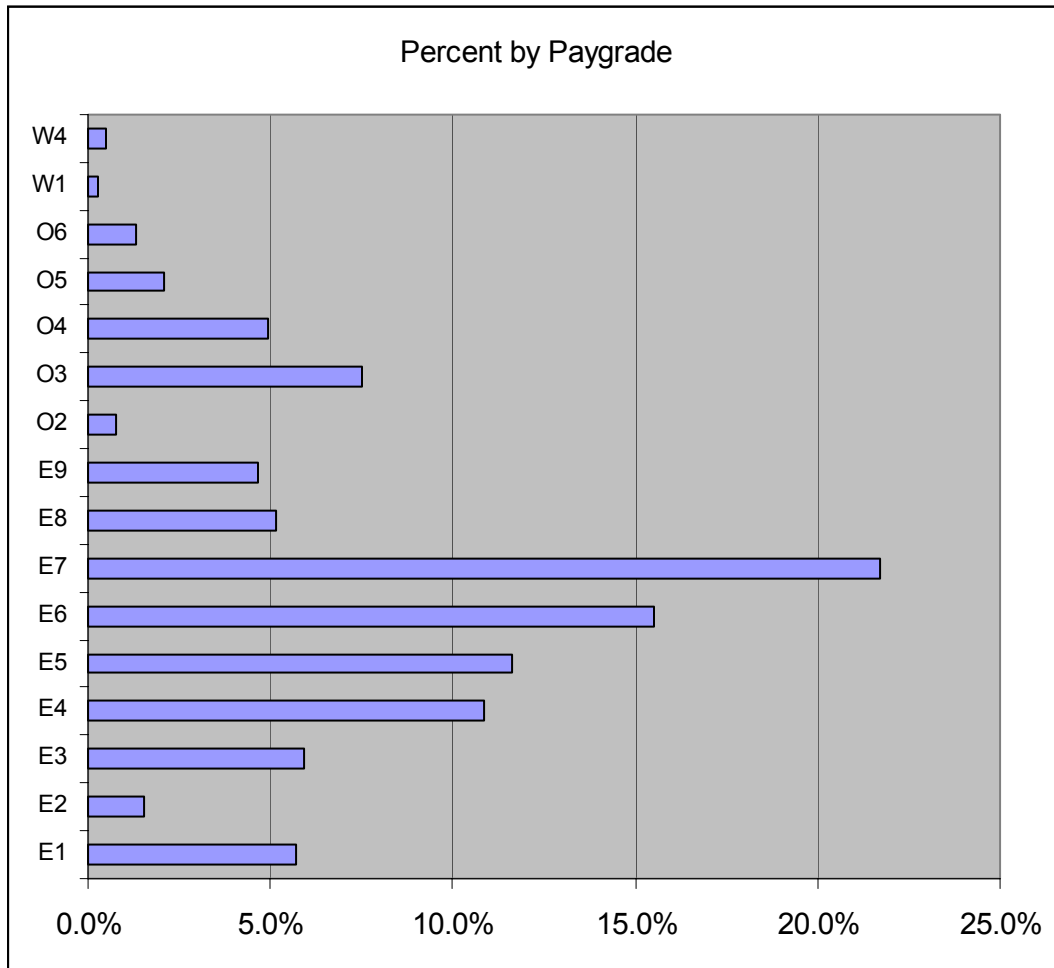
# I. Military Veterans Returning to Area in Last Twelve Months

The first part of the technical skills inventory update is a Microsoft Access database containing information on the jobs held and schools attended by military veterans who have returned to the Santa Rosa area in the previous twelve months. For each service member who chooses to come to the Santa Rosa area upon leaving the military, a Department of Defense form DD-214 is sent to the Santa Rosa Veterans Service Office. This form lists the job titles held and schools attended by the military veteran during his period of military service. This analysis reviewed each of the approximately 390 DD-214 forms for individuals who have returned to our area in the past year. These records have been added to the 4,622 DD-214 form records that were reviewed previously. The database now covers a period of 22 years, and provides an excellent inventory of the job skills possessed by the military veterans living in our region. As shown in Figure 3, over 96% of the veterans returning to the area in the past year are currently in their 20's, 30's, or 40's. Most of them were senior enlisted or mid-level officers at the time of separation, as shown in Figure 4.

**Figure 3 - Age of Military Veterans Returning to Santa Rosa in Past 12 Months**



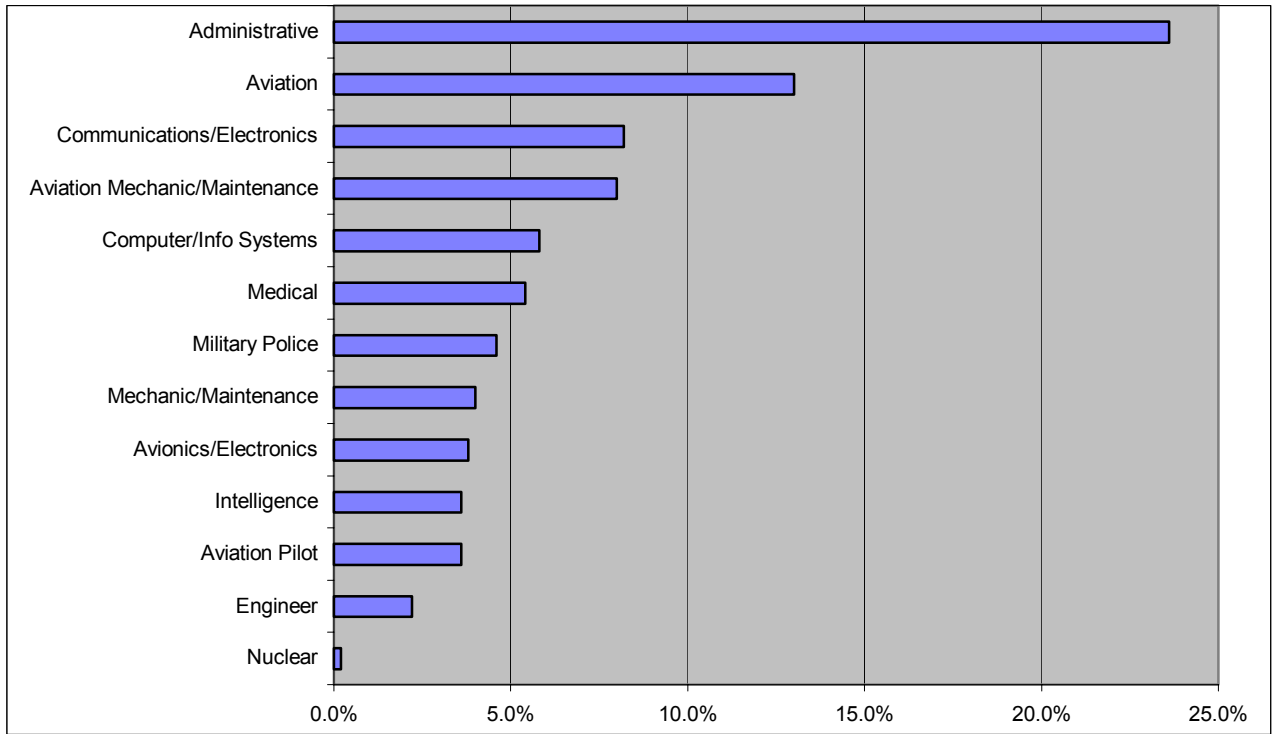
**Figure 4 - Pay grade at Time of Separation from Military Service**



## Job Skills of Vets Returning to Region in past 12 Months

Over 28% of the military veterans returning to Santa Rosa County in the past twelve months held aviation jobs while serving in the military, as shown in Figure 6. The next largest job categories were administration (23.6%), communications/electronics (8.2%) and computers/information systems (5.8%). The CD containing the database that accompanies this report contains the exact job description listed on each military veteran's DD-214. Table 6 below provides a summary report from this database, listing the number of veterans by job category, their average current age, and average years of service.

**Figure 5 - Job Skills of Military Veterans Returning to Area in Last 12 Months**



**Table 6 – Summary of Job Skills of Vets Returning to Santa Rosa in Past 12 Months**

Job Category	Average Current Age	Average Years of Service	Total Number	Percent of Total
Administrative	40.50	17	118	23.6%
Aviation Other	37.90	15	65	13.0%
Aviation Mechanic/Maintenance	39.40	18	40	8.0%
Aviation Pilot	36.70	12	18	3.6%
Avionics/Electronics	35.10	13	19	3.8%
Communications/Electronics	35.80	13	41	8.2%
Computer/Info Systems	39.10	14	29	5.8%
Engineer	44.60	16	11	2.2%
Intelligence	35.20	18	18	3.6%
Mechanic/Maintenance	34.40	11	20	4.0%
Medical	35.30	12	27	5.4%
Military Police	38.70	13	23	4.6%
Nuclear	32.70	10	1	0.2%
Other	32.70	10	70	14.0%

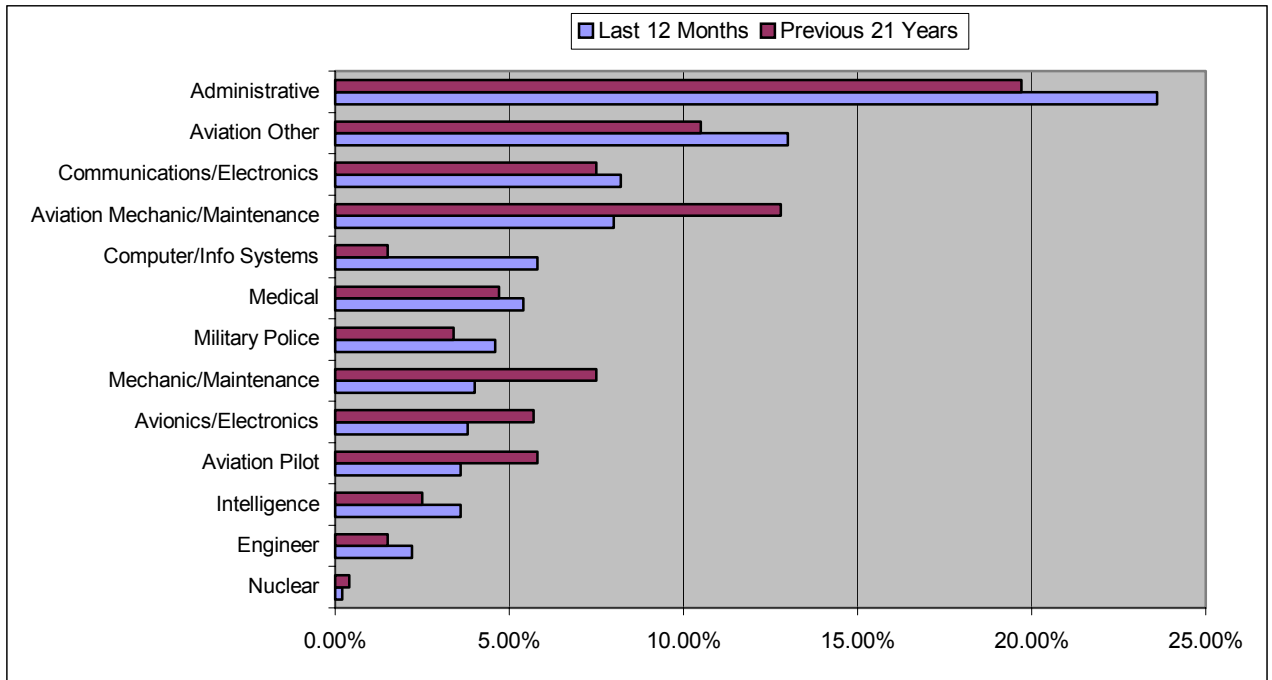
Table 7 and Figure 6 below show the difference in the military jobs held by

the veterans returning to our area in the last twelve months compared to the military jobs held by veterans already living in the area. Note the significant increase in veterans returning to the area that possess computer/information system and engineering skills.

**Table 7 - Difference Between Vets Returning Last 12 Months and Previous 21 Years**

Job Category	Growth or Decline
Computer/Info Systems	286.67%
Engineer	46.67%
Intelligence	44.00%
Military Police	35.29%
Aviation Other	23.81%
Administrative	19.80%
Medical	14.89%
Communications/Electronics	9.33%
Avionics/Electronics	-33.33%
Aviation Mechanic/Maintenance	-37.50%
Aviation Pilot	-37.93%
Mechanic/Maintenance	-46.67%
Nuclear	-50.00%

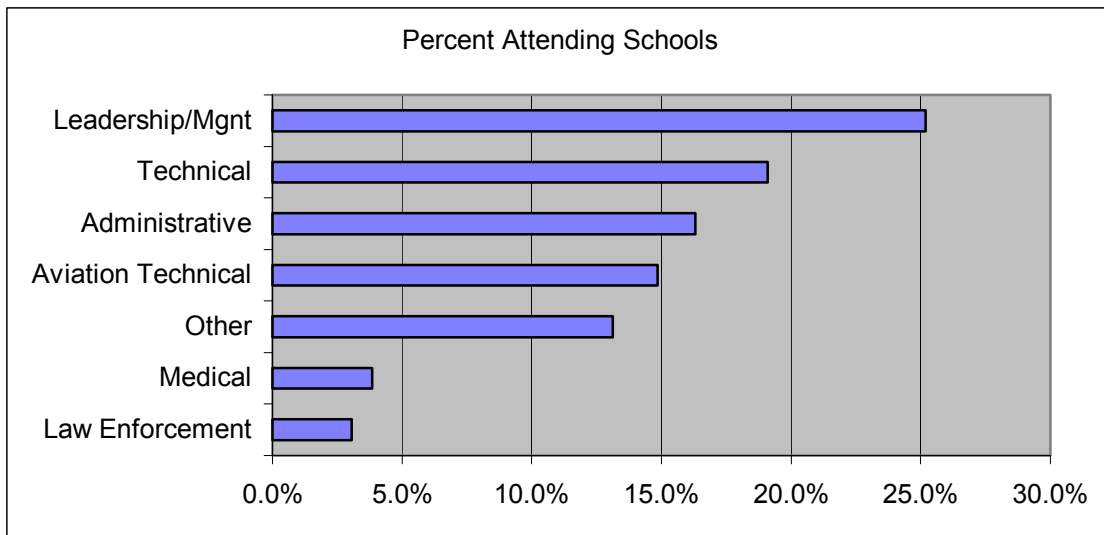
**Figure 6 – Military Job Categories of Returning Veterans**



## Schools Attended by Area Veterans

Over 25% of the military veterans that returned to the area from military service in the past twelve months attended military schools that provided them with management or leadership training, as shown in Figure 7. The database that accompanies this report contains the exact schools attended by each military veteran, as listed on their DD-214. Table 8 below provides a summary report from this database, listing the type of schools attended by each military job category.

**Figure 7 – Military Schools attended by area veterans arriving in last year**



**Table 8 - Schools Attended by Job Category**

Job Category	School Category	Percent Attending School Category
Administrative	Administrative	27.59%
	Aviation Technical	12.07%
	Law Enforcement	2.76%
	Leadership/Mgmt	25.86%
	Medical	2.07%
	None	3.79%
	Other	10.00%
	Technical	15.86%

<b>Job Category</b>	<b>School Category</b>	<b>Percent Attending School Category</b>
Aviation Other	Administrative	9.09%
	Aviation Technical	32.87%
	Law Enforcement	2.10%
	Leadership/Mgnt	22.38%
	Medical	0.70%
	None	1.40%
	Other	16.08%
	Technical	15.38%
Aviation Mechanic/Maintenance	Administrative	17.24%
	Aviation Technical	34.48%
	Leadership/Mgnt	26.44%
	None	2.30%
	Other	5.75%
	Technical	13.79%
Aviation Pilot	Aviation Technical	28.13%
	Leadership/Mgnt	21.88%
	None	21.88%
	Other	18.75%
	Technical	9.38%
Avionics/Electronics	Administrative	12.20%
	Aviation Technical	31.71%
	Law Enforcement	2.44%
	Leadership/Mgnt	26.83%
Avionics/Electronics	None	4.88%
	Other	4.88%
	Technical	17.07%
Communications/Electronics	Administrative	16.47%
	Aviation Technical	8.24%
	Law Enforcement	1.18%
	Leadership/Mgnt	28.24%
	Other	9.41%
	Technical	36.47%
Computer/Info Systems	Administrative	19.40%
	Aviation Technical	7.46%
	Law Enforcement	1.49%
	Leadership/Mgnt	25.37%
	None	2.99%
	Other	11.94%
	Technical	31.34%
Engineer	Administrative	21.74%
	Aviation Technical	4.35%
	Law Enforcement	4.35%
	Leadership/Mgnt	30.43%
	Other	8.70%
	Technical	30.43%
Intelligence	Administrative	16.67%
	Aviation Technical	8.33%
	Law Enforcement	8.33%

<b>Job Category</b>	<b>School Category</b>	<b>Percent Attending School Category</b>
	Leadership/Mgnt	16.67%
	None	4.17%
	Other	20.83%
	Technical	25.00%
<b>Mechanic/Maintenance</b>	Administrative	16.67%
	Aviation Technical	3.33%
	Leadership/Mgnt	20.00%
	None	10.00%
	Other	6.67%
	Technical	43.33%
<b>Medical</b>	Administrative	8.33%
	Leadership/Mgnt	31.25%
	Medical	43.75%
	None	2.08%
	Other	8.33%
	Technical	6.25%
<b>Military Police</b>	Administrative	16.00%
	Law Enforcement	32.00%
	Leadership/Mgnt	24.00%
	None	6.00%
	Other	12.00%
	Technical	10.00%
<b>Nuclear</b>	Technical	100.00%
<b>Other</b>	Administrative	14.52%
	Aviation Technical	7.26%
	Law Enforcement	4.03%
	Leadership/Mgnt	24.19%
	Medical	2.42%
	None	4.84%
	Other	23.39%
	Technical	19.35%

## II. Military Spouses

Today's employers are facing an unprecedented challenge in meeting their workforce needs. With unemployment at its lowest point in decades, the demand for mature, qualified personnel has outstripped supply in many industries. Today's military spouses offer a solution to the workforce shortage experienced by many industries. While they may have been overlooked in the past as a viable source of talent, today's military spouses combine the work experience, education, and unique personal qualities cultivated by the demands of military family life that are attractive to today's employers. The *Military Spouses' Career Network*, an organization that works to promote and advance the education, employment, career development, and professional satisfaction of military spouses, provides the following reasons why employers should consider hiring military spouses:

► **Military spouses are educated, highly skilled, and trained in a variety of disciplines.**

According to the Military Spouses' Career Network, over half of all military spouses nationwide have some college training. More than 20% have earned a baccalaureate degree. Approximately 5% holds one or more graduate or professional degrees. A large percent are licensed or certified in skilled trades or professional fields, with experience in a variety of different types and sizes of organizations. Almost all military spouses possess the experience that comes with living and working in different states and countries of the world.

► **Military Spouses are *adaptable to change***

The unique nature of military family life demands that spouses constantly adapt and adjust to change, ambiguity and uncertainty. The adaptability required of military spouses often results in learning new skills and taking on new job challenges. The ability that they develop to function in the midst of a changing environment is often a valuable quality to employers.

### ▶ **Military Spouses are *Multi-Skilled***

The geographic mobility required of military spouses often results in their accumulating a variety of skills and experiences in a multitude of settings. Military spouses often have more diverse experience within their career field than their civilian counterparts. With the experience they have gleaned from exposure to many diverse settings, military spouses may offer businesses an infusion of new ideas, best practices, strategic knowledge and a worldly view that exists in no other applicant population.

### ▶ **Military Spouses are No Less "Stable" than their Counterparts**

According to the U.S. Department of Labor, Bureau of Labor Statistics, the average employee job tenure has declined over the last several years in almost every industry sector. Today's employees can expect to remain in the same job for an average of three to four years. The median tour of duty for military personnel is 3 years, suggesting that their accompanying spouses are capable of offering employers an "average" tenure of employment. Moreover, military spouse rotation dates are much more transparent to employers than are their civilian counterparts, allowing businesses to better plan for their eventual departure.

### ▶ **Military "Home basing" Further Add to Spouses' Employment Stability**

In an effort to reduce its own relocation expenses, the military services have sought to reduce the frequency of geographic transfers of military personnel and their families. The consolidation of military facilities and coordination enabling sequential tours in the same geographical location have become more common, and assisted the armed forces in reducing their costs, while at the same time, promoting increased stability of the military spouse workforce. Today's military spouses often remain in an area for up to six years, offering as much stability as their civilian counterparts.

### **►Military Spouses Can Take Advantage of Career Development and Training Resources**

Military personnel and their families live in an environment rich in opportunities to train and educate themselves. Whether it is university extension programs, such as those offered by Troy State University at each of our local bases, or on-line programs directed at the service member and family, the armed forces actively assist military family members in developing essential life and job skills.

Programs range from stress management, anger management, marriage and family enrichment, parenting skills, relationship skills, and communication skills, to team building, to leadership and health and wellness issues. In addition, all local military installations offer a variety of classes in career development, computer skills, foreign languages, and other employment topics. Each of these programs has direct applicability to employees' success and value in the workplace.

### **►Military Spouses Understand the Importance of a Drug-Free Lifestyle**

Drug use is clearly unwanted in the workplace, yet testing programs are strictly curtailed or prohibited in many states. The military's "zero tolerance" policy on illicit drug use and its rigorous random testing program has led to drug use rates which are significantly below those of civilian segments of society. The severity of sanctions for the possession or use of drugs on military property, including in government-owned housing, coupled with a social culture that severely discourages illicit drug use, reduces the likelihood of drug use by military spouses. This also comes at no cost to employers.

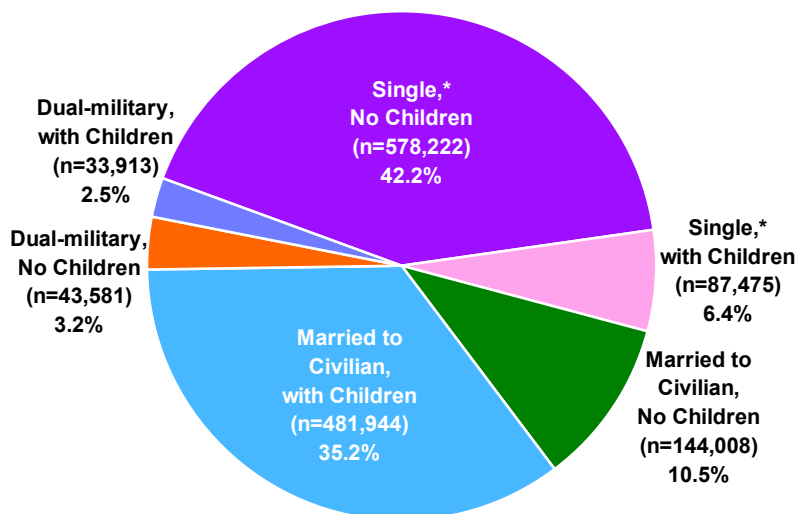
### **►Military Installations Provide Job Placement Services**

Most military installations operate job placement offices for military spouses, and will refer qualified applicants to local employers. Some will even allow companies to post jobs anonymously and pre-screen applicants based on criteria that they provide. These services can dramatically reduce the costs of employee recruitment, especially in areas with a large military population such as ours.

## Military Spouses at the National Level

### Marital Status of Today's Active Duty Military

The percent of Active Duty military members that are married is similar to that of the civilian population. According to 2000 Census reports, 59.5 percent of the United States population is married. In comparison, 51.4 percent of military members are reported as married. Over half of married couples in the military are without children (55.9%). For both groups, "married" includes those who are married or remarried. The average age of a married officer is 36.7 years, and the average age of married enlisted personnel is 31 years. The largest portion of the Active Duty force is single without children (42.2%). The second largest portion is married to a civilian with children (35.2%).<sup>11</sup>



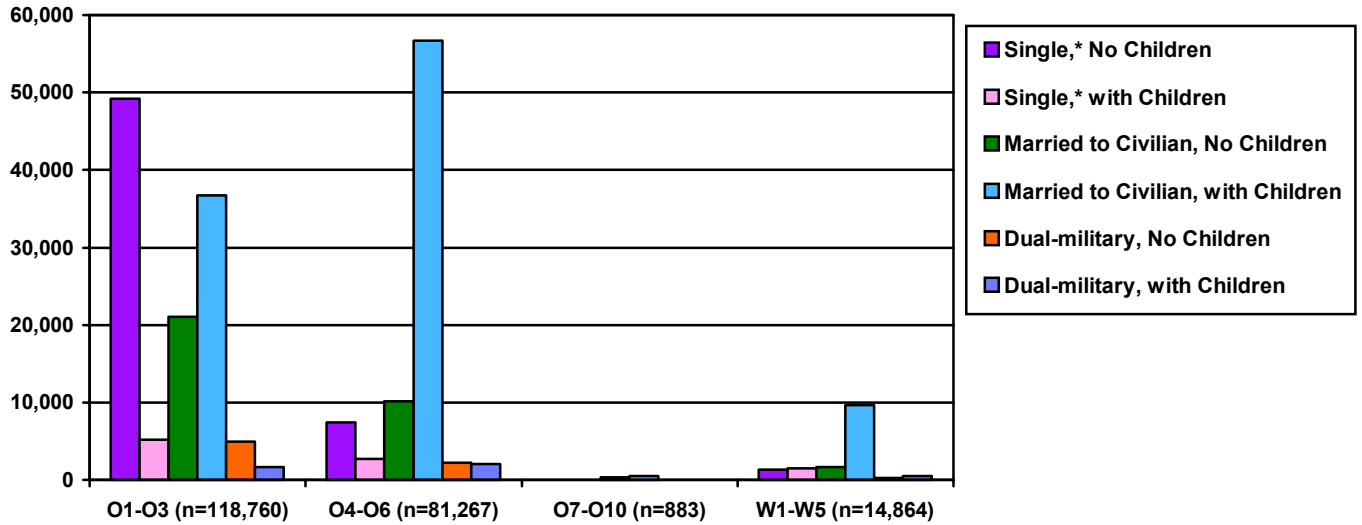
\* Single includes divorced, widowed, interlocutory, and legally separated.

Note: Children include children age 23 or younger. An additional 24 cases are unknown.

<sup>11</sup> DMDC Military Family File (September 2001)

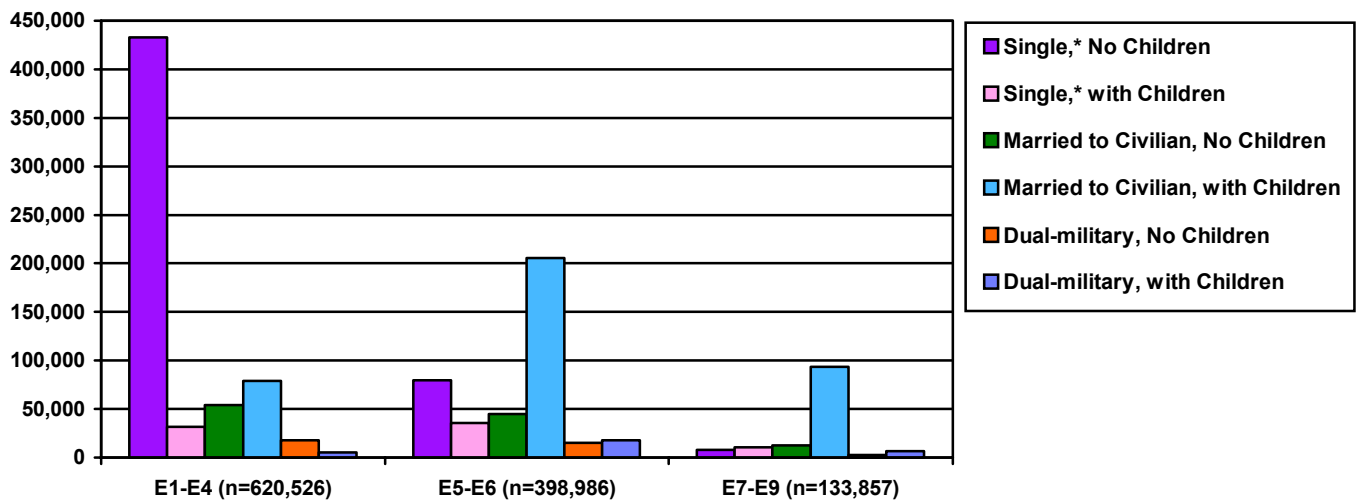
### Marital Status of Active Duty Officers

According to the DMDC Military Family File (September 2001), more than half of military officers above the rank of O-3 are married to a civilian and have children.<sup>12</sup>



### Marital Status of Active Duty Enlisted Members

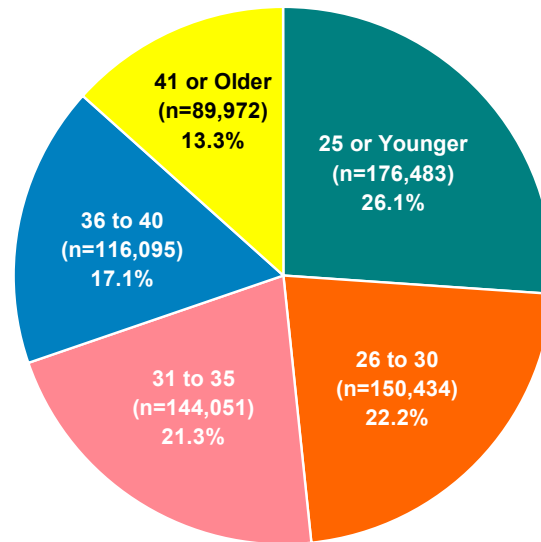
DMDC data indicates that over half of the enlisted members above the rank of E-4 are married to a civilian and have children.



<sup>12</sup> DMDC Military Family File (September 2001)

### Age of Spouses of Active Duty Members

The military workforce is young. Nearly eight of every ten (78.9%) of Active Duty personnel are 35 years or younger. The youngest service members are generally unmarried, so married service personnel are generally older than their unmarried counterparts. However, of a total of 677,035 spouses of Active Duty members, the majority (69.6%) are 35 years old or younger, making them attractive potential members of the area's workforce.<sup>13</sup>



### Age of Spouses of Active Duty Officers and Enlisted by Branch of Service

Age	Army		Navy		Marine Corps		Air Force		Total DoD	
	Officer	Enlisted	Officer	Enlisted	Officer	Enlisted	Officer	Enlisted	Officer	Enlisted
25 or Younger	4,437	66,159	2,151	37,830	1,034	26,405	3,545	34,922	11,167	165,316
26 to 30	10,562	47,894	6,774	32,730	3,016	12,671	8,610	28,177	28,962	121,472
31 to 35	12,675	38,223	8,479	31,835	3,335	8,774	10,801	29,929	35,290	108,761
36 to 40	11,400	25,932	8,163	25,079	2,553	5,842	9,978	27,148	32,094	84,001
41 or Older	12,814	15,897	10,234	17,561	2,362	3,234	12,574	15,296	37,984	51,988
<b>Total DoD</b>	<b>51,888</b>	<b>194,105</b>	<b>35,801</b>	<b>145,035</b>	<b>12,300</b>	<b>56,926</b>	<b>45,508</b>	<b>135,472</b>	<b>145,497</b>	<b>531,538</b>

<sup>13</sup> DMDC Military Family File (September 2001)

### Gender of Military Spouses by Service Branch

The large majority, over 93%, of military spouses are female.<sup>14</sup>

Gender	Army		Navy		Marine Corps		Air Force		DoD Total	
	N	%	N	%	N	%	N	%	N	%
Male	18,030	7.3%	11,327	6.3%	1,581	2.3%	15,721	8.7%	46,659	6.9%
Female	227,960	92.7%	169,506	93.7%	67,644	97.7%	165,257	91.3%	630,367	93.1%

### Average Number of Children and Dependents

DMDC data indicates that the average number of dependents for all active duty service members is 1.4. This number includes spouses, children, and adult dependents. The average number of children for Active Duty members who have children is two. The average number of dependents for Active Duty members who have dependents is almost two and a half.

	Number of Children <sup>a</sup>	Number of Dependents <sup>b</sup>
Average across ALL Active Duty	0.9	1.4
Average for Active Duty who have children	2.0	--
Average for Active Duty who have dependents	--	2.4

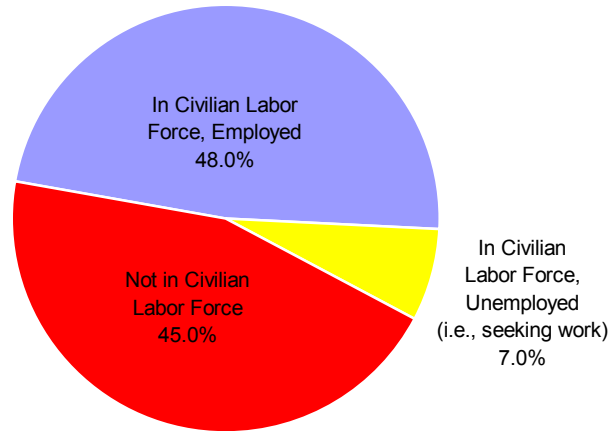
<sup>a</sup> Children include children age 23 or younger.

<sup>b</sup> Dependents include spouses of military members, adult dependents, and children.

<sup>14</sup> DMDC Military Family File (September 2001)

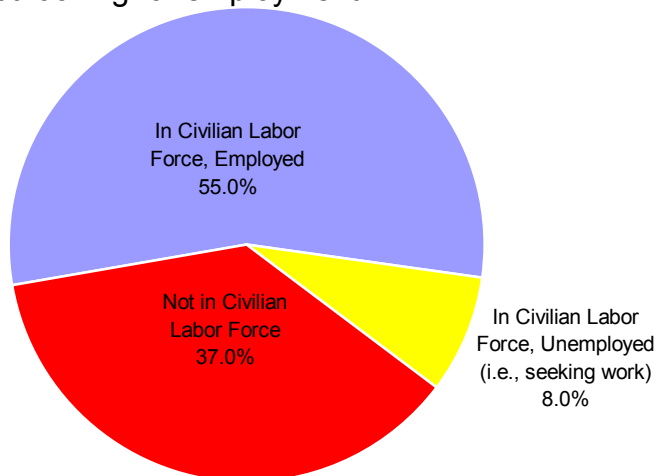
### Officer Spouse Employment Status

The percentages shown below regarding spouse employment are from a DMDC-sponsored survey conducted in 1999 that sampled the active duty military personnel located in the continental United States, where 84.3% are stationed. Responses to this survey indicated that nearly half of active duty officer spouses are employed (either full-time, part-time or self employed) in a civilian job either on or off base. In addition, 7 percent are looking for employment while 45% are not seeking civilian work.



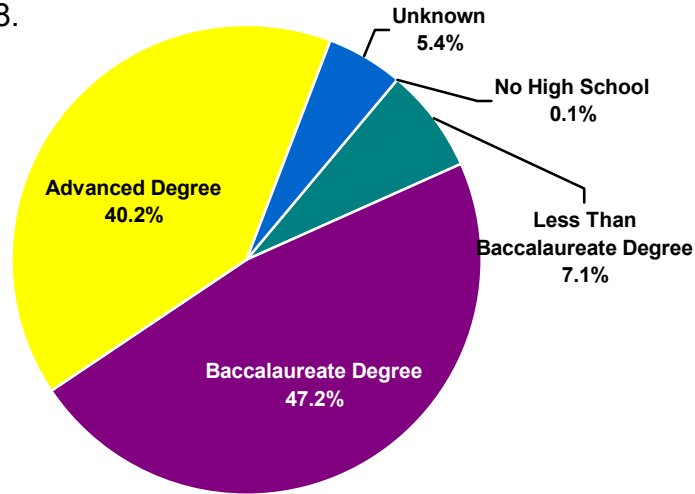
### Enlisted Spouse Employment Status

The survey of active duty military personnel found that even more spouses of enlisted members are in the workforce. Over half (55%) hold a civilian job either on or off base, while an additional 8 percent are seeking employment. Over one-third (37%) are not looking for employment.



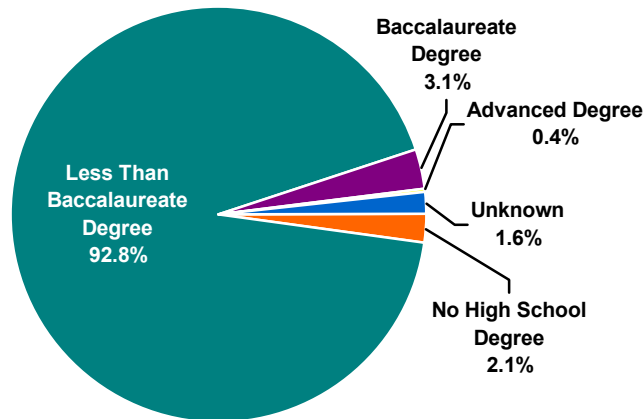
### Education Level of Active Duty Officers

Overall, the population of officers has a higher level of formal education than the civilian population. The DMDC Active Duty Master File (September 2001) indicates that the majority of officers (87.4%) have a baccalaureate or advanced degree, while 24.3 percent of the civilian population had a bachelor's degree or higher in 1998.



### Education Level of Active Duty Enlisted

Recent census data indicate that in the civilian community, 82.8 percent of the population has at least a high school education. The DMDC Active Duty Master File (September 2001) indicates that 96.3 percent of Active Duty enlisted members have at least a high school education.



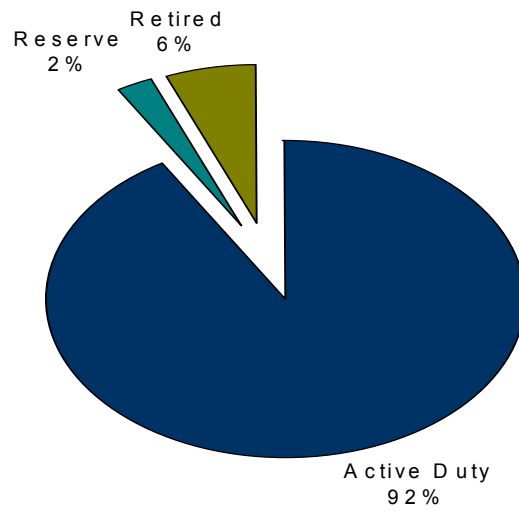
## Military Spouses at the Local Level

### *NAS Whiting Field Spouse Employment Assistance Program*

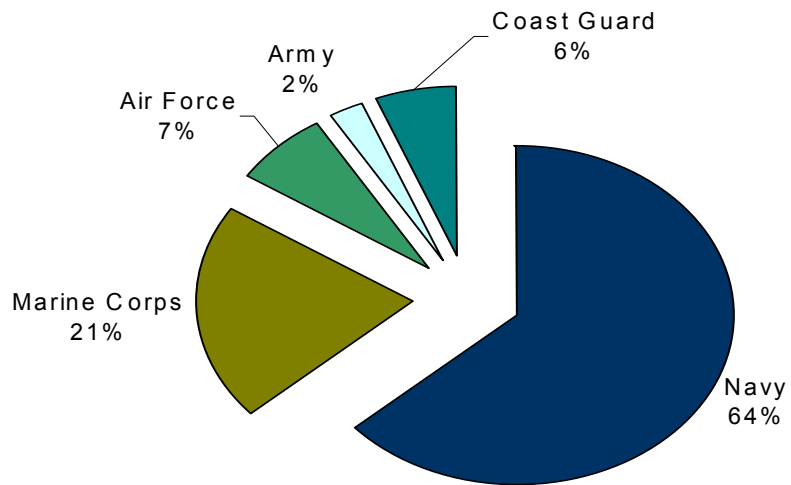
The Fleet and Family Support Center at NAS Whiting Field works to improve fleet readiness and increase retention by providing quality of life programs that address and resolve the challenges inherent to the military lifestyle. It provides resource information regarding the military and civilian community to military personnel and their family members. These resources include: Assistance with retiree transition into the civilian work force, relocation assistance, financial counseling/budget management, numerous counseling services and family advocacy programs, and other valuable services. One important program that directly affects our area's workforce is the *Spouse Employment Assistance Program*. This program offers interviews to make a professional assessment of a client's needs, skills, and educational background in order to make appropriate referrals to the labor market, educational institutions, or meaningful volunteer positions. Primarily spouses of active duty military personnel use this program. Program managers collect data that provides an excellent description of the demographic makeup of the area's military spouses that are actively seeking employment.

Figures 8-16 below illustrate characteristics of those using the *Spouse Employment Assistance Program* in 2002. The data indicates that the military spouses using this program are primarily female (84%) spouses of active duty personnel (92%) serving in either the Navy (64%) or Marine Corps (21%). The largest group are spouses of mid-level officers in pay grades O1 to O4 (40%), followed by mid-level enlisted personnel in pay grades E4 to E6 (34%), and senior enlisted personnel in pay grades E7 to E9 (20%). Military spouses using this program are better educated than the local population, with 75% having at least some college or vocational training, and 37% having a baccalaureate degree. The large majority (77%) are under age 35, and 60% have children.

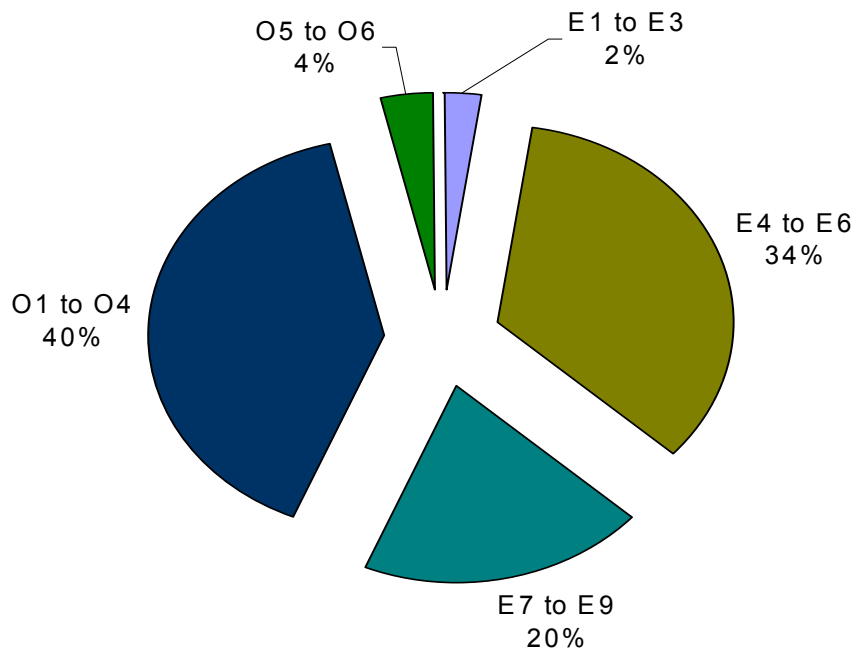
**Figure 8 - Sponsor Status of the Spouse Employment Assistance Program User**



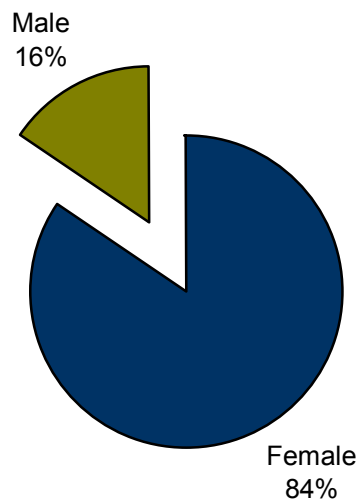
**Figure 9 - Sponsor's Branch of Service**



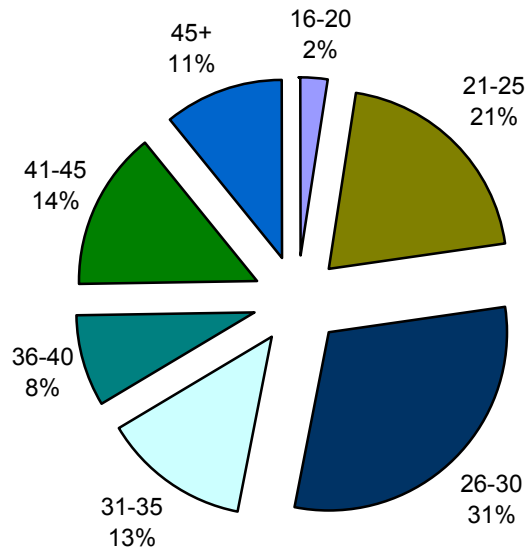
**Figure 10 - Sponsor's Pay Grade**



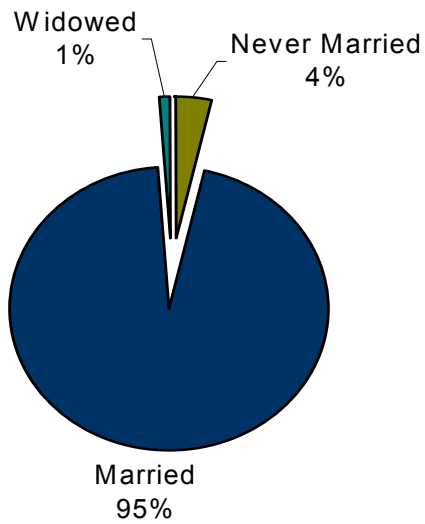
**Figure 11 - Gender of Spouse Employment Assistant Program User**



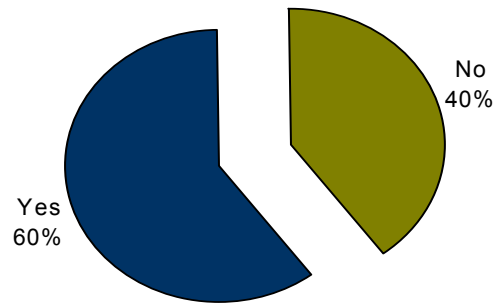
**Figure 12 – Age of Spouse Employment Assistance Program User**



**Figure 13 - Marital Status of Spouse Employment Assistance Program User**



**Figure 14 - Children at Home**



**Figure 15 – Ethnicity of the Spouse Employment Assistance Program User**

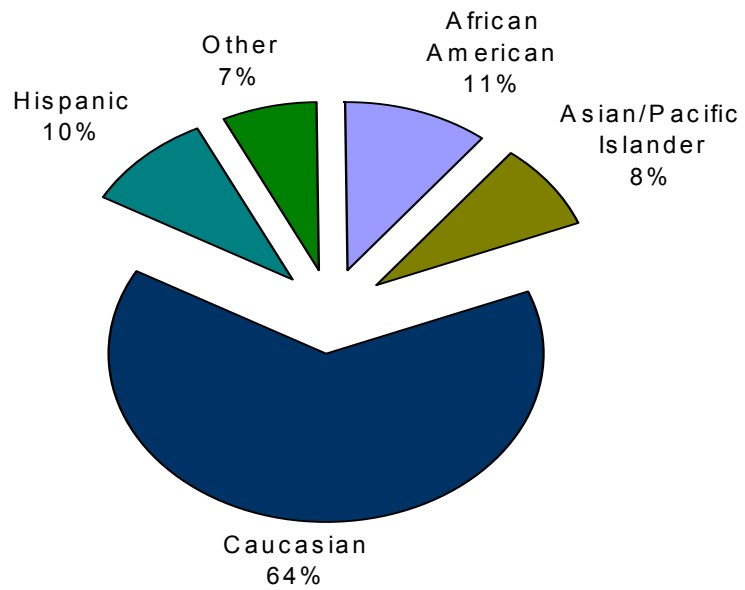
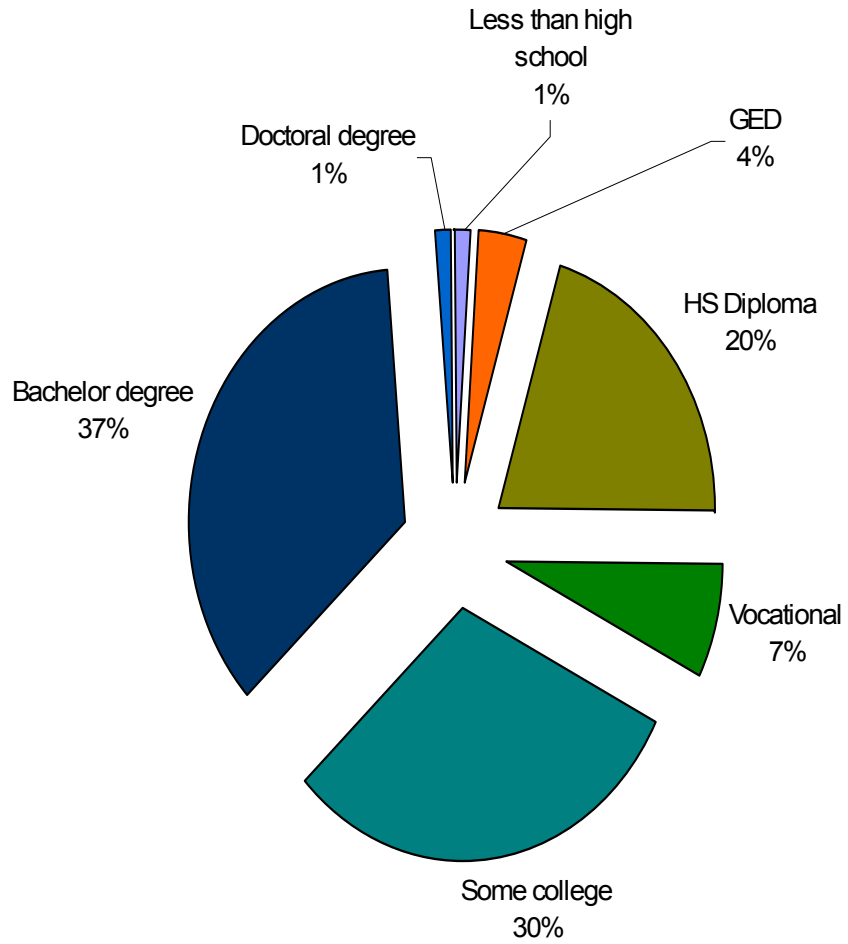


Figure 16 - Highest level of education completed by Spouse Employment Program Users



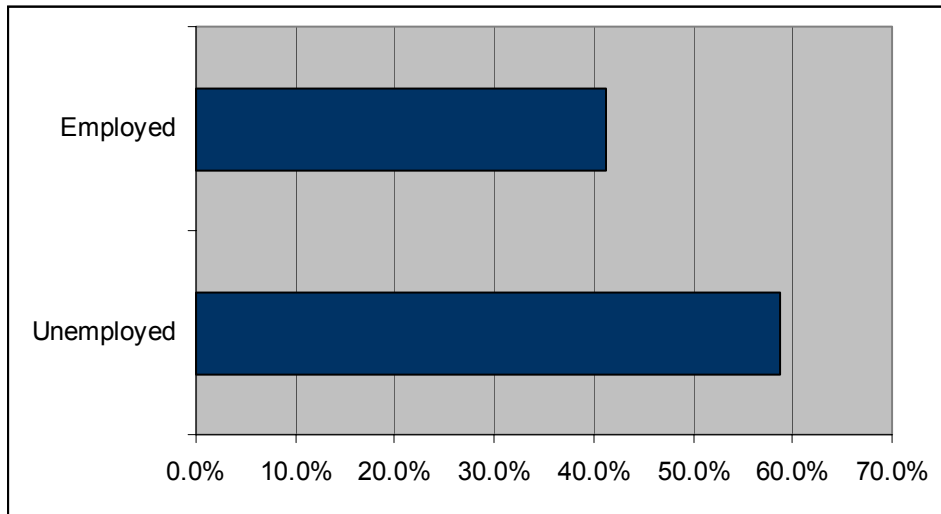
## Survey of Local Military Spouses

The second part of the Military Technical Skill Inventory Update is a survey of local military spouses to determine their current employment status and education, and to identify transferable job skills that they possess that will be attractive to industry. The following is an overview of the highlights from the survey of local military spouses.

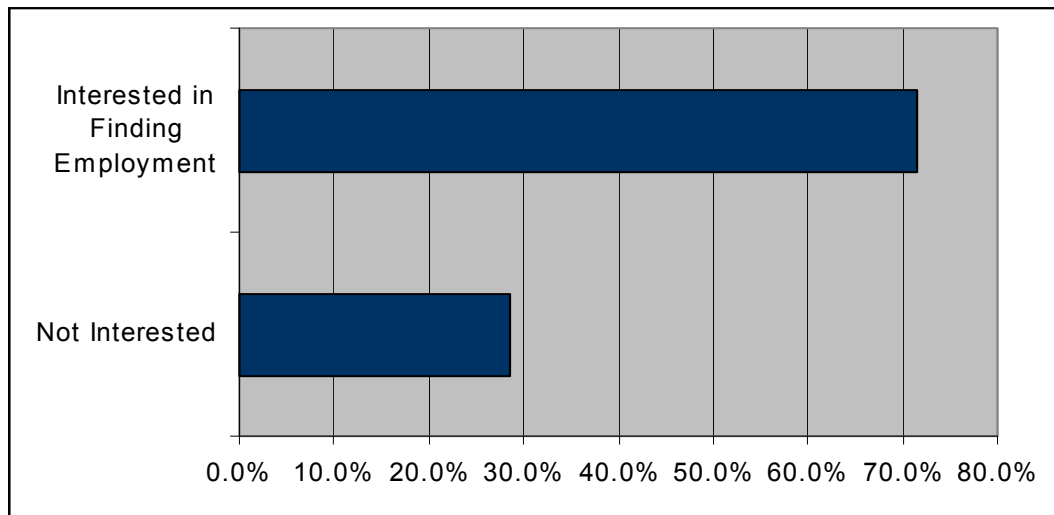
### Employment Status of Military Spouses

Survey responses indicated that 41.3% of the spouses of active duty military personnel stationed at NAS Whiting Field are currently employed, and 58.7 currently unemployed. Of those that are unemployed, 71.5% indicated that they are interested in finding employment. Approximately 39% of unemployed military spouses are seeking full-time employment, 35% are seeking part-time job opportunities. The primary reason that military spouses gave for being unemployed is that they cannot find the job they want (40%), followed in frequency by needing to stay at home to care for their families (24%). Approximately 22% are currently attending school but want to work after graduation. Over 56% of the military spouses indicated that they felt they had occupational skills that they were currently not utilizing, but which they would like an opportunity to use. Figures 17-21 show the survey responses to the questions discussed above. A listing of the specific job skills given by survey respondents can be found in the appendix.

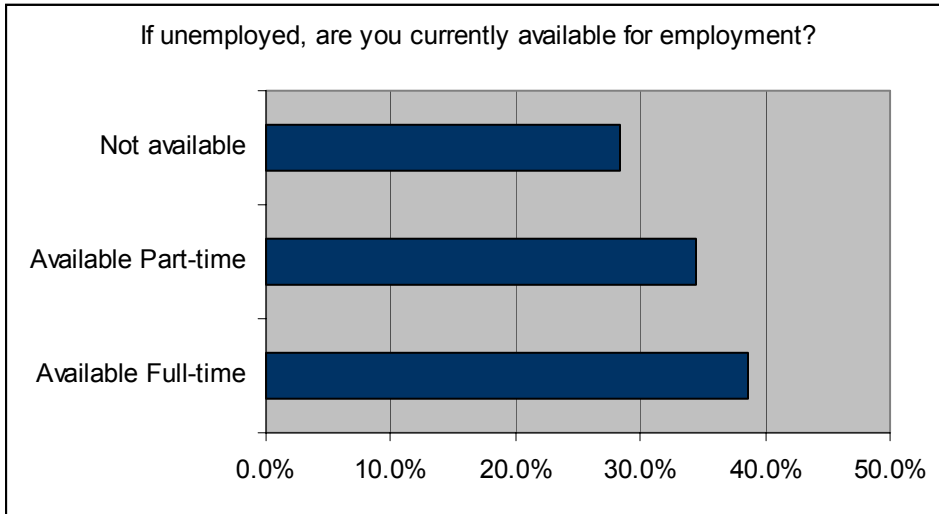
**Figure 17 - Employment Status of Military Spouses**



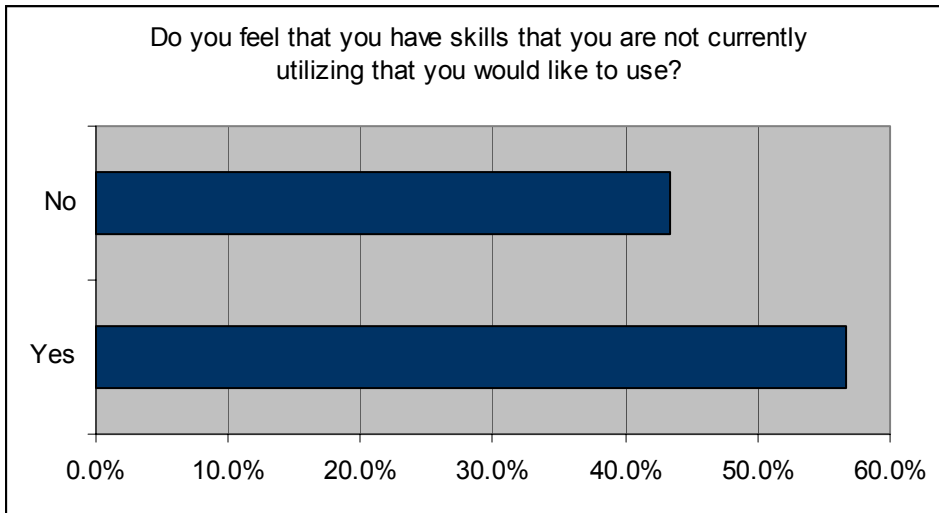
**Figure 18 – Interest of Unemployed Military Spouses in Finding Employment**



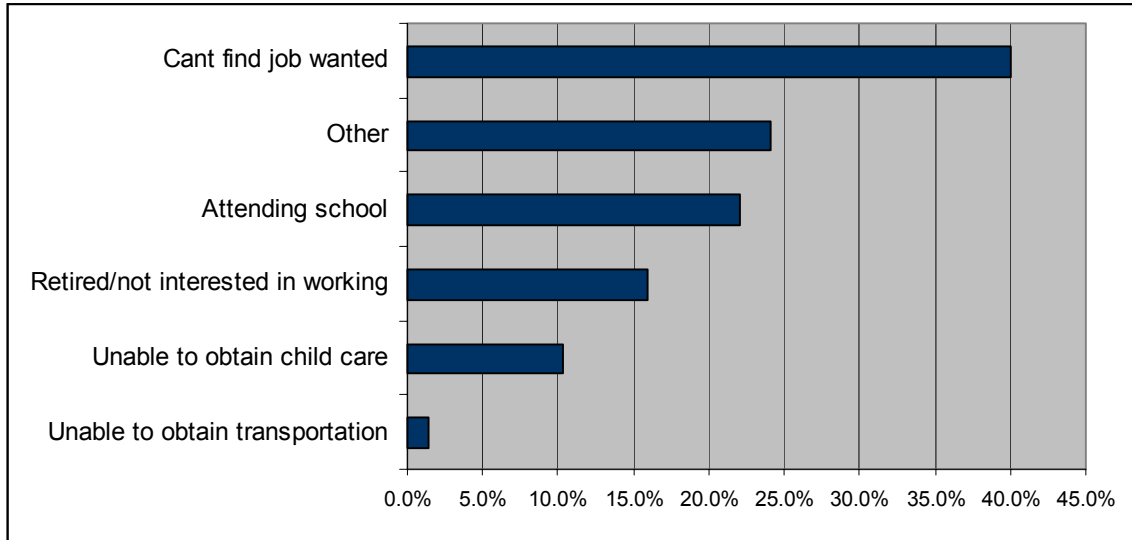
**Figure 19 - Availability of Unemployed Military Spouses for Employment**



**Figure 20 - Skills Not Being Utilized**



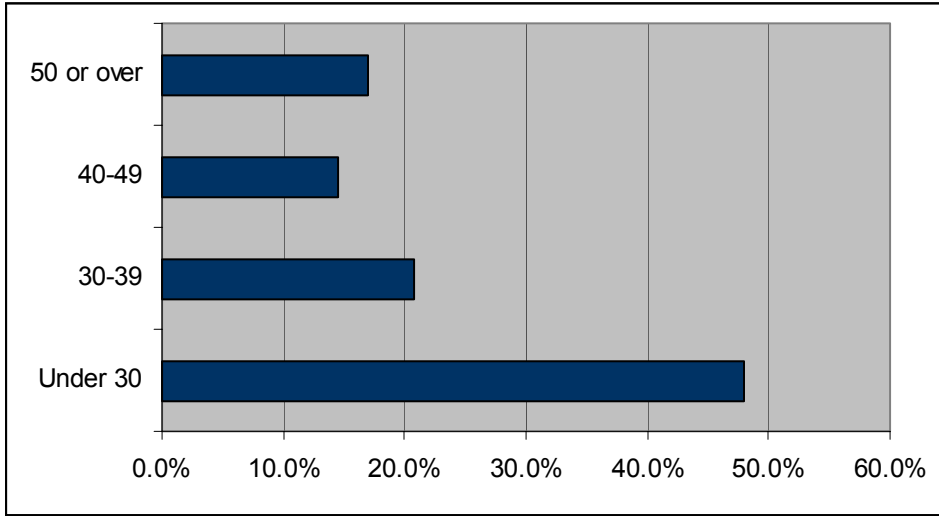
**Figure 21 - Reason Unemployed Spouses are not working**



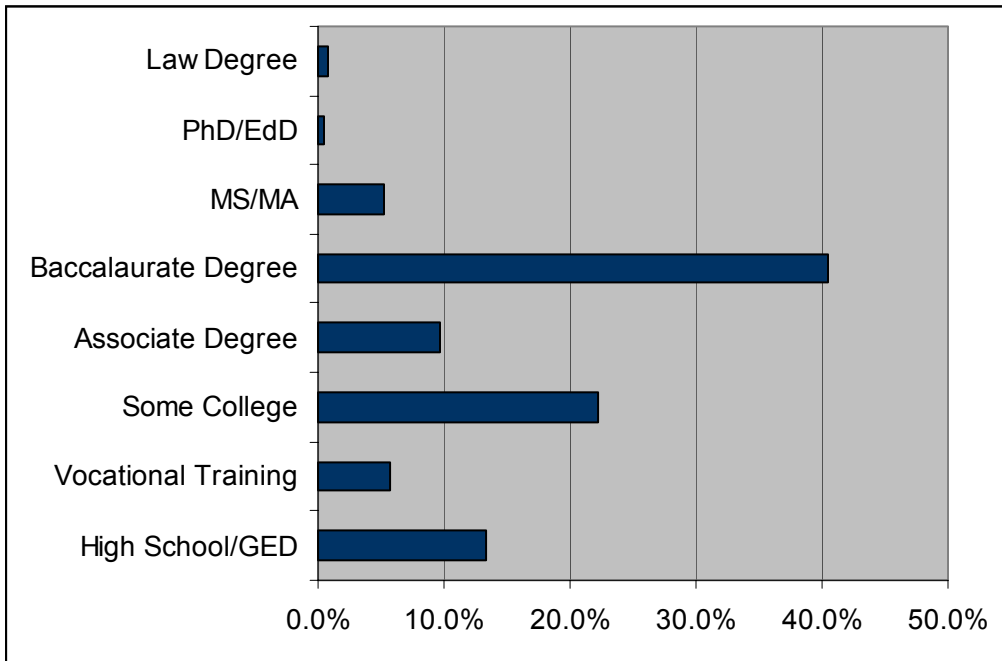
### *Demographic Characteristics of Military Spouses*

The majority (48%) of military spouses surveyed are under 30 years of age, over 68% are under age 40. They are primarily residents of the 32570 zip code, followed in frequency by 32571, 32583, and 32508. Over 47% of the local military spouses have received a Baccalaureate degree or higher, compared to 23% of the Santa Rosa County population over 25 years of age that possess a Baccalaureate degree or higher. When military spouses were asked to estimate how long that they would be living in this area, the mean response was 4.2 years (median response = 2 years, mode = 3 years). Figures 22-25 below provide information about spouses' age, education, expected length of residency, and place of residence.

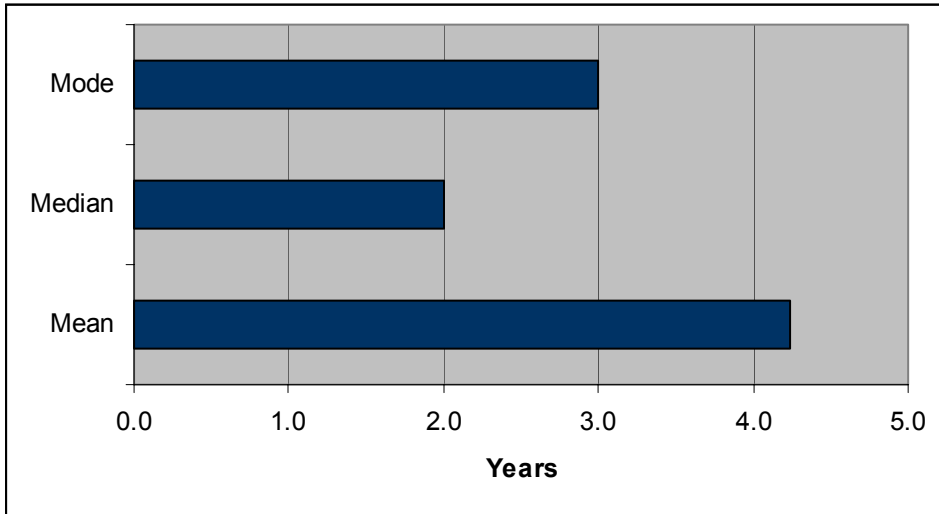
**Figure 22 - Age of Military Spouses**



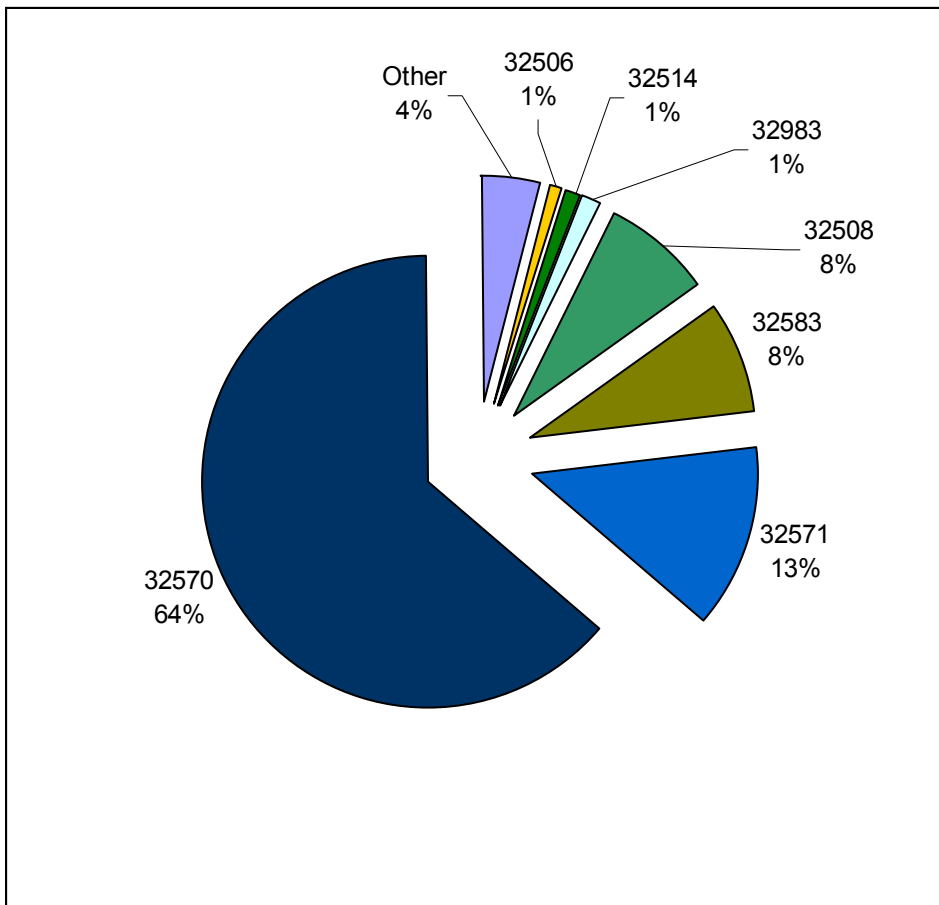
**Figure 23 - Highest Level of Formal Education Attained**



**Figure 24 - Anticipated Length of Time Remaining in Santa Rosa**



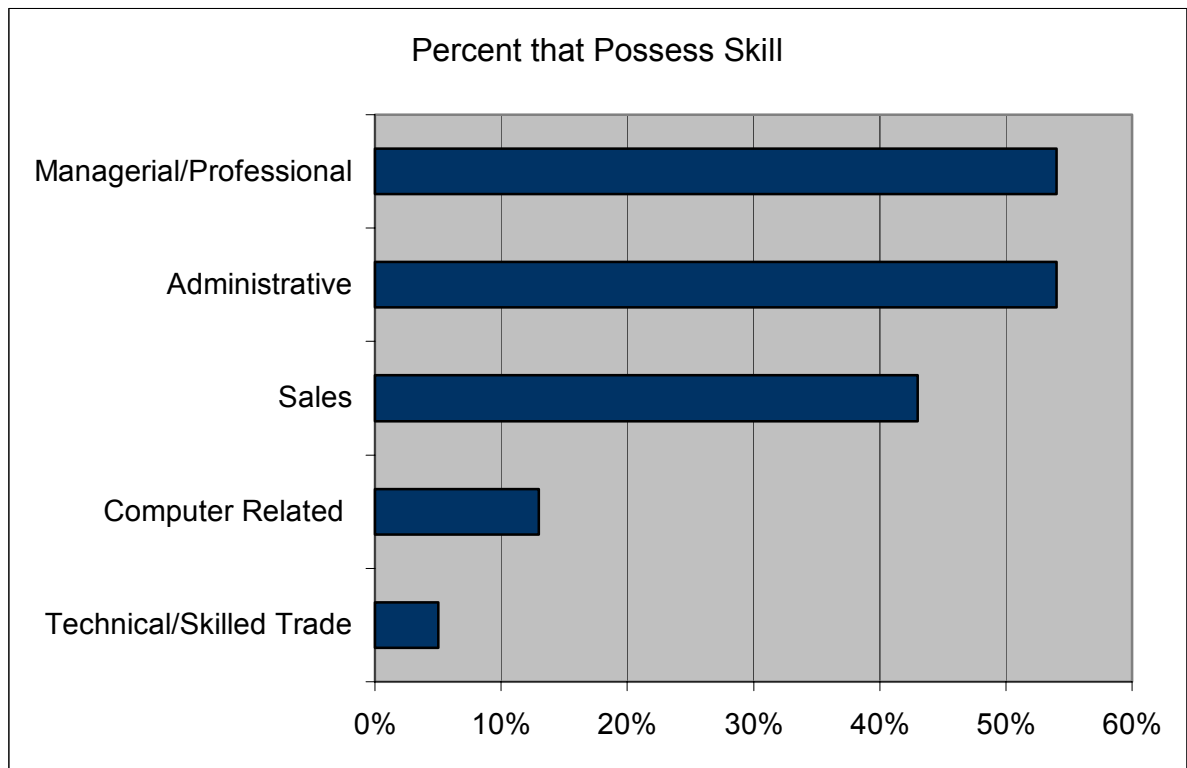
**Figure 25 - Place of Residence**



### Transferable Skills of Military Spouses

Military spouses were asked to identify the transferable occupational skills that they possess that could be utilized by industry. Over 54% indicated that they possessed managerial/professional skills (see Figure 26). Over 43% indicated that they possess sales skills, 54% possess administrative/office skills, 13% possess computer/information technology related skills, and 5% possess technical/skilled trade abilities. Table 9 below summarizes the transferable skills possessed by military spouses in our area. A complete listing of current civilian job titles, and job titles held in the past five years, can be found in the appendix of this report.

**Figure 26 - Transferable Skills of Military Spouses**



**Table 9 - Occupational Skills that Military Spouses Possess**

<b>Occupational Skills</b>	<b>Percent</b>
<b>TECHNICAL/SKILLED TRADE</b>	<b>5.0%</b>
Electrician/Electronics/Avionics	1.2%
Construction	1.6%
Welding	0.4%
Machine Trades	0.0%
Carpentry	0.4%
Mechanic	1.6%
Heavy equipment operator	0.0%
Warehouse worker	2.4%
Truck driver	0.4%
Other	3.2%
<b>MANAGERIAL/PROFESSIONAL</b>	<b>54.0%</b>
Manager	19.4%
Supervisor	18.6%
Engineer	0.0%
Attorney	0.8%
Accountant	8.5%
Teacher	12.1%
Doctor (MD, DDS)	0.0%
Nurse	7.7%
Medical/Lab technician	3.6%
Public Safety/Law Enforcement	1.6%
Other	11.3%
<b>SALES</b>	<b>43.0%</b>
Customer Service Representative	34.0%
Sales or Marketing (general)	27.1%
Telemarketing (Phone Sales)	8.9%
Other	2.0%
<b>ADMINISTRATIVE</b>	<b>54.0%</b>
Administrative Assistant/Office Manager	25.5%
Bookkeeping	15.0%
Word processing	31.2%
Data entry	30.0%
Payroll clerk	9.3%
Receptionist	28.7%
File Clerk	27.1%
Other	2.0%
<b>COMPUTER RELATED</b>	<b>13.0%</b>
Computer Programmer	2.4%
Computer Software Engineer (Applications Developer, Software Design, Programmer Analyst)	2.4%
Database Administrator	6.5%
Network and Computer System Administrator (LAN/WAN, Network Security Administrator)	4.9%
Systems Analyst (Data Processing Systems Project Planner, Information Systems Consultant)	5.7%
Computer Support Specialist (Customer Support Analyst, Help Desk Technician)	3.6%
Other	2.0%

# Appendix

## Current Job Titles of Employed Military Spouses

Job Category	Current Job Title
<b><i>Administrative</i></b>	
	Admin. Clerk
	Administrative Assistant (4)
	Bank Teller (2)
	Commissary Store Receiver
	Insurance Claim Representative
	Janitor
	Office Manager (5)
	Operations Clerk
	Operations Clerk CDC
	Personal Service Attendant
	Secretary
	Unit Secretary and Recreation Aide
<b><i>Computer/Information Technology</i></b>	
	Database Administrator (2)
	Software Systems Technician
	Software Tech. (2)
<b><i>Managerial/Professional</i></b>	
	Asst. Professor
	Attorney
	Attorney, Office of Public Defender
	Business Owner
	Certified Nursing Assistant (3)
	Correctional Officer
	Engineer
	Health and Safety Engineer
	High School Teacher
	Lab Technician
	Marketing Director
	Medical Lab Technician
	Medical technician
	Nurse (4)
	Patient Tech
	Photographer (2)
	Physical Therapist (3)
	Preschool Director
<b><i>Managerial/Professional</i></b>	Registered Nurse (3)

<b>Job Category</b>	<b>Current Job Title</b>
	Research Assistant (2)
	Santa Rosa County Planner
	Substitute Teacher (4)
	Teacher
	Teacher - Media Specialist
	Teaching Assistant
	Volunteer positions
<b>Sales</b>	
	Cashier (7)
	Clerk
	Customer Service Clerk (2)
	Customer Service Representative (4)
	Fast Food Restaurant
	Insurance Customer Service Rep. (2)
	Personal Service Attendant
	Pharmaceutical Sales
	Retail Sales (6)
	Sales
	Sales Clerk (2)
	Sales Director
<b>Technical/Skilled Trade</b>	
	Beauty Consultant
	Home Daycare Provider (3)
	Housekeeping
	Waitress
	Warehouse Worker (2)

## Job Titles Held in the Last Five Years by Military Spouses

<b>Job Category</b>	<b>Previous Job Title Held</b>
<b><i>Administrative</i></b>	
	Accountant
	Accounting Asst.
	Accounts Receivable Supervisor
	Admin Clerk
	Administrative Assistant
	Assistant Manager
	Bank Teller
	Bill Collections
	Bookkeeping
	Collections
	Executive Asst.
	File Clerk
	Mail Clerk
	Office Coordinator
	Office Manager
	Payroll Clerk
	Pre-manifest Clerk
	Route Settlement Clerk
	Secretary
	Staffing Associate
	Unit Secretary
<b><i>Computer Related</i></b>	
	Accountant Systems
	Artist/Graphic Designer
	Database Administrator
	Graphic Designer
	IT2 @ USN
	Programmer Analyst
	Software System Technician
	Software Systems Tech @ Raytheon
	Software Systems Technician
	Support Rep for Computer Systems
	Systems Analyst
<b><i>Managerial/Professional</i></b>	
	Accountant
	Accounting Tech.
	Assistant Curator
	Asst. Teacher-Special Needs Children
	Attorney, Private Practice
	Auditor
	Business Development Manager
	Business Owner
	Center Manager for Home Oxygen Company
<b><i>Managerial/Professional</i></b>	Certified Nursing Assistant

<b>Job Category</b>	<b>Previous Job Title Held</b>
	Childcare Giver
	City Planner
	CLA
	Comptroller
	Counselor
	Daycare
	Daycare Provider
	Dental Hygienist
	Department Manager
	Education Aid
	Elementary School Teacher
	Flight Attendant
	Human resources Assistant
	Landscape Architect
	Legal Bookkeeper
	Manager
	Manager Trainee
	Mechanical Engineer
	Newspaper Company
	Newspaper Editor
	Nurse
	Phlebotomist
	Physical Therapist
	Planner
	Professor
	Property Manager
	Quality Assurance Analyst
	Regulatory Analyst
	Resource Coordinator
	RN
	Rule of Law Advisor, US Agency for Inter. Development
	School Age Teacher
	Social Worker
	Spanish Teacher
	Staff Nurse
	Substitute Teacher
	Teacher
	Teacher's Assistant
	USN Hospital Corpsman
	Volunteer positions
<b>Sales</b>	
	Assistant Marketing Director
	Business Development
	Cashier
	Clerk
	Customer Rep
	Customer Service Representative
<b>Sales</b>	Food Service

<b>Job Category</b>	<b>Previous Job Title Held</b>
	Lead sales Clerk
	Marketing Assistant
	Marketing Coordinator
	Marketing for Home Health Agency
	Marketing for Hospital
	Marketing Manager
	Marketing New Business Development
	Pharmaceutical Sales
	Phone Sales
	Retail
	Retail Sales
	Sales
	Sales Associate
	Sales Clerk
	Sales Clerk @ NEX
	Telemarketing
<b>Technical/Skilled Trade</b>	
	Artist
	Assembly line inspector
	Cook
	Daycare Provider
	Electrician
	Fish Cannery
	Hairstylist
	Housekeeper
	Lifeguard
	Mill worker
	Photographer
	Sewing Machine Operator
	Waitress

# Military Spouse Survey Instrument

## SURVEY OF MILITARY SPOUSES

The Haas Center for Business Research and Economic Development at the University of West Florida is conducting this survey for the Team Santa Rosa Economic Development Council. The purpose of this survey is to identify the work skills possessed by the military spouse population living in the region. Our goal is to increase job opportunities for military spouses. Please return the completed survey in the enclosed postage-paid envelope. Thank you for your valuable input.

### BACKGROUND

- 1) Are you presently employed?  Yes  No
- 2) If yes, what is your current job title(s)? \_\_\_\_\_
- 3) What job titles have you held in the last five years?
  - a) \_\_\_\_\_
  - b) \_\_\_\_\_
  - c) \_\_\_\_\_
- 4) If you are not employed, are you interested in finding employment? Yes  No
- 5) How long do you estimate that you will be living in this area? \_\_\_\_\_

### IF NOT CURRENTLY EMPLOYED

- 6) Why are you not working now?
  - a)  Attending school but want to work after graduation.
  - b)  Can't find job wanted
  - c)  Retired/not interested in working
  - d)  Unable to obtain/afford Child Care
  - e)  Unable to obtain/afford Transportation
  - f)  Other (please explain) \_\_\_\_\_
- 7) Are you currently available for employment full or part-time? *May check one or both*
  - a)  Full-time (30 hrs. or more)
  - b)  Part-time
  - c)  Not available

### DEMOGRAPHICS

- 8) Which is your age group?
 

a) <input type="checkbox"/> Under 30	c) <input type="checkbox"/> 40-49
b) <input type="checkbox"/> 30-39	d) <input type="checkbox"/> 50 or Over
- 9) What is the highest level of formal education you have completed?
 

a) Some High School _____	f) BS/BA Degree _____
b) High School/GED _____	g) MS/MA Degree _____
c) Vocational Training (Please Specify) _____	h) PhD/EdD Degree _____
d) Some College _____	i) Law Degree _____
e) Associate Degree _____	j) Medical Degree _____
- 10) Which Zip Code do you live in? \_\_\_\_\_ (please enter 5-digit zip code)

**WORK SKILLS YOU POSSESS**

*We would like to know about the occupational skills you possess that could be employed by industry.*

1) Which of these occupational skills do you have? Check each one that applies.

<p style="text-align: center;"><b>TECHNICAL/SKILLED TRADE</b></p> <p><input type="checkbox"/> Electrician/Electronics/Avionics</p> <p><input type="checkbox"/> Construction</p> <p><input type="checkbox"/> Welding</p> <p><input type="checkbox"/> Machine Trades</p> <p><input type="checkbox"/> Carpentry</p> <p><input type="checkbox"/> Mechanic</p> <p><input type="checkbox"/> Heavy equipment operator</p> <p><input type="checkbox"/> Warehouse worker</p> <p><input type="checkbox"/> Truck driver</p> <p><input type="checkbox"/> Other (please specify) _____</p>	<p style="text-align: center;"><b>SALES</b></p> <p><input type="checkbox"/> Customer Service Representative</p> <p><input type="checkbox"/> Sales or Marketing (general)</p> <p><input type="checkbox"/> Telemarketing (Phone Sales)</p> <p><input type="checkbox"/> Other (please specify) _____</p>
<p style="text-align: center;"><b>MANAGERIAL/PROFESSIONAL</b></p> <p><input type="checkbox"/> Manager</p> <p><input type="checkbox"/> Supervisor</p> <p><input type="checkbox"/> Engineer</p> <p><input type="checkbox"/> Attorney</p> <p><input type="checkbox"/> Accountant</p> <p><input type="checkbox"/> Teacher</p> <p><input type="checkbox"/> Doctor (MD, DDS)</p> <p><input type="checkbox"/> Nurse</p> <p><input type="checkbox"/> Medical/Lab technician</p> <p><input type="checkbox"/> Public Safety/Law Enforcement</p> <p><input type="checkbox"/> Other (please specify) _____</p>	<p style="text-align: center;"><b>ADMINISTRATIVE</b></p> <p><input type="checkbox"/> Administrative Assistant/Office Manager</p> <p><input type="checkbox"/> Bookkeeping</p> <p><input type="checkbox"/> Word processing</p> <p><input type="checkbox"/> Data entry</p> <p><input type="checkbox"/> Payroll clerk</p> <p><input type="checkbox"/> Receptionist</p> <p><input type="checkbox"/> File Clerk</p> <p><input type="checkbox"/> Other (please specify) _____</p>
	<p style="text-align: center;"><b>COMPUTER RELATED</b></p> <p><input type="checkbox"/> Computer Programmer</p> <p><input type="checkbox"/> Computer Software Engineer (Applications Developer, Software Design, Programmer Analyst)</p> <p><input type="checkbox"/> Database Administrator</p> <p><input type="checkbox"/> Network and Computer System Administrator (LAN/WAN, Network Security Administrator)</p> <p><input type="checkbox"/> Systems Analyst (Data Processing Systems Project Planner, Information Systems Consultant)</p> <p><input type="checkbox"/> Computer Support Specialist (Customer Support Analyst, Help Desk Technician)</p> <p><input type="checkbox"/> Other (please specify) _____</p>

2) Do you feel you have occupational skills you are not currently utilizing that you would like to use?

a) \_\_\_ No

b) \_\_\_ Yes (If yes, which ones?) \_\_\_\_\_

Thank you very much for your assistance.