

HRO BULLETIN

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NONCOMPETITIVE APPOINTMENT FOR CERTAIN MILITARY SPOUSES

Effective September 2009, certain military spouses are now appointable under a new Federal hiring authority. This new authority gives these military spouses the opportunity to apply and be considered for current vacancies. The Human Resources Service Centers (HRSCs) and the Human Resources Offices (HROs) have been awaiting DOD/Navy implementing guidance as well as updates to the Navy's Civilian Hiring and Recruitment Tool (CHART) so that resumes could be accepted under the this new authority, before publicizing the details of this exciting opportunity! The updates to CHART have now been completed and the specifics are provided below.

An agency may appoint noncompetitively a spouse of a member of the armed forces serving on active duty who has orders specifying a permanent change of station (not for training), a spouse of a 100 percent disabled service member injured while on active duty, or the un-remarried widow or widower of a service member who was killed while performing active duty.

Application Process - log onto: <https://chart.donhr.navy.mil/>. Click on Number 2 "Create an Account". Answer all of the questions – it's very important that you remember your user ID and Password. When you get to the Eligibility Section, you will answer yes to the question "Are you eligible as a Military Spouse under Executive Order 13473?"

TOP CHART USER TIPS

Having problems using CHART? Click [here](#) to check out some of our most common questions and answers.

Eligibility –

A spouse of a member of the armed forces must have:

married the member of the armed forces on, or prior to, the date of the service member's orders authorizing a permanent change of station; and
relocated with the member of the armed forces to the new duty station specified in the documentation ordering a permanent change of station.

A spouse of a member of the armed force must be the un-remarried widow or widower of the member of the armed forces killed on active duty in the armed forces.

Noncompetitive appointment under section 315.612 (b)(4)(i) is limited to the geographic area, as specified on the service member's permanent change of station orders. It includes the service member's duty station and the surrounding area from which people reasonably can be expected to travel daily to and from work.

Spouses of retired or separated active duty members who have a 100 percent disability are not restricted to a geographical location.

Conditions –

Spouses are eligible for noncompetitive appointment for a maximum of 2 years from the date of:
the service member's permanent change of station orders;
documentation verifying the member of the armed forces is 100 percent disabled; or
documentation verifying the member was killed while on active-duty.

A spouse may receive only one noncompetitive appointment to a permanent position per the service member's orders authorizing a permanent change of station.

Proof of Eligibility –

Prior to appointment, the spouse of a member of the armed forces must submit to the employing agency:

- 1) a copy of the service member's active duty orders which authorize a permanent change of station.

This authorization must include:

- a) A statement authorizing the service member's spouse to accompany the member to the new permanent duty station; and
- b) The specific location to which the member is to be assigned, reassigned, or transferred pursuant to permanent change of station orders; and
- c) The effective date of the permanent change of station; and
- d) Documentation verifying marriage to the member (i.e. a marriage license or other legal documentation verifying marriage).

Prior to appointment, the widow or widower of must submit to the employing agency copies of:

- a) Documentation showing the individual was released or discharged from active duty due to his or her death while on active duty;
- b) Documentation verifying the member of the armed forces was killed while serving on active duty; and
- c) Documentation verifying marriage to the member of the armed forces; and
- d) A statement certifying that he or she is the un-remarried widow or widower of the service member.

A person appointed under this authority acquires competitive status automatically upon completion of probation.

For more information on this new hiring authority, you may contact your local Human Resources Site Office. You may also contact the CNRSW Staffing and Classification Program at (619) 532-4221.

Helpful Web links

Federal Government – www.usajobs.gov

Department of the Navy – <https://chart.navy.mil/>

United States Marine Corps – <https://www.manpower.usmc.mil>

United States Army – www.cpol.army.mil

United States Air Force – <http://ask.afpc.randolph.af.mil/CivEmploy>

Partnership for Public Service – www.ourpublicservice.org

Navy Acquisition Intern Program– https://acquisition.navy.mil/rda/home/career_management