

MILITARY SPOUSE PREFERENCE REGISTRATION

Name: _____

Vacancy Announcement #/Job Title/ Grade: _____

Military Sponsor's Name: _____

Marriage Date: _____

Military Sponsor's Reporting Date: _____

I certify that the information recorded herein is true to the best of my knowledge. I understand that if any information is found to be false or misleading, such falsification may be cause for my immediate dismissal.

Military Spouse's Signature Date

The above applicant **IS** eligible for Military Spouse Preference because:

_____ Provided all documentation for verification of employment eligibility.

_____ Current Flex Employee. Preference eligible for Full-time/Part-time position only.

Deputy Director of Human Resources' Signature Date

The above applicant **IS NOT** eligible for Military Spouse Preference because:

_____ Married to military sponsor after sponsor's receipt of Official PCS Orders.

_____ Position is NF-4 or above.

_____ Position is non-competitive or a placement.

_____ Placed into or declined position registered for.

_____ Military Spouse Preference previously used to obtain position or declined.

Deputy Director of Human Resources Signature Date

MILITARY SPOUSE PREFERENCE PROGRAM

The following information provides important facts you should know about Military Spouse Preference eligibility for Nonappropriated Fund (NAF) positions.

Only the wife or husband of an active duty military member of the Armed Forces, including members of the U. S. Coast Guard, relocating because of service under a statutory tour, is eligible for Spouse Preference. Marriage to the sponsor must have taken place prior to the sponsor and spouse relocating to the new duty station area.

Eligibility for Military Spouse Preference begins 30 days before the military sponsor’s reporting date into the new duty station. The military spouse MUST have been married to the military sponsor prior to the original orders to the new duty station.

In order to receive military spouse preference, you must submit a copy of your sponsor’s PCS orders and proof that your marriage occurred prior to the date of your sponsor’s PCS orders. In addition you must complete a Military Spouse Preference Registration form for each position you are applying for and wish to register your military spouse preference option.

MILITARY SPOUSE PREFERENCE MAY BE EXERCISED ONLY ONCE PER TOUR UNLESS IT WAS FOR A NON-CONTINUING POSITION.

Military Spouse preference is applied only to positions for which you register your desire to use spouse preference and spouse preference may be used for more than one position at a time. However, once you are selected for and accept or decline a position in which spouse preference was used you are considered to have used your one time spouse preference. Your status for consideration in all other positions in which your spouse preference was used shall become that of a “Family Member”. However, there is no limit to the number of times Military Spouse preference may be used for referral to a non-continuing position i.e. a flexible NAF position or an appropriated fund temporary or term limited position. Once you accept a non-continuing position military spouse preference may not be used for other non-continuing positions as long as you are still employed in a non-continuing position. However, your military spouse preference may still be use when applying for a regular continuing position.

In addition eligibility for military spouse preference is no longer applicable when a military spouse accepts or declines placement into any continuing DOD position at the new duty location; i.e. following entry on duty to a position in which appointments are made without time limitation, and which are required to have a fixed work schedule part time or full-time on either the appropriated or NAF work force, whether or not preference was applied. The above does not apply if acceptance is in a non continuing position i.e. a flexible NAF position or an Appropriated Fund temporary or term limited position. Per DOD 1400.25-M Subchapter 315, spouse preference is applicable to NF-3 and below positions and hourly rate (NA, NL, NS) positions for which the spouse is found to me among the best qualified through merit staffing procedures.

Print Name

Signature & Date

VERIFICATION OF EMPLOYMENT ELIGIBILITY

IDENTIFICATION CARD _____

PASSPORT/SOFA STATUS _____

SPONSOR’S ORDERS _____

SPOUSE PREFERENCE _____

VERIFIED BY: _____ DATE: _____