

Request for Military Spouse Preference

Position Title: _____ Announcement # : _____

Name: _____ Date: _____

(Please Print)

All documents that must be submitted with your application/resume for consideration

- Request for Military Spouse Preference form completed and signed
- Copy of Sponsor's Permanent Change of Station (PCS) orders
- Copy of marriage license (if dependent names are not listed on the orders)

****PLEASE NOTE** If documentation requested is not submitted with your application/resume then spouse preference will not be considered**

A few things to remember about your Spouse Preference benefit:

- ✓ Claiming Spousal Preference does not automatically guarantee you a position.
- ✓ If you have less than 6 months until your next PCS, spousal preference cannot be used
- ✓ Spousal Preference can only be used for NAF positions at the NF 03 level and below and all NA, NL, NS (Craft/Trade) positions. Spouse Preference use is not allowed for NF 04, NF 05 or SES positions within the NAF.
- ✓ All applications are reviewed and graded for the minimum qualifications posted on the job announcement. If qualifications are met, then spouse preference will be applied
- ✓ You must have PCS'd to within the 50 mile radius of installation where you are applying for a position from another geographical location.
- ✓ You must prove that you were married to the service member prior to the PCS orders being released (issue date of the Permanent Change of Station orders)
- ✓ You can use your spousal preference as many times as you would like for flexible status positions but only ONE time for a Full time or Part time positions. Should you be offered a FT or PT position and decline it, you will also lose your preference.
- ✓ You can submit/apply for a position using your Spouse Preference 30 days before arriving at the new duty station.
- ✓ "Add-On" orders or Command Change orders that do not require a PCS are not accepted unless the initial Command is outside of the 50 mile radius of the installation where you are applying for a position.

Applicants Signature – I have read and understand the above