

***CIVILIAN PERSONNEL FLIGHT
INFORMATION PAMPHLET***



***MILITARY SPOUSE PROGRAM
DYESS AFB, TEXAS***

July 2007

INTRODUCTION

This handout describes policies and procedures for the Department of Defense (DoD) Military Spouse Program.

The Military Family Act of 1985 focused attention on the extremely important role of military families in the Department of Defense. Spousal preference was one of several initiatives undertaken to retain military members, enhance the well being of military families and provide the resources necessary to maintain an environment compatible with a healthy military family lifestyle.

The program applies to spouses of active-duty military members of the United States Armed Forces, including the U.S. Coast Guard and full-time National Guard, who desire priority consideration for competitive service positions at DoD activities in the United States and its territories and possessions.

Should you have any questions, please feel free to contact the Civilian Personnel Flight at (325) 696-2393.

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Civilian Personnel Officer

References:

Title 10, United States Code, section 1784, Employment Opportunities for Military Spouses
Executive Order 12721, "Eligibility of Overseas Employees for Noncompetitive Appointments," July 30, 1990
Deputy Under Secretary of Defense (Civilian Personnel Policy) Memorandum, "Employment of Military Spouses," October 7, 2004

General Information:

A military spouse preference eligible is a DoD civilian employee in an appropriated-fund position on a non-temporary appointment in the competitive or excepted service who must relocate as a result of their active-duty military sponsor's permanent change of station (PCS).

A spouse may register for activities within the commuting area of the sponsor's new duty station. Spouses may compete for positions outside of the commuting area, but will not receive preference in such situations.

You may wait until you arrive at your sponsor's new duty station to register or you may register with your losing Civilian Personnel Flight (CPF) no more than 30 days prior to your sponsor's reporting date at the new duty station. Spouses who do not initially relocate with their sponsors cannot register until they are actually residing in the commuting area of the new duty station. Spouses are not eligible for registration when their sponsor relocates in conjunction with retirement or separation.

Keep the CPF informed of your current address and phone number so job offers can be made in a timely manner. You could lose consideration for a position if the CPF can't contact you.

When referred through the Military Spouse Program for positions being filled competitively, you are entitled to spouse preference if you rank as best qualified. Military spouses who rank equal to or higher than the lowest ranking referable candidate are considered to be in the best-qualified group. When there's more than one best qualified military spouse referred, the selecting supervisor may select any one of the spouses.

Basic Requirement:

Registration in the Military Spouse Program is voluntary and is limited to spouses of active-duty military members of the U.S. Armed Forces including U.S. Coast Guard and full-time National Guard. The spouse may register only if he or she accompanies a military sponsor who is:

- a. Assigned by a PCS move from overseas to U.S. or to a different commuting area within the U.S., including the U.S. territories or possessions;
- b. Relocating to a new and permanent duty station after completing basic and advanced individual training;
- c. Permanently assigned to the same duty station where initial entry training was received;
- d. Assigned by PCS to a service school regardless of the duration of training;
- e. A former military member who re-enlists and is placed directly in a permanent assignment;
or
- f. Reassigned on an unaccompanied tour by PCS with orders specifying the sequential assignment, except when the sequential assignment is in the same community area from which the sponsor was reassigned. The spouse may register for activities in the commuting area of the sequential assignment at any time during the sponsor's unaccompanied tour.

Other Requirements:

In addition to the above, all of the following conditions must be met.

- a. The marriage to the sponsor must have occurred prior to the sponsor's reporting date to the new duty station.
- b. The spouse must meet all pre-employment criteria and be immediately appointable to a position in the competitive service. To meet the appointability requirement, the spouse must be a current Federal career or career-conditional employee; be currently serving under a VRA or Schedule A appointment for the disabled; have reinstatement eligibility; have appointment eligibility under E.O. 12721; or have competitive service eligibility based on employment under other merit systems as prescribed by the applicable OPM interchange agreement (e.g., Defense Civilian Intelligence Personnel System (DCIPS), Nonappropriated Fund, etc.).
- c. The spouse must furnish copies of the following to the registering activity:
 - (1) PCS orders identifying the sponsor's reporting date;
 - (2) A current Air Force resume;

- (3) The most recent performance appraisal; and
- (4) Documentation of E.O. 12721 eligibility, if applicable.

Incoming Military Spouses:

If you are just arriving at Dyess AFB, contact the CPF at 696-2393 and make an appointment to receive your counseling as an incoming military spouse.

Your military spouse registration form will be reviewed and updated if necessary. It will then be input into the Automated Stopper and Referral System. The Air Force Personnel Center (AFPC) will review the registration and if all is correct, make the final submission in the automated system. It is imperative that you keep the CPF advised of your current address and telephone number. You have only 48 hours to accept or decline a valid job offer. If you can't be located after reasonable efforts have been made to contact you, we can continue filling a particular position. This does not mean that you lose your spouse preference, just that you missed consideration for that particular job.

You must indicate if you are willing to accept temporary appointments and for what duration.

You must indicate the lowest grade you are willing to accept. You may register for up to five series for which you meet the qualifications and can perform the duties with basic orientation only. Registration must include your current series or the last series you held in Federal service.

You must certify that you have not accepted or declined a position that you may have applied for using military spouse preference during the current PCS.

You must comply with established recruitment procedures and be among the best qualified in order to use your spouse preference for competitive positions. If you do not comply, your spouse preference will be terminated.

You may update your registration by making an appointment with the Civilian Personnel Flight.

Temporary Employment:

There is no limit to the number of times military spouse preference may be applied for non-continuing positions. Declination of a non-continuing position has no effect on eligibility for other non-continuing positions. The following special procedures apply to spouses who accept non-continuing positions:

- a. If a spouse accepts a temporary or tem appointment, including a NAF time-limited appointment, of more than 60 days, the CPF must amend the Program S registration by entering "N" in the "Temporary" data element. Eligibility for subsequent time-limited appointments is suspended until 60 days prior to the expiration of the temporary or tem

appointment. At that time, the spouse may request re-registration for time-limited employment. If the duration of the appointment is 60 days or less, eligibility for other non-continuing positions is not suspended.

b. Accepting a permanent appointment to a position with an intermittent work schedule, including a permanent NAF position with a flexible employment category or work schedule, has no effect on continued eligibility for other non-continuing positions.

Skills:

The following guidelines determine the high and low grades for each skill:

a. Spouses may register at a grade no higher than previously held on a permanent basis and down to any grade for which qualified and available.

b. Spouses whose only Federal service was overseas under time-limited appointment(s) may register for the highest grade held down to the lowest grade for which qualified and available, if they are appointable under E.O. 12721.

c. Spouse who are not current Federal employees who have E.O. 1271 and reinstatement eligibility may register under either option, whichever is more beneficial.

d. Spouses who register on the basis of service under other merit systems may register for the highest grade to which they can be noncompetitively appointed under application OPM interchange agreement not to exceed the GS or FWS equivalent of the highest grade held on a permanent basis.

Outgoing Military Spouses:

When you become aware of a permanent change of station, please contact the CPF, at 696-2393 to set up a counseling session with a human resources technician. During your counseling session, you will be advised of your military spouse entitlements and registered for consideration at your new duty station. You will be given all the documents required to receive your military spouse preference entitlement at your new duty station. At the time of counseling, you will be asked to provide a copy of your sponsor's PCS orders. You should request a copy of your latest appraisal from your supervisor. A copy of your SF 75, Request for Preliminary Employment Data, will be given to you by the CPF. You must prepare, and have ready to submit, a current and accurate resume. An Air Force Job Kit will be provided. You will need to attach a copy of your latest appraisal, a copy of your latest SF 50, a copy of the PCS orders, a copy of your SF 75 and a copy of your career brief. A human resources technician will complete a Military Spouse Program registration form for you. You will be asked to hand carry this form to your new CPF. This form is the one your gaining CPF will use to register you in the Military Spouse Program.

You should immediately report to your nearest servicing Civilian Personnel Flight (CPF) upon arrival at the new duty location. They will review your documents and advise you about local

hiring procedures. Be sure to inquire as to the availability of other agencies in the commuting area. It is imperative that your address and phone number be correct. If you don't have a phone number, ensure you leave a number where the CPF can leave a message for you.

Time Restrictions:

The time period of spouse preference eligibility begins 30 days before the military sponsor's reporting date to the new duty location and applies without time restriction. If you worked as an appropriated fund Federal employee overseas and accumulated 52 weeks of creditable service under E.O. 12721, you have 3 years from the date you return from overseas to be eligible for military spouse preference. You should report to the CPF at your sponsor's new duty station upon arrival to register for consideration in the Military Spouse Program.

Valid Offer

An offer of a full-time, permanent Department of Defense position that matches the series, grade and location that you are registered and well qualified for is considered a valid job offer.

A valid job offer is defined as an offer of a position at a skill and grade level for which you are registered. If you register for, and are offered a GS-03 position, and you decline the offer because you have decided to accept only GS-04 positions, your registration will be made inactive. You will be dropped from the program and you lose priority referral status. If you decide to change your registration, you must notify your CPF immediately to process a file maintenance update.

Extending Registration:

If you have not been picked up, you will receive a registration update notification from Dayton, Ohio, 11 months after your initial registration or last file maintenance update. You should contact the CPF to continue your registration in the Military Spouse Program. Any completed file maintenance action extends the registration for one year.

Termination of Eligibility:

Eligibility for the Military Spouse Program terminates upon:

- a. Acceptance or declination of a continuing position in the Federal service, including a NAF position (includes positions in the military exchange services), whether or not preference was applied;
- b. Refusal to participate in established competitive recruitment procedures (e.g., interview, responding to KSAs, etc.);
- c. Loss of spousal status due to divorce, death of the sponsor, or sponsor's retirement or separation from active duty; or

- d. Failure to maintain immediate appointability.

Military Spouse Preference Does Not Apply:

Military spouse referrals do not preclude the activity from filling a position using one of the following alternate sources:

- a. Appointment of a 30% disabled veteran;
- b. VRA appointment;
- c. Reassignment or change to lower grade, or transfer at the same or lower grade.
- d. Placement to correct an EEO deficiency;
- e. Placement of an individual with a disability; or
- f. Placement of an employee returning from an overseas tour of duty.

Military spouse preference does not apply if granting preference would result in the displacement of a current employee of the activity.

Military spouses with less than 6 months remaining in the area may be non-selected for permanent continuing positions.

When a military spouse cannot be located by the registering activity after reasonable efforts have been made, the potential gaining activity may continue the staffing actions without further consideration of that registrant. Such action, however, does not terminate the spouse's preference.