



# Spouse Employment Application

❖ Log into: <https://portal.afas.org>

Sign In Register

Welcome to our new Air Force Aid Society portal!

This is your one-stop shop to manage your relationship with the Air Force Aid Society, the official charity supporting US Airmen and Space Guardians. Once you create your account and log in, you will be able to view your donation history, set-up and manage your recurring gift, apply for an education grant, apply for emergency assistance, or manage your education or emergency assistance loans.

If this is your first time accessing the portal, please navigate to the "Register" tab above to set up your account.

If you have any issues please contact the following for support:

For issues with Donations, please contact the Donation Team: [donations@afas-hq.org](mailto:donations@afas-hq.org)  
For issues applying for Education Assistance, please contact the Education Team: [education@afas-hq.org](mailto:education@afas-hq.org)  
For issues applying for Emergency Assistance, please contact the Emergency Assistance Team: [ea@afas-hq.org](mailto:ea@afas-hq.org)

**Sign In**

Email

\* Password

Remember me?

Sign in Forgot your password?

- Register if new to the AFAS Application Portal.

Home Ways To Give How We Help Our Impact Our Purpose Contact Sign In

## WELCOME TO THE AFAS PORTAL

To make a donation to the Air Force Aid Society click the Donate Button on the left.  
To apply for Education or Emergency Assistance or to continue an existing application click the My Applications Button on the right.

Donate My Applications

- After completing registration and continuing, select "My Applications".



Home > My Applications

## My Applications

This page is the central location to monitor your applications with the Air Force Aid Society.

To begin a new application, click on either of the blue buttons below. To apply for the Gen. Henry H. Arnold Education Grant click the "Apply for Education Grant" button on the left. To apply for Emergency Assistance click the "Apply for Emergency Assistance" button on the right.

Once an application has been started but not completed, it will be displayed here with a status reason of "Unsubmitted". To edit or resume the application, click on the blue Application ID in the table below. This will take you back to the application, where you will be able to edit the information and finish the application.

Once the application has been submitted, it will be displayed here with a status reason of "Submitted". To view the details of the submission, click on the blue Application ID in the table below. This will take you to the application's detail page where you will be able to review the details of the submitted application.

[Apply for Education Grant](#) [Apply for Emergency Assistance](#) [Apply for Community Program](#)

### - Select "Apply for Community Program"

Home > My Applications > Community Programs

## Community Programs

### Select a Community Program

**\_\_ Bundles for Babies** - In October 1996, HQ AFAS launched a test program titled "Bundles for Babies." to address the specific needs of young parents. Our goal was to build a program with a distinctive Airman and Family Readiness Center (A&FRC) flavor, one that conveyed AFAS assistance and at the same time gave the Personal Financial Managers the opportunity to intervene with pro-active classes on topics such as "Budgeting for Baby." The program began with 26 bases and continued to grow. Popular topics for the class are budgeting for a new baby, health and nutrition for mother and baby, car seat safety, dental care for baby, DEERS enrollment and Shaken Baby Syndrome.

**\_\_ Spouse Employment** - This program provides entry-level job training to active duty or Title 10 Air Force or Space Force Spouses with a goal to help them secure immediate, viable employment. Student spouses are eligible to receive up to \$2,500 for short term programs/certifications (8-12 weeks) that would lead to employment. Eligibility documents include member's active duty or Title 10 orders, student's military ID, proof of enrollment and cost of tuition for the program/certification. Once documents are received and the contract is signed, the funds will be sent directly to the student via Zelle or Bank ACH. Some of the programs/certifications include: Medical Billing and Coding/Transcription, Medical Office Administration, Dental Assistant, Nursing Assistant/Aide, Mental Health, Medical Lab/Phlebotomy, Physical Therapy Aide, Pharmacy Technician, Veterinary Assistant, Basic Computer Skills, IT Leadership and Business Development, Graphic Design, Leadership Skills, Human Resource Management, Social Media Marketing Program, Real Estate License, and Digital Photography.

NOTE: If you are pursuing a 2-4 year degree, please visit our [General Henry H. Arnold Grant application page](#).

What community program are you applying for? \*

Spouse Employment

Submit

### - Select "Spouse Employment" from the drop-down menu.

# SPOUSE EMPLOYMENT APPLICATION

1 Applicant Information

2 Military Member Information

3 Requirements

4 Disbursement Method

## Applicant Information

SSN \*

DODID

First Name \*

Middle Initial

Last Name \*

Suffix



Date of Birth (Format: MM/DD/YYYY) \*

MM/DD/YYYY



## Contact Information

Personal Email Address \*

Phone Number Type \*



## Home Address

Address Line 1 \*

Address Line 2

City \*

State/Province \*



Zip Code \*

Save and Continue

- Complete all required fields
- Select "Save and Continue"

# SPOUSE EMPLOYMENT APPLICATION

1 Applicant Information ✓ 2 Military Member Information 3 Requirements 4 Disbursement Method

## Military Member Information

SSN \*

DODID

First Name \*

Middle Initial

Last Name \*

Suffix

Date of Birth (Format: MM/DD/YYYY) \*

Date of Marriage (Format: MM/DD/YYYY) \*

## Military Information

Military Branch \*

Military Category \*

## Contact Information

Personal Email Address \*  
Please enter a personal email address, .mil email addresses will not be accepted

Work Email Address \*

Phone Number Type \*

## Home Address

Use Applicant Address  
 No  Yes

Address Line 1 \*

Address Line 2

City \*

State/Province \*

Zip Code \*

- Complete all required fields and continue

Military Rank \*

## Unit Information

Unit Number \*

Duty Station/Base \*

City \*

State/Province \*

Zip Code \*

Unit Phone Number (no dashes) \*

Previous

Save and Continue

- Complete all required fields
- Select "Save and Continue"

# SPOUSE EMPLOYMENT APPLICATION

1 Applicant Information ✓ 2 Military Member Information ✓ 3 Requirements 4 Disbursement Method

Please attach each file individually by clicking the blue text on the left side of the table and in the new window click the choose file button to select your file that corresponds with the Document Name that you selected and click submit.

| Document Type ↓                             | Description | Status  | Received Date   |
|---|-------------|---------|---|
| Student/Spouse Military ID (Front and Back) |             | Pending |  |
| Proof of Enrollment                         |             | Pending |  |
| Cost of Tuition Document                    |             | Pending |  |
| Active Duty Orders/Title 10 Orders          |             | Pending |  |

Enter Cost of Tuition (format: 0.00) \*

Previous

Save and Continue

- All required documents must be uploaded with application
- Enter Cost of Tuition in the format specified (No \$)
- Select "Save and Continue"

# SPOUSE EMPLOYMENT APPLICATION

1 Applicant Information ✓ 2 Military Member Information ✓ 3 Requirements ✓ 4 Disbursement Method

Enroll today in the Zelle payment platform to direct deposit approved emergency assistance funds into your account! [Click Here](#) to learn more.

Disbursement Method \*

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[Previous](#) [Submit](#)

- Select Zelle or ACH from the drop-down menu
- Select "Submit"
- If approved, you will receive a contract from AFAS requesting an Adobe Signature acknowledging assistance and agreement to use funds for intended purpose. Contract must be signed and returned before any funding can be released

Contact the AFAS Education Department at [ed@afas-hq.org](mailto:ed@afas-hq.org) or call 703-972-2647/ toll-free at 1-877-246-7650.