OFFICE OF THE UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

PERSONNEL AND READINESS

OCT 07 2004

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Employment of Military Spouses

On August 30, 2003, Headquarters, U.S. European Command (EUCOM) completed a two-year trial program for exercising spouse preference to positions paid from both appropriated and nonappropriated funds in EUCOM only. This Military Spouse Preference (MSP) pilot program permitted military spouses to accept an unlimited number of temporary, intermittent, or flexible schedule positions without loss of their military spouse preference. The goal of the program was to increase meaningful employment opportunities for military spouses on United States bases overseas.

Because of the positive results of the EUCOM pilot, I am authorizing implementation of the provisions of the MSP program on a permanent basis, both in the United States and overseas. The military family unit, like other contemporary families, is increasingly reliant on two incomes. The mobility requirements of the military family limit the possibility of career advancement for military spouses who accompany the member from one duty station to another. In order to provide greater career opportunities for military spouses, we must do all we can to maximize available employment opportunities.

Implementing guidance and procedures are attached and are effective the date of this memorandum. These changes will be incorporated into a Civilian Personnel Manual issuance and the Priority Placement Program Operations Manual.

Ginger Groeber
Deputy Under Secretary
Civilian Personnel Policy

Attachment:
As stated

DISTRIBUTION: ASSISTANT G-1 FOR CIVILIAN PERSONNEL POLICY,
DEPARTMENT OF THE ARMY
DEPUTY ASSISTANT SECRETARY, OFFICE OF CIVILIAN
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MISSILE DEFENSE AGENCY

Department of Defense

Employment of Military Spouses
Guidance and Procedures

A. General Information

1. On June 1, 2001, Headquarters, U.S. European Command (EUCOM), Directive Number 30-19, implemented the Military Spouse Preference (MSP) Choice Pilot Program. This directive established a two-year trial program for exercising spouse preference to positions paid from both appropriated and nonappropriated funds in EUCOM only.

2. The trial program substantially narrowed the definition of "continuing position," permitting military spouses to accept an unlimited number of temporary, intermittent, or flexible schedule positions without loss of their military spouse preference.

3. The EUCOM final report on MSP Choice found that the program was positively received by both military spouses and DoD employing organizations in the European theater. In particular, a majority of military spouses stated that MSP Choice increased their employment opportunities for positions in the Federal service.

4. This policy memorandum implements new Department of Defense (DoD) guidance and procedures applicable to the employment of military spouses both within the continental United States (CONUS) and outside the continental United States (OCONUS). The policy and procedures established herein are effective immediately and apply to positions paid from appropriated and nonappropriated funds. This change applies to military spouses only.

B. Definitions

1. For the purpose of this policy, "continuing positions" are defined as positions to which appointments are made without time limitation, and which are required to have a fixed work schedule, i.e., part-time or full-time.

2. "Non-continuing positions" are defined as positions to which appointments are made with time limitation and/or which do not have a required fixed work schedule. Non-continuing positions include the following:

(a) Any temporary position, regardless of work schedule.

(b) Any term position, regardless of work schedule.

(c) Permanent positions with an intermittent work schedule, e.g., substitute teaching positions with DoD Dependents Schools.

(d) Nonappropriated fund (NAF) positions with a "flexible" work schedule, or any NAF position for which the employment category is identified as "flexible."

C. Procedures

1. Military spouses will be referred using MSP until such time as they accept a continuing position. MSP will not be lost if the military spouse declines an offer of employment in a non-continuing position.

2. There is no limit to the number of times MSP may be applied to referral and selection for non-continuing positions. Spouses may be simultaneously referred for continuing and non-continuing positions, until such time as eligibility is lost due to acceptance or declination of an offer of a continuing position. However, upon acceptance of a non-continuing position, the spouse's eligibility for preference for other non-continuing positions will be suspended until 60 days prior to the expiration of the non-continuing position.

3. Military spouses who lost preference on or after the effective date of this policy because they accepted (or declined an offer of) a time-limited position in the Federal service, including NAF, as described in the Priority Placement Program (PPP) Operations Manual, Chapter 14, paragraphs C.4.b. through C.4.f., will have preference reinstated. Reinstatement of this preference is contingent on the spouse meeting all other applicable requirements for military spouse preference.

4. Military spouses who previously accepted (or declined an offer of) a position with a fixed work schedule and no time limitation (see PPP Operations Manual, Chapter 14, paragraph C.4.a.) will not receive additional entitlement to MSP. Likewise, military spouses whose preference was terminated based on their refusal to participate in established competitive recruitment procedures (see PPP Operations Manual, Chapter 14, paragraph C.4.g.) will not have preference reinstated.

5. Reinstatement of MSP does not confer any right to priority consideration for employment opportunities that may have been missed prior to the effective date of this policy.

D. Documentation

Components within CONUS will use the Automated Stopper and Referral System (ASARS) maintained and operated by the Priority Placement Support Branch-Dayton to register military spouses whose preference is reinstated by this policy for both continuing and non-continuing employment in appropriated fund positions, as appropriate. OCONUS and all NAF hiring organizations will establish specific procedures for reviewing and processing requests for reinstatement of MSP.

E. Accountability

DoD hiring organizations are responsible for the appropriate and effective use of this authority.