



# Spousal 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 Spousal Preference applicants hired in a flexible position will not lose their spousal 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.

Spousal Preference may be exercised once per permanent relocation (PCS). If spousal preference is used to obtain employment for NAF vacancy, it cannot be used a second time for 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 the spouse's report date.

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

## When are you ineligible for spouse preference?

- On NF-4 positions and higher
- If you have been placed into, or declined a regular position.
- Reassignments or transfers from one position to another.
- Married to a military sponsor after military sponsor's receipt of official PCS orders.

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

# Application for Military Spousal Preference

Applicant Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ Vacancy #: \_\_\_\_\_ Grade: \_\_\_\_\_

Military Sponsor's Name: \_\_\_\_\_

Marriage Date: \_\_\_\_\_ Sponsor's Reporting Date: \_\_\_\_\_

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

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## Completed by Human Resources

Certifying HR Representative's Name: \_\_\_\_\_

Check the appropriate box below:

- The applicant is certified as eligible for Military Spousal Preference.
- The applicant is not eligible for Military Spousal Preference because:
  - \_\_\_\_ Married to military sponsor after military sponsor's receipt of orders.
  - \_\_\_\_ Position applied for is higher than an NF-3.
  - \_\_\_\_ Position is non-competitive or a placement.
  - \_\_\_\_ Registration time period has elapsed.
  - \_\_\_\_ Placed into or declined position registered for.
  - \_\_\_\_ Military spouse preference previously used to obtain a position.
  - \_\_\_\_ Appropriate orders or documentation was not attached.

\_\_\_\_\_  
Certifying HR Representative's Signature

\_\_\_\_\_  
Date