

## NOTICE FOR NAF APPLICANTS CLAIMING MILITARY SPOUSE PREFERENCE

### WHAT IS MILITARY SPOUSE PREFERENCE (MSP)?

Military spouse preference is a benefit given to a qualifying military spouse seeking employment within the Department of Defense (includes Nonappropriated Funds and Civil Service). It gives MSP applicants a higher hiring priority for government positions. Military spouses may be eligible to apply for employment preference for DoD NAF positions in conjunction with their active duty military sponsor's transfer to a new duty station.

### WHO IS ELIGIBLE FOR MILITARY SPOUSE PREFERENCE?

A military spouse who entered into marriage with an Active Duty Military member prior to a Permanent Change of Station (PCS) to MacDill AFB. Military spouse preference does not apply when the sponsor's move is a PCS in conjunction with retirement or separation.

### HOW DO I REQUEST MILITARY SPOUSE PREFERENCE?

Documents depicting proof of military spouse preference eligibility are the sponsor's Permanent Change of Station (PCS) orders where the spouse is named as the dependent of the military member. If the dependent is not named on the PCS orders, provide a copy of the Command Sponsorship Letter together with a copy of the sponsor's PCS orders.

### HOW MANY TIMES CAN I USE MILITARY SPOUSE PREFERENCE?

Under new provisions, military spouses are permitted to accept an unlimited number of non-continuing positions without losing preference. For purposes of the new MSP program, all NAF flexible positions and any other temporary positions, regardless of work schedule (e.g., a Regular position with a Not-To-Exceed (NTE) date) are identified as non-continuing positions.

### OTHER PERTINENT INFORMATION:

- Military spouse preference only applies when the grade/pay band for which the spouse has applied is no higher than that previously held in federal service. On initial appointment in the federal service, military spouse preference applies to all positions in pay bands NF I-III, CC positions, and equivalent hourly paid Crafts and Trades positions for which qualified.
- Military spouses must apply for preference in the commuting area of the military sponsor's new duty station.
- The time period of spouse preference eligibility begins 30 days before the military sponsor's reporting date to the new duty location.
- Military spouses seeking preference with less than six months time remaining in the area may be nonselected for permanent continuing positions.

Does your Spouse have more than 6 months remaining time for this PCS?  Yes  No

I am claiming Military Spouse Preference  Yes  No

**SPOUSE PREFERENCE CERTIFICATION:** I understand the Military Spouse Program as it pertains to Federal employment. I certify that I have not **accepted placement** in or **declined** any Appropriated Fund (APF) or Nonappropriated Fund (NAF) position at MacDill AFB or in the commuting areas during this PCS. I further understand that if I am selected for a permanent NAF position, I will no longer be eligible for a Civil Service position under the Military Spouse Program, if applicable.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_