

MILITARY SPOUSE PREFERENCE (MSP) DATA SHEET

What is Military Spouse Preference? Military Spouse Preference (MSP) is a benefit given to qualifying military spouses seeking employment within the Department of Defense [which includes Non-appropriated Funds, Appropriated Funds (APF or Civil Service), and Army and Air Force Exchange Services (AAFES) positions]. The preference provides higher hiring priority for these positions. MSP is governed under DoD 1404.12, Public Law 99-145, and Executive Order 12568. It allows a spouse of an **active** duty military member to apply for employment preference for DoD Non-appropriated Fund (NAF) positions in conjunction with their sponsor's transfer to a new duty station. The purpose of this program is to assist the spouse, who must move due to the spouse's orders, in obtaining employment at the new duty station. **MSP does not apply when the military member sponsors move is in conjunction with retirement or separation.**

Do you meet the eligibility requirements? Answer the following questions to determine if you are eligible for MSP.

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| 1) Were you married to a military sponsor prior to receipt of official PCS orders and are you listed on those orders? | YES | NO |
| 2) Are you applying for preference in the commuting area of the sponsor's new duty station? | YES | NO |
| 3) Does your Spouse have more than six (6) months remaining time at this duty station? | YES | NO |
| 4) Have you worked in a NAF, Civil Service, or AAFES position since coming to this base?
If yes, where and when? _____
_____ | YES | NO |

Are you submitting the required documents? In order to be considered under the MSP Program you must submit the following to the HRO.

- Optional Application for Federal Employment – OF 612, Declaration for Federal Employment, and other forms required for the position for which you are applying.
- Copy of sponsors PCS orders assigning them to Offutt AFB, NE or commuting area (**MSP consideration will not be granted without this documentation**).

General 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 pay band positions NF-III and below, Child Care positions CC-03 and below, or equivalent Crafts and Trade (NA, NL, NS) positions. You must meet all qualification requirements of the position for which you are applying.
- Preference ends upon placement or declination of a continuing position (including NAF, Civil Service or AAFES) for which application is made, whether or not preference was applied. Flexible schedule positions are not considered continuing positions for MSP purposes.
- Preference may be exercised **once for** each permanent relocation of sponsor.

PLEASE READ THE ABOVE INFORMATION CAREFULLY. IT IS YOUR RESPONSIBILITY TO SUBMIT REQUIRED DOCUMENTATION. MSP WILL NOT BE APPLIED IF THE CRITERIA OR REQUIREMENTS LISTED ARE NOT MET.

Statement of Understanding and Certification: I understand the requirements for Military Spouse Preference listed above. I understand that Military Spouse Preference is good for the first offer of employment in a continuing position only. I also understand that once I accept or decline continuing non-appropriated fund (NAF), appropriated fund (Civil Service), or AAFES position in the commuting area, I will lose my eligibility for preference on this installation.

Applicants Signature

Date

For HRO USE: Eligible: Yes _____

No _____

HR Initials/Date _____

If ineligible, reason: