

SPOUSE PREFERENCE

Types of Employment:

- Regular full-time 35-40 hours per week
- Regular part-time 20-34 hours per week
- Flexible 0-40 hours per week

Military Spouse Preference applicants hired in a flexible position or a regular position with a time-limited appointment will not lose their spouse preference eligibility until movement or hired into a regular full or part time position. Once the spouse accepts or declines such a federal position at the new duty station, eligibility terminates, whether or not the position was obtained through spouse preference.

Spouse preference may be exercised once per permanent relocation (PCS), when appointed to a regular full or part time position. If spouse preference is used to obtain employment for a NAF vacancy, it cannot be used a second time for a civil service/APF vacancy, or vice versa.

Preference applies to positions in grade NF-3 and below and positions paid at hourly rates.

Spouses with less than 6 months time remaining in the area may be non-selected for permanent continuing positions.

When do you qualify for spouse employment preference?

- If you're married to an active duty military member before the military sponsor's relocation to the new duty station.
- If you transfer with your military spouse within a commuting area of the permanent duty station of the sponsor.
- 30 days prior to spouse's report date.

You will be referred for an interview if you're among one of the top candidates for NF-3 positions and below.

When are you ineligible for spouse preference?

- NF-4 positions and higher.
- If you have been placed into, or declined a regular position without a time limit.
- Reassignments or transfers from one position to another.
- Married to military sponsor after military sponsor's receipt of official PCS orders.

Spouse preference may be exercised once per permanent relocation of military. If spouse preference is used to obtain a NAF appointment, it cannot be used a second time for a civil service/APF vacancy, or vice versa.



APPLICATION FOR MILITARY SPOUSE PREFERENCE

APPLICANT NAME: _____
POSITION TITLE/JVN#/GRADE: _____
MILITARY SPONSOR'S NAME: _____
MARRIAGE DATE: _____
SPONSOR'S REPORTING DATE: (MM/YY) _____

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 cause for my immediate dismissal. I have attached a copy of my sponsor's military orders.

Applicant's Signature

Date

Military Orders Attached

APPLICATION RESULTS

HR REPRESENTATIVE NAME: _____

PHONE NUMBER: _____

The applicant is certified as eligible for Military Spouse Preference.

The applicant is not eligible for Military Spouse Preference because:

- Married to military sponsor after military sponsor's receipt.
- Position is higher than NF-3.
- Position is noncompetitive or a placement.
- Registration time period elapsed.
- Placed into or declined position registered for.
- Military Spouse Preference previously used to obtain position.

Signature of HR Representative

Date

Copy to OPF