
OVERSEAS FAMILY MEMBER PREFERENCE (FMP)

(Reference: DoD Instruction 1400.25 Vol 1232, 5 Jan 2012)

(Revised May 13)

1. Who is a "family member" for civilian employment purposes?

You are eligible for this hiring category if you are a spouse of a U.S. citizen civilian employee of a U.S. Government Agency (including Non Appropriated Fund (NAF) activities) OR an unmarried dependent child (including stepchild, adopted child, and foster child) under 23 years of age residing with a military member or a civilian employee; **AND**,

- You are a U.S. citizen, **AND**
- Physically reside with your sponsor at the foreign duty station.
- Unmarried dependent children age 21 to under 23 years of age must be full-time students and must maintain command sponsorship.
- Unmarried dependent children who meet the definition of family member may continue to be eligible for family member preference until their sponsor departs the foreign duty station or the commuting area or completes the current period of service requirement, whichever occurs first.

NOTE: This preference does not apply to:

- Family members of locally hired civilian employees;
- Family members of contractors;
- Family member of foreign nationals employed by DoD Components.

2. When is family member preference applied in the hiring process?

Family member preference shall be applied:

- When filling Appropriated Fund positions at the GS-01 through the GS-15 levels (and equivalent) through external placement procedures;
- When recruiting from an external source for Non-Appropriated fund (NAF) vacancies;
- In the absence of a military spouse preference eligible. Family members with veteran's preference, shall be given preference ahead of family members without veteran's preference or military spouse preference.
- Only to initial employment into a position **without time-limitation** or a **time-limited appointment expected to last more than one (1) year** at his or her sponsor's assigned duty station. Acceptance of a temporary appointment of one (1) year or less does not terminate family member preference.
- Only **ONCE** at each duty location.

3. When will family member preference (FMP) begin for hiring purposes?

In the overseas area, family members may apply for employment with overseas Human Resource Offices (HROs) **30 days before** their anticipated arrival within the command. However, family members may not receive preference until arrival at the foreign location.

Family members seeking preference with less than **6 months** time remaining in the overseas area may be non-selected for permanent continuing positions.

4. When does family member preference (FMP) end?

Family member preference eligibility terminates upon:

- Receipt of an appointment **without time-limitation** or a **time-limited appointment expected to last more than one (1) year** at his or her sponsor's assigned duty station. **Acceptance of a temporary appointment of one (1) year or less does not terminate family member preference.**
- Divorce, death of the sponsor, or sponsor's retirement or separation from civil service.

5. What supporting documentation do I need to provide to the HRO to receive family member preference (FMP)?

To receive family member preference, a spouse/dependent shall provide the HRO with the following documents, when applying for vacancy announcements:

- A **copy of the sponsor's Permanent Change of Station (PCS)** orders identifying a dependent-authorized move and the sponsor's reporting date to the new duty location.
- A **current application or resume.**
- For spouses with current (on LWOP) or prior Federal Service, (including Non-Appropriated Funds (NAF) submit a copy of the most recent **Notification of Personnel Action (SF-50)**, and/or Personnel Action Report (PAR), showing job title, series, grade and salary earned.
- Documentation verifying **marriage to the sponsor** (i.e. marriage license or other documentation verifying marriage).

6. Where can I get more information?

- Contact the Human Resources Office (HRO) at DSN 626-5409 or CML 081-568-5409, or HRO WEBSITE: <http://cnic.navy.mil/regions/cnreurafswa/about/jobs.html>