

**QUESTIONNAIRE FOR MILITARY SPOUSE OR FAMILY MEMBER PREFERENCE**

This questionnaire is for the purpose of determining your eligibility for Military Spouse Preference (MSP) or Family Member Preference during your sponsor’s present tour of duty. Information on eligibility requirements for preference under these programs is enclosed. If selected, you will be required to provide a copy of your sponsor’s permanent change of station (PCS) orders and your sojourner’s permit at the time the tentative job offer is extended. Dependents of contract employees **are not** considered family members for the purpose of DoD Inst 1400.23, Employment of Family Members of active duty military members and civilian employees stationed in foreign areas, and therefore, are **not eligible** for employment under the family member hiring authority program.

**PART I**

- Are you the spouse of an active duty military member? ( ) Yes ( ) No  
Date of marriage to sponsor: \_\_\_\_\_
- Are you the spouse or a family member of a DoD civilian? ( ) Yes ( ) No  
Date of marriage to sponsor: \_\_\_\_\_
- Are you the family member (not spouse) of an active duty military member? ( ) Yes ( ) No
- Are you the spouse or a family member of a contractor (i.e. DoD, etc.)? ( ) Yes ( ) No

1. When did you arrive at your sponsor’s current duty station? Date: \_\_\_\_\_

2. What is your sponsor’s date of estimated return from overseas? Date: \_\_\_\_\_

3. Are you presently employed, or have you previously been employed at your sponsor’s current duty station or within the commuting area? ( ) Yes ( ) No

- a. Who employed you? \_\_\_\_\_ Navy Command  
 \_\_\_\_\_ DoDDS  
 \_\_\_\_\_ NAF (includes NEX & other NAF instrumentalities, i.e. MWR NAF)  
 \_\_\_\_\_ Other, please specify \_\_\_\_\_

b. List the title and pay band or grade of your position.  
Position Title: \_\_\_\_\_ Pay band/Grade: \_\_\_\_\_

c. State how long the appointment is/was scheduled to last:  
Permanent: \_\_\_\_\_ Temporary: \_\_\_\_\_ Expiration date of temp position: \_\_\_\_\_

Work Schedule: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_  
Intermittent: \_\_\_\_\_ Flexible: \_\_\_\_\_ Seasonal: \_\_\_\_\_

d. Did you ever **decline** or **decline a request for an interview** for any continuing (without time limitation) Federal position at your sponsor’s new duty assignment? ( ) Yes ( ) No

4. Are you claiming veteran’s preference? ( ) Yes (attach DD-214 to resume); ( ) No

Name (Please print): \_\_\_\_\_

Signature: \_\_\_\_\_

**PART II (TO BE COMPLETED BY HRO)**

Eligible for MSP: ( ) Yes ( ) No Reason if answer is No: \_\_\_\_\_

Eligible for FMP: ( ) Yes ( ) No Reason if answer is No: \_\_\_\_\_

\_\_\_\_\_  
Signature of HRO Personnel Representative

\_\_\_\_\_  
Date

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## **HIGHLIGHTS OF THE MILITARY SPOUSE OVERSEAS EMPLOYMENT PREFERENCE PROGRAM**

The Military Spouse Preference Program (MSP), established under the Military Family Act of 1985, offers employment placement preference in Department of Defense (DoD) civilian personnel positions to military spouses who meet certain criteria. There are two main types of federal employment opportunities within the DoD to which MSP applies: **Appropriated Fund (APF)** and **Non-Appropriated Fund (NAF)**, NAF is composed of NEX and other NAF Instrumentalities. They are considered separate hiring authorities and generally have separate hiring offices on military installations. Spouse preference is available for **APF** positions at grades GS-15 and below or equivalent pay bands or equivalent wage-grade positions, when filling a position through competitive procedures. Spouses may also receive preference for NAF positions at grades NF-3 and below and for equivalent positions paid at hourly rates.

### **You may be eligible for preference under the MSP program if ALL of the following apply:**

\_\_\_ You are the eligible spouse of an active-duty military member of the U.S. Armed Forces.

\_\_\_ You are relocating to accompany your military sponsor under a permanent change of station (PCS) move to an active-duty assignment. Marriage to your military sponsor must have taken place **PRIOR** to your sponsor's reporting date at the new duty station area.

\_\_\_ The position for which you are applying is in the same commuting area as your sponsor's new duty station.

- You meet basic qualifications and are among the "best qualified" group of candidates for the position.

**(You may use the checklist above to self certify your eligibility)**

### **Other pertinent information:**

- You may file applications for employment as early as **30 days prior** to your reporting date at the new duty station, and your resume may be referred, however, you may not receive preference until actually arriving at the overseas location.
- MSP does not apply when preference, if afforded, would result in displacement of a current employee by this action.
- Spouses seeking preference with **less than 6 months** time remaining in the overseas area may be non-selected for permanent continuing positions.
- Spouses of DoD civilians and other family members receive preference in the absence of qualified military spouse preference eligibles.
- Employment in DoD includes APF and NAF positions. If spouse preference is used to obtain a NAF continuing position it cannot be used a second time for an APF continuing position or vice versa, at each new duty station.
- There are a number of positions that require the ability to obtain and maintain a security clearance. **Failure to obtain or maintain a security clearance can be grounds for removal and military spouse preference will be lost.**

- Spouse preference **does not** apply when management chooses to select from a list of noncompetitive candidates or from one of the alternative recruitment sources. The alternative recruitment sources include: appointment of a 30% disabled veteran; VRA appointment; transfer at the same or lower grade, reassignment or change to lower grade, etc.

**Effect on MSP when you accept a position**

- You can use your MSP only **ONCE** at each new duty station. You are no longer eligible for MSP immediately upon **acceptance** or **declination** or **declination of a request for an interview** of a continuing DoD APF or NAF position. When applying for multiple continuing DoD APF or NAF positions, the first acceptance or declination or declination of a request for an interview immediately terminates your MPS eligibility.

**Continuing positions** are defined as not having a time limitation and which are required to have a fixed work schedule, i.e., part-time or full-time.

If you accept or decline a “non-continuing position” you do not lose your MSP. **Non-continuing** positions are defined as having a time limitation and/or which do not have a required fixed work schedule, including:

- Any temporary position, regardless of work schedule.
- Any term position, regardless of work schedule.
- Permanent positions with an intermittent work schedule, e.g., substitute-teaching positions with DoD Dependents Schools.
- NAF positions with a “flexible” work schedule, or any NAF position for which the employment category is identified as “flexible.”

***SPOUSES ARE ENCOURAGED TO APPLY ONLY FOR POSITIONS THAT THEY ARE TRULY INTERESTED IN AND AVAILABLE FOR***

I am claiming Military Spouse Preference    Yes\_\_\_\_\_    No\_\_\_\_\_

**SPOUSE PREFERENCE CERTIFICATION:** I certify that, during the authorized eligibility period, I have not accepted, declined or declined a request for an interview for any Federal position at my sponsor’s new duty assignment. By my signature, I certify that I fully understand the military spouse program as it pertains to Federal employment as described in this document.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE