

This supplemental form is to enable the Human Resources Office to ascertain which individuals are to be accorded Veteran's appt, Family Member or Military Spouse preference as set forth in DoD and Navy Instructions. This form will be used to assist in determining appointment eligibility only.

<b>APPLICANT QUESTIONNAIRE</b>	
<b>NAME:</b>	<b>MAILING ADDRESS:</b>
<b>PHONE:</b>	<b>EMAIL ADDRESS:</b>
<b>ANNOUNCEMENT #:</b>	<b>POSITION TITLE/GRADE APPLYING:</b>

**1. My Current Status is: check one**

- Current Federal Employee - You must attach a copy of latest SF50
- Current NAF (NEX or MWR) Employee - You must attach a copy of PAR (Personnel Action Report)
- Military spouse/Family member – **YOU MUST ANSWER THE QUESTIONS ITEMS#5-13 ON PAGE 2.**
- Veteran – You must attach DD214 with character of discharge indicated (honorable discharge, etc), SF15 if applicable
- Active Duty Military member - You must attach "Statement of Service" issued by PSD.
- Other (Specify) \_\_\_\_\_

**2. Passport information**

I am U. S. Citizen.       Yes       No

Type of VISA you have : \_\_\_\_\_ Expiration date: \_\_\_\_\_

**3. Appointment Eligibility**

Please self identify your appointment eligibility. It is your responsibility to select only the eligibilities that apply to you.

- INTERNAL:** I am a current Permanent Federal (appropriated fund) Employee.
- MILITARY SPOUSE/FAMILY MEMBER:** I am a Military or Department of Defense Civilian Family Member.
- TRANSFER:** I am a current employee from another DoD or Federal Agency.
- REINSTATEMENT:** I am a Federal employee that left the Federal Government with a break-in-service of 3 days or more with Career or Career Conditional status.
- VEOA (Veterans Employment Opportunity Act):** I am a preference eligible or Veteran who has separated from the armed forces under honorable conditions after substantially completing at least 3 years of continuous active service.
- VRA (Veterans' Recruitment Appointment):** I am eligible for VRA (Those who are eligible include: Disabled veterans, Veterans who served on active duty in the Armed Forces during a war declared by Congress, or in a campaign or expedition for which a campaign badge has been authorized, Veterans who, while serving on active duty in the Armed Forces, participated in a military operation for which the Armed Forces Service Medal was awarded, Veterans separated from active duty within 3 years under honorable conditions.
- NAF/AF PORTABILITY:** I am an NAF (Non-Appropriated Fund) on a permanent full/part time position without a break-in-service for one year or more.
- OTHER: Must specify** \_\_\_\_\_

**4. Availability:**

How soon can you start working? \_\_\_\_\_

What is the LOWEST Pay/Grade you will accept? (You will NOT be considered for the Pay/Grade Level lower than you indicate below.)

Pay \$ \_\_\_\_\_ Per \_\_\_\_\_ or Grade \_\_\_\_\_

I certify that, to the best of my knowledge and belief, all of the information is true, complete, and made in good faith.

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

Date: \_\_\_\_\_

## MILITARY SPOUSE/FAMILY MEMBER SUPPLEMENT

### 5. My Sponsor is: check one

- Active Duty Military member. PRD (Projected Rotation Date/tour end date) \_\_\_\_\_
- Federal Civil Service employee. Overseas tour exp date \_\_\_\_\_ ( Conus hire  Local hire)
- Non-Appropriated Fund employee (NEX or MWR) ( Conus hire  Local hire )
- Other (Specify) \_\_\_\_\_

6. Duty Station/Command name of your sponsor: \_\_\_\_\_

7. Date sponsor arrived in the local area: \_\_\_\_\_

8. Date you arrived in the local area: \_\_\_\_\_

9. Your relationship to sponsor: \_\_\_\_\_

10. If spouse, date of marriage: \_\_\_\_\_

11. Do you have less than six months remaining at this duty station?  Yes  No

12. Since arriving at current duty station, have you held a Federal position of any kind?

(Including NAF positions with MWR or NEX, DODDS, or any other Civil Service positions.)

Yes  No If yes, please provide the following information:

JOB TITLE/GRADE: \_\_\_\_\_

COMMAND NAME: \_\_\_\_\_

WORK SCHEDULE:  REGULAR  FLEXIBLE  ON-CALL  TEMPORARY  SEASONAL

DATE EMPLOYMENT: FROM \_\_\_\_\_ TO \_\_\_\_\_

13. Since arriving at current duty station, have you declined an offer or interview of Federal employment?

Yes  No

### NOTE: YOU MUST ATTACH BELOW DOCUMENTS

#### If you are Military family member

- Sponsor's PCS order/Extension order
- Family Entry approval
- Official document showing dependency such as Command sponsorship letter (if applicable)

#### If you are Civilian family member

- Letter of employment showing dependency and overseas tour expiration date
- PCS Travel order

I certify that I've read and understand the checked statement below. I understand that failure to submit required documentations may result in a loss of consideration.

#### Spouse preference eligibility for each PCS relocation terminates upon

- Acceptance or refusal of a continuing position in the Federal service (NAF position included) for which the spouse has registered or applied for employment, whether or not preference was applied;
- Refusal to participate in established recruitment procedures (e.g., interview, responding to evaluation criteria);
- Loss of MSP status due to divorce, death of the sponsor, or sponsor's retirement or separation from active duty; or
- Failure to maintain immediate appointability. (The MSP must meet all pre-employment criteria and be immediately appointable under the applicable recruitment procedures.)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date