

## MILITARY SPOUSE PREFERENCE CERTIFICATION

1. To be considered for Military Spouse Preference (MSP), a hiring priority for NAF jobs, please complete this form and attach a copy of your sponsor's PCS orders. If you are not specifically listed by name on the orders, please attach a Command Sponsorship letter to the PCS orders.

2. Have you previously accepted or declined any Appropriated Fund (APF), Army and Air Force Exchange Services (AAFES), or Nonappropriated Fund (NAF) position within this commuting area?  
YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, when and where? \_\_\_\_\_

3. If you held a federal service position (APF or NAF) prior to your PCS to this location, are you on leave without pay?  
YES \_\_\_\_\_ NO \_\_\_\_\_

4. Does your spouse have more than 6 months remaining for this PCS assignment?  
YES \_\_\_\_\_ NO \_\_\_\_\_

5. Will you accept a Flexible position? (0 - 40 hours per week – variable work schedule, no benefits)  
YES \_\_\_\_\_ NO \_\_\_\_\_

6. Will you accept a Regular position? (20 - 40 hours per week – regular work schedule, benefits)  
YES \_\_\_\_\_ NO \_\_\_\_\_

- MSP eligibility is terminated upon placement into or declination of any permanent (or temporary lasting more than 1 year) position in the commuting area for which application is made, whether or not preference was applied.
- Temporary appointments lasting less than 1 year do not cause loss of preference eligibility.
- Declining an interview for a position you applied for will also cause you to lose your preference, therefore you should only apply for positions that you would accept.
- You may exercise MSP once for each PCS of your military sponsor.
- MSP applies only to positions where the grade or pay band is no higher than you have previously held in federal service.
- MSP eligibility begins 30 days before the military sponsor's reporting date to the new duty station.
- Military spouses seeking preference with less than six months remaining in the area may be nonselected for permanent positions.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

### FOR HRO USE ONLY

ELIGIBLE? YES \_\_\_\_\_ NO \_\_\_\_\_ (state reason) \_\_\_\_\_

INITIALS \_\_\_\_\_ DATE \_\_\_\_\_